



# Safeguarding Policy Children and Adults

From Sept 2020

# **Safeguarding Policy**

## **(Children and Adults)**

**From November 2018**  
**(updated September 2020)**

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# SAFEGUARDING POLICY

## Christ Church, Haywards Heath

From November 2018 (updated September 2020)

*This document has been written following advice from Thirtyone:eight and so the Church Leadership agrees not to allow the document to be copied by other organisations.*

### SECTION 1: INTRODUCTION

#### Christ Church, Haywards Heath

Christ Church is a group of Christians, committed to following Jesus Christ and encouraging others to do the same in a loving, safe community. We meet together regularly, in our homes, at our church building and at Warden Park Primary Academy in Haywards Heath, West Sussex.

In addition, we may hold events for all ages, in other hired premises.

The Church is a member of the FIEC (Fellowship of Independent Evangelical Churches) and the SGP (Sussex Gospel Partnership).

Building address: New England Road, Haywards Heath, West Sussex RH16 3LE

Telephone: Building - 01444 459 980

Registered Charity number: 1122949 Limited Company number: 06459931

Registered address: New England Road, Haywards Heath, West Sussex RH16 3LE

Insurance Brokers: Kingdom Bank – 01159 217250 Church policy: CHP2134437

#### Our Commitment

The Leaders (Elders) of Christ Church, Haywards Heath, recognise the importance of maintaining the highest standards in the church's ministry to children, young people and adults, both among church members and within the wider community. We recognise the value and dignity bestowed by God on each and every human being as created in his image.

Therefore, as Members of this Church, we commit ourselves to the valuing, nurturing, protection and safekeeping of all and we are especially mindful of our duty of care towards the more vulnerable, including children, young people and adults with particular care and support needs.

We recognise that children and young people, as well as adults at times of vulnerability or with care and support needs, can be the victims of physical, sexual and emotional abuse, neglect and exploitation. We acknowledge that it is the responsibility of each one of us to be aware of this risk and to seek to protect the vulnerable, and to report any abuse discovered or suspected in accordance to with the church's Policy.

We have therefore adopted the procedures set out in this safeguarding policy in accordance with current statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Church Leaders undertake to:

- implement appropriate national and local safeguarding legislation, guidance and procedures
- provide on-going safeguarding training for all its team members and to regularly review the operational guidelines attached
- ensure that the premises used by the church meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children, young people and vulnerable adults
- not to allow this document to be copied by other organisations

## SECTION 2: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

### Understanding Abuse and Neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

Please read Appendix A for definitions and signs of abuse in children and young people, as well as definition of Safeguarding responsibilities, definitions and signs of abuse for adults.

Please see the chart at the end of Appendix J for additional advice on responding to online abuse concerns.

### Listening and Responding to Allegations of Abuse

How we listen to, respond to and follow-up on an allegation of abuse is very important.

Appendix B gives advice on effective and helpful listening.

If you believe a child or adult to be in immediate danger, phone the police on 999.

### Procedure for Responding to an Allegation or acting on a Suspicion of Abuse

*Under no circumstances* should a team member carry out their own investigation into an allegation or suspicion of abuse. All team members must follow procedures as outlined.

The person in receipt of allegations or who has a suspicion of abuse will do the following AS SOON AS POSSIBLE (do not delay): **Don't discuss; Record; Report**

#### 1. Do Not Discuss the Allegation or Suspicion:

Suspicions must not be discussed with **anyone** other than the Safeguarding Coordinator or Deputy Coordinator. This includes not speaking with church leaders, team members or members, close family members or the family concerned.

#### 2. Record the Concern:

*It is vitally important that any disclosure made in confidence or cause for concern is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.*

- A written, dated record of the concern should be made as soon as possible and given to the Safeguarding Coordinator (or Deputy) for secure storage.
- Labelled files are available for recording purposes. These contain recording sheets (Appendix I) as well as 'body-map' pages and instructions for completing a written record. These are kept under the welcome table at Warden Park Primary Academy, and in the church office in the Christ Church building.
- Make an accurate record of:
  - date and time of what has occurred /the time the disclosure was made
  - names of people who were involved or present
  - what was said or done by whom
  - name of person reporting and to whom reported
  - if needed, use the body maps to mark any signs of physical harm
- Notes should be objective ('I said, he did, she said'... rather than 'I thought that/I felt')
- Notes should be completed in ink. Do not use Tippex. Sign crossings-out and alterations
- Each page of the notes should be dated and have the full name and signature of the person making the record
- The record must NOT be shown to others and must be given to the Coordinator as soon as possible, who will keep the record in a secure place.
- Additional notes may later be added to such documents by the Safeguarding Coordinator or Deputy.

### 3. Report the Concern:

The person in receipt of an allegation or concern of abuse should report the concern as soon as possible to the Safeguarding Coordinator (contact details at the end of this policy), who is nominated by the Elders to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Coordinator, or if the suspicions in any way involve the Safeguarding Coordinator or his/her family, then the report should be made to the Deputy Safeguarding Coordinator (contact details at the end of this policy).
- If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to Thirtyone:eight. Alternatively contact West Sussex Multi Agency Safeguarding Hub (MASH) or Adults' CarePoint Team or the police (contact details for all at the end of this policy).
- The Safeguarding Coordinator/Deputy may need to inform others depending on the circumstances and/or nature of the concern. For example, the Chair of Trustees, the church's insurers, or local Designated Officers.
- Suspicions must not be discussed with anyone other than the Safeguarding Coordinator or Deputy. A written record must be made in accordance with procedures outlined above.
- The Church Leadership will support the Safeguarding Coordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to West Sussex Multi Agency Safeguarding Hub (MASH) or Adults' CarePoint Team, the Police or taking advice from Thirtyone:eight.
- Although the Church Leadership expects that members of Christ Church will refer concerns as outlined above, it is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight. If the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately/or where they have a disagreement with the Safeguarding Coordinator/Deputy as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Church Leadership demonstrates its commitment to effective Safeguarding and the protection of all those who are vulnerable.
- Any team member who reports a concern or incident may be informed of the steps taken in response but is not entitled to know any further details which emerge.

### **PROCEDURES TO BE FOLLOWED BY THE SAFEGUARDING COORDINATOR/DEPUTY**

The role of the Safeguarding Coordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies with a legal duty to investigate.

#### **Where there is concern about a Child:**

##### **1. ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Children's Safeguarding Coordinator/Deputy will:

- contact West Sussex Multi Agency Safeguarding Hub (MASH) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home
- If unsure whether to refer a case to West Sussex Safeguarding Children Partnership, seek and follow advice given by Thirtyone:eight (this advice will be confirmed in writing).
- not tell the parents or carers unless advised to do so, having contacted West Sussex Safeguarding Children Partnership
- seek medical help if needed urgently, informing the doctor of any suspicions

*Continues*

- For lesser concerns (eg poor parenting), encourage the parent/carer to seek help, but not if this places the child at risk of significant harm. Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact West Sussex Multi Agency Safeguarding Hub (MASH) for advice.

## 2. ALLEGATIONS OR SUSPICIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- contact the West Sussex Multi Agency Safeguarding Hub (MASH) Duty Team member for children and families or the Police Child Safeguarding Team. They will NOT speak to the parent/carer or anyone else.
- seek and follow the advice given by Thirtyone:eight if, for any reason, they are unsure whether or not to contact West Sussex Multi Agency Safeguarding Hub (MASH) /Police. Thirtyone:eight will confirm its advice in writing for future reference.

### **Where there is concern about an Adult:**

#### 1. SUSPICIONS OR ALLEGATIONS OF ABUSE OR HARM INCLUDING: PHYSICAL, DOMESTIC, SEXUAL, PSYCHOLOGICAL, FINANCIAL/MATERIAL, MODERN SLAVERY, DISCRIMINATORY, ORGANISATIONAL (INSTITUTIONAL), NEGLECT, SELF-NEGLECT

If there is concern about any of the above, the Safeguarding Coordinator/Deputy will:

- Contact the West Sussex Adult CarePoint Team, who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

### **Where there is an allegation of abuse made against a person who works with children/young people**

The Pan-Sussex Child Protection and Safeguarding Procedures manual provides guidance on managing cases of allegations that may indicate that a staff member may not be suitable to work with children in their current position, or in any other capacity.

This manual is available online at <https://sussexchildprotection.procedures.org.uk/>

If an accusation is made against a team member (whether a volunteer or paid member of staff) whilst following the general procedure outlined above, the Safeguarding Co-ordinator, in accordance with the Pan-Sussex Child Protection and Safeguarding Procedures manual, will need to liaise with West Sussex Multi Agency Safeguarding Hub (MASH) in regard to the suspension of the team member and the reporting of the accusation as required.

Consideration should be given to whether a referral should be made to the Disclosure and Barring Service, which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. This may be discussed with the designated officer (if involved), or with the DBS if the nature of concern leads the church to end the employment of the team member or volunteer, or where the church would have made this decision in circumstances where the team member has left voluntarily.

**In all cases**, the Safeguarding Coordinator or Deputy must note responses to concerns and any actions taken on the Safeguarding Incident/Welfare Concern form (Appendix I). These must be stored securely, in accordance with data protection legislation.

## **SECTION 3: PREVENTION - SAFER RECRUITMENT**

### **Adult Team Leaders and Members in Regular Ministries**

A 'regular ministry' takes place regularly in term time or weekly, as listed in Appendix H.

All Team Leaders and Members of regular ministries will:

- be Church members (interviewed at the time of becoming members) who are not under Church discipline
- be invited to take up a role as Leader or Helper and have that role explained to them
- be asked to complete an Application/Information Form (Appendix C) and be asked to provide the names of referees so that references may be obtained and followed up where appropriate
- complete a Self-Disclosure form (Appendix D), which will be kept securely in accordance with Data Protection requirements
- have Safeguarding checks and procedures discussed at interview
- submit themselves to an Enhanced Disclosure and Barring Service (DBS) check
- have no previous convictions for acts of violence or sexual offences against children or adults; except for acts of violence where the nature and proximity of the offence, and the role being undertaken in the church, clearly does not present a significant risk. This will be determined by the Elder responsible/ Safeguarding Officer and a confidential record kept of the decision taken
- be trained as appropriate for the role to be undertaken and complete a trial period in a role
- Take part in regular (annual) Safeguarding training
- Work in accordance with the 'Service at Christ Church' booklet guidelines and code of conduct relevant to their ministry

### **Adult Team Members/Helpers at Occasional Events**

An occasional event is defined as something that happens once or twice a year, as listed in Appendix H.

The Overall Leaders for such events will be those who are chosen in line with the guidelines for Leaders of Regular Ministries.

For these events, however, we may invite other adults to help. These would be people who are Christians who are members of our own regular congregation; or who are known to us either through family or friendship networks; or who are from other churches known to us. They may not be under church discipline. We may consider inviting such people to help in order to strengthen our team, to express our partnership with other churches, or to encourage young believers in service.

Such adults would not be expected to act as Team Leaders unless they are members in good fellowship with another Church and fulfil the requirements for leaders in the Christ Church Safeguarding Policy. Such adults would be required to complete the Information/Application form and Confidential Disclosure form, and to provide a reference from a church leader if they are not members of the CCHH congregation.

### **Junior Helpers at Regular or Occasional Events**

We may choose to invite children to be Junior Helpers at some events, such as Zig Zag, YoYo, FX, Holiday Bible Club or Summer Wednesdays. These would be children in School Years 7 to 13. They must be children that we have regular contact with through the church congregation, FXtra or Rooted. Junior Helpers will predominantly help with craft and games activities and will be part of plenary teaching times. Where appropriate, at Holiday Bible club, we may invite individuals to help on a team, as an additional helper.

At all times, junior helpers will be under adult supervision and will not be allowed to take sole responsibility for other children.

Written parental consent will be sought for junior helpers. They will be counted as children in the adult to child ratios for the event.

The inclusion of any of these additional helpers is subject to the discretion of the church Leaders, event planning team and leaders of the appropriate children's groups.

## SECTION 4: PREVENTION - RESPONSIBILITIES OF TEAM LEADERS AND MEMBERS

### All Groups: Health and Safety

The Health and safety of all is important to us. We will therefore endeavour to:

- use facilities which are suitable and safe for use
- make sure that all equipment used is safe
- follow the risk assessments and hygiene requirements implemented for Covid-19
- when planning activities, make an assessment of risks and consider how to mitigate them
- when running activities online, follow the guidance of Appendix J

### Responsibilities of Team Leaders and Members in Children's Groups

As a Church Leadership, we are committed to supporting all team members and ensuring they receive support and supervision. We have high expectations of appropriate behaviour from those working with children and young people.

It is unacceptable for leaders or helpers to be under the influence of alcohol or other drugs, or to smoke, whilst engaged any of the activities covered by this Policy.

It is unacceptable for leaders or helpers to engage in any behaviour which might allow an exclusive or sexual relationship to develop with any of the children or young people in groups or activities run by the Church. Team members **may not** enter into exclusive or personal communication with children or young people by unsupervised visiting, telephone, letter or electronic communication.

We expect Team Leaders and Members to model appropriate behaviour, including:

- respect for the feelings, property and opinions of others
- kindness in behaviour and speech
- turn-taking and good team work
- being good losers and winners in competitive activities
- appropriate praise and encouragement without favouritism
- listening to others and to Bible teaching
- disputes to be resolved privately
- apologies and reconciliation
- commitment and diligence

### Maintaining Discipline in Groups

When children or young people misbehave, early intervention is important to encourage good behaviour for the benefit of the child/young person and the whole group.

All Team Leaders and Members should:

- endeavour to carry out any discipline calmly and constructively.
- explain what behaviour is expected and any sanctions which may be expected.
- **not** use physical discipline against children (eg smack, grab, pull).
- **not** use verbal aggression against children (eg name call, ridicule, shout in anger).
- seek the assistance of another Team Member if not able to handle the situation calmly.

If a child is a danger to himself/herself, others in the group or property, then it may be appropriate to remove the child from the group or, as a final resort, restrain the child until he/she is calm. If a child has to be restrained, a parent **must** be called to collect the child. The full events must be recorded on the incident forms (Appendix G) and talked through with parents. A copy of the form may be given to parents – the original must be held by the Safeguarding Coordinator.

### Use of mobile phones, tablets and electronic devices.

As a general principle, electronic devices should only be used when directly relevant to the activity of the group. It is good practice for leaders to leave mobile phones or other devices in the church office or similar place, rather than have them on their person, during activities.

Team Leaders and Members must not photograph or video the children in their care for personal use. For photographs or video of children to be taken and used by the church or group, the written consent of parents



must have been given. Any such photos or video footage may not be used on social media sites without specific written permission and may only be held in accordance with the Church's Data Protection Policy.

Team Leaders and Members of groups where children are under the age of 13 must not engage in online or text conversations or 'friendship' relationships with children in their groups. Groups for young people have a communication consent form for electronic communication (Appendix E) and do not allow phones to be used by the young people during meetings.

Please note the policy for online meetings (eg. due to local/national Covid-19 lockdown) in Appendix J.

### **Toilet matters**

During activity or group times at the Christ Church building, Team Leaders and Members are to use the 'disabled' toilet; school-aged children will be expected to visit the toilet by themselves or with a friend, with an adult's knowledge. Children must be encouraged to be independent and the leader should remain outside the toilet wherever possible. Parents are responsible for changing their babies' nappies and assisting their preschool children in the toilets.

### **Following 'Good Practice'**

We expect groups and activities to:

- have as general practice a minimum of two Team Members for any group which is in a separate room
- endeavour to follow the NSPCC advisory adult to child ratios: Age 0-2: 1 adult to 3 children; Age 2-3: 1 adult to 4 children; Age 4-8: 1 adult to 6 children; Age 9-12: 1 adult to 8 children; age 13-18: 1 adult to 10 children
- register all children, leaders and visitors present in a register specific to the group
- endeavour to have at least one Team Member qualified in First Aid at each children's midweek club meeting
- ensure that each child has returned a Consent Form signed by their parent or legal guardian
- take note of any allergies or medical conditions
- obtain a parent or legal guardian's signature of consent before taking children on any club activity which is not taking place at the Church building
- practise actions to be taken in the event of a fire, during children's clubs, approximately once per year
- forbid smoking, the consumption of alcohol or other drugs or the carrying of weapons on Church premises during children's Clubs or activities which are aimed at children.
- abide by the Policy on Transporting Children (Appendix G)
- avoid being alone with children and keep a record of any occasions when they meet with Young People one-to-one
- respond appropriately to suspicions and allegations of abuse
- not allow the taking of photographs by any adults present, unless for a specific activity relating to the Club or activity and then to be held in accordance with the Church's Data Protection Policy.

## **Responsibilities of those Involved in Ministry to Adults**

As a Church Leadership, we are committed to supporting all Team Leaders and Members and ensuring they receive support and supervision. We have high expectations of appropriate behaviour from those working with adults with care and support needs.

It is unacceptable for Team Leaders and Members or Helpers to be under the influence of alcohol or other drugs, or to smoke, whilst engaged any of the activities covered by this Policy.

It is unacceptable for Team Leaders and Members or Helpers to engage in any behaviour which might allow an exclusive or sexual relationship to develop with any adult in groups or activities run by the Church.

It is unacceptable for Team Leaders and Members or Helpers to ask for or accept substantial or regular gifts from those they are supporting.

We value friendship, personal encouragement and support; as well as Bible study, discussion and prayer in large or small groups or one to one. This may lead to advice or counsel being given, on matters to do with faith and daily living. Where a member of the church or a team member is involved in meeting regularly with someone for such support or counsel, we encourage them to be accountable to one of the elders of the church.

We expect men to counsel men and women to counsel women.

## **SECTION 5: SUPPORTING THOSE AFFECTED, WORKING WITH OFFENDERS**

### **Supporting those affected by abuse**

The Church leaders are committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the church.

We aim to provide this support through personal care (e.g. one to one Bible reading and support) or through seeking the help of outside agencies if needed.

### **Working with offenders**

When someone attending the church is known to have abused children or is known to be a risk to adults with care and support needs the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. Such boundary agreements and policies would be tailored specifically to circumstances and informed ideally by risk assessments from the statutory agencies. Such agreements and policies would be supervised by a church leader.

## SECTION 6: CONTACT DETAILS

*If leaving an answerphone message, emailing or texting, please do **NOT** give details or names, but request an urgent reply.*

### **Safeguarding Coordinator**

**Mark Ventham** (Elder responsible for Children's Ministry)

Telephone – 01444 441 574 Mobile – 07719 866 913

Email – markv@cchh.org.uk

Address – 73 Gower Rd, Haywards Heath, West Sussex RH16 4PW

### **Safeguarding Deputy Coordinator**

**Sarah McQuaker** (Children and Families Team member)

Telephone – 01444 458 758 Mobile – 07906 242 134

Email – sarahmcquaker@cchh.org.uk

Address – 14 Pasture Hill Road, Haywards Heath, West Sussex RH16 1LX

### **Thirtyone:eight (please use as advised in this policy Section 2)**

PO Box 133, Swanley, Kent, BR8 7UQ. Email – info@ccpas.co.uk

Telephone – 0303 003 1111 (Mon to Fri 9am to 5pm with out of hours emergency helpline)

### **West Sussex Council / Police Contact Details (please use as advised in this policy Section 2)**

#### **Social Services for concerns about a child in Mid Sussex:**

Phone the West Sussex Multi Agency Safeguarding Hub (MASH) – 01403 229 900

Or email MASH@WestSussex.gov.uk

Or visit - <https://www.westsussex.gov.uk/social-care-and-health/social-care-support/children/how-to-get-childrens-social-care-help/> for online reporting/advice

#### **Social Services for Concerns about an adult in Mid Sussex:**

Phone West Sussex County Council Adults' Care Point on 01243 642 121

Email: socialcare@westsussex.gov.uk

Or visit - <https://www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult/> for online reporting/advice

#### Police

If you believe a child to be in immediate danger, phone 999 Textphone (for hard of hearing) 18000

To report concern about an adult, phone 101 (non-emergency, 24/7) Textphone (for hard of hearing) 18001 101

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This policy was reviewed and updated in September 2020

*The Elders and those leading ministries with children and young people or adults with care and support needs will review this Policy annually.*

#### **Attached –**

Appendix A	Definitions and Signs of Abuse in Children and Adults
Appendix B	Effective and Helpful Listening to Allegations
Appendix C	Information/Application Form for Voluntary Work with Children and Young People or Adults
Appendix D	Self Disclosure Form for Voluntary Work with Children and Young People or Adults
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## **SAFEGUARDING POLICY APPENDIX A DEFINITIONS AND SIGNS OF ABUSE IN CHILDREN AND ADULTS**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

### **Definition of a 'Child'**

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

### **Statutory Definitions of Abuse (children)**

- Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.
- Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

#### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for

abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(CCPAS 'In Focus', 2018)

### **Signs of Possible Abuse (children & young people)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### **Physical**

Injuries not consistent with the explanation given for them  
Injuries that occur in places not normally exposed to falls, rough games, etc  
Injuries that have not received medical attention  
Reluctance to change for, or participate in, games or swimming  
Repeated urinary infections or unexplained tummy pains  
Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*  
Cuts/scratches/substance abuse\*

#### **Sexual**

Any allegations made concerning sexual abuse  
Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour  
Age-inappropriate sexual activity through words, play or drawing  
A child who is sexually provocative or seductive with adults  
Inappropriate bed-sharing arrangements at home  
Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations  
Eating disorders - anorexia, bulimia\*

#### **Emotional**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging  
Depression, aggression, extreme anxiety  
Nervousness, frozen watchfulness  
Obsessions or phobias  
Sudden under-achievement or lack of concentration  
Inappropriate relationships with peers and/or adults  
Attention-seeking behaviour  
Persistent tiredness  
Running away/stealing/lying

#### **Neglect**

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

(These definitions and signs of abuse are prepared from Thirtyone:eight and The Capital Community Foundation Documents.)

## Definition of Safeguarding Responsibilities for 'Adults'

### The Safeguarding duties apply to an adult who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act, 2014.

### Definitions of Adult abuse

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14 – Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

**Different types and patterns of abuse and neglect and the different circumstances in which they may take place.** *This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.* Incidents of abuse may be one-off or multiple, and affect one person or more.

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational (institutional) abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## **Signs of Possible Abuse in Adults**

### **Physical abuse**

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.

### **Domestic violence** (age range extended to 16 years)

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence and Female Genital Mutilation.

### **Sexual abuse**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self harming

### **Psychological abuse**

- Alteration in psychological state eg. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### **Financial or material abuse**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### **Modern slavery**

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

### **Discriminatory abuse**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care

### **Organisational abuse**

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

### **Neglect and acts of omission**

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

### **Self-neglect**

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs

Incidents of abuse may be one-off or multiple, and affect one person or more.

(CCPAS 'In Focus', 2018)



**SAFEGUARDING POLICY APPENDIX B**  
**EFFECTIVE AND HELPFUL LISTENING TO ALLEGATIONS**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

**EFFECTIVE LISTENING**

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

**HELPFUL RESPONSES**

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

**DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else!

**SAFEGUARDING POLICY APPENDIX C**  
**INFORMATION / APPLICATION FORM FOR TEAM LEADERS AND TEAM MEMBERS**  
**IN MINISTRIES FOR CHILDREN, YOUNG PEOPLE OR ADULTS**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

We ask all prospective team members with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by Christ Church, Haywards Heath, unless requested by an appropriate authority.

**1. Personal Details**

(We will need to see birth/marriage certificates or documents regarding a change of name.)

Full Name \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_

Date and place of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Evening Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_ Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates

Previous Address \_\_\_\_\_  
\_\_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please tell us about any Church/Christian ministries or groups for children, young people or adults that you have been involved in, including names, dates and details of the areas of your involvement.

\_\_\_\_\_

*Continues...*

Please give details of previous experience of looking after or working with children, young people or adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children/young people or adults with care and support needs declined?

YES NO (Please circle)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? YES NO (Please circle)

If yes, please give details.

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## 2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details:

Name of the organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_

*Continues...*

Contact Address: \_\_\_\_\_

\_\_\_\_\_ Tel no: \_\_\_\_\_

Details of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your leader of place of worship/line manager. We reserve the right to take up character references from any other individuals deemed necessary.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

Tel No \_\_\_\_\_

Tel No \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

If you have recently moved from another church, please give details:

Church Name \_\_\_\_\_

Name of church leader \_\_\_\_\_

Contact Address \_\_\_\_\_

Tel no: \_\_\_\_\_

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to Mark Ventham, the Safeguarding Coordinator, with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

*I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-declaration Form to the Recruiter in a separate, sealed envelope.*

Signed: \_\_\_\_\_ Date \_\_\_\_\_

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

**SAFEGUARDING POLICY APPENDIX D**  
**SELF-DISCLOSURE FORM FOR TEAM LEADERS AND TEAM MEMBERS**  
**IN MINISTRIES FOR CHILDREN, YOUNG PEOPLE OR ADULTS**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

**STRICTLY CONFIDENTIAL**

All those who are invited to work with children and young people in the church are required to complete this form before proceeding to an Enhanced Disclosure application where required. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by Christ Church, Haywards Heath, unless requested by an appropriate authority. Following the return of a 'clear' check from the Disclosure and Barring Service (DBS), this information may be destroyed.

As a Church, we recognise that this form may raise painful issues for some applicants. Should this be the case, please do not hesitate to speak with Sarah McQuaker or Mark Ventham.

As a church we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it in a sealed envelope to the Safeguarding Coordinator. Please read the accompanying notes.

**Full name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Ministry/position applied for:** \_\_\_\_\_

**CONVICTION HISTORY**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes                      No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>  
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

\*\*[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/148542/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf)

**Continues...**

**POLICE INVESTIGATIONS:** Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)\*?

Yes                      No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes                      No (please tick)

If yes, please provide details, we will need to discuss this with you.

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Has there ever been any cause for concern regarding your conduct with children, young people, adults with care and support needs? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes      No      (please tick)

If yes, please give details.

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**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

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consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults and/or the termination of my employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Those applying for work with children and/or adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / adults.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NB: Those applying for work with children and/or adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

## LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or 'vulnerable adults' all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or adults with care and support needs. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or 'vulnerable adults' then we would also inform them of any knowledge we have of that individual working in any other capacity with children/adults.

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1<sup>st</sup> December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>

**SAFEGUARDING POLICY APPENDIX E**  
**CONSENT FOR ELECTRONIC COMMUNICATION**  
**WITH CHILDREN/YOUNG PEOPLE**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

I, \_\_\_\_\_, am the Parent/legal guardian of \_\_\_\_\_

I understand that my Child will not be encouraged to enter into regular communication of a personal nature with the group's Team Leaders and Members. I will advise the Leader of the Group, or the Church's Safeguarding Officer of any concerns or inappropriate communications.

I understand that the Team Leaders of my child's club may wish to contact my child via electronic communication to arrange a 1:1 Bible study meet up (see bottom of the page) or to advise of events or changes in times/venues.

*I give permission for my Child and the Team Leaders of \_\_\_\_\_ Club, run by Christ Church, to communicate using the following means (please Circle your choices):*

By text message or WhatsApp      No      Yes      I wish to be included on any Communication

Email      No      Yes      I wish to be included on any Communication

Home Phone      No      Yes      I wish to be included on any Communication

I have read the statements and principles above and consent to them.

Name: Mr/Mrs/Miss \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***What is a 1:1 Bible study meet up?***

Sometimes, Team Leaders and Members of Rooted and FX Clubs, may offer to meet up with a young person to read the Bible together and Pray. This always takes place with consent from the Parent/Legal guardian. Meetings vary in frequency from once a week to once a month, and are for no longer than an hour at a time. Such meet ups will always be in a public place (eg. Caffe Nero's) or at home when a parent is present. The leader will discuss with you the content, time and place the 1:1 will take place. Team Leaders and Members will be from the DBS-checked Rooted/FX team and of the same gender as the young person.

***If your Child is already Meeting up to do a 1:1 Bible study with a Rooted/FX leader, then please complete the Consent below:***

I, \_\_\_\_\_ am the Parent/legal guardian of: \_\_\_\_\_

I give my consent for my child to meet with a leader of Rooted/FX based on the principles stated above (Please delete as appropriate)

I understand that the frequency of meetings will be: \_\_\_\_\_

Meeting venue: \_\_\_\_\_

Name: Mr/Mrs/Miss \_\_\_\_\_



**SAFEGUARDING POLICY APPENDIX F**  
**REPORTING ACCIDENTS AND INCIDENTS**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

## **REPORTING ACCIDENTS AND INCIDENTS**

During any activity, there should be a member of staff present that is first aid trained and has an up-to-date First Aid Certificate. Following any accident / incident this member of staff will treat the child in accordance with their training.

### **Minor accidents**

#### ***Dealing with an injured child:***

- The leader trained in first aid should treat the child in accordance with their training.
- When checking for possible soft tissue injury, sprain, strain, fracture etc it is acceptable for the first aider to gently examine joints such as elbows, knees, wrists, ankles, fingers and toes. The child may also be asked if they can move the limb / joint. *However*, passive movement – where the first aider moves the limb for them is to be avoided.

#### ***Recording the injury:***

- As soon as is reasonably practicable, all details of the accident / incident are to be recorded in the Children's Ministry Accident Log book, as guided by the book. ONE child to be recorded per page (for confidentiality reasons). Complete the form in ink, not pencil.
- The form is signed by the staff member who dealt with the child and administered any first aid.
- The accident book must then be returned to the locked cupboard, for safe keeping.

#### ***Informing parents of an injured child (minor injury):***

- For minor accidents, the parent / guardian will be informed when the child is collected, they will be shown the accident form and asked to sign that they have seen it. A photocopy can be given if requested.
- In situations where possible injury could have occurred, but the child appears not to have sustained serious injury it is still advisable to refrain from telling the parents that the child is fine. In these circumstances, it is better to explain what happened, what treatment has been done (e.g. ice pack) and that you recommend they monitor the child for pain, swelling, reluctance to move a joint etc and to seek further medical advice as necessary.
- If the child has had a bump on the head the advice leaflet "Head Injury in Children and Young People – Advice for Parents and Carers" (WSCC 2014) will be given. This will help them monitor their child for concussion and decide if taking their child to A&E is appropriate.

### **Serious accidents**

The parent / guardian will be phoned as soon as possible after the accident. Paramedics will be called as necessary or parents advised to take their child to A&E as the situation requires.

The accident must be recorded in the Children's Ministry Accident Log Book (in the locked register cupboard).

IN ADDITION, a Serious Accident Form (Appendix F) must be completed and shown to the Safeguarding Officer. This will be kept securely as a formal record of action taken, until the child is 21.

### **Administration of Accident Records**

- On a half-term basis, a person appointed by the Safeguarding Officer will remove the forms from the accident book. They will review the forms to see if any action is needed to prevent a recurrence of the incident. They will sign the forms and file them securely in the Children's Ministry Secure Cabinet. These forms need to be kept until the child is 21.

## Christ Church Haywards Heath

### Serious Accident and Incident Reporting Form

**This form should be completed in INK immediately after any significant accident or incident. The team member should discuss with the appropriate leader for the group/activity what follow up action is necessary.** Any continuation sheets (including body maps) must be labelled, numbered, dated, signed and stapled to this document. This document must then be given to the Safeguarding Officer or their Deputy.

Day, date and time of the incident \_\_\_\_\_

Names, addresses and ages of those involved in the incident

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Where did this incident take place? \_\_\_\_\_

Name of place of worship/organisation: \_\_\_\_\_

Name of the group: \_\_\_\_\_

Who is normally responsible for the group? (name, address and telephone number)

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Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

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---

Which other team members were supervising the group at the time of the incident? (names, addresses and telephone numbers)

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Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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---

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment? YES NO NONE INVOLVED (Please circle)

If yes, where is it being kept and by whom?

---

---

What action have you taken to prevent a recurrence of the incident?

---

---

Is the site or premises still safe for your group to use YES NO (Please circle)

Is the equipment still safe for your group to use? YES NO (Please circle)

Who else do you need to inform? \_\_\_\_\_

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? YES NO (Please circle)

If so, when and by whom? \_\_\_\_\_

---

---

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by: \_\_\_\_\_

(State role eg. Church Elder, Children or Youth Team member, Health & Safety Officer)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed form to be placed in a sealed envelope marked Confidential and given to Safeguarding Coordinator, Christ Church, New England Road, Haywards Heath RH16 3LE.

**SAFEGUARDING POLICY APPENDIX G**  
**TRANSPORTING CHILDREN AND YOUNG PEOPLE: POLICY AND FORM**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

As a church we do not commit to providing regular transportation of children or young people to and from our regular activities. In some instances, parents request that we transport their children to or from the activities on a regular basis, especially in darker months, and we may agree to do this as a good-will gesture and on occasions may not be able to transport children (e.g. if a Leader is unwell).

If transport is to be offered to children, written permission should be given by parents. A consent form is available for this purpose, and should be filed in the appropriate Clubs file, with the general Clubs consent forms.

**Principles to adhere to:**

Drivers will:

- be those involved in children's work in the Church, who have been recruited in accordance with the guidelines in the government publication 'Safe From Harm' and who have undertaken An Enhanced Disclosure and Barring Service Check  
OR  
where necessary, parents of children who are taking part in the activity and are known to the Team Leaders and Members of the activity (parental consent of the children being transported will be gained for this)
- to the best of our knowledge held a full driving license for cars for at least two years

Transport will be provided in vehicles that are roadworthy, i.e. they will have the appropriate MOT and insurance and seat belts will be worn at all times by all occupants of the vehicle.

Children under the age of 12 who are under 135cm (around 4'5") in height are required by law to use an appropriate 'booster' seat. It is the responsibility of parents to provide such a seat for their child. For further clarification, please see <http://think.direct.gov.uk>

Drivers will not be under the influence of any intoxicating substance and will not smoke whilst driving children or young people.

Where possible, two Team Members will accompany children who are being transported. We strongly discourage the transporting of children individually on a regular basis, unless in discussion with and with the written agreement of the parents. Transporting children in this way will be done as a good-will gesture and may on occasions not be possible, in cases of illness or extenuating circumstances. When this arises, a Club Leader or Helper will contact the parent or legal guardian as soon as possible, to advise them of the situation and will ensure that the child is collected by someone appointed by the parents. When it is not possible to contact parents, the Club Team Leader will make such arrangements as they deem appropriate for the safe return home of the child. This will be noted and kept with Club records.

**Parental consent**

I am the parent/legal guardian of:

I request that the Team Leaders and Members of \_\_\_\_\_ Club, run by Christ Church, transport home my child(ren) on a regular basis, when the Club has ended **OR** on the evening of

\_\_\_\_\_.

I have read the statement and principles above and consent to them.

Name: Mr/Mrs/Miss \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return one copy and keep the other for reference.**

**SAFEGUARDING POLICY APPENDIX H**  
**‘REGULAR’ AND ‘OCCASIONAL’ MINISTRIES**  
**UNDER THE SCOPE OF THIS POLICY**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
Telephone: Building 01444 459 980

**‘Regular’ Ministries for Children and Young People**

**Groups where parents are not present:**

- **SUNDAY MORNINGS at the building of Christ Church, Haywards Heath or at Warden Park Primary Academy:**  
**During Covid-19 restrictions:**

Children’s Zoom weekly for ages up to Year 3; Wise Words Zoom (Year 4&5); FXtra Zoom (Years 6-8)

**In addition, as permitted by national and local government:**

At least monthly face-to-face small groups for Reception-Year 3

At least monthly face-to-face groups for Wise Words (Year 4-5) and FXtra (Years 6-8)

**We aim to resume these weekly groups when permitted:**

Crèche: 0-2 years ; First Words: 2-4 years ; Smalltalk: Reception to Year 1 ; Chattabox: Year 2 to 3 ; Wise Words: Year 4 to 5 ; FXtra: Year 6 to 8

- **WEEKLY afternoon or early evening in term-time, either online or on Christ Church premises as permitted:**

- Zig Zag: Reception to Year 2
- YoYo: Years 3 to 5
- FX: Years 6 to 8 (may meet on other premises, with permission)
- Rooted: Year 9 to Age 18 (may meet on other premises, with permission)

**We aim to resume, when permitted:**

- Assemblies and Christian clubs in local Primary and Secondary schools.

**Groups where parents are present:**

**We aim to resume these weekly groups when permitted:**

- Saltworks Tots: 0-4 years on Christ Church premises, weekly in term time
- Creches for the International Café and for the Together on Wednesday Bible Study

Mayflower Playgroup is not included, as it has its own policies and procedures as an independent organisation.

**‘Occasional’ Ministries for Children and Young People - we aim to resume:**

- Holiday Bible Fun – Reception to Year 5: 3 mornings/year, in school holidays (parents not present)
- ‘Summer Wednesdays’ – 4 or 5 mornings per year, in August (parents responsible for children)
- Explore 814: Residential camp for children aged 8-14, run in conjunction with other local churches.
- And other such events or one-off days for families or children

**‘Regular’ Ministries for Adults**

**During Covid-19 restrictions:**

- Sunday morning meetings at Christ Church, Haywards Heath or Warden Park Primary School
- Online ‘Community Groups’: home-based small groups for Bible study, discussion and prayer
- Online Ladies’ Bible study Group (Together on Wednesday)
- ‘Christianity Explored’, ‘Life Explored’, ‘Uncover’: Introductory Bible study and discussion groups (small groups or 1:1), held over a number of weeks online, in homes, in cafes or at the church building as permitted
- Individual visiting, offering of lifts, pastoral conversations – in person or online, as permitted
- International Café – language support and Bible teaching – online, with aim to meet at the church building

**We aim to resume, when permitted:**

- Older adult Bible studies, coffee mornings and tea parties (‘Saltworks Friends’, Luther study group) – at the church building and other venues, including care homes.

**SAFEGUARDING POLICY APPENDIX I**  
**SAFEGUARDING INCIDENT/WELFARE CONCERN FORM**

Christ Church, Haywards Heath  
 New England Road, Haywards Heath, West Sussex RH16 3LE  
 Telephone: Building 01444 459 980

<b>Child or Adult's name</b>			
<b>Child or Adult's date of birth</b>		<b>Child's SchoolYear group</b>	
<b>Name and Role of Person writing this report</b>			
<b>Date of incident (dd/mm/yyyy)</b>		<b>Time of incident</b>	
<b>Details of the incident</b>			
<p>Note the reasons for recording the incident. Ensure the following information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. Offer an opinion where relevant (how and why this might have happened). Substantiate the opinion. Attach a body map or other information, if appropriate.</p>			
<b>Signature of person writing this report</b>		<b>Date</b>	
<p><i>Have you attached a body map to this report? YES / NO How many continuation sheets have you attached?</i></p>			
<p><b>Please pass this form to the Safeguarding Coordinator</b>  <i>If the incident concerns the Coordinator or their family, give it to the Safeguarding Deputy</i></p>			

**Name of child or adult:**

**Child or adult's date of birth:**

**Response to the incident/concern**

**This section should be completed by the Safeguarding Coordinator or Deputy**

**Action Taken**

Include dates, and names/details of anyone to whom information was passed

**Outcomes**

Include dates and any relevant information

**How many continuation sheets have you attached?**

**Safeguarding Coordinator's name (printed) and signature**

**Date**

**SAFEGUARDING INCIDENT/WELFARE CONTINUATION SHEET**

*Name of child or adult:*

*Child or adult's date of birth:*

*Date of Incident:*

*Time of Incident:*

**Continuation of Report of Incident/Welfare Concern OR of Action Taken/Outcomes**

Large empty rectangular area for reporting details.

*Have you attached a body map to this report? YES / NO How many continuation sheets have you attached?*

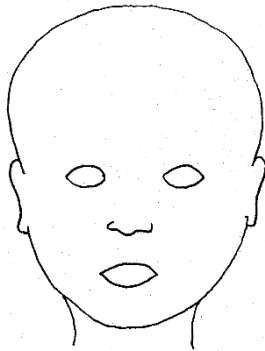
<p><b>Name of person reporting (printed)</b> <b>Role</b> <b>Signature</b></p>		<p><b>Date</b></p>	
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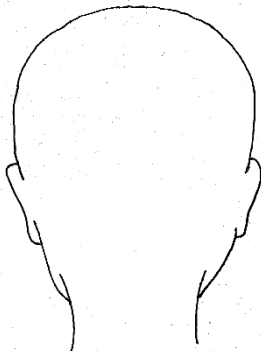
## SAFEGUARDING INCIDENT/WELFARE BODY MAP

*Please complete and attach securely to Incident/Welfare Concern form, then give to Safeguarding Coordinator.  
If the incident/allegation concerns the Coordinator or their family, give to Safeguarding Deputy.*

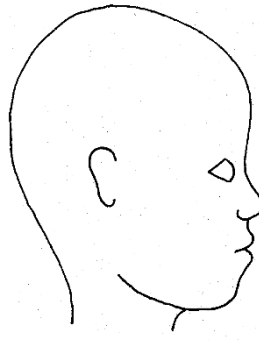
<b>Child/Adult's name</b>		<b>Child/Adult's date of birth</b>	
<b>Date of incident (dd/mm/yyyy)</b>		<b>Person completing body map (name, role)</b>	



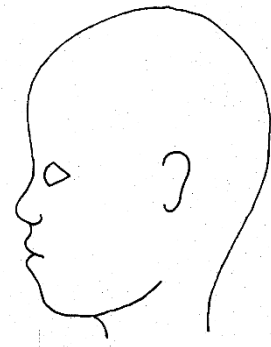
**FRONT**



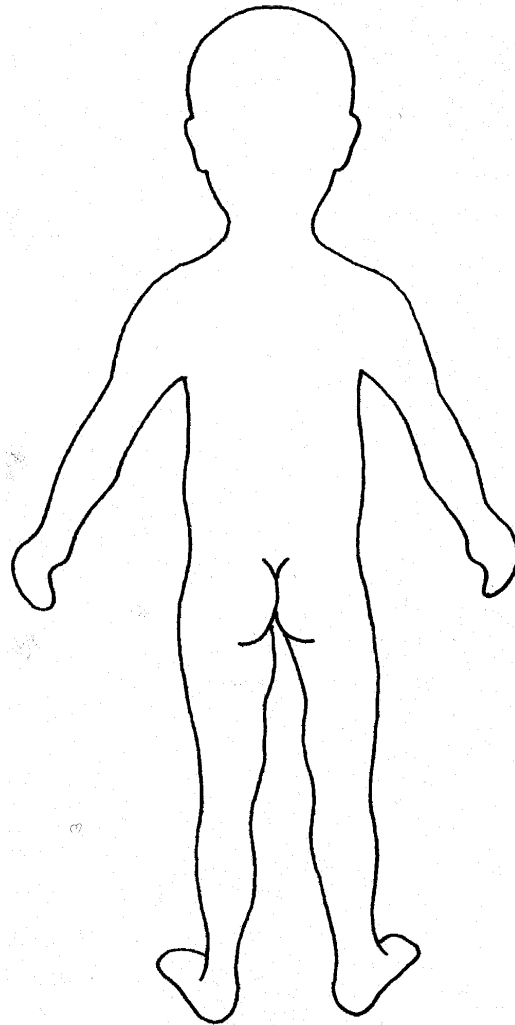
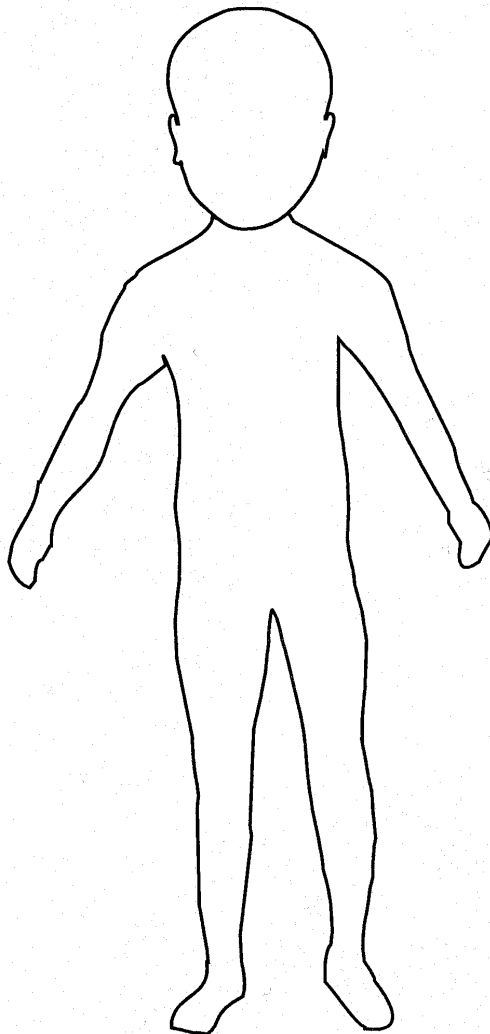
**BACK**



**RIGHT**



**LEFT**



**SAFEGUARDING POLICY APPENDIX J**  
**RUNNING ONLINE GROUPS FOR CHILDREN AND YOUNG PEOPLE**

Christ Church, Haywards Heath  
New England Road, Haywards Heath, West Sussex RH16 3LE  
www.cchh.org.uk

As a church, we are committed to running ministry to children and young people online when not permitted to meet in person. This is so that children of all ages may be given an opportunity to meet for encouragement and support, and to hear God's word, discuss and respond to it.

We appreciate the benefits of meeting online but recognise the potential risks and challenges this presents. We particularly note the risks of:

- Grooming/sexual exploitation
- Sharing of personal contact details between Leaders and children/young people
- Inappropriate conversations between Leaders and children/young people
- The possibility of unkind or abusive conversations or messages between children/young people
- Potential allegations against workers
- Use of apps with minimum age restrictions
- Particular risks associated with children in care or known to children's services
- Children/young people and leaders' alertness to general online risks being reduced through familiarity with the setting

**The Safeguarding Policy continues to apply in all areas** – eg. the recruitment and appointment of team members; expectations of conduct; reporting and dealing with concerns, and communication with children and young people.

### **Principles for Group Meetings**

1. For purposes of supervision and consistency, online groups will initially retain known names and age groups (eg. YoYo, First Words, FX)
2. Groups must be set up with password-protected links for access
3. Parents will be advised of the links for the groups using a weekly Family email, or by the leader of the group contacting parents directly (ie. Not directly to children/young people)
4. New groups may be set up in consultation with the Children and Families worker or Youth Worker and Elders
5. Parents will be encouraged to be in the room, or to be within sight and sound of their children/young people
6. Leaders need to wear modest clothing and be aware of what can be seen in their background
7. There will be two Leaders in each group (meeting or breakout room), acting as Host and Co-Host
8. Only adults who are Leaders of the Church's groups for children/young people may be present in the meeting without their own children. Other adults may only attend as guests following discussion with the Safeguarding Lead or Deputy.
9. A register must be kept of all children/young people and adults in the meeting
10. The Host of the meeting is responsible for setting the meeting controls, and for monitoring attendance and behaviour. They may choose to blank or mute a participant for inappropriate speech or conduct or remove them from the meeting if deemed necessary.
11. Meetings must be set up with a 'waiting room' facility, to reduce the risk of unknown people entering
12. The Host must disable the group's ability to: chat, screen share, rename, record, unmute themselves and to annotate when screen sharing.
13. If a child/young person is removed for conduct or speech, this must be followed-up on by the Leader. Safeguarding Policy guidelines must be followed, and a record made of the events and subsequent actions.
14. Leaders must always report any inappropriate communications from a child/young person, or any Safeguarding concerns, as outlined in the Safeguarding Policy.

15. Children/young people should be advised to always tell an adult they trust about communications that make them feel uncomfortable or where they have been asked not to tell their parent/carer about the communication.
16. Meetings should not be recorded.

### **Principles for One-to-One Discipleship Meetings**

#### **Principles for 1-1 Discipleship meeting online**

- All 1-1's with young people from before Lockdown or starting in Lockdown will be agreed with the parents before they take place
- They will take place over Zoom and when that isn't possible, Facetime, not WhatsApp
- Parents and young people will be asked to find a suitable place for the 1-1 to take place that isn't a bedroom
- After the 1-1, the leader will keep a record of the date, time and brief content covered during the time together
- The 1-1 will not be recorded

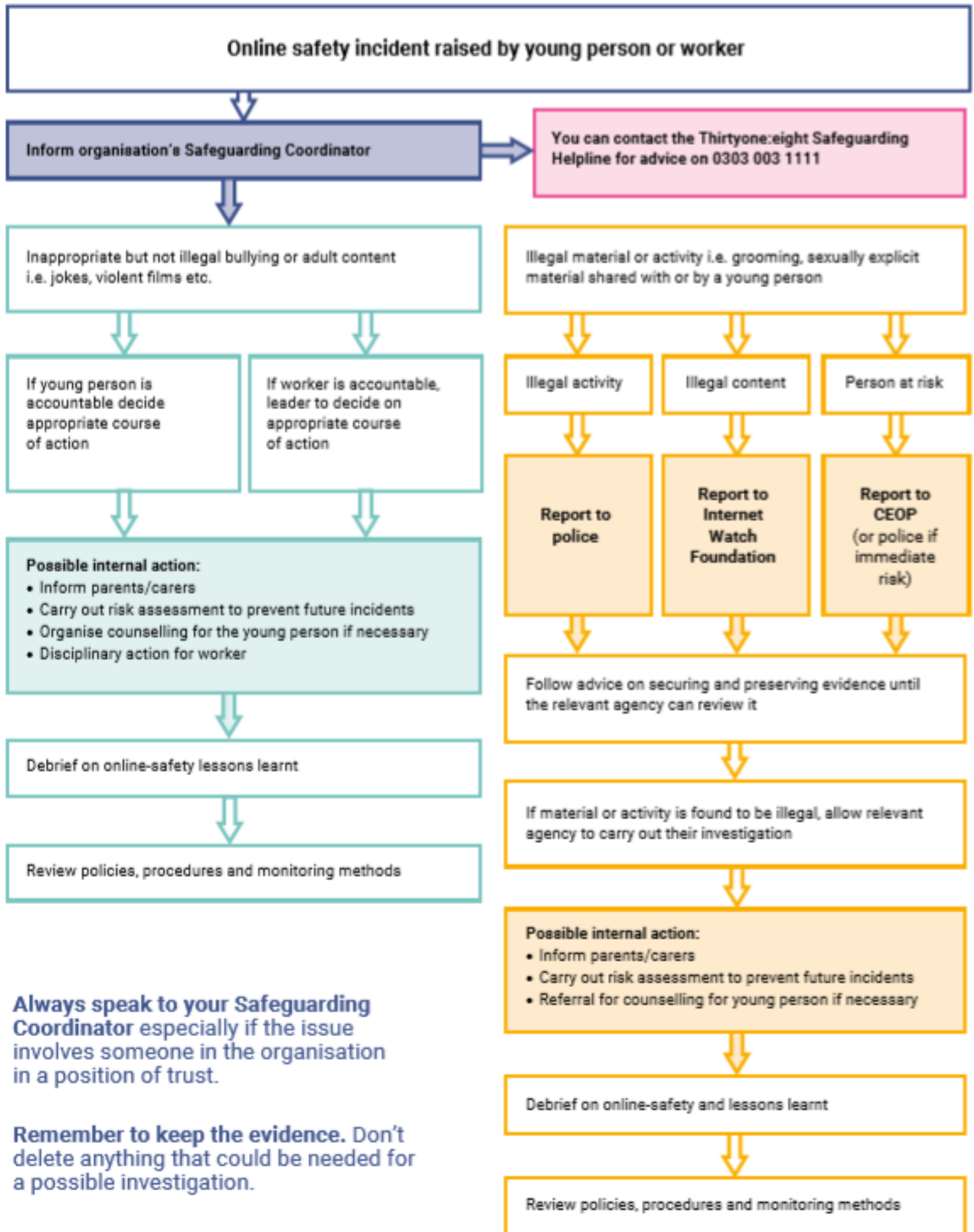
### **Responding to online concerns**

See flowchart on next page.

If in doubt, speak with the Safeguarding Coordinator or Deputy.

*Appendix written using Youthscape and ThirtyOne: Eight framework, June 2020*

**Flowchart to show how to respond to online concerns** (Produced by Youthscape and thirtyone:eight)



**Always speak to your Safeguarding Coordinator** especially if the issue involves someone in the organisation in a position of trust.

**Remember to keep the evidence.** Don't delete anything that could be needed for a possible investigation.