



Safeguarding Policy Children and Adults

June 2023

Safeguarding Policy

(Children and Adults)

Updated and approved by Trustees, May 2023. Implemented, June 2023

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SAFEGUARDING POLICY

Christ Church, Haywards Heath

From November 2018 (updated May 2023)

This document has been written following advice from Thirtyone:eight and Christian Safeguarding Services, 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).

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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 Safeguard Lead(s) in their work and in any action they may need to take in order to protect children, young people and adults at risk of harm or abuse
- not to allow this document to be copied by other organisations

SECTION 2: SAFEGUARDING PROCEDURES

These procedures aim to provide staff and volunteers with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training. These procedures apply to all staff and volunteers who act on behalf of the church.

A. RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE (CHILDREN AND ADULTS)

i. 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 a definition of Safeguarding responsibilities, definitions, and signs of abuse in adults.

ii. 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.

iii. For incidents that take place online

See the flowchart in Appendix J for specific guidance on how to respond.

Record all concerns and actions in accordance with the guidance below.

iv. Action to take in response to an allegation or suspicion of abuse (Child AND Adult)

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.

1. Manage Immediate Risk

Upon identification of a concern or receipt of a disclosure, the team member involved should make an assessment as to whether any immediate action is necessary to protect the individual.

The worker may seek advice from the team leader or from the Designated Safeguard Lead (DSL), however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm.

In such urgent situations and if the DSL cannot be immediately contacted, the worker should contact either the police on 999 or children's Social care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity.

Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL. The concerns will be reported to the DSL at the earliest opportunity, to ensure clarity of understanding

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

2. Do Not Discuss the Allegation or Suspicion Generally:

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

3. Record the Concern:

It is vitally important that any disclosure made in confidence or any cause for concern is recorded as soon as possible and given to the Safeguard Lead or Deputy; regardless of whether the matter is then taken to another authority.

- **Online recording:**
Where possible, report the concern online using the form on the Church Members' page of the church website. This will automatically be sent to the Safeguard Lead.
If the concern or allegation involves the Safeguard Lead, then the online form should not be used. Rather, a paper copy must be written and given to the Deputy Safeguard Lead.
- **Paper-form recording:**
Where there is a need to write a report on paper, there are Labelled Safeguarding Files at the Church building (office) and Warden Park Primary Academy (Stewards' box) containing the form in Appendix I. Do not keep a copy of the report, but give it to the Safeguard Lead or Deputy in a sealed envelope.
- **All reports should include** an accurate and factual record of:
 - name, address and dob of person of concern
 - 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 (facts)
 - name and address of person reporting and to whom reported
 - if needed, use the body maps to mark any signs of physical harm
- Additional notes may be added later to such documents by the Safeguard Lead or Deputy.
- All records will be kept securely, in line with GDPR requirements.

4. Report the Concern:

The person in receipt of an allegation or concern of abuse should report the concern as soon as possible to the Safeguard Lead (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 Safeguard Lead, or if the suspicions in any way involve the Safeguard Lead or his/her family, then the report should be made to the Deputy Safeguard Lead (contact details at the end of this policy).
- If the suspicions implicate both the Safeguard Lead and the Deputy, then the report should be made in the first instance Christian Safeguarding Services (CSS).

Alternatively, contact West Sussex Safeguarding Children Partnership or Safeguarding Adults Board (*contact details for all at the end of this policy*).

- Suspicions must not be discussed with anyone other than the Safeguard Lead or Deputy. A written record must be made in accordance with procedures outlined above.
- The Safeguard Lead/Deputy may need to inform others depending on the circumstances and/or nature of the concern. For example, the Elder with Safeguarding Oversight, the Chair of Trustees, the church's insurers, or local Designated Officers.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguard Lead, the absence of the Safeguard Lead or Deputy should not delay referral to West Sussex Safeguarding Children Partnership or Safeguarding Adults Board, the Police (in emergencies) or taking advice from Christian Safeguarding Services (CSS).
- 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 Christian Safeguarding Services (CSS). If the individual with the concern feels that the Safeguard Lead/Deputy has not responded appropriately/or where they have a disagreement with the Safeguard Lead/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.

v. Procedures to be followed by the Designated Safeguard Lead/Deputy

The role of the Designated Safeguard Lead/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.

The Church Leadership will support the Safeguard Lead/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.

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 Safeguard Lead/Deputy will:

- Contact West Sussex Safeguarding Children Partnership 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 Christian Safeguarding Services (CSS).
- Not tell the parents or carers unless advised to do so by West Sussex Safeguarding Children Partnership/CSS
- Seek medical help if needed urgently, informing the doctor of any suspicions
- 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 Safeguarding Children Partnership for advice.

2. ALLEGATIONS OR SUSPICIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguard Lead/Deputy will:

- Contact the West Sussex Safeguarding Children Partnership or the Police in emergency situations.
- NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Christian Safeguarding Services (CSS) if, for any reason, they are unsure whether or not to contact West Sussex Safeguarding Children Partnership /Police.

Where there is concern about an ADULT:

Suspensions 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 Safeguard Lead/Deputy will:

- Contact the West Sussex Safeguarding Adults Board, who have responsibility to investigate allegations of abuse. Alternatively, Christian Safeguarding Services (CSS) 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.

Written records will be held confidentially at the church building, in a secure cabinet. Digital records will be held securely on the computer of the Safeguard Lead or Deputy.

Contact details for all organisations mentioned are at the end of this policy.

Where there is an allegation of abuse made AGAINST A MEMBER OF STAFF OR A CHURCH VOLUNTEER

Christ Church Haywards Heath takes allegations against our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to, and to support the person accused throughout the process.

Allegations against staff or volunteers within the church should be reported to the Elders and/or Trustees of the church, in the first instance.

If the allegation is against an Elder or Elders, it should be reported to another Elder or Members of the church.

Full details of the allegation will be recorded.

The Elder/Trustee receiving any allegation will act in line with the church's Whistleblowing Policy.

The church's investigating officer must first assess whether any immediate action is required to ensure the safety of everyone involved

Dependent upon the circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable. If so, care should be taken not to compromise the gathering of evidence. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.

Support must be offered to the subject of the allegation as well as any potential victims.

At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS).

If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.

Thorough records of all aspects of the handling of the allegation will be retained throughout the process. Written records will be held confidentially at the church building, in a secure cabinet. Digital records will be held securely on the computer of the Safeguard Lead or Deputy.

The DSL will seek and follow specialist advice throughout the process.

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/>

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:

In discussion with the worker reporting the concern, the SAFEGUARD LEAD will review any immediate actions taken and will be responsible for follow-up or further action that may be required

Upon receipt of the completed form, the DSL will establish a "Confidential File" in relation to the person at risk (see pages in Appendix I)

A Chronology will be established and inserted at the front of the confidential file

The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis

The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a "need to know" basis

Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care

Information will not be shared with the parent/carer in situations where:

To do so would place a child at increased risk of harm or neglect

To do so would place an adult at increased risk of harm or abuse

The concern relates to Fabricated or Induced Illness

The referral will be made to the appropriate Social Care service

If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children's Social Care

The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process

All conversations, correspondence, and documentation etc will be placed into the confidential file and the "Record of action" and Chronology will be maintained on an ongoing basis

Written records will be held confidentially at the church building, in a secure cabinet. Digital records will be held securely on the computer of the Safeguard Lead or Deputy.

The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding

vi. Concerns about practice and whistleblowing

Concerns about the culture or practice within the church should be raised with the Elders.

Those concerns will be carefully considered, in line with the Church's policy on Whistleblowing, and a formal response will be provided to the individual.

If the complainant is not satisfied with the response, they should formally raise the matter with the church leadership, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response.

Once the church leadership have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision.

Details of how to raise the complaint externally will also be provided as part of the response

This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer

B: PREVENTING HARM TO CHILDREN IN OUR CARE

1. 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, not under Church discipline and in regular attendance at the meetings of the church
- 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 Self-Disclosure form (Appendix D), which will be kept securely in accordance with Data Protection requirements
- be asked to provide the names of an external referee who will complete a reference form. Where an appropriate reference was obtained at the time of application for formal church membership, this may be used. Where references cannot be obtained externally (e.g. if appointing young people who have grown up in the church to their first volunteer role) internal references may be used in conjunction with tailored induction, support, and personal development and also an enhanced or extended probationary period.
- 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/Safeguard Lead 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
- be under the oversight of their team leader and those recognised by the church to have responsibility for the church's ministry to children and youth.
- work in accordance with any codes 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, in order to strengthen our team, to express our partnership with other churches, or to encourage young believers in service.

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 must be in good fellowship with their church (ie not under church discipline).

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, with whom we have regular contact 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. 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.

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 ratios.

2. SAFETY IN ALL AREAS OF OUR WORK AND MINISTRY WITH CHILDREN

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 and accessible to all
- make sure that all equipment used is safe and appropriate for the children in the group
- when planning activities, make an assessment of risks and consider how to mitigate them
- when running activities online, follow the guidance of Appendix J

Conduct and Expectations of Leaders

As a Church Leadership, we are committed to supporting all team members and ensuring they receive support, supervision and training. 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 Safeguard Lead.

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 young people during meetings.

Please note the **policy for online meetings** 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, 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' in ministry to children/young people

We expect groups and activities for children/young people 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
- practice 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.

When children or young people are present at meetings that are primarily aimed at adults, where neither children's groups nor childcare is provided and their parents are present

During these times, children remain the responsibility of their parents who are responsible for their safety and care. Any concerns or support needs identified will be recorded and reported to the Safeguard Lead or Deputy in the usual way.

When young people are present at meetings that are primarily aimed at adults and participating in that meeting in their own right (parents not present)

Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply.

If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers.

If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents and establish open communication and transparency.

Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected. Any concerns or support needs identified will be recorded and reported to the Safeguard Lead in the usual way

C: PREVENTING HARM TO ADULTS IN OUR CARE

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 in 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.

Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the Safeguard Lead and stored in a safe and secure manner for at least 75 years.

Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Pastors/Leaders should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Pastors/Leaders should be aware of the dangers of dependency within a pastoral relationship.
- Pastors/Leaders should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Pastors/Leaders should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Pastors/Leaders need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.
-

Definition of an 'Adult at Risk of Harm or Abuse'

An adult at risk of harm or abuse¹ is any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant

¹ England (Care Act 2014) "An adult at risk is an individual aged 18 years and over who: (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND; (b) is experiencing, or at risk of, abuse or neglect, AND; (c) 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.

harm, abuse, bullying, harassment, mistreatment or exploitation. Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

Our Commitment as a Church

The church recognises its responsibilities in safeguarding adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

A person who might be considered vulnerable has the right to:

- be treated with respect and dignity;
- have their privacy respected;
- be able to lead as independent a life as possible;
- be able to choose how to lead their life;
- have the protection of the law;
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- be able within reason, to use their chosen language or method of communication;
- be heard.

When ministering to Adults at Risk of Abuse or Adults with additional support needs

If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers.

If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers and consent will be sought for the church to contact them with a view to establishing open communication and transparency.

Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected.

Any concerns or support needs identified will be recorded and reported to the Safeguard Lead in the usual way.

Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

Transport

In many cases, providing a lift is a private arrangement between friends who are adults and are not vulnerable and there are no particular issues, but as good practice you should make sure that it will be safe for you and the passenger if the person requires help (e.g. you can safely get them in and out of the car, beyond a steady hand).

For adults at risk of harm or abuse requiring transport, our guidance is:

- Wherever possible to have two “leaders” in the car
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- Consideration to be given as to the risks of harm or of the accusation of physical, sexual or financial abuse due to the particular vulnerability.

Recruitment

When recruiting for roles which are specifically working with adults at risk of harm, the procedures in Section B:1 of this Policy will be followed.

Allegations

Allegations of abuse of an adult at risk of harm or abuse will be dealt with in the same manner described in this policy for children. All accusations will be taken seriously and investigated thoroughly.

D: 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 3: CONTACT DETAILS

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

Designated Safeguard Lead

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

Deputy Safeguard Lead

Sarah McQuaker (Children and Families Worker)

Telephone – 01444 458 758 Mobile – 07906 242 134

Email – sarahmcquaker@cchh.org.uk

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

Elder Responsible for Overseeing Safeguarding at CCHH

Colin Strudwick

Telephone – 07355 805144

Email – colin@cchh.org.uk

Address – Charlswood, College Road, Haywards Heath, West Sussex RH16 1QS

For Advice and Guidance - Christian Safeguarding Service (CSS)

(please use as advised in this policy Section 2)

Safeguarding Advice Line - 0116 218 4420 8am to 10pm. Calls may be diverted to answerphone

Email - contact@thecss.co.uk

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

For concerns about a child in Mid Sussex:

Use the online reporting form - <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

Phone the West Sussex Safeguarding Children Partnership's 'Integrated Front Door' – 01403 229 900 (Monday to Friday 9am to 5pm) Emergency Duty team outside office hours – 033 022 26664

For Concerns about an adult in Mid Sussex:

Visit - <https://www.westsussexsab.org.uk>

Phone West Sussex Safeguarding Adults Board on 01243 642 121

Email: socialcare@westsussex.gov.uk

For concerns about an adult working or volunteering with children, where the adult may have behaved inappropriately in Mid Sussex:

For advice email (secure): LADO@westsussex.gov.uk or phone 033 022 26450

To report a concern: see information on Local Authority Designated Officer (LADO) at

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

Police: For when a child or adult is in immediate danger

For concerns regarding children: phone 999 Textphone (for hard of hearing) 18000

For concerns regarding adults: phone 101 (non-emergency, 24/7) Textphone (for hard of hearing) 18001 101

This policy was reviewed, updated and agreed by the Trustees of the church in May 2023
The Elders and those leading ministries with children and young people or adults with care and support needs will review this Policy annually.

SECTION 4: APPENDICES

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
Appendix E	Policy and Consent for Communication with Young People in FX/Rooted
Appendix F	Policy on Reporting Accidents and Incidents
Appendix G	Transporting Children and Young People: Policy and Form
Appendix H	Register of Ministries Under the Scope of this Policy
Appendix I	Child Protection Incident/Welfare Concern Form
Appendix J	Running Online Groups for Children and Young People

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 adult at risk of harm or abuse 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.
- Don't make a judgment based on how the person seems to be dealing with something – they may perceive as normal something which is abusive. So a relaxed or joking attitude in the person disclosing harm should not invalidate what they are saying.

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	_____
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From	____/____/____	to	____/____/____	From	____/____/____	to	____/____/____
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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.

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

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.

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 Safeguard Lead, 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).

Information/Application Form updated May 2018

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 Safeguard Lead.

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.

*<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

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.

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.

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.

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) _____

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/adults at risk of harm or abuse.

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 'adults at risk of harm or abuse' 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 adults at risk of harm or abuse 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 'adults at risk of harm or abuse' 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 1st 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. Caffè 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.

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

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)

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

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

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

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

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 Safeguard Lead, 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 Warden Park Primary Academy:**
Weekly creche/group for babies and preschoolers
Weekly small groups for Reception-Year 5
Fortnightly small groups for Years 6-8
- **WEEKLY afternoon or early evening in term-time, usually on Christ Church premises:**
 - 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)
 - Assemblies and Christian clubs in local Primary and Secondary schools.

Groups where parents are present:

- 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:

- 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

- Sunday morning meetings at Warden Park Primary School
- ‘Community Groups’: small groups for Bible study, discussion and prayer, held in homes or at the Church building
- 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
- Individual visiting, offering of lifts, pastoral conversations – in person or online
- International Café – language support and Bible teaching, at the Church building
- Older adult coffee mornings and tea parties, Bible Study groups (‘Saltworks Friends’, Luther study group) – at the church building and other venues, including care homes.

Christ Church
HAYWARDS HEATH

New England Road, Haywards Heath, West Sussex RH16 3LE

Telephone: Building 01444 459 980

Where possible, complete this form online through the church members' page at www.cchh.org.uk

Name of Child/Adult you have concern about/ involved in the incident / making the allegation			
Their address			
Their date of birth		Child's School and Year Group	
Name of the Person writing this report			
Address and Phone number of the person writing this report			
Ministry role of the person writing this report/ your connection to the child or adult concerned			
Details of the incident / allegation / concern			
Date of incident (dd/mm/yyyy)		Time of incident	
Where the incident/allegation/concern occurred or was received. (The actual place and any event/ministry/activity taking place)			
Who else was present to witness what happened/was said? Give their names			

Record of the incident/concern/allegation

Write what happened/was said/what you noticed. Use facts where possible, rather than opinions or feelings. If appropriate, describe the location of any injury or marks on the child/adult's body, using a body map – this should be securely attached to this form.

Continues overleaf

Your signature:

Date:

Continuation of SAFEGUARDING INCIDENT/WELFARE CONCERN FORM

Name of person of concern:

Date of incident:

Name of person completing this report:

Continuation of Report of incident/allegation/concern***Continuation sheets are available if needed – attach them securely to this report, along with any body maps.*****What action (if any) has been taken in response to this concern/allegation?**

Note anything that you or anyone else have done to assist the person or to ensure immediate safety if need be.

If the allegation is about a person, give details of the person accused (as much information as possible or necessary to identify the person)**Have you or anyone else sought advice in response to this concern/allegation?**

If yes, please say who was consulted, what advice was given, and what action was taken in response.

Signature of the person writing this report**Date
dd/mm/yyyy*****Have you attached a body map to this report? YES / NO******How many continuation sheets have you attached?******Please pass this form to the Safeguard Lead as soon as possible, in a sealed envelope marked confidential.****If the incident concerns the Coordinator or their family, give it to the Safeguarding Deputy*

Name of child or adult:			
Child or adult's date of birth:			
Response to the incident/concern			
This section should be completed by the Safeguard Lead or Deputy			
Action Taken		Outcomes	
Include dates, and names/details of anyone to whom information was passed		Include dates and any relevant information	
How many continuation sheets have you attached?			
Safeguard Lead'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

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

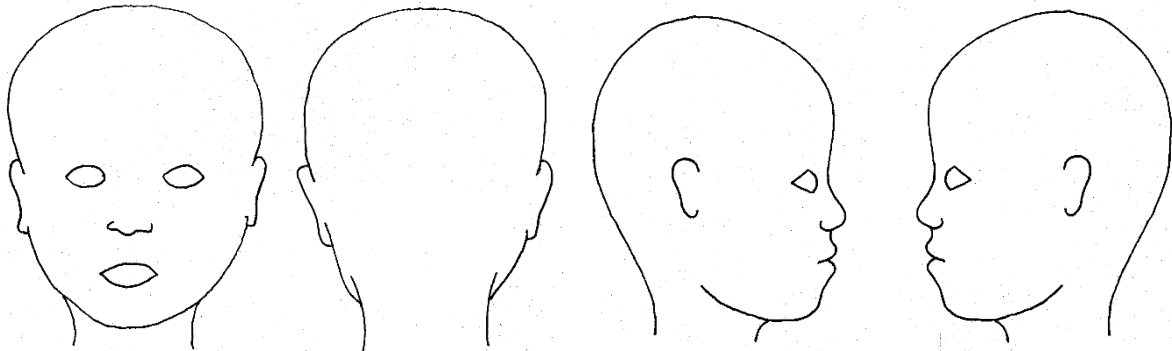
Name of person reporting
(printed)
Role
Signature

Date

SAFEGUARDING INCIDENT/WELFARE BODY MAP

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

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

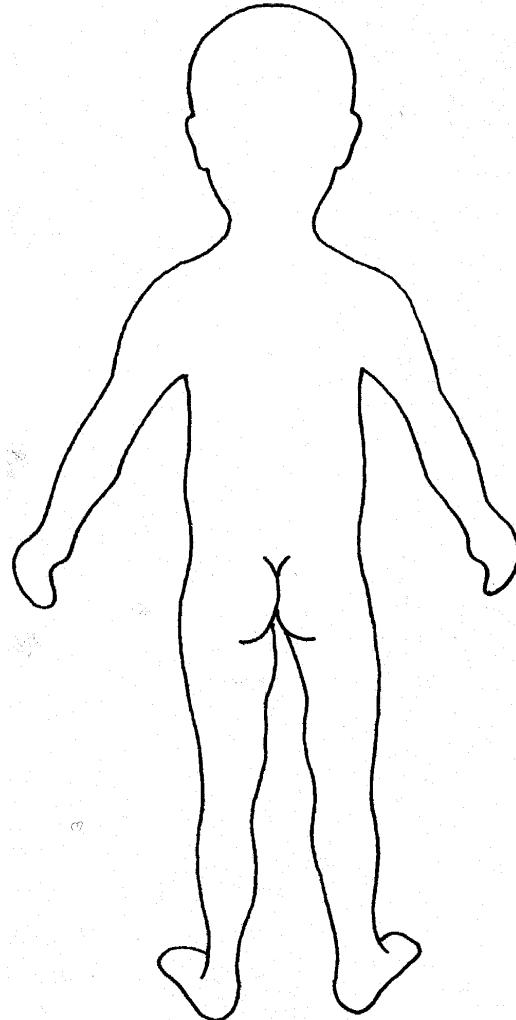
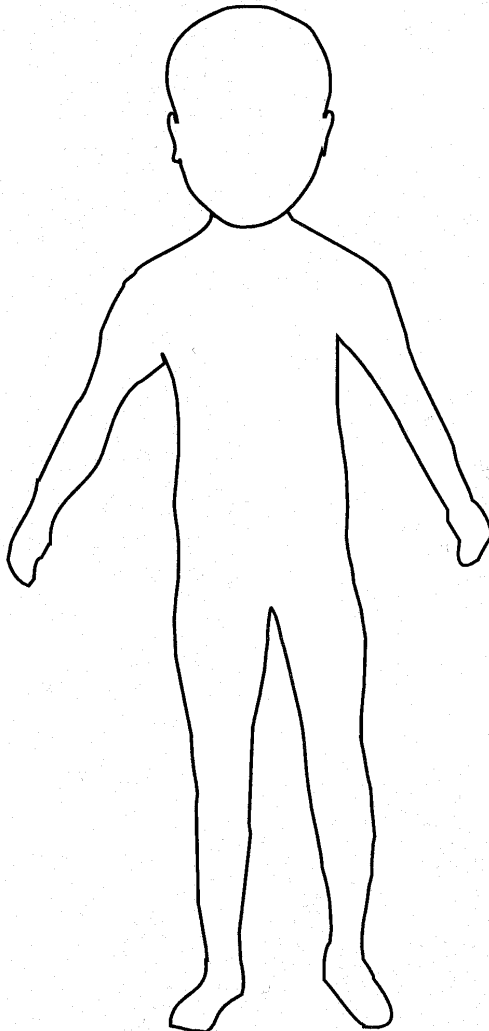


FRONT

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 Safeguard 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 Online

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

Responding to online incidents or concerns

See flowchart on next page. If in doubt, speak with the Safeguard Lead or Deputy.

This appendix written using Youthscape and ThirtyOne: Eight framework, June 2020 (whilst in membership with ThirtyOne:Eight)

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

