

King's Church

Safeguarding Policy

Includes the following departments:

TRANSFORM

IMPACT!

YOUTH

All out-reach/trips & holidays

Compiled from material provided by various sources
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Introduction

Children are very important to God – they are God’s VVIPs.

As those charged with the care of God’s children we have a duty of care, first to God, to the parents, to the church and to society.

Over the last few years it has become clear that the issues of child abuse and the need for child protection in our society are increasing.

Because of the atmosphere of trust and acceptance, the church is considered to be ‘good pickings’ for those who seek to abuse children.

King’s Church (KC) Eldership Team and Trustees are seeking to respond by setting in place a Child Safeguarding Policy (CSP) that will ensure appropriate childcare in our church community.

Please address any policy queries to one of the following people:

- Your Team child safeguarding co-ordinator for your area of department.(see page 20)
- Andy & Shaaron Forbes, Senior Pastor and Kings Church Head child protection co- ordinators; or Sarah McGrory, deputy Kings Church child safeguarding co-ordinator.

If there are any grounds to suspect that a child is being abused this should be brought to the attention of the Kings Church Senior Pastor Andrew & Shaaron Forbes or their deputy Sarah McGrory immediately. If neither is available then contact Lisa Tocknell.

Numbers in square brackets [x] refer to source documents.

[1] ‘Guidance to churches’, 9th Edition 1998, CCPAS (Churches’ Child Protection Advisory Service), ISBN 0 9534355 0 4

[2] CCPAS ‘Facing the unthinkable’ video workpack

[3] Dept of Health, Dept for Education and Employment, and Home Office joint statement Working Together to Safeguard Children (1999)

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Part 1: Preventing abuse

There are a number of steps that can be taken to help prevent abuse:

Policies: developing written policies, including record-keeping and reporting protocol.

- Recruitment: appropriate recruitment and training of workers.
- Guidelines: for workers, including 'codes of practice' for activities
- Education: helping children to protect themselves

Policies

KING'S CHURCH has developed an umbrella Child Safeguarding Policy that covers all work with children and young people undertaken by KING'S CHURCH, the constituent church/es and other departments.

The KING'S CHURCH CSP is found on page 9 of this handbook.

If local or departmental leaders do not comply with these policies they will not be covered by the KING'S CHURCH Public Liability insurance.

Recruitment

KING'S CHURCH has clear procedures for recruitment, appointment and training of workers. These are found on page 11 as part of the CSP.

To summarise, each separate department (or age group meeting in a separate room) should have:

- At least 2 properly registered and trained workers over the age of 16.
- Additional workers according to the guideline ratios (see page 23, Child supervision ^[1]).

Guidelines ('codes of practice')

Within KING'S CHURCH, for 'standard' areas of department, we have developed standard codes of practice. These are contained in the section below Part 4: Policy documents, page 12.

Sample guidelines to assist construction of codes of practice, for new areas of departments for which no standard code exists, are listed in an appendix (page 22).

Education

See the appendix '

Helping children to protect *themselves* ^[1] on page 25 for some suggestions on education of children.

Part 2: Recognising abuse

What is child abuse?

In current thinking, abuse can be defined by the following two questions:

- “Is the child suffering or experiencing anything detrimental to their development? This includes ill treatment (physical, sexual, mental), impairment of health, impairment of development.”
- “Is it significant or of noteworthy cause or effect, given the age/development of the child? Is it attributable to care or treatment given or likely to be given?”

Child abuse is ‘socially constructed’: defined by what society considers normal/legal. For example, in our society, under-16s sexual activity is illegal in the UK, but in some countries marriage at 13-14 is normal.

For example, consider the following situations. Is it acceptable? Is it normal? Do they constitute abuse? How do they affect the child?

1. A single mother leaves her 9, 4 and 2-year olds alone for 2 hours.
2. Parents are smoking cannabis in the home.
3. A father beats his child with a belt.
4. A mother smacks her 2-year old on the hand.
5. A neighbour shows a 12-year old boy pornographic magazines.
6. Parents walk around the house naked, in front of their children.
7. A 15-year old girl has sex with her 16-year old boyfriend.

How abuse develops [1]

Who abuses children?

- Rarely a stranger – only in 10-20% of cases.
- Usually someone who knows the child, e.g. parent, babysitter, sibling, relative, friend of the family.
- Sometimes, someone in authority such as teacher, youth worker, children’s worker or church worker/ leader.
- Sometimes, paedophiles and others who set out to join organisations (including churches) to obtain access to children.

How paedophiles involve children

- By befriending, spending time with them, buying sweets/presents.
- By targeting vulnerable children and their families, e.g. lone parent families, isolated children.
- By ‘grooming’ – gradually introducing a child to physical contact, cuddles and kisses which a parent may feel is quite innocent. Contact becomes increasingly sexual over a period of time. This includes ruff & tumble play.
- By taking photographs or videos or by introducing a child to exciting information and material on the Internet.
- By saying to child that ‘it is OK’ – parents won’t mind etc.
- Threatening dire things if a child should ‘tell’.
- Blaming a child e.g. “This is your fault, you’re making me do this”
- Suggesting or asking a child if they are gay.
- Paedophiles go to great lengths to ‘groom’ the parents of children, and to establish a ring.

Definitions of Abuse

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.

These definitions are the most up to date I can find and come from Working together to safeguard Children 2010

Definitions and symptoms of abuse [2]

	Definition [3]	Symptoms
Physical	<p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.</p> <p>Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after – this is known as factitious illness by proxy or Munchausen syndrome by proxy.</p>	<p>Physical observations</p> <p>Bruising especially:</p> <ul style="list-style-type: none"> • Bruises on trunk • Bruises on upper arm, shoulders, neck consistent with gripping • Finger tip bruising/finger marks <p>Burns and scalds especially:</p> <ul style="list-style-type: none"> • Cigarette burns • Burns caused by lengthy exposure to heat • Scalds with upward splash marks or 'tide marks' <p>Human bite marks</p> <p>Fractures, particularly spiral fractures</p> <p>Swelling and lack of normal use of limbs</p> <p>Any serious injury with no explanation or conflicting explanations/inconsistent accounts</p> <p>Untreated injuries</p> <p>Behavioural observations</p> <p>Unusually fearful with adults</p> <p>Unnaturally compliant to parents</p> <p>Frozen watchfulness</p> <p>Refusal to discuss injuries/fear of medical help</p> <p>Withdrawal from physical contact</p> <p>Aggression toward others</p> <p>Wears cover-up clothing</p>
Neglect	<p>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.</p> <p>It may involve the parent/carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, failure to ensure access to medical treatment, neglect of or unresponsiveness to a child's basic emotional needs.</p>	<p>Behavioural observations</p> <p>Constant hunger</p> <p>Constant tiredness</p> <p>Frequent lateness or non-attendance at school</p> <p>Destructive tendencies</p> <p>Low self-esteem</p> <p>Neurotic behaviour</p> <p>No social relationships</p> <p>Running away</p> <p>Compulsive stealing or scavenging</p> <p>Physical observations</p> <p>Poor personal hygiene</p> <p>Poor state of clothing</p> <p>Emaciation, pot belly, short stature</p> <p>Poor skin tone and hair tone</p> <p>Untreated medical problems</p>

	Definition ^[3]	Symptoms
Sexual	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. It may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts; non-contact activities, e.g. looking at or involvement with production of pornography, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.</p> <p>Physical abuse and neglect is more difficult to hide – sexual abuse can be almost impossible to identify and prove. Another problem is that many symptoms of distress in a child can point to abuse where there are other explanations. This (together with confusing medical opinion) has sometimes been the reason for falsely accusing parents of sexual abuse.</p>	<p>Physical observations</p> <ul style="list-style-type: none"> Damage to genitalia, anus or mouth Sexually transmitted disease Unexpected pregnancy especially in young girls Soreness in genital area, anus or mouth Unexplained recurrent urinary tract infections and discharges or abdominal pain <p>Behavioural observations</p> <ul style="list-style-type: none"> Sexual knowledge inappropriate for age Sexualised behaviour in young children Sexually provocative behaviour/promiscuity Deliberately unattractive clothing and appearance Hinting at sexual activity Inexplicable falling off in school performance Sudden apparent changes in personality Lack of concentration, restlessness, aimlessness Socially withdrawn Overly compliant behaviour Acting out, aggressive behaviour Poor trust in significant adults Regressive behaviour, onset of wetting, by day or night Onset of insecure, clinging behaviour Arriving early at school, leaving late, running away from home Suicide attempts, self-mutilation, self-disgust Eating disorders, hysteria attacks in adolescents
Emotional	<p>Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying that the child is worthless, unloved, inadequate or valued only insofar as they meet the needs of another person; imposition of age or developmentally inappropriate expectations; causing frequent fear.</p>	<ul style="list-style-type: none"> Physical, mental and emotional development lags Acceptance of punishment which appears excessive Over-reaction to mistakes Continual self-deprecation Sudden speech disorders Fear of new situations Inappropriate emotional responses to painful situations Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking) Self-mutilation Fear of parents being contacted Extremes of passivity or aggression Drug/solvent abuse Running away Compulsive stealing, scavenging

Other types of abuse [2]

Organised abuse

Organised abuse is where there is more than a single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for abuse.

Abuse by children

Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power responsibility over another child, and abuses that trust through some sexual activity then this is abuse. Where one child forces themselves on another child of any age, this is also abusive.

Such a situation should be taken as seriously as if an adult were involved and would be reported in the same way to the child protection agencies. This is important as the effect on the child victim may be as great, and the perpetrator could themselves be a victim.

Part 3: Responding to the abused [2]

Responding to children

Sometimes children or young people will want to talk about abuse. This may follow some specific activity. It may be that the individual feels 'safe' with you as a worker. It may be that you know the child and his/her family well and have difficulty in believing what is being shared.

At the time the young person approaches you, your main role is to **LISTEN**.

General points

- Show acceptance of what the child says, however unlikely it seems
- Look at the child directly
- Be honest
- Let them know you need to tell someone else – don't promise secrecy
- Even if a child has broken a rule they are not to blame for the abuse
- Be aware the child may have been threatened or bribed not to tell
- Never push for information
- Don't get too close physically
- Don't counsel a member of the opposite sex alone
- Don't express shock or horror – keep calm
- Don't make comments which might reject, condemn or question the truth of what they are saying
- Don't pass judgement or comment on any other person mentioned - you're hearing one side of the story
- Do be sympathetic - but remain impartial
- Do respond in ways which will leave the person free to say all that they want to share
- Do 'reflect back' to ensure that what has been said has been correctly understood
- Do offer them the opportunity to see someone who can offer further help

Helpful things you might say or show

- "I'm taking what you say very seriously."
- "Thank you for telling me"
- "It's not your fault"
- "I will help you"

Don't ask questions

- Children hate answering questions.
- A child might be frightened and 'clam up'.
- You might put something in their mind that wasn't there.

Concluding

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens.

Cultural issues

Crucial to any assessment is an awareness and sensitivity to racial, cultural and religious patterns. While these different practices must be taken into account, all children have basic human rights in law. Differences in child rearing do not justify what in Britain would be regarded as abuse.

Effect of abuse on the spirit

Abused children can suffer from problems of poor self-image and blame. A child may feel she/he is 'dirty' or unlovable. Self-esteem may be affected: 'God couldn't love me, I am too bad'. We need to stress that they are not to blame for the abuse. Sensitive pastoral support can help a child to accept that God loves them just as they are, no matter what. Romans 8:35-39 asks if anything or anyone can separate us from the love of God. The answer is no, nothing can.

As this truth begins to dawn on them, their self-esteem and confidence may grow. They also need to know that you will not reject them either because of the 'shameful' things that have happened to them. John 15:12 says, 'Love each other as I have loved you.'

Abused children and adults will often speak of difficulties in relating to 'Father God'. This may be because 'Father' represents an absent, silent, mocking, violent or sexually abusive person in a position of power and authority. A child or young person needs to understand the truth that Father God will not treat them as the abuser did, but it may take some time to fully accept. Be patient – God is patient!

Some survivors may relate more comfortably to Jesus, the Good Shepherd, or the imagery of a mother hen (Matthew 23:37).

Part 4: Policy documents

KING'S CHURCH Child Safeguarding Policy

A. Introduction and mission statement

King's Church (KC) has a growing children's and young people's department. It is the intention of our church to offer support, encouragement and spiritual teaching to anyone who wishes to receive it. This means that we will come in contact with children from many different backgrounds and will encounter very different parental and social patterns.

The KC Eldership Team and Trustees take this responsibility very seriously and, through teaching and this document, endeavour to protect and safeguard the welfare of the children and young people (hereafter 'children') entrusted to our care.

The Policy is affective from the date of implementation, and cannot be applied to any pastoral confidences prior to this date. Especially as many of the Pastors/leaders are no longer apart of KC, people shared on the basis of pastoral confidentiality prior to this date.

As part of the mission of KC, we are committed to:

- Listening to, relating effectively to, respecting and valuing children whilst ensuring their protection within our activities
- Encouraging and supporting parents and carers
- Ensuring that children's workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child care authorities

B. Areas of policy

The policy contained here has been formulated to help church members, children's and youth workers to respond appropriately when abuse is alleged, disclosed, discovered or suspected. It covers the following:

- Responding to allegations and indications of abuse or neglect, including those made against leaders/members of the churches.
- Appointing children's workers
- Providing child protection guidelines.

KING'S CHURCH recognise the need to build constructive links with the child care authorities. Accordingly this policy and the accompanying guidelines have been prepared in consultation with Churches' Child Protection and Advisory Service (CCPAS), Thames Valley Police, Sgt. Kevin Huish, Madeline Foster, Independent Social Worker Consultant. Copies are also held by MK Council Children's Services and Thames Valley Police child protection unit.

C. Scope of the policy

This policy sets out the principles for the protection of children and children's workers across the church and ministries forming KC.

The nature and diversity of KING'S CHURCH's children's and youth activities make it difficult to cover all aspects of the work in one policy document. Therefore, Codes of Practice will be drawn up for each event, group of events or regular activities to ensure that the children are protected and children's workers operate within guidelines approved by KC.

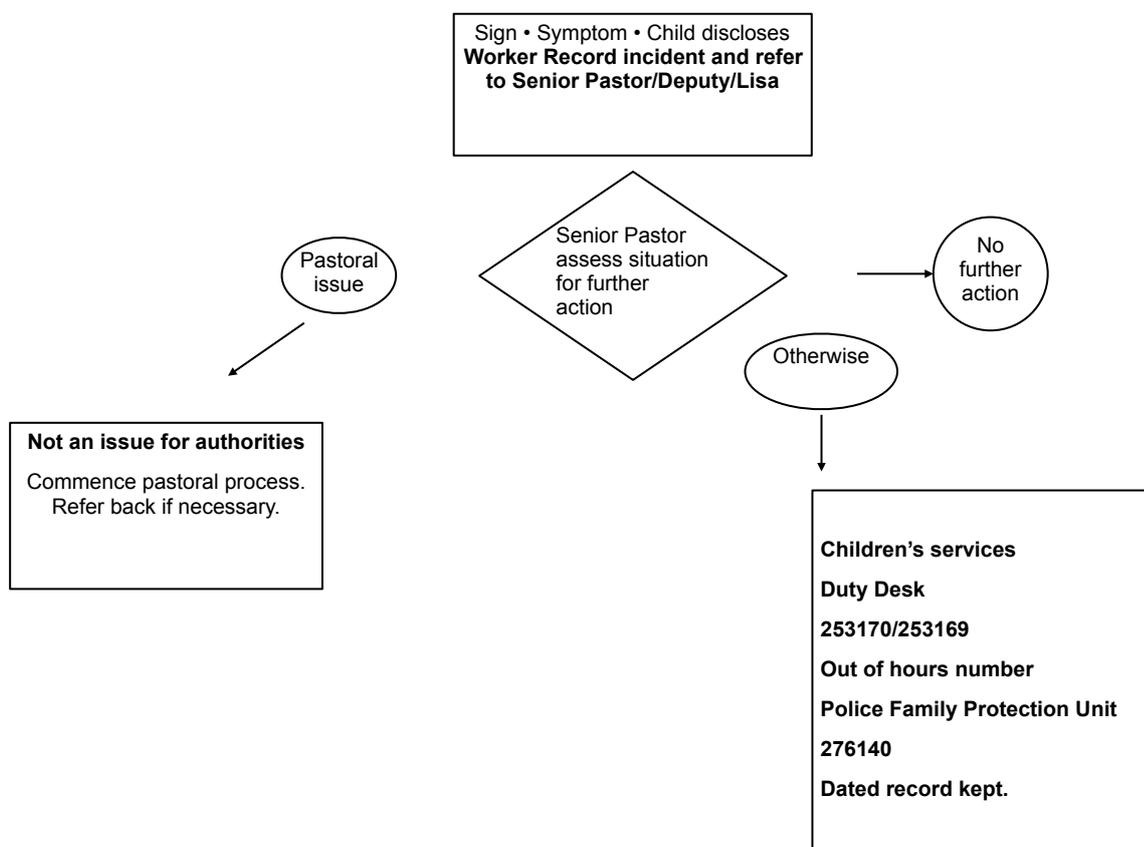
This policy will be approved by the Eldership Team and Trustees and reviewed annually.

D. Codes of practice

- A Code of Practice will be drawn up for each activity by the leader responsible, based on KC standard Codes of Practice.
- The Code of Practice will be submitted to the KC Eldership Team and Trustees for approval.
- Codes of Practice will be updated on a regular basis to maintain compliance for each new circumstance.

E. Procedure if it is suspected that abuse may have occurred

- You should **not** discuss allegations with accused child, children’s worker(s), parent(s) or carer’s.
- You must report concerns *as soon as possible* to The Senior Pastor Andy & Shaaron Forbes, or their deputy Sarah McGrory. If neither are available then contact Lisa Tocknell.
- They will act on behalf of the KC Eldership Team and Trustees in determining the course of action regarding all allegations or suspicions of neglect or abuse.
- The Senior Pastor will refer to outside bodies as necessary.



If a worker is accused or suspected of child abuse they will be asked to stand down from their activities with children whilst an investigation is completed.

It is, of course, the right of any individual to make direct referrals to the child protection authorities, although we hope that members of the church will use the KC procedure. If, however, you feel that the Senior Pastor (or deputy) has not responded appropriately to concerns, then it is open to you to contact the relevant organisation directly.

F. Appointment of children's and youth workers

- Each work (or age group, if in a separate room) should be led by:
- at least 2 registered and trained workers 16+
- additional workers according to the guideline ratios (see page 23, Child supervision ^[1])
- The worker will be at least 16 years old, and a regular attendee of KING'S CHURCH.

Workers will be appointed as follows:

- | | |
|--------------------|-------------------------|
| 1.Transform | } Those with delegated |
| 2.Impact | } leadership oversight. |
| 3.Youth | } (Team co-ordinators) |
| 4.Other Ministries |) |

The following procedure will be implemented in advance of a children's or youth worker being appointed:

- Each worker must be a regular attendee of KC.
- References will be taken.
- Contact will be made with any previous Pastor, if applicable.
- DBS will be carried out.
- The prospective worker will be given a copy of the KC Child Safeguarding Policy and be required to read it.
- The team co-ordinator will discuss with the applicant in detail the church's policy on safeguarding children's welfare and expectations in relation to the Codes of Practice.
- All prospective workers will be required to complete an KC training course.
- Completed application forms together with references and DBS will be held on file in the KC Offices.

Identification of children's workers.

All children's workers will be required to be clearly identifiable at all times.

VISITOR Someone who is visiting or is trying to settle their child. The badge will be dated, and they will not be allowed to be left alone with or accompany any child to the toilet.

G. Role of Department co-ordinators

Department child safeguarding co-ordinators are responsible to the KC Safeguarding Co-ordinators for:

- Ensuring compliance with KC Child Safeguarding Policy and procedures, in all areas of department of the department.
- Ensuring that all areas of department have an appropriate Code of Practice (see section D above).
- Reporting concerns to the Senior Pastor, deputy or Lisa using the procedure outlined in section E above.
- Ensuring that applications are correctly handled, and that appropriate briefings and training are given (see section F above). Appropriate local records of training and approved workers should be kept.

Code of practice: Regular TRANSFORM, IMPACT!, YOUTH

All codes of practice must be used in conjunction with the KING'S CHURCH Child Safeguarding Policy.

Vision and purpose

To provide a secure 'family' environment where children will feel accepted for who they are, can meet with the living God, grow in their knowledge of the word of God and relationship with Him and exercise the gifts He has given them.

Guidelines

The group leader's role

- To be responsible for children's work on behalf of the church Elders and Trustees during the Sunday morning activities.
- To ensure that the spiritual and physical well-being of the children and adult helpers is paramount.
- To ensure that the appointment procedures for those working with children as laid down in the KING'S CHURCH Child Safeguarding Policy are followed & implemented.
- To ensure that KING'S CHURCH procedures are implemented if there are any concerns for a child or allegations of abuse.

Relationship with the children

a) **Record Keeping**

- All workers need to be clearly identify to the children and parents.
- A register of children and adults attending should be kept.
- You should keep a logbook (containing notes of significant incidents) **and** complete the accident book when an accident occurs. The parent must receive the top copy, after they have read and signed the accident book.

b) **Management**

- Appropriate ratios of adult to children should be maintained (page 24).
- Clear and appropriate arrangements for leaving and collecting children should be in place.
- Lifts home should always be with the knowledge and approval of the parent(s).
- To ensure the vision and objectives are achieved, a clear welcoming and discipline policy must be visibly maintained.
- Only those workers who have been appointed through the appointment procedure (i.e. NOT helpers) should escort children to the toilets.
- Workers should avoid being alone with children, wherever possible. **Remember:** Never smack or hit a child and don't shout. Change the tone of voice if necessary.
- **Remember:** Touch should be related to the needs of the child, not the worker.

c) **Prayer and counselling**

- Where possible prayer should be with members of the same sex and with the awareness of another adult.
- Activity leaders should be made aware of any on-going issues

Code of practice: Youth cells

All codes of practice must be used in conjunction with the KING'S CHURCH Child Safeguarding Policy.

Vision and purpose

To make disciples of Jesus by providing a place to encounter Jesus, to belong, to grow, to give and to reach out.

Guidelines

Youth Cell Leader

- To be responsible for the provision of suitable facilities, staffing and programme/content.
- To ensure that the spiritual and physical well-being of the young people is paramount.
- To ensure that the appointment procedures for those working with young people as laid down in the KING'S CHURCH Child Safeguarding Policy is followed.
- To ensure that the KING'S CHURCH procedures are implemented if there are any concerns for people or allegations of abuse.

Relationship with the young people

a) *Record Keeping*

- Cell Leader should maintain contact details incase of emergency (including parents name, address and phone number).
- A logbook should be kept (containing notes of significant incidents) The accident book should be completed when an accident occurs.

b) *Management*

- To ensure the aims of cell are achieved, a clear welcoming environment should be maintained.
- The Cell Leader should ensure an adult will be on-site at all times where people under 16 are leading cells.
- Lifts home should always be with the knowledge and approval of the parent(s), it is unwise to be alone with one person.
- Workers should avoid being alone with any of the young people, particularly with those of the opposite sex, wherever possible..
- Remember: Touch should be related to the needs of the person, not the leader.

c) *Prayer and counselling*

- There should be no "laying on of hands" when praying unless an explanation has been given as to the reason (where necessary) and their permission has been given.
- Counselling and prayer should be with members of the same sex or at least with someone of the same sex being present.
- If, following counselling, a young person requires ongoing support the Cell Supervisor must be advised.

Code of practice: Regular outreach work

All codes of practice must be used in conjunction with the KING'S CHURCH Child Safeguarding Policy.

Vision and purpose

To provide a safe place where young people (church and non-church) from the local community can have fun; to foster & build relationships between the church and non-church young people; and between club leaders/workers and young people and their parents.

Guidelines

Responsibilities of Leader

- To be responsible for the provision of suitable facilities and staffing on behalf of the church Elders' and Trustees.
- To ensure the spiritual and physical well being of the young people are maintained at all times e.g. first-aider and an adequate first aid kit available.
- To ensure the appointment procedures for those working as laid down in the KING'S CHURCH CSP are followed & implemented.
- To ensure the KING'S CHURCH procedures are implemented if there are any concerns for people or allegations of abuse.
- All workers to be committed members of KING'S CHURCH In the rare circumstances where a young person from the community (who has been part of the group for some time) wishes to be a worker the Eldership Team must be consulted before any decision is taken.
- A log book should be kept (containing notes, incidents, visitors, etc.) Or when something unusual happens. The accident book should be completed when an accident occurs, making sure that parents receive the top copy after reading & signing the book. This could prove useful if an allegation of assault is brought later.

b) Management

- Appropriate ratio of adult to young people should be maintained at the event (see page 24)
- No person under 16 should be left in charge of children. Nor should children attending the Club be left alone at any time.
- It is desirable for an adult male and female to be at the youth group where young people of both sexes are attending.
- Lifts home should always be with the knowledge and approval of the parent(s). It is unwise to be alone with one person.
- The effectiveness of activities depends on a welcoming and disciplined environment. This should be maintained at all times.
- Lay down ground rules for the event e.g. no swearing, respect for one another and the property, and make sure people understand what action will be taken if not kept. e.g. a warning, final warning, contact parents and ban from next event.
- Never smack or hit a child and don't shout. Change the tone of voice.
- As a last resort if a person has to be physically escorted from the premises, minimum force should be used, other leaders should be present to witness the incident and a report should be made as soon as possible by all the leaders/workers present.
- Workers should avoid being alone with young people, wherever possible.
- Remember: Touch should be related to the needs of the person, not the leader.
- Team members should take responsibility for monitoring one another in the area of physical contact.
- Workers should respect the privacy of young people and treat them with dignity while involving them and valuing their contributions.

c) *Prayer and counselling*

- There should be no “laying on of hands” when praying unless an explanation has been given as to the reason (where necessary) and permission has been given.
- Counselling and prayer should generally be with members of the same sex or at least with someone of the same sex being present.
- If following counselling a young person requires ongoing support the Youth Group Leader must be advised.
- Allegations/concerns of abuse should always be reported.

Code of practice: Youth activity

All codes of practice must be used in conjunction with the King's Church Child Safeguarding Policy.

Vision and purpose

To draw people in age group 7-18 closer to Jesus and His family through safe, relevant events and fun activities. Here they can find family and friendship, and together have the opportunity to: know God and deepen their relationship with Him; identify and develop their God given gifting; go into the world and have an adventure with God, fulfilling His purposes for their lives.

Guidelines

Responsibilities of Activity Leader

- To be responsible for the provision of suitable facilities and staffing on behalf of the Youth Pastor, E-Team and Trustees.
- To ensure the spiritual and physical well being of the young people are maintained at all times e.g. first-aider on the team/at event and an adequate first aid kit available.
- To ensure the appointment procedures for those working with young people (both regular and occasional) as laid down in the KING'S CHURCH Child Safeguarding Policy (CSP) are followed & implemented.
- To ensure the KING'S CHURCH procedures are implemented if there are any concerns for people or allegations of abuse.
- To ensure any guest speaker is made aware of implications of the KING'S CHURCH CSP.

Relationship with the Young People

a) **Record Keeping**

- A list should be kept of all people attending and those working at the event.
- Parental permission must be obtained for those under 18, allowing them to attend and giving permission for medical attention to be sought if necessary.
- A logbook should be completed (containing notes, incidents, visitors etc.) Or when something unusual happens. When an accident occurs fill in the accident book, making sure the parents receive the top copy after reading and signing the book. This could prove useful if allegations of assault are lodged at a later date.

b) **Management**

- Appropriate ratio of adult to young people should be maintained at the events (see page 24)
- Ideally a male and a female adult should be at events where young people of both sexes are attending.
- Lifts home should always be with the knowledge and approval of the activity leader and parent(s). It is unwise to be alone with one person.
- Careful consideration should be given to ensure suitable sleeping arrangements are in place for overnight events.
- The effectiveness of activities depends on a welcoming and disciplined environment. This should be maintained at all times.
- Lay down ground rules for the event e.g. no swearing, respect for one another and the property, and make sure people understand what action will be taken if not kept. e.g. a warning, final warning, contact parents & banned from next event.
- Never smack or hit a person and don't shout. Change voice tone.
- Workers should avoid being alone with young people, wherever possible. An "open door" policy is advisable.
- Remember: Touch should be related to the needs of the person, not the leader.
- Team members should take responsibility for monitoring one another in the area of physical contact.
- Workers should respect the privacy of young people and treat them with dignity while involving them and valuing their contributions.

d) **Prayer and counselling**

- There should be no "laying on of hands" when praying unless an explanation has been given as to the reason (where necessary) and permission has been given.

- Counselling and prayer should generally be with members of the same sex or at least with someone of the same sex being present.
- If following counselling a young person requires ongoing support the Youth Leader overseeing the meeting must be advised.
- Allegations/concerns of abuse should always be reported

Cell Groups with children present.

It is great when cells want to get together as families. It is the responsibility of the parents to look after their own children, making sure that they are in a safe environment and that the parents take care of all their children's needs, which includes toileting etc.

The responsibility does not fall to the Neighbourhood/cell leader or any other person within the group except the parents.

Babysitting.

Parents are responsible before God for the raising up and looking after of their children. Parents must take sole responsibility for Adults/Young people whom they ask to baby-sit. KING'S CHURCH does not accept any responsibility for people or their actions whilst babysitting, it is down to the discretion of the parents.

Church Services.

When the Church meets together, It is the responsibility of the parents to look after their own children, making sure that they are in a safe environment and that the parents take care of all their children's needs, which includes toileting etc. Until the children's works commence.

Family Services.

When the Church meets together for a family service, children are the sole responsibility of their parents at all times. Making sure that they are in a safe environment and that they take care of all their children's needs, which includes toileting etc.

Part 5: Appendice

Annuall training will be given to all individuals who are working within appropriate departments of Kings Church MK

King's Church

Application form for working with children, young people and vulnerable adults

We ask all perspective workers 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 King's Church.

1. Personal Details

Full Name

**Former name (s)
including maiden name**

Date and place of birth

Address

Daytime telephone number

Evening telephone number

How long have you lived at this address?

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Churches you have attended and dates, name of minister/ leader, any activities undertaken)

King's Church

Application form for working with children, young people and vulnerable adults

We ask all perspective workers 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 King's Church.

Please give details of previous experience of looking after or working with children, young people or vulnerable adults.

Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Do you suffer, or have you suffered any illness, which may directly affect your work with children or young people?

If yes, please give details

King's Church

Application form for working with children, young people and vulnerable adults

We ask all perspective workers 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 King's Church.

2. References

Please give the names, addresses and telephone numbers and role of relationship of two people who know you well and who would be able to give a personal reference. They should not be members of your family. One of which must be from outside of King's Church. If you have previously worked with children, young people or vulnerable adults then please include this within your references.

First reference

Name

Address

Email address

Telephone

Relationship

Second reference

Name

Address

Email address

Telephone

Relationship

King's Church

Application form for working with children, young people and vulnerable adults

We ask all perspective workers 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 King's Church.

3. Declaration

The Rehabilitation of Offenders Act 1974 states that all convictions, however old, which relate to children and young people, must be declared by applicants if asked. The disclosure of an offence may not prohibit your appointment, but it is a criminal offence to withhold information.

Note: 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 Acts 1974 (Exemptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of approval to work with children, young people and/or vulnerable adults within the church.

Have you ever been convicted, charged or cautioned in relation to any criminal offence in relation to children, young people and/or vulnerable adults; or are you at present the subject of criminal investigations? **YES/NO (delete one)**

If yes please give details including the nature of the offence(s) and dates.

Have you ever had an offer to work with children, young people and/or vulnerable adults declined? **YES/NO (delete one)**

If yes please give details

I confirm that the above information is correct and complete and that I have read the King's Church Safeguarding Policy.

I understand that it is my duty to protect children, young people and vulnerable adults with whom I come in contact. I know what action to take if abuse is alleged or suspected. I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child, young person, vulnerable adult or the conduct of an adult I will check with the appropriate leaders.

I give my permission for King's Church, to undertake a DBS check

Signature of applicant

Date

Sample guidelines of good practice

When good practice is being developed for particular areas of department, the following sample guidelines may prove helpful in establishing appropriate management.

Physical touch [2]

- Keep everything in public.
- Touch should be related to the child's needs, not the workers. E.g. the child is hurt.
- Avoid any physical activity, which is, or could be, construed as sexually stimulating to the adult or child.
- Children are entitled to determine the degree of appropriate physical contact with others except in exceptional circumstances i.e. when they need medical attention
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Allegations of abuse should always be reported.

Discipline [1]

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- **Never** smack or hit a child and don't shout – change voice tone if necessary.
- Discipline out of love – **never** anger. (Call support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (in this case, ensure adequate supervision), back to their parents or ban them for a week. (Never implement a total ban without reference to your leader, and ensure parents are advised in cases of banning.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.
- Pray before you meet and talk over the session before you leave.

Boundaries ^[1]

Consider the following areas:

- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- Guidance on touch – Keep everything public.
- Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children and avoid questionable activity, e.g. rough/sexually provocative games and comments.
- If you invite a child to your home, ensure this is with the knowledge of the team/leadership and that a parent is aware (this will not necessarily mean that a child will be safe).
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own.
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth-hostelling where it is the custom.
- Make sure that the only people allowed into children's activities are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note in your logbook, their name and the time they came/left. You may like to consider issuing cloakroom style tickets for parents collecting children from the crèche.

Child supervision ^[1]

Consider the following areas - as recommended by NSPCC April 2013

Guidance on appropriate levels of supervision for children of different age groups and with different needs.

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

Ratios

The following are the adult to child ratios we would recommend for voluntary organisations:

- Aged 0 - 2 years:
1 adult to 3 children
- Aged 2 - 3 years:
1 adult to 4 children
- Aged 4 - 8 years:
1 adult to 6 children
- Aged 9 - 12 years:
1 adult to 8 children
- Aged 13 - 18 years:
1 adult to 10 children.

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment

identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all time

Where possible, ensure that a worker is not alone with a child, but being realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it might be advisable to leave doors open when seeing a child.

Where confidentiality is important (e.g. counselling) and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.

No person under 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

A register of children or young people attending the club or activity should be kept, and a register of helpers.

Keep a log of each activity; either using a logbook or using an Incident form (e.g. page 21). Workers should record unusual events with each leader recording what they witnessed. This can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they have a problem with that person. Logbooks can protect both children and workers. It is suggested that workers also record in the log book incidents such as fights and what action was taken by the leaders.

Because accusations of abuse may be made many years later, records should be kept for as long as possible. Insurance companies advise that records should be kept indefinitely. Certainly the experience of CCPAS is that allegations can be made very many years after an event.

Safety and first aid issues ^[1]

The areas which need to be considered include the following:

- Specific issues relating to the use of premises/equipment e.g. buildings well lit and maintained, and potentially dangerous activities properly supervised.
- Internal and external safety should meet adequate safety standards.
- Outside play areas should be fenced with gates to prevent small children from straying from the premises and that when food is being prepared hygiene requirements are observed at least one worker should hold a Food and Hygiene certificate.
- Ensure there are adequate safety requirements and regularly enforced.
- Safety requirements should be met and regularly enforced.
- Need for experienced workers and first aid kit.
- Check that drivers can meet the requirements for minibuses and that seat belt rules, explained in a fact sheet, 'Driving a Minibus in Great Britain', are followed from the DVLA.
- Have an annual safety check of safety for children and young people.

3 questions I ask myself If someone asks or tells me to do anything that I am not sure about: 1. Do I have a 'yes' feeling or a 'no' feeling? 2. If I do as the person asks, will an adult I trust know where I am? 3. If I do as the person asks, can I be sure to get help if I need it? If the answer to any of these questions is 'no', I can say 'no!' and tell an adult I trust about it.

Supporting workers

The areas which need to be considered include the following:

- Encouraging teamwork and mutual accountability
- It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the supervisor about the concern.
- Arranging regular workers' meetings, to allow time for reflection, to unload, to review procedures to ensure common approach, sharing of concerns and identifying other matters which may need clarification and guidance.

- Stressing the importance of following the group's guidelines. In circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from a leader or reported immediately afterwards where this is not possible.
- Organising feedback sessions to report incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- Keeping a written record of issues/decisions discussed at meetings.

Helping children to protect themselves ^[1]

The areas which need to be considered include the following:

- Teaching them about general safety, strangers, good and bad secrets, touches etc.
- The gospel presents marvellous teaching opportunities, e.g. in presenting the story of the prodigal son and his restoration to the father, children can be helped to understand physical contact which is good, also acknowledging other touches which can be unwelcome or wrong.
- Developing common sense rules (e.g. look at 'the questions I ask myself')
- Talking about suspicions or situations where they feel uncomfortable
- Examining the way in which we present Christian truths, e.g. children obeying parents. This can be a real problem for a child who is being abused – are we telling the child to accept the abuse? Tell children that if they feel uncomfortable or that something may be wrong they can always check things out with another adult. If this first adult does not respond, then speak to other grown-ups until someone does something. This will need to be explained: e.g. if someone asks you to steal sweets from a shop. It doesn't include complaints about bed-time! You may help children to prepare lists of safe grown ups – people they can talk to if

First Aid

All premises used by children should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the designated worker should regularly check contents. Workers should be encouraged to attend training run by St John's Ambulance Brigade or the Red Cross etc.

A suggested minimum for a first aid kit:

- 2 x small wound dressing
- 1 x large wound dressing
- 1 x eye pad
- 4 x triangular bandages
- 2 x non-stick dressing 5cm x 5cm
- 2 x non-stick dressing 10cm x 10cm
- 1 x reel of low allergy adhesive tape
- 4 x safety pins
- 5 x pairs of disposable latex gloves
- 2 x conforming bandages 6cm
- 1 x resuscitation shield
- 20 x wrapped adhesive dressings (plasters)
- 2 x crepe bandages 5cm
- 1 x disposable apron
- 1 x sealed eye wash
- 1 x emergency aid card
- 4 x individually wrapped cleaning wipes (non-alcoholic)
- An accident report book with forms

HIV/AIDS

Good hygiene should always be practised. Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces.

