



Safeguarding Policy

Children and Young People

Key Contacts

Overall Safeguarding Coordinator – Nigel Stokes

Safeguarding Children Lead – Andrew Drury

Safeguarding Team Lead (STL)

- Emmanuel Kids – Jo Stokes
- Creche – Jo Stokes

Lead DBS Recruiter and administrator – Andy Cheadle

Churches Child Protection Advisory Service (CCPAS) 0845 120 45 50 e-mail:
info@ccpas.co.uk

FIEC (The Fellowship of Independent Evangelical Churches) Tel: 01858 43 45 40

MASH (Multi-Agency Safeguarding Hub), Surrey County Council

Monday – Friday 9 a.m. – 5 p.m.

Tel: 0300 470 9100

Out of hours: 01483 517898

E-mail: mash@surreycc.gov.uk (office hours)

(See also: Surrey Safeguarding Children Board [www.surreyscb.org.uk])

Surrey Police 999 or 01483 571212

Table of Contents

Introduction	3
General Information	4
A Practical Guide Recognising Abuse	5
Handling an allegation made by a child	6
Appointing Children’s and Youth Workers.....	7
Code of Conduct.....	8
Safeguarding Guidelines.....	9

Introduction

These guidelines are produced with the intention of supporting the youth and children’s work at EE. For guidance on safeguarding vulnerable adults, please consult the Vulnerable Adults policy.

These policies are endorsed by EE trustees with the support of the Eldership, Council and congregation of EE. They are to be read alongside the Church Constitution. They have been prepared in consultation with the Churches Child Protection Advisory Service (CCPAS) who also hold a copy of this policy.

We believe God is honoured when people created in His image are treated with honour and love for Christ’s sake.

Psalm 68:5-6 A father to the fatherless, a defender of widows, is God in his holy dwelling. God sets the lonely in families, he leads out the prisoners with singing; but the rebellious live in a sun-scorched land.

General Information

What is Safeguarding?

Safeguarding encompasses:

- Protecting children from abuse and maltreatment.
- Creation of safe and caring environment for children through:
 - Treating children fairly and equitably.
 - Building trust and good communication.
 - An awareness of individual needs (health, allergies, special needs or disabilities).
 - Setting appropriate discipline and boundaries.

Who is responsible for Safeguarding?

Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported in line with the procedure set out in this document. The safeguarding of children and young people is a high priority for our church.

Issues regarding the safeguarding of children should come to the Safeguarding Children Lead (SCL).

Who Oversees Safeguarding?

Our member with primary responsibility for pastoral care is also our Safeguarding Coordinator, with overall responsibility for safeguarding. This person is the designated Church Safeguarding Coordinator (CSC). However, the various adults who lead our young people's ministries are responsible for ensuring the process is understood by their teams. These are our designated Safeguarding Team Leads (STL). This includes ensuring that all Children's and Youth team members:

- Are subject to an effective and clear recruitment procedure.
- Are DBS checked regularly, at least every three years, and are suitable to work with children.
- Have received safeguarding training every two years.
- Have been given a copy of this policy, have signed that they have received it and are in

agreement with it and know what to do if they have concerns.

- Are properly supervised, and ensure that the safeguarding policy guidelines are followed.
- Maintain explicit and shared standards of safeguarding.

Who do I contact for further information?

If you have any questions or comments, please contact the Safeguarding Children Lead (SCL) - contact details on page 2). If you have concerns about the SCL, please contact the Church Safeguarding Coordinator (CSC) - contact details on page 2).

A Practical Guide Recognising Abuse

How is abuse defined?

The maltreatment or neglect of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family, institutional, or community setting; by those known to them or, more rarely, by a stranger.

Types of Abuse

- Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- Emotional Abuse is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyberbullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention seeking behaviour; nervousness, obsession or phobias; persistent tiredness; running away/stealing/lying/self-harm.
- Sexual Abuse includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food,

clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late a night, or left home alone for extended periods; health and other needs not being taken care of.

- Coercive and Controlling Behaviour, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

How Might I Recognise Abuse?

Recognising abuse can be difficult as the signs of abuse are not always obvious, and a child might not tell anyone what is happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes, children do not even realise that what's happening is abuse.

Visit NSPCC for more information [NSPCC.org.uk](https://www.nspcc.org.uk)

If you have any concerns, or suspect either abuse or neglect, these must be reported as soon as possible to the Safeguarding Children Lead (SCL - contact details on P2). The SCL will liaise with the CSC, contact CCPAS and follow the advice they give.

If you do not feel your concerns are responded to appropriately or in a timely way, please do contact CCPAS directly or the Kingston Social Care Team.

Handling an allegation made by a child

If a child or young person tells you of something that has happened:

- Listen – concentrate on what they are saying and how they are saying it
- Keep calm, try NOT to display shock (be aware of your facial expression).
- Take them to a place out of earshot but NOT out of sight.
- Look at the child or young person directly and show acceptance of what the child or young person says (however unlikely the story may sound).
- Do NOT communicate blame (even when a child or young person may have broken rules) or question whether what they are saying is true.
- Be aware that the child or young person may have been bribed or threatened not to tell.
- Do NOT promise confidentiality; be honest that you will need to let someone else

know.

After Hearing the Allegation:

1. Make handwritten notes as soon as possible, write exactly what the child or young person said, along with other helpful details such as: the time and date where the allegation was made, what happened at the time and who else was present (notes should be given to the Safeguarding Lead who will store them securely and keep them indefinitely).
2. Inform the SCL of the allegation as soon as possible and within 24 hours unless the allegation is against the SCL or, if the SCL is unavailable, in which case it will be referred to the CSC (contact details on p2).

Do **NOT** attempt to investigate or address the issue yourself.

If there is serious and / or immediate danger, the SLC or CSC **MUST** contact the police and the Surrey County Council MASH (see front sheet).

A copy of the notes is to be retained by the Church in case of future criminal/civil proceedings (e.g. for the insurers)

Appointing Children's and Youth Workers

All those aged 16 and over regularly working with children and young people whether in a paid or unpaid capacity, must complete all stages of our five stage recruitment and selection process:

1. Interview with STL (for that age group).
2. Online DBS Application
3. Church Application Form - including two references of suitability to work with children or young people.
4. Provide Identification Documents (e.g. photo ID, proof of address)
5. Safeguarding Training to be undertaken as appropriate at the time of appointment and signed off as having been completed.

Those who are considering joining a team may come and observe sessions before completing this formal process.

Eligibility Criteria

- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with Children or young people by the SCL.
- Church member.
- In some circumstances, a non-church member will be allowed to work with children or young people with the agreement of the Elders.

Code of Conduct

1. All youth workers are expected to attend Child Protection Awareness training and will be given a copy of these guidelines. This will include a detailed session every two years as well as termly reminders of our '5 Points on Child Protection'. They are included in Appendix 1.
2. Listen to, respect and value children and young people at all times.
3. Treat all children and young people fairly, without prejudice or favouritism.
4. Challenge any unacceptable child behaviour in an appropriate way.
5. Use language that is appropriate and not offensive or discriminatory.
6. Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.
7. No sexual contact is ever to take place between a youth worker and a child. Teams will work together to minimise scope for isolation of a child with an adult.
8. STL and the Trustees will have responsibility for any disciplinary matters involving youth workers and they (under the guidance of the Bible) have the final say on what is appropriate and what is not.
9. Risk assessments must be carried out for all events by the person organising the event and steps taken to mitigate any key risks identified. All youth workers will be expected to have read the Risk Assessments. Team Leaders sign on behalf of the team.

If you have any concerns about the actions or behaviour of other Children and Youth Workers, these must be reported as soon as possible to the SCL (details on P2). If the concern is about the SCL, report to the CSC.

The SCL will ensure the concerns raised are investigated, and take the appropriate action where

required. If you do not feel your concerns are responded to appropriately or in a timely way, please contact the CSC (details on P2).

Safeguarding Guidelines

Child to Adult Ratios

Age (years)	Church Group	Adult/Child Ratio
0-2	Creche	1:3
2-4	Story Creche	1:4
4-7	Emmanuel Kids	1:6
7-11		1:8
11-18		1:10

Notes:

- The ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than those recommended above.
- There must always be two or more adults for each group, and where appropriate these should include both males and females where the group is mixed gender.
- Where possible, if only two adults are supervising, the two adults should not be related in order to protect them if an allegation should be made. Teams will work together to minimise scope for isolation of a child with an adult.

Behaviour Management

Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way by all team members. Children or young people will need to be reminded of the expectations and given time and responsibility to respond to those.

There should be a clear and consistent behaviour ethos in place for each team. It starts with mutual respect and listening. Verbal warnings follow if a child or young person will not listen. They may be removed from an activity for a time if they continue and then are asked not to

attend for a period of time with a letter home explaining the situation. In extreme cases, it may be necessary to ask a child to no longer attend in the longer term.

All children and young people must be treated with respect, and must not be disciplined in a punitive manner. No physical punishment should be used on a child.

Consent Forms

Parental consent forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event.

For regular events (such as Sunday by Sunday or Holiday Clubs), parents only need to fill out one consent form, provided these are held as accessible records. Consent forms must contain medical information.

One-to-One Meetings

One to one meetings must be arranged in advance with the consent of the parent/carer. Meetings must take place in a public setting, where the leader and young person is not alone. Discipleship and mentoring must only be done with children and young people of the same gender.

Risk Assessment

A suitable risk assessment should be in place for every activity involving the children and young people. If special or off-site events are planned, specific risk assessment should be undertaken for those circumstances.

First Aid

As part of the organisation of all events, consideration must also be given to how to respond if a child does become ill or needs medical attention. The organiser must also ensure there is suitable provision for first aid, including nominating a trained first aider. Teams must have access to a medical kit and mobile telephone when off premises.

Should medical assistance be required, this should be sought as soon as possible, and the child's parent/carer should be contacted.

Photographs and Videos

From time to time official photographs and videos may be taken for communications and publicity. This will be arranged in advance with the group leader, and parents will be asked to give their written consent.

No other photos of the children or young people should be taken or allowed to be taken by others without their consent.

Further details can be found in the EE media policy.

Physical Contact

Physical touch must be related to a child's needs and not the adults. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Any physical touch that could be misunderstood or misconstrued should be avoided. Play fighting, tickling games and piggyback rides are not permitted. Holding a child's hand or them sitting on an adult's lap is only appropriate for infants and toddlers.

Toilet Trips

Parents/carers should be asked to ensure their children have been to the toilet before bringing them to the group.

Children who are independent in toileting may go to the toilet unaccompanied whilst the building is not in public use. At all other times they should be accompanied. Parents must assist their own children with toileting or nappy changing unless they have given written consent for leaders to perform this task.

Travel

Travel to and from the events is the responsibility of the parent/carer. If a child is awaiting a lift home, there must always be two leaders present.

For any events that involve the group travelling, children and young people must not travel alone with a single leader. Seat belts must be worn.

Social Media, E-mails, Texts, Chat and Messaging Please refer to page 5 and 6 of the Media policy. Operational Matters - Children

1. Where concerns have to be acted upon, the [Surrey County Council Child Protection Procedures](#) will be followed.

2. This policy will be updated every two years. Next update required in March 2019.
3. The SCL, STL and CSC will refresh their training every two years and when significant changes are made to the national guidance.
4. Support will be given from the Trustees to all affected by these procedures when issues arise.

Appendix 1

5 things to remember on Child Protection

- . 1) DBS - Is yours up to date?
- . 2) Toilets - Be aware of issues arising in toilets.
- . 3) Touch - Be aware of 'touch' issues with children.
- . 4) Isolation - Work as a team, to minimise isolation of team members with a particular child.
- . 5) Conversations - Write down significant conversations and tell the STL (Safeguarding Team Lead).