

Wormley Free Church Safeguarding Policy For Children & Vulnerable Adults

Wormley Free Church, High Road, BROXBOURNE, Herts.

Charity Number: 1194850

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Safeguarding Policy

The Countess of Huntingdon’s Connexion, is mindful of the teaching in Holy Scripture regarding the nurture of the young and the care that should be extended to those in our midst, who may be vulnerable in any way. Jesus himself reminds us in Matthew 19: 14 that, ". . .the kingdom of heaven belongs to such as these."

We believe that each person is made in the image of God and is uniquely loved by Him, and are committed to the nurture, protection and safeguarding of all, especially children, young people, and vulnerable adults.

The UN Convention on the Rights of the Child stipulates that, “children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care by those looking after them”. The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children. In accordance with legal requirements and biblical principles, we at Wormley Free Church, commit ourselves to this safeguarding policy and to the development of sound procedures to ensure we implement our policy well.

Definitions:

- A child is anyone under the age of 18.
- A vulnerable adult is anyone over the age of 18, who due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves from significant harm or exploitation.

Prevention and reporting of abuse

It is the duty of each member of Wormley Free Church to help prevent the abuse of children and adults at risk, and respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully cooperate with any statutory investigation into any suspected abuse linked with the church.

Safer recruitment, support and supervision of workers

Wormley Free Church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk. All workers will be checked by the DBS

Respecting children and adults at risk

Wormley Free Church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them. Anyone displaying behaviour deemed to be of concern to the leadership will immediately be removed from working with children and vulnerable adults.

Safer working practices

Wormley Free Church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being. This includes the development of procedures and guidelines to cover all activities engaged with children and vulnerable adults. (See attached appendices).

A safer community

Wormley Free Church is committed to the prevention of bullying. We will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

Safeguarding contacts at Wormley Free Church

The church has appointed the following individuals to form part of the church safeguarding team:

Safeguarding Coordinator - Winifred Azilah

She will supervise the recruitment of workers, advise the church on any matters related to safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07540735192, Email: wazilah@hotmail.co.uk

Safeguarding Trustee - Jennifer Dobson

She will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number: 01992 471576 / 07709 708216, Email: DobsonJ62@Yahoo.co.uk

Children's Champion - Eunice Zijlstra

The Children's Champion is here to be an advocate for all children in all areas of church life, making sure their views are heard and their needs are thought of. The Champion also provides a direct contact point for children and parents who may be concerned about issues in the church's young people's organisations, thus fulfilling a role as an independent, not on the staff of any of these organisations.

Phone number: 01992 478972 / 07941028761, Email: zemas@gmx.com

Connexion Trustee - Bethany Green

Should safeguarding concerns be raised about Wormley Free Church leadership, the Countess of Huntingdon Connexion must be informed immediately.

Phone number: 01992 623835, Email: bethanyb2000@yahoo.com

Putting our policy into practice

- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and relevant procedures and will be asked to sign to confirm that they will follow them. All workers will undergo a DBS check.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The safeguarding team will perform a yearly check to ensure that this policy and all procedures are being followed.
- Wormley Free Church will be reminded of this policy annually at the church AGM, together with a report on the outcome of the annual safeguarding review.
- Wormley Free Church leadership team will review this policy and all procedures every three years to ensure they are updated, relevant and reflective of best practise.
- A copy of a completed CCPAS safeguarding poster will be available on a noticeboard inside the church building.

Signed by:

Position:

Date:

To be reviewed: 2024

Appendix 1: Children

What is Abuse?

The first four definitions of abuse below operate in England and are based on the government guidance 'Working Together to Safeguard Children (2006)'. Spiritual abuse has more recently been recognised as being prevalent in some religious settings.

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 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 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, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. This might include photos, internet chat sites and texting.

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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure

adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Spiritual Abuse

Spiritual abuse is the use of power or authority within a framework of spiritual belief or practice to satisfy their own needs at the expense of others. In the case of children this might include being labelled 'evil', 'demon-possessed' or a 'witch', often accompanied by the 'casting out of demons', or feeling compelled to make spiritual or lifestyle decisions due to the pressure of those in religious authority.

Signs of Possible Abuse

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
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Sexual texts or pictures on phone
- 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.

Appendix 2: Vulnerable Adults

What is Abuse?

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Spiritual Abuse

Spiritual abuse is the use of power or authority within a framework of spiritual belief or practice to satisfy the abusers own needs at the expense of others. In the case of vulnerable adults this might include being labelled 'evil', 'demon-possessed' or a 'witch', often accompanied by the 'casting out of demons', or feeling compelled to make spiritual or lifestyle decisions due to the pressure of those in religious authority. It may also include pressure to conform or obey someone in church leadership.

Abuse of Social Media or Mobile phones

This is the misuse of social media or mobile phones to shame, intimidate, control or manipulate a vulnerable adult. It can include bullying or threatening behaviour, as well as sexting or encouraging the use or provision of inappropriate images.

Modern Slavery

This includes the coercion of labour or other services from an individual who has not freely consented and is not being given suitable pay and conditions under British employment rights.

Remember – Vulnerability is not always visible.

Appendix 3: What you should do if a young person reports abuse

If someone discloses that they are being abused, whether in the home, another setting or at Wormley Free Church, then upon receiving the information you should:

- React calmly.
- Reassure the child that they were right to tell and that they are not to blame.
- Take what the child says seriously.
- Clarify their concerns, but keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said.
- The child must not be pressed for information, led or cross-examined as this could prejudice police investigations.
- Reassure but do not promise confidentiality.
- Inform the child what you will do next.
- Inform the Safeguarding Coordinator Winifred Azilah (07540 735192) in a discrete and confidential manner.
- Make a full and written record as soon as possible.
- The Safeguarding Coordinator will decide whether to refer any concerns as soon as they arise to the Local Authority Children's social care.
- If you are unable to contact either the Safeguarding Coordinator or the Deputy and the child is in immediate danger phone the police or Children's Social Service, Tel: 0300 123 4043.

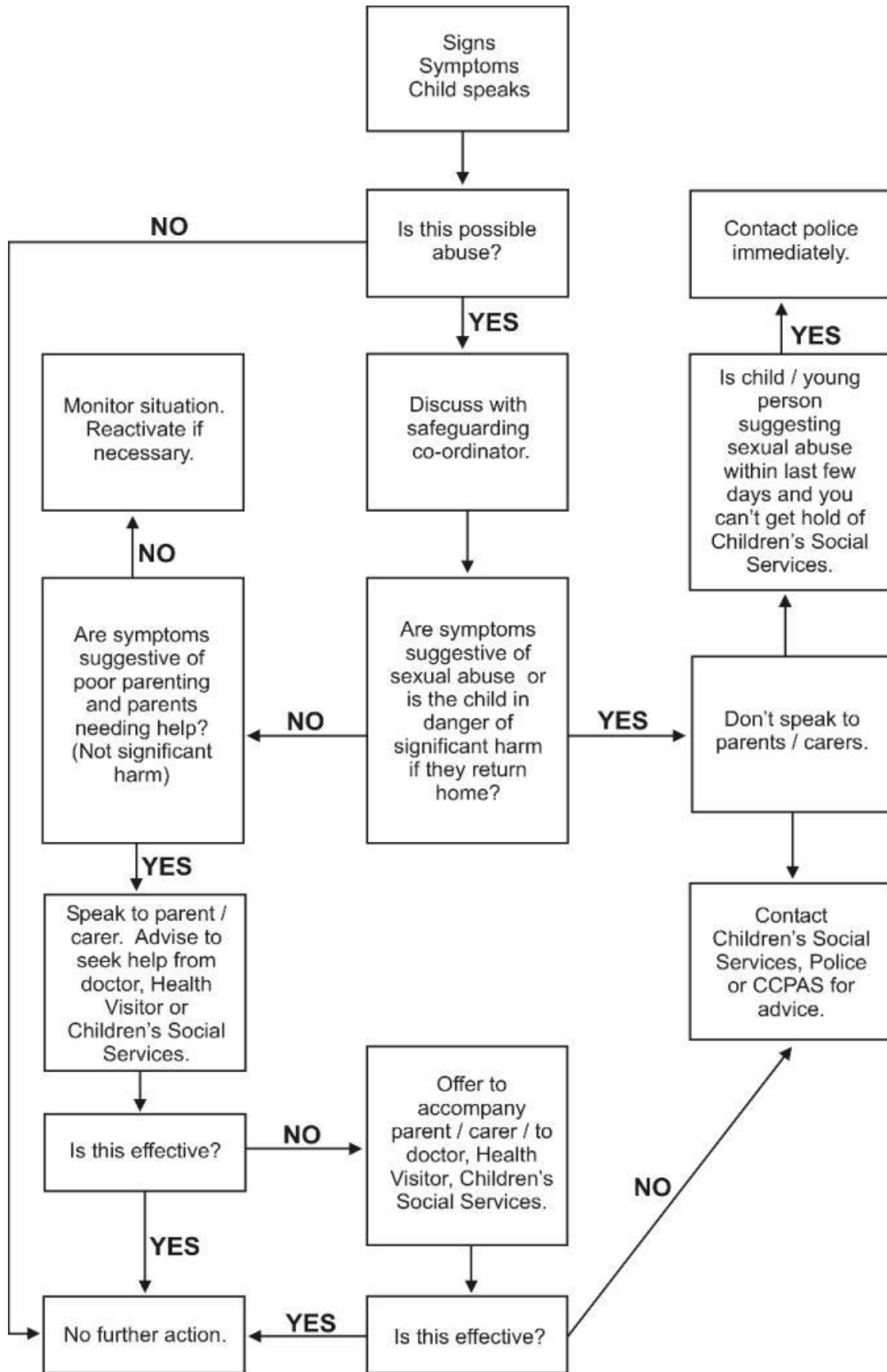
When talking to a child helpful responses might include:

- 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.

Flowchart for Action (children & young people)



Recording Concerns

All concerns, no matter how small, should be noted down and kept in a safe and confidential location in case further evidence comes to light at a future date.

It is not the responsibility of the church to investigate allegations of abuse; this should be conducted with the local authority units. However, the church needs to support the process, providing pastoral care for all concerned whilst making the wellbeing of the child/vulnerable adult a priority.

Serious safeguarding allegations must be reported to the charity commission. If at anytime you have concerns or questions, then please seek guidance.

People to Contact

Wormley Free Church Contacts

Safeguarding Coordinator Winifred Azilah (07540 735192)

Safeguarding Trustee: Jennifer Dobson (01992 471576 / 07967 168213)

Children's Champion: Eunice Zijlstra (01992 478972 / 07941 028761)

Connexion Trustee: Bethany Green Tel: 01992 623835, bethanyb2000@yahoo.com

For Advice and Information

Churches Child Protection Advisory Service Tel: 0303 003 1111

NSPCC Tel: 0800 800500

Kidscape Tel: 020 7730 3300

Support for Children

Childline Tel: 0800 1111

Immediate Referral

Children's Social Service Tel: 0300 123 4043

Adult Social Service Tel: 0300 123 4043

Police Tel: 999

Police Tel: Non-emergency 101

Appendix 4: Wormley Free Church Child Protection Report Form

CONFIDENTIAL

Child in need Section 17 (10) of the children Act 1989

- Be objective in your recording – include statements and observable things, rather than your interpretation or assumptions.
- Do not destroy your original note in case a court requires them – attach them to this sheet.

Name of person making this report:

Position in Wormley Free Church:

Is the person making this report expressing their own concerns or those of someone else?

State other persons name if applicable:

Childs Name:

Home Address:

Home Tel:

Date of Birth / / Age

Contact details for parents/ carers:

Any specialist needs of the child and/or parent or carer:

Date of the incident:

Time of the incident:

Describe the nature of the concern, including dates, time, special factors and other relevant information.

Were there any noticeable physical indicators that caused you concern?

Did the child arrive on site with the injury?

Was there any noticeable non-verbal behaviour that caused you concern?

Child's explanation of what happened in their own words. Use the actual words of the child.

Record the questions that were asked of the child.

Were there any witnesses to the incident/s?

General appearance and care of the child.

Is the child in any immediate or impending danger?

Action taken and people contacted since the concern arose.

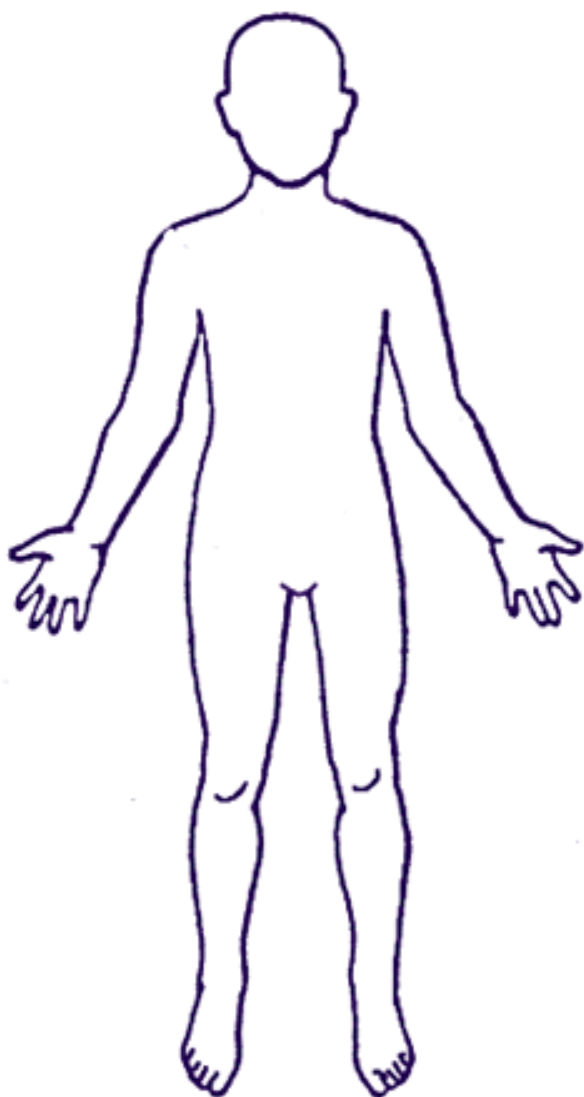
Have the parents been contacted? If so, what has been said?

Please use the diagram overleaf to record where you noticed the marks, bruises, burns etc on the child.

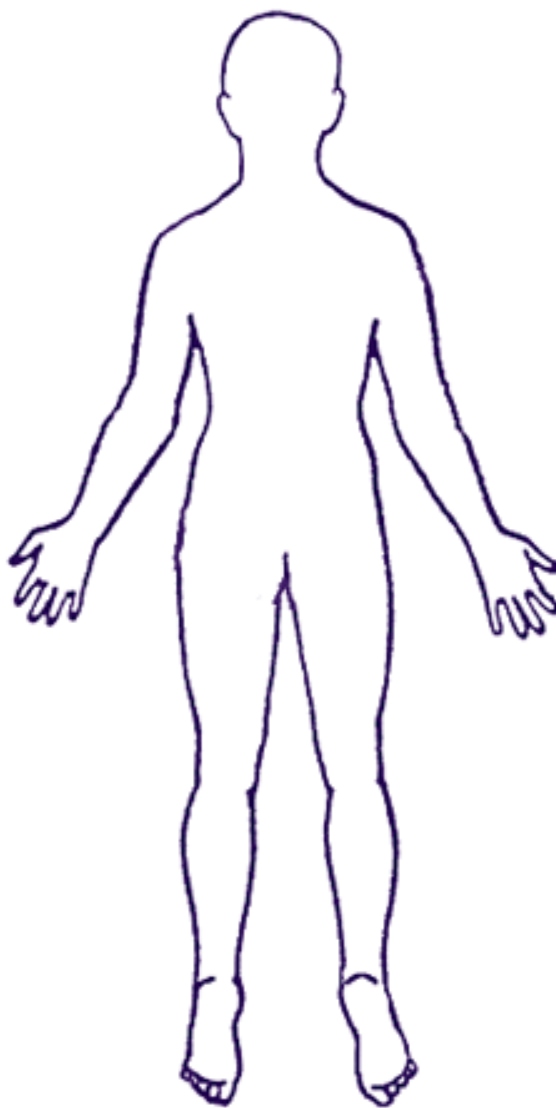
Signed

Date

Front of Child



Back of Child



Appendix 5: Permission form for Church Activities

Included below is a generic form that can be used for church groups and activities. It is good practise to be aware of the children in your care and any medical or health issues.

If the child is attending your church without a parent present it is essential that you have a completed permission form. They should receive from you a contact phone number so they can call you in an emergency.

This form can be adapted for other events and activities. If you are taking the child away in a car, or doing activities away from the building further guidelines are required. And you must specify on the permission form what and where the activity is taking place.

Wormley Free Church - Child Permission Form

Name of child:

Name of parent/guardian (delete one):

Address:

Tel:

Mobile:

Does your child have any illness, medical concerns or special needs?

Does your child have any allergies?

Name and address of Doctor:

If your child has an accident which requires immediate medical attention whilst attending Wormley Free Church and we are unable to contact you, do we have your permission to call an ambulance and have the child taken to hospital?

Yes / No

I give permission for _____ to attend the services and activities of Wormley Free Church at Wormley Community Centre & their premises in Slipe Lane

- They will be collect by:
- They are allowed to walk home on their own.

Signed:

Date:

Appendix 6: Recruiting Workers & Volunteers

Most children's work relies on volunteers with a wide range and variety of skills and abilities. It is important that all are aware of safeguarding concerns and understand the importance of appropriate conduct with children.

The role of the Safeguarding Coordinator:

- They must be consulted if a child protection incident arises.
- To implement the Safeguarding Policy.
- To be the point of contact with other organisations such as social services, schools in the case of a safeguarding concern.
- To organise regular training and, if necessary, refresher courses for those with responsibility for children and vulnerable adults.
- To oversee the appointment process for new workers including co-ordinating the distribution of applications forms, reference request forms, the DBS check and each workers safeguarding agreement.
- To report to the Leadership on a regular basis about any child protection issues. This does not include specific details about a child protection incident (as this information may have to remain confidential) but for example, changes to the vetting system, information about a training session or concerns to do with compliance of the policy and procedures.

Recruitment and Appointment Process

- For all adult workers aged over 18, Wormley Free Church requires that they have been in regular and continuous attendance at the church for 6 months prior to them beginning the recruitment process.
- Every prospective worker needs to complete a church volunteer worker's form (App. 16).
- References must be checked.
- A DBS vetting check must be completed.
- Training in safeguarding must be given.
- A Safeguarding Agreement must be signed.
- Regular supervision and oversight must be provided.

Teenagers under the age of 18 may also volunteer to work with children, providing there is always a supervising adult present. Appropriate training must be given.

Training

Full safeguarding training should be given to all workers before they begin working with children and then every three years. It may be appropriate to provide refresher training more frequently.

A register of all current leaders needs to be kept and reviewed on an annual basis.

Appendix 7: Working with Children

Wormley Free Church wants to be known as an open and safe environment where the whole church family is able to interact freely and develop healthy and good relationships. As part of safeguarding children we recognise the value of promoting good practise.

All our workers with children, and youth should be aware of this and help and support each other. If there are any concerns about poor practise please speak to the Safeguarding Coordinator Winifred Azilah.

Good Practise means:

- Always working in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication.
- Treating all young people equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with child and youth.
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Keep up to date with training and current good practise models.
- Being an excellent role model.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people.
- Securing parental consent in writing to act as loco parentis, if the need arises to administer emergency first aid and or other treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if young people are taken off site.

Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child or young person, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can themselves but give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything that could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Guidelines for Discipline

- Do not compare one child with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well behaved attention and resist allowing the demanding individuals 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.
- If children are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive:

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be proactive rather than waiting to be told to deal with a situation.
- Challenge the child to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), or be banned from attending the group for a period of time.

Appendix 8: Working with Vulnerable Adults

Wormley Free Church wants to be known as an open and safe environment where the whole church family is able to interact freely and develop healthy and good relationships. As part of safeguarding vulnerable adults we recognise the value of promoting good practise.

An adult may be vulnerable if he or she:

- Has a physical or sensory disability or impairment.
- A learning disability.
- A physical illness.
- Mental ill health (including dementia).
- An addiction to alcohol or drugs.
- The increasing fragility of old age.
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events. For example, bereavement, injury or previous abuse or trauma.

Vulnerability is not always visible and the may not be perceived by the person themselves. Vulnerability is often not a permanent state and can impact people at all stages of life.

Types of abuse that can be inflicted on vulnerable adults:

- Physical abuse
- Sexual abuse
- Emotional & psychological abuse
- Financial abuse
- Neglect and acts of omission where care needs are not met.
- Self-neglect
- Discriminatory abuse
- Institutional abuse
- Spiritual abuse
- Abuse of social media and mobile phones
- Modern slavery

Good Practise means:

- Treating vulnerable adults with respect and understanding.
- Assuming that they are capable of making their own decisions unless it has been established that they lack that capacity.
- Communicating in ways that they understand.
- Ensuring that confidentiality is maintained.
- Maintaining healthy and open friendships within the church.
- Ensuring that any home visits by the leadership team of the church are conducted with care and propriety.

- Not accepting any gifts (beyond small token items). If they wish to make a financial donation to the church, place the amount in an envelope and obtain a receipt from the treasurer.

If an allegation of abuse is received it should be treated with the same seriousness as abuse towards a child. The recording and reporting procedures are also the same.

Appendix 9: Guidelines for the Creche

As a creche leader or helper you have the privilege and responsibility for caring for and teaching our youngest members about our Heavenly Father. We hope you enjoy your role. If you have any concerns, questions or comments please contact your ministry team leader.

Team Leader – Ljiljana Lockett

Duties prior to Service

- Agree who is responsible for which part of the session.
- Prepare the session.
- Arrive early and ensure the room is set up.
- Ensure that the room is safe.

Safeguarding Procedures

- There should always be at least one DBS checked and a minimum of two church approved leaders on duty.
- Parents are welcome to stay in with their children but must not be left alone with the other children.
- Take a register each week of who attends.
- If a child needs the toilet check whether they are able to go up themselves. It is the leader's responsibility to ensure they are safe whilst they use the toilet and handwashing facilities and that they return to the room afterwards.
- Check with parents if food is going to be given out during the session.
- Photos are not to be taken without permission of parents/ guardians.
- Be aware of any special needs of the children in your care.

Leaders Conduct

- Respect the children and listen to what they say.
- Ensure that any touching and hugs are appropriate.
- Provide a safe environment where the children are cared. Ensure boundaries and good discipline are maintained for the welfare of the children.
- Have fun!

Clear Up

- Ensure that everything is put away neatly.

Appendix 10: Guidelines for Sunday Club

As a Sunday School leader or helper you have the privilege and responsibility for caring for and teaching our youngest members about our Heavenly Father. We hope you enjoy your role. If you have any concerns, questions or comments please contact your ministry team leader.

Team Leader – Winifred Azilah

Duties prior to Service

- Agree who is responsible for which part of the session.
- Prepare the session.
- Arrive early and set up the room.
- Ensure that the room is safe.

Safeguarding Procedures

- There should always be at least one DBS checked and a minimum of two church approved leaders on duty.
- Take a register each week of who attends.
- If a child needs the toilet check whether they are able to go up themselves. It is the leader's responsibility to ensure they are safe whilst they use the toilet and handwashing facilities and that they return to the lounge afterwards.
- Check with parents if food is going to be given out during the session.
- Photos are not to be taken without permission of parents/ guardians.
- Be aware of any special needs of the children in your care.

Leaders Conduct

- Respect the children and listen to what they say.
- Ensure that any touching and hugs are appropriate.
- Provide a safe environment where the children are cared for. Ensure boundaries and good discipline are maintained for the welfare of the children.
- Have fun!

New Children

- If new children attend Sunday School without a parent/guardian or responsible adult present in the building, take their names and address so Sunday Club Leader can contact parents and seek permission for them to come to Sunday School.

Clear Up

- Ensure that everything is put away neatly.

Appendix 11: Guidelines for Special Needs Children

All children are welcomed by Jesus and in our church and we do our best to include children with special needs in our Sunday School. Our aim is to provide a safe, loving environment where they can joyfully learn about Jesus, the Bible and the Christian faith. If you have any concerns, questions or comments please contact your ministry team leader.

Team Leader – Winifred Azilah

Preparation prior to Sunday School

- Prepare the session with the special needs of the children in mind.
- Take extra care to ensure that the room is safe.
- Agree with the other leader on duty which of you will provide one-to-one care for the child if necessary.
- Greet the family and make sure you know of any special requirements/issues for that day.

Tips and Ideas

- Music can sometimes soothe and calm.
- Stories with a subtle or abstract message (e.g. sharing) can be difficult for those with ASD to understand so use pictures and act out examples where possible.
- Touch is often important and craft enjoyable.
- Include games and activities that all children can access and enjoy.
- Some children can only process one activity at a time, so keep additional crafts, activities and food out of sight until required.
- Have a 'safe corner' with appropriate toys in case the child needs some time out.

Aggressive Behaviour

- It is not acceptable for the child to be aggressive and violent towards any other child or adult. If the child attacks another person then they need to be appropriately restrained.

Leaders Conduct

- Some children with special needs are affectionate. Ensure that your response is appropriate.
- Appropriate physical restraint is permitted where the parent has given permission and the leader has been trained to do so. Make sure you know how to do this safely and keep in sight of others.
- Use a calm voice and remain gentle. If you find yourself getting upset ask another leader to take over.

- Call Team Leader or another Sunday School leader from the service if you need extra help.

After Sunday School

- Speak to our Safeguarding Coordinator immediately if you have any concerns.
- The parents should be informed of how their child interacted in Sunday School. Praise all good behaviour and quietly mention any challenging behaviour.

Appendix 12: Guidelines for Youth

As a youth leader or helper you have the privilege and responsibility for caring for and teaching our wonderful youth about the Lord Jesus Christ. We hope you enjoy your role. If you have any concerns, questions or comments please contact your ministry team leader.

Team Leader – Ben Quant

Duties prior to Service

- Agree who is responsible for which part of the session.
- Prepare the session.
- Arrive early and set up the room.
- Ensure that the area is safe and the fire exits are not blocked.

Safeguarding Procedures

- There should always be at least one DBS checked and church approved leader on duty in the room and at least one other adult in the building.
- Take a register each week of who attends.
- There are occasions when a young person may wish to speak privately. Please be wise how you conduct this. Let a member of the church leadership team know if you are going into a private room behind closed doors.
- Ensure any use of mobile phones or social media complies with agreed procedures.

Leaders Conduct

- Respect the young people and listen to what they say.
- Ensure that any touching and hugs are appropriate.
- Provide a safe environment where young people are encouraged and valued. Bullying in any form is not acceptable.
- Ensure boundaries and good discipline are maintained for the welfare of the young people.
- Have fun!

New Children

- If new young people attend the youth group without a parent/guardian or responsible adult present in the building, take their names and address so Sarah can contact parents and seek permission for them to come.

Clear Up

- Ensure that everything is put away neatly.
- Vacuum the area if necessary.

Appendix 13: Guidelines for Parent & Toddler Group

As a Parent & Toddler leader or helper you play a vital role in providing the Wormley Free Church community with a safe, creative and enjoyable place for parents, carers and their children to play and interact with each other. We hope you enjoy your role. If you have any concerns, questions or comments please contact your ministry team leader.

Team Leader – Ben Quant

Duties prior to Service

- Agree between the leaders who is responsible for which part of the session.
- Prepare the session.
- Arrive early and set up the hall with toys and whatever craft is being used that week.
- Ensure the area is safe.
- Prepare the refreshments.

Safeguarding Procedures

- There should always be at least two church approved leader/helpers on duty.
- Parents/Carers are responsible for their own children and they should not be left in the care of a leader.
- Take a register of who attends each week.
- It is the parents' responsibility to take children to the toilet.
- Keep an eye out for any safety concerns during the play session.
- Photography by leaders is not permitted without the signed agreement of the parent/guardian. Parents/guardians can take photos only of the children under their care.
- Ensure that reasonable precautions are taken to keep hot drinks away from children.

Leaders Conduct

- Respect the children and listen to what they say.
- Ensure that any touching and hugs are appropriate.
- Provide a safe environment where children are encouraged and valued. Bullying in any form is not acceptable.
- Take time to chat to and get to know the parents.
- Introduce new parents to others.
- Have fun!

Clear Up

- Ensure that everything is put away neatly.
- Vacuum the area.

- Empty bins.
- Make sure the toilets are tidy.

Appendix 14: Guidelines for Holiday Bible Clubs

As a member of our Team you have the amazing privilege of reaching out to children, many of whom have never been to our church before, and sharing the gospel. It is a week of great fun and excitement but also huge responsibility. If you have any concerns, questions or comments please contact your ministry team leader.

Team Leader –

Duties prior to Service

- Agree who is responsible for which part of the session.
- Prepare the session.
- Arrive early to set up.
- Ensure all areas safe.

Safeguarding Procedures

- All team leaders are DBS checked and have completed church training as appropriate.
- All children must have a completed and signed consent form.
- All children must be signed in and out by their parent/guardian.
- Games are fun but must not be so boisterous as to cause concern.
- Consider if a church appointed security person is required on the main door (depends on layout of the area being used).
- Be aware of any special needs of the children in your care.
- A first-aider must be present at all times.

Leaders Conduct

- Respect the children and listen to what they say.
- Ensure that any touching and hugs are appropriate.
- Provide a safe environment where the children are cared for. Ensure boundaries and good discipline are maintained for the welfare of the children.
- Be open in everything you do and say – never talk one-to-one.
- Take note of any special prayer response.
- Have fun!

Clear Up

- Ensure that everything is left clean and tidy.

Appendix 15: Ratios, Photography & Technology Safety

Recommended Ratios

In determining the ratios of staff to children organisation leaders should bear in mind that there should be a minimum of at least 2 leaders/helpers present at all times. Teenagers (under 18) should not be left alone in a supervisory capacity with children. They may, however, be counted in the ratios as long as other adult leaders are present and in charge.

Ratios for indoor activities

0 to 2 years = 1 leader to 3 children

2 to 3 years = 1 leader to 4 children

3 to 7 years = 1 leader to 8 children

8 years and over = 1 leader to 10 children/young people.

It is preferable to have a gender mix of leaders with a mixed gender group of children.

Ratios for outdoor activities

0 to 2 years = 1 leader to 3 children

2 to 3 years = 1 leader to 4 children

3 to 7 years = 1 leader to 6 children

8 to 13 years = 2 leaders to 15 children. One additional leader for every 8 extra children, or part thereof.

13 to 18 years = 2 leaders to 20 children. One additional leader for every 10 young people, or part thereof.

Photography

Photographs and video images of children and young people are classed as personal data under the Data Protection Act 1998. In order to use such images Wormley Free Church, will obtain clear consent from parents / legal guardians, and comply with the following guidelines:

- Children and young people under the age of 18 should not be identified by name or any other personal details, including e-mail or postal addresses and telephone numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

Technology

In a fast moving world with constant technology advances, it is important to remain vigilant and consider carefully the use of mobile phones and social media. Review your guidelines regularly.

Appendix 16: Wormley Free Church Volunteer Workers Form

We ask all workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The Safeguarding Coordinator of Wormley Free Church will keep the information confidential, unless requested by an appropriate authority.

Personal Details

Full Name:

Maiden/Former Name(s):

Date and place of birth ____ / ____ / ____

Address :

Daytime Tel No:

Mobile Tel No:

Evening Tel:

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:

From ____ / ____ / ____ to ____ / ____ / ____

Previous Address:

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

YES NO (Please tick)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work with children or vulnerable adults?

YES NO (Please tick)

If yes, please give details.

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

If yes please give

Name of the organisation:

Contact person:

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 ideally should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

Name:

Address:

Tel:

E-mail:

Name:

Address:

Tel:

E-mail:

4. Declaration

You will understand the great responsibility involved in working with children, youth and vulnerable adults, and the need to ensure their safety. We therefore ask you to sign the following declaration. This will be kept confidential.

Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning the 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.

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, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick)

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 vulnerable 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 vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

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

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

Signed: _____ Date: _____

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

*<https://gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf

Appendix 17: Wormley Free Church Reference for Volunteer Workers

_____ (name) has recently applied to work as a volunteer with our
_____ (position in church). In order to comply with government
advised good practise guidelines and our own Safeguarding Policy, we require
personal references for each volunteer.

_____ (name) has given us your name for a reference and we hope
you will complete the following short form.

Name (of applicant):

Position applied for:

1. Your name:

Contact Phone Number or E-mail:

2. Occupation:

3. How long have you known the candidate?

4. In what capacity?

The position for which this person is being considered gives substantial access to
children/young people/vulnerable adults.

5. To your knowledge, is there any reason (including any health problems, mental or
physical) why this person should not be entrusted with care of children/young
people/vulnerable adults? If so, please provide details:

6. Please could you comment briefly on the candidates' personal character?
(i.e. friendliness, patience, motivation etc)

7. Are you aware of any particular skills of the candidate that may relate to her work with children? (i.e. creative ability, interpersonal skills, response to children/youth).

8. Would you endorse the candidate's application to work with children/young people/ vulnerable adults?

Yes

No

9. Do you have any further comments you wish to add?

Signed

Date

Thank you for taking the time to complete this reference. Please return it to

Safeguarding Coordinator
Wormley Free Church
% Huntingdon Lodge
High Road
Broxbourne
Herts.
EN10 6AA

Phone number: 07540735192, Email: wazilah@hotmail.co.uk

Appendix 18: Wormley Free Church Safeguarding Agreement

I understand the responsibilities of working with children in a safe and godly manner. At all times my conduct will be appropriate and in accordance with the procedures of Wormley Free Church.

I confirm that I have received:

- A copy of the Safeguarding Policy.
- Information about my role and what is expected of me.
- Safeguarding training.

If I have any concerns about the well being of a child or a vulnerable adult, or the conduct of another leader or adult, I shall immediately raise the issue with the Safeguarding Coordinator.

Name:

Signature:

Date:

Safeguarding Coordinator's Signature:

Appendix 18: Volunteer Record

See attached file

Appendix 19: Record of Safeguarding Concerns

See attached file

Appendix 20: Managing those who pose a risk

Introduction

The doctrine of total forgiveness by God's grace through the death and resurrection of Jesus is a tenet of the Christian faith. All who wish to worship with us are welcome and no one is turned away. However it is also the responsibility of the congregation that no one who worships with us is put at risk due to their attendance.

The safeguarding policy and procedures in place should already ensure that no one is permitted to be alone with children, or to work with them without the appropriate checks and balances. However, due to the addictive and/or persistent nature of abusive behaviour, if a person has committed sexual abuse further measures will need to be taken to ensure that they are never put in a position that brings them into contact with children, young people or vulnerable adults. Those who have committed violence abuse should also be risk assessed.

Assessing the Risk

When the church becomes aware of a person who may pose a risk, such as being a sex offender, immediate action should be taken. A senior member of the leadership team should approach the appropriate professions such as the police or probation officer, who are overseeing the offender's contact with the community, to seek information and advice of the nature of the risk.

A small team of people from the church should be gathered who will be able to provide pastoral care for the individual and accompany them during worship and church events.

A full risk assessment must then be completed to identify the nature of the concern and the risks posed. The police and probation officers can be asked to contribute to this assessment.

Safeguarding Contract

Once all relevant information has been gathered and the risk assessed, a detailed safeguarding contract should be written. This will address the boundaries and terms of involvement of the offender in the life of the church, along with the pastoral care and support that will be offered.

Specific statements should be included that will protect the vulnerable. For example:

- I will never allow myself to be in a situation where I am alone with children.
- I accept that X and Y will sit with me during church service and will accompany me when I use other facilities. They will know that I am a sex offender.

- I will not accept invitations of hospitality where there are children in the home.

The contract should be signed by the offender, any family members and the church leader and strictly adhered to. Should the offender cease to attend the church then the police or probation officer should be informed. If the offender moves on to another church the new leadership should be informed of the potential risk.

Further Guidance

Dealing with those who pose a risk can be daunting. Guidance can be found on the Thirtyone:eight (CCPAS) website. Your congregation's Connexion Trustee Bethany Green (01992 623835) can also provide guidance and support. Please do not hesitate to get in touch.

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed _____ Date _____
Leadership of place of worship/organisation



The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141

