



Safeguarding Children and Vulnerable Adults Policy for The Community Church, Honiton

Adopted by The Elders and Trustees of TCCH in July 2017
Version 1

Review date: October 2018

To be reviewed annually or sooner in light of new
legislation or recommendations

Important Contact details

The Community Church Honiton's Safeguarding Team

- Clara Rose -Safeguarding Lead 07736 311594
- Katherine Offer-Safeguarding Deputy 07955 225099
- Adrian Birks -Safeguarding Elder Adrian@tcch.org.uk

For concerns around children

- The MASH (Multi-Agency Safeguarding Hub) 0345 155 107
mashsecure@devon.gcsx.gov.uk
- Out of hours emergency number is 0845 6000 388
- The Police Child Protection Team can be contacted via telephone number 101.

For concerns around vulnerable adults

- Care Direct on 0845 155 1007
customerservicecentrecaresdirectteam-mailbox@devon.gov.uk
- Out of hours emergency number is 0845 6000 388.

For concerns about adults working with children or vulnerable adults

- The LADO 01392 384964 ladosecure-mailbox@devon.gcsx.gov.uk

TCCH- The Community Church Honiton

HCCT- Honiton Community Church Trust

HCAT- Honiton Community Action Trust

The Leadership Team- The Elders of The Community Church Honiton and Trustees of The Community Church Honiton CIO (Charitable Incorporated Organisation).

Child- Includes anyone under the age of 18

Parent- Refers to birth parents and other parents who are in a parenting role, for example adoptive parents, step-parents or foster carers

Vulnerable adult- An adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of themselves or to protect themselves from harm or exploitation.

Worker- Refers to anyone working on behalf of the church, either in a paid capacity or a voluntary capacity

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1. POLICY STATEMENT – SAFEGUARDING CHILDREN & VULNERABLE ADULTS

1.1 Introduction

The Community Church Honiton is a church family who are seeking to follow Jesus. We are committed to growing together in loving God and each other. The Community Church is a part of a family of churches known as Commission. We are committed to excellent relationships and believe that Christian communities should be places where all people are respected and are safe from abuse.

The Community Church, Honiton is committed to nurturing, safeguarding and protecting all people, especially children and those who may be vulnerable. We are committed to supporting the wellbeing of all those who come into contact with our church. Safeguarding children and vulnerable adults within church activities will be based on sound pastoral care and good practice.

The Community Church, Honiton takes this responsibility seriously and as a result has adopted the policy contained in this document, ensuring that there are clear procedures to follow if and when incidents occur. This policy sets out the response of The Community Church Honiton to the request for voluntary organisations to develop procedures for safeguarding children and vulnerable adults that we have had contact with. This policy is approved and endorsed by the Leadership Team at The Community Church Honiton.

The following safeguarding legislations and guidance have been considered when compiling this policy:

- Section 175 of the Education Act 2002
- Section 157 of the Education Act 2002
- The Education Regulations 2003
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2015
- Keeping Children Safe in Education 2016
- What to do if you are worried a child is being abused 2015

1.2 Our commitment

As a leadership team we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and vulnerable adults. We endeavour to provide a safe and welcoming environment where children and vulnerable adults are respected and valued. We are alert to signs of abuse and neglect and follow procedures to ensure that children and vulnerable adults receive effective support, protection and justice. Safeguarding forms part of our churches responsibilities.

We are committed to supporting, resourcing and training those who work with children and vulnerable adults for our Church. We are committed to promoting a climate in which anyone can feel confident about sharing any concerns that they may have about their own safety or the wellbeing of others. We are committed to ensuring that all who work with children and vulnerable adults and those in whom they put their trust, are aware of the safeguarding procedures and their course of action if they have any concerns that a child or vulnerable adult may be at risk of suffering abuse or neglect, or when abuse has been disclosed.

We aim to respond without undue delay to any complaint, suspicion or disclosure of abuse made by a child or vulnerable adult for whom we have responsibility. This includes cooperating with wider agencies and when appropriate to share information and seek guidance.

As a Church we have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. An abridged version of this policy is available for quick reference.

The Leadership Team undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Support the Safeguarding Team in their work and in any action they may need to take in order to protect children and vulnerable adults.

Signed:

Date:

Adrian Birks

On behalf of The Elders of The Community Church, Honiton.

Signed:

Date:

Nigel Parker

On behalf of The Trustees of Honiton Community Church CIO.

1.3 Church details:

The Community Church Honiton.
The King's Centre,
Lees Buildings,
High Street,
Honiton EX14 1DH
01404 43800

office@tch.org.uk

Charity name: **Honiton Community Church Trust**

Charity number: **1057688**

Public Liability Insurance provided by: Ansvar Insurance via Kingdom Bank (Brokers)

The Community Church, Honiton's description of purpose

The main objectives of The Community Church Honiton are to advance the Christian faith and provide assistance for persons in conditions of need, hardship or distress.

The main activities are as follows:

A) Weekly Sunday Morning Meeting:

During this meeting we provide activities for those aged 0 years to 16 years in a variety of age appropriate groups.

Crèche ages 0-3 years.

Radi8 ages 3-5 years (pre-school and reception year groups)

Activ8 ages 6 to 11 years (school years one to six)

YPXtra ages 11-16 years (school years seven to eleven).
Every other Sunday during the service.

B) Youth Activities during the week:

TCCH Youth Wednesday evening youth group for 11 to 17 year olds (school years seven to eleven), held at Meadow view Chapel, including bible studies, prayer times and social activities both on and off site.

YP weekly youth meeting at Meadow View Chapel on a Friday night. A place where youth aged between 11 and 17 (school years seven to eleven), can come and relax, socialise and join in activities such as arts and craft, music production, recording and games.

C) Other weekly activities:

Friday morning Toddler Group A session of play and craft for children under five years old accompanied by their parents/carers, held at Meadow View Chapel.

Men & Toddlers A monthly Saturday morning group which gives men an opportunity to spend time with their children (under five's) in a relaxed atmosphere, held at Meadow View Chapel.

Weekly life groups Individuals and families meeting together for Bible studies and social activities

D) Community Action Team;

The Food Bank Distribution of donated food to people and or families experiencing food poverty. Operating from The Kings Centre on a Tuesday and Friday afternoon.

The Furniture Bank Distribution of donated furniture to people/families in poverty.

DASH Debt Advice for people in financial crisis.

Many Hands Volunteer group to assist with house moves, gardening, decorating etc.

Walk The Talk Support from trained mentors for people suffering with addictions and or homelessness.

The Olive Grove Support Group A group for families and or friends of people struggling with addictions.

The Hub A drop in for adults with learning disabilities to assist with socialisation and life skills. Once a month on a Saturday morning at Meadow View Chapel

Craft Group A group that offers craft activities and socialisation opportunities on a Wednesday morning in The Kings Centre.

Read Easy An adult literacy programme.

1.4 Who this policy is intended to safeguard

This policy intends to safeguard any child, defined as a person who is under the age of 18; or any adult, aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of themselves or to protect themselves from harm or exploitation.

A vulnerable adult may therefore be a person who:

- Is elderly and frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or a sensory impairment
- Has mental health needs including dementia or a personality disorder
- Has a long-term illness/condition
- Misuses substances or alcohol

- Is limited in their capacity to make decisions and is in need of care and support

This list is not exhaustive, nor does it mean every person in a situation or experience defined on the list should be considered vulnerable. In the context of Safeguarding Adults, vulnerability of the adult is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation.

Vulnerability is not a fixed category. We recognise that all of us can be vulnerable to a wide range of pressures which can impact our ability to safeguard ourselves from abuse and therefore TCCH is committed to work in such a way that supports people to *'retain independence, well being and choice and to access their human right to live a life that is free from abuse and neglect.'* (Mental Capacity Act).

The Mental Capacity Act (2005) was developed to provide a statutory framework to empower and protect people who may lack the capacity to make decisions for themselves and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters.

It is helpful to assume that all adults have capacity to make decisions unless it can be proven otherwise. To have mental capacity means being able to make your own decisions. We all make decisions, big and small, everyday of our lives and most of us are able to make these decisions for ourselves, although we may seek information, advice or support for the more serious or complex ones.

The law says someone lacking capacity cannot do one or more of the following four things:

- Understand information given to them
- Retain that information long enough to be able to make a decision
- Weigh up the information available to make a decision
- Communicate their decision.

For some people their capacity to make certain decisions about their life is affected either on a temporary or on a permanent basis. The Mental Capacity Act covers situations where someone is unable to make a decision because the way their mind or brain works is affected, for instance, by illness or disability, or the effects of drugs or alcohol or illness. TCCH recognise that, working alongside the relevant statutory organisations, it is important to consider issues associated with mental capacity when working with adults who might be considered vulnerable.

5. Who the policy applies to

This policy applies to everyone who is connected with TCCH, as a member of the leadership team, a trustee, an employee or a volunteer, all of whom will be required to abide by the policy. The areas of activity delivered by TCCH at which children and vulnerable adults will be safeguarded by this policy include:

- **Children's Work**
- **Youth Work**
- **Life Groups**
- **Groups where vulnerable adults are in attendance**

1.6 Safeguarding Responsibilities

Overall and final responsibility for Safeguarding lies within The Safeguarding Team at TCCH, comprising of:

Clara Rose	Safeguarding Lead
Katherine Offer	Deputy Safeguarding Lead
Adrian Birks	Elder in charge of overseeing Safeguarding.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Clara Rose and Katherine Offer.

This team ensure that safeguarding procedures are maintained and followed at all times and across each area of work, and meet to oversee the consistent application of this policy and to ensure best practice is being followed. Safeguarding will be reviewed on a regular basis.

All workers have a responsibility to:

- Co-operate with safeguarding team on safeguarding matters
- Follow the instructions of the safeguarding procedures
- Take reasonable care to avoid placing themselves or those in their care at risk of mistreatment.
- Report all safeguarding concerns to one of the safeguarding team (as detailed in this policy statement) immediately
- Document any safeguarding concerns in writing the same day and share with the safeguarding team

In addition to the above list all team leaders have a responsibility to:

- Read, understand and follow the full safeguarding policy
- Ensure their team members read and understand TCCH's quick reference guide to safeguarding and follow the safeguarding policy and procedures
- Attend yearly training updates
- Understand that any adult or child in any family in our community could become a victim of abuse and maintain an attitude of "It could happen here."
- Clearly document concerns.

Community Action Mentors and team leaders are to document all work with individuals and to keep up to date records of all visits and appointments. Documents to be stored in a locked filing cabinet at The Kings Centre and to be accessed by The Safeguarding Team as and when needed.

1.7 Communication of the Safeguarding Policy and Procedures

The safeguarding policy and procedures will be included as part of the induction process for anyone working, either in a paid or voluntary capacity, for TCCH. Regular updates will also be given. The policy will also be available to view on TCCH website.

2. Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 Understanding and defining abuse and neglect

Abuse is any action by another person, adult or child, that causes significant harm to another. It can be physical, sexual or emotional, but can just as often be about a lack of protection, love, care and attention. We know that neglect, whatever form it takes, can be just as damaging as physical abuse.

An abused person will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event and it can increasingly happen online

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

Categories of abuse and neglect:

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. Physical harm includes misuse of medication, restraint or inappropriate sanctions. Giving children alcohol, inappropriate drugs or poison is classified as physical abuse. Fabricated or Induced Illness also falls under this category and is when a parent or carer feigns the symptoms of, or deliberately causes, ill health in the person they are caring for.

Sexual abuse: Involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not they are 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.

Neglect: Is the persistent failure to meet an individual'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 or vulnerable adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate caregivers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs.

Emotional abuse: Is the persistent emotional maltreatment of an individual such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them 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 their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing individuals to frequently feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

There are also a number of forms of abuse that we recognise our children and vulnerable adults may experience:

- Child missing from education
- Child missing from home or care
- Child sexual exploitation (CSE)
- Bullying including cyber bullying
- Domestic abuse
- Drugs
- Fabricated or induced illness
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Private fostering
- Radicalisation
- Youth produced sexual imagery (sexting)
- Teenage relationship abuse
- Trafficking
- Peer on peer abuse
- Online abuse
- Financial or legal abuse (wilful manipulation or extortion of the vulnerable person's civil rights)

Domestic Abuse: Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence.

Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.

Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse.

Child Sexual Exploitation (CSE): Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact, and often occurs online. Any concerns that a child is being or is at risk of being sexually exploited should be passed onto the safeguarding team.

Radicalisation and Extremism: The Prevent Duty for England and Wales (2015) under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.

Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Some children, young people and vulnerable are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous.

TCCH is clear that exploitation of vulnerable adults and children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and vulnerable adults from being drawn into terrorism.

Spiritual abuse: Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making and requirements, requirements for secrecy and silence, pressure to conform, misuse of scripture to control behaviour., requirement of obedience to the abuser, the suggestion that the abuser has a divine position, isolation from others, especially those external to the abusive context. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way.

Online abuse: Children, young people and vulnerable adults increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as Facebook, Twitter, Instagram, Snapchat and Oovoo. Unfortunately, some adults and other children use these technologies to harm children young people or vulnerable adults. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing individuals to engage in sexual behaviour such as webcam photography or face-to-face meetings. Individuals may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders

TCCH takes online safety very seriously (see appendix 11).

2.2 Recognising signs and symptoms of abuse and neglect

When considering whether there is evidence to suggest a child or vulnerable adult has been abused there are a number of possible indicators (listed below). However, there may be other explanations, so it is important not to jump to conclusions but rather seek advice. There may also be no signs or symptoms; this does not mean that a report of abuse is false.

Everyone working with children or vulnerable adults should be able to recognise and know how to act upon indicators that a person's welfare or safety may be at risk..

Individuals who are particularly vulnerable

TCCH recognises that some children and adults are more vulnerable to abuse and neglect than others, including those who are:

- Disabled or have special educational needs
- Young carers
- Affected by parental substance misuse, domestic abuse or parental mental health needs

- Asylum seekers
- Living away from home
- Vulnerable to being bullied or engaged in bullying
- Already viewed as a 'problem'
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality
- At risk of sexual exploitation
- Do not have English as a first language
- At risk of female genital mutilation
- At risk of forced marriage
- At risk of being drawn into extremism

Any concerns should be immediately discussed with the safeguarding team

Warning signs which may alert you to the possibility of abuse can include visual indicators, behavioural indicators, verbal indicators or a combination of all three. They can include:

Signs Suggesting Physical Abuse

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Injuries that reflect an article used
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc, that do not have an accidental explanation
- Wanting arms and legs covered in very hot weather
- Flinching when approached
- Cuts/scratches/substance abuse
- Changes in routine.

Signs Suggesting Emotional Abuse

- Failure to thrive
- Changes or regression in mood or behaviour, particularly where an individual withdraws or becomes clingy.
- 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

Signs Suggesting Sexual Abuse

- Any allegations made by a child or vulnerable adult concerning sexual abuse:
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia
- Bed wetting and soiling
- Unexplained gifts or money
- Stomach pains
- Repeated urine infections

Signs Suggesting Neglect

- Under nourishment
- Failure to thrive

- Constant hunger
- Stealing or gorging food
- Untreated illnesses
- Inadequate care
- Tired/listless
- Poor hygiene
- Medical appointments missed
- Being regularly left alone or un supervised
- Dressed in appropriately for weather conditions

2.3 Responding to allegations of abuse and neglect

For Christians, the Bible makes it clear that it views offences against children very seriously and these should be dealt with by the appropriate agencies (Matthew 18 & Romans 13). It also teaches respect for the authorities (1 Peter 2 v 13-17). This means that when people commit crimes against children and vulnerable adults, the authorities should be informed so that justice can be done, those who abuse children are stopped, and individuals are protected from harm.

TCCH believes that it is the responsibility of every adult to safeguard children and vulnerable adults from abuse. Abuse may come to light in a number of ways:

- A person may make a disclosure of abuse
- From a third party (for example another child, adult or a carer)
- Through behaviour
- A suspicious, unexplained injury to the person
- Other possible indicators of abuse are displayed

2.4 Action to be taken following a disclosure or suspicion of abuse

By workers

In a situation where abuse has been disclosed or is suspected, workers are expected to follow the subsequent guidelines:

The individual should be listened to carefully, avoiding the use of leading questions, taken seriously and the information acted upon.

- DO NOT agree to keep the information secret. Confidentiality should never be promised, as others will need to be involved if the abuse is to stop.
- DO NOT say or suggest that you are shocked.
- DO NOT say or suggest that you don't believe the child or vulnerable adult. If you are not certain the abuse has occurred you must still listen without judgment and then discuss the concerns with the safeguarding team.
- DO NOT alert the alleged abuser or share the information with anyone other than the safeguarding team, Children and Young Peoples Services, Adult Services or the emergency services.
- DO NOT make false promises.
- DO always report suspicions or allegations of abuse
- Do only share information with the safeguarding team, and not with other members of the church family.
- DO remain calm and supportive. .

- DO reassure the person that they were right to tell you.
- DO tell the child or vulnerable adult what you are going to do next.
- DO complete the Safeguarding Documentation and Referral Form (appendix 6) as soon as possible and give to a member of the Safeguarding Team

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

The procedures as below should be followed:

- The person in receipt of concerns, allegations or suspicions should report concerns as soon as possible to the Safeguarding Team.
- If the suspicions implicate a member of the Safeguarding Team concerns should be reported to another member of the team. This team member will discuss the content of the allegation with the Local Authority Designated Officer (LADO) as soon as possible.
- The Leadership Team will support the Safeguarding Team in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, the right of any individual to make a direct referral to the safeguarding agencies.

All activity pertaining to safeguarding will be debriefed by the Safeguarding Team, protecting the confidentiality of those involved to ensure accountability and shared learning. The Safeguarding Team will make any suggestions regarding further training requirements to the Leadership Team for consideration.

Detailed procedures to be undertaken by TCCH Safeguarding Team

Where there is a concern about a child or a vulnerable adult The Safeguarding Team will:

- Discuss the concern and where necessary make the relevant referrals
- If appropriate discuss with the family concerned

In each case The Safeguarding Team will make a record of their actions to include decisions made and their rationale, including dates and times and all contact with relevant agencies and names of people contacted (appendix 6).

3. Prevention

3.1 Safe recruitment

Safe recruitment of paid employees and Impact Project Workers

The Leadership Team will ensure all paid employees and Impact Workers working with children or vulnerable adults will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Two written references have been obtained, and followed up where appropriate
- A criminal records (DBS) disclosure has been completed
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the church safeguarding policy and knows how to report concerns.

Safe Recruitment of volunteers working with children and vulnerable adults

The volunteer will need:

- To be member of TCCH (includes attending the 'Joining the Church' course)
- To complete the volunteer agreement (appendix 9)
- To complete a (DBS) disclosure with The Safeguarding Team
- References will be followed up if required.

To read a copy of the church safeguarding policy and know how to report concerns.

3.2 Management of Workers

The Safeguarding Team and Leadership Team are committed to supporting all workers and ensuring they receive support and supervision. All workers are given training and access to The TCCH Safeguarding policy.

Allegations of abuse against a person who works with children or vulnerable adults

TCCH will take seriously any complaints made by staff, volunteers, members of the congregation or outside parties against a TCCH worker, whether a permanent paid employee or a volunteer. All such concerns should be brought to the attention of the Safeguarding Team, who are nominated by the Leadership Team to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

As a person engaged in work (whether paid or voluntary) for TCCH, the Safeguarding Team have a responsibility to suspend a member of staff from working until a complaint/allegation has been investigated by the statutory authorities.

Young helpers

Young people under 16 are occasionally used as helpers; such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children, including taking children to the toilet. They should not be counted as a 'worker' when considering staff/child ratios.

3.3 Overseas workers

Recruiting people (either paid staff or volunteers) from overseas still involves undertaking checks on anyone who will be working with children or vulnerable adults.

Enhanced Disclosures and Overseas Criminal Records Checks

If an overseas candidate or applicant for a position within TCCH is eligible for a Criminal Records check and it is necessary to check if they have a criminal record abroad, a criminal record disclosure check in the UK is unlikely to provide a complete picture of any past criminal history. This is because, ordinarily, the DBS cannot currently access criminal records held overseas.

In order to check an overseas applicant's criminal record (together with up-to-date information on the costs involved), it is necessary to contact the Embassy or High Commission of the country in question. In a small number of cases, overseas criminal records are held on the Police National Computer and these would be revealed as part of a DBS check. It is possible to submit a DBS application while the applicant is still overseas, but you must still verify the applicant's identity.

Contact details for Embassies and High Commissions in the UK may be found on the Foreign & Commonwealth Office (FCO) website: <http://www.fco.gov.uk/en/travel-and-living-abroad/foreignembassy-in-the-uk/>

Or call the FCO Response Centre Helpline on 020 7008 1500.

Certificates of Good Conduct

Where a DBS Disclosure would provide insufficient information for overseas applicants or candidates, it is best to obtain a 'Certificate of Good Conduct' in addition to any other references that may be available. The standard of foreign police checks varies. To find out just how good they are and where to obtain these certificates, you should contact the relevant Embassy.

If someone with a substantial record of overseas residence applies to work in the regulated activity, employers must still check the Barred Lists (Children and/or Vulnerable Adults) via a DBS disclosure, even though little if any criminal record information may be revealed.

It is essential to realise in these cases that DBS and other disclosure checks should only form part of the overall recruitment process. Churches and organisations should therefore employ a full range of pre-appointment checks, beyond the simple reference to Disclosures, as part of their safer recruitment procedures.

Right to Work in the UK

The DBS does not check whether an applicant is permitted to work (either paid or voluntary) within the UK. All employers in the UK have a legal responsibility to stop illegal migrants finding employment here. The entitlement of everyone planned to be employed in the UK must be checked with the utmost thoroughness. Failure to do so may result in a civil penalty or criminal conviction.

Even if a potential employee is believed to have the right to work in the UK, the necessary checks must still be carried out. Candidates should therefore be required to provide evidence of their right to work in the UK by producing original copies of documents specified by the UK Border Agency (UKBA) or be able to prove they are exempted from having to do so.

4. Pastoral Care

4.1 Supporting those affected by abuse

The TCCH Leadership Team are committed to offering pastoral care, working with statutory agencies as appropriate, and offering support to all those who have been affected by abuse who have contact with or are part of the church. This pastoral care is likely to be offered by the appropriate church leaders or pastoral team member relating to the individual requiring care. In circumstances where this is not possible or appropriate a referral would be made to an appropriate alternative such as professional counselling or other services.

4.2 Working with offenders

When someone attending the church or any related activities arranged by TCCH is known to be a risk to children and or vulnerable adults The Safeguarding Team should be informed. The Safeguarding Team will then supervise the individual concerned and put into place a safety plan and individual contract. This will include safeguarding boundaries that the person will be expected to keep and agree to as part of the contract. TCCH's priority will always be the safeguarding of children and vulnerable adults.

Adults, who are known to have abused children, or confess to a weakness or temptation to do so, are not allowed to be involved in our children's or youth work in any way, unless assessed as 'no risk' by statutory agencies. They are required to sign an agreement which may include them sitting apart from children, staying away from rooms where children meet, declining hospitality where there are children, never being alone with children, and not working with children. Depending on the severity and nature of the offence, there will be a regular review of the agreement, between a member of the Safeguarding Team and the individual.

Children, who are known to have abused will have a safety plan put into place. This will involve co-operation with statutory agencies and may involve one-to-one supervision at activities provided by TCCH.

Names of such adults and children will only be made known to the people who need this information (e.g. Safeguarding Team and those with pastoral responsibility for the individual concerned).

Appendix 1: Leadership Safeguarding Statement

The Elders and Trustees at The Community Church, Honiton recognise the importance of its ministry with children and vulnerable adults in need of protection, and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on:

This organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We believe every individual should be valued, safe and happy. We want to make sure that those we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and vulnerable adults have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults, including acting on DBS disclosures.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Team in their work and in any action they may need to take in order to protect children and vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in TCCH affected by abuse.

We recognise:

- Children and Young Peoples Services have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

We have approved the following people to act as Safeguarding Leads for TCCH:

Clara Rose, Safeguarding Lead

Katherine Offer, Safeguarding Deputy

A hard copy of the full policy and procedures is available from The Community Church, Honiton

Signed by The Leadership Team

Date:

Appendix 2: Children and Youth Meeting Guidelines on a Sunday morning

These Guidelines are to support the Leaders of Crèche, Radi8, Activ8 and YPX on a Sunday Morning.

- During the initial worship time children are the responsibility of their parents/ carers. They are not allowed to access the children's work or youth work areas unless specifically directed by a leader.
- When directed the children will leave the main hall with their parents/carers. Parents of Crèche, Radi8 and Activ8 children are expected to take their children to their groups and register them.
- YPX young people will go to their group without parental supervision and will meet their leaders in the cafe room.

Registration: Crèche, Radi8 and Activ8 groups.

All children attending Crèche, Radi8 or Activ8 will be registered as per the registration process.

- Children are not allowed to leave their groups without a leader or a parent/carer.
- Children are only allowed to be part of the group if they have a parent/carer (or adult nominated by the parent/carer) on the church premises.
- Parents are required to collect their children at the end of the sessions and to sign them out.
- If a child is reluctant to be left or needs settling their parent/carer will be invited to stay and asked to care for their own child only.
- If a child becomes upset during a session, a leader will go either go and fetch the child's parent/carer from the service or the parents name will appear on the main screen asking them to go to the relevant group.

As a church we adhere to Ofsted's recommended child to adult ratios in all the children's groups we provide. We will always provide at least 1 adult to 3 children under 2 years, one adult to 4 children aged 2-3 years, one adult to 8 children aged 3-7 years and for children over eight years one adult to the first eight children, then one for every additional 10 children.

Toilets

In order to minimise disruption within groups all leaders will encourage parents to take their child to the toilet prior to attending their groups. Activ8 and Crèche will use the two single toilets upstairs in The Beehive. Radi8 children will use the downstairs single toilet.

Crèche, Radi8 and Activ8 toileting procedure:

- Crèche and Radi8 are to be accompanied to the toilets by a worker.
- Any parents staying to 'settle' their child should only toilet their own child.
- A Crèche or Radi8 child should be helped as much as is needed and as far as possible, the worker is to involve the child in their own toileting. Asking questions such as, 'Can you wipe you self?', 'How do you normally have a wee?' (For a young boy; sit/stand?), to establish what help they need.
- If a child has an 'accident' then leaders will reassure the child and quietly explain that they will get their parent/carer to come and help change them. Leaders will return the child to their group and will then call for the parent/carer.
- If an Activ8 child needs the toilet they must ask a leader and the leader will escort them to the toilets and wait outside the toilet.

Nappies

Helpers will not change nappies. If a child's nappy needs changing a leader will call for the parent/carer and ask them to change their child's nappy.

Call Out

When a child is in distress or needing their parent a leader of the group should complete a 'call out' form and hand immediately to the projection team. The projection team will put a request on the large screen for the parent/carer who signed the child into to the group to come to the relevant group. Leaders will ensure that only the parent's name is on the screen and not the child's.

In a medical emergency a first aider should be contacted and 999 dialled immediately if needed.

Appendix 3: Evacuation and Emergency Procedures

All team leaders of groups will have a copy of the following:

Injury or illness at TCCH

- Personal Injury or illness should be reported to a First Aider. First Aiders are listed in the Sunday morning notice sheet.
- If a child requires first aid, it should be administered by a first aider and in the presence of the child's parent/carer.
- All head injuries or bangs to the head should be reported the parent/carer immediately and the parent/carer will be asked to go and see their child.
- The main first aid kit is stored on the welcome table on a Sunday morning.
- The Radi8 and Activ8 First Aid Kits are stored in their refreshment boxes.
- The Crèche is stored in a tin labelled 'First Aid Kit', in the refreshment box.
- The Kings Centre first aid kit is fixed to the wall in the upstairs cafe area.
- Meadow view first aid kit is stored in the kitchen in between the windows.
- All accidents/injuries should be written in the accident books.

Lost Child

If a child is reported missing from their group on a Sunday morning leaders will check if the child has returned to their parent/carer. Leader will notify Clara Rose or Katherine Offer and the Meeting Manager), who will allow no one to leave, close doors and if not found ring the police.

Evacuation process on a Sunday Morning at The Beehive:

- Set up team and Meeting Managers to ensure that all fire exits are clear from blockages
- Set up team and Meeting Managers to ensure that all walkways are clear
- The fire assembly point is in the **rear car park near the Auctioneers**
- Children in Crèche, Radi8, Activ8 and YPX will be evacuated by their leaders and parents should not re-enter the building to try to assist.

If the fire alarm sounds or a major incident occurs:

- The Fire and Rescue Service will be notified by the **Meeting Manager**
- The Meeting Manager will ensure effective evacuation and will meet the Fire and Rescue Service on their arrival.

Main hall

- Meeting Manager to take charge. All other meeting managers come to front of meeting to liaise and put on high vis waistcoat
- Ensure congregation evacuate calmly, using all available doors
- Meeting Managers, Set up team, Elders and Deacons present to assist in the calm evacuation, directing people to most appropriate door ensuring assistance is given to less mobile persons.
- Meeting Manager to direct others to sweep down stairs area of building to ensure they are clear of people, if it is safe to do so. Sweeping must be done moving away from any known fire and towards a place of safety.
 - a) One person to go out of doors behind band and sweep Green Rooms 1 and 2 and toilets.
 - b) One person to go out between banked seating and sweep corridor and toilet area and exit towards fire door to the right and bottom of stairs. Assist with evacuation of children coming from upstairs.
- Security team to sweep café area.
- Security team and Meeting Managers to prevent people from re-entering the building
- If possible, prevent movement of cars until car park is clear of people

Radi8 and YPX (downstairs)

- Leaders to take charge
- Assist in evacuation of children by nearest safe exit
- Sweep area of use to ensure they are clear of people, if it is safe to do so.
- Note. The Meeting Manager will direct someone to sweep corridor, cafe and toilet area.
- Ensure that all children are accounted for before passing to parents, (keep parents with you if necessary).

Activ8 and Crèche (upstairs)

- Leaders to take charge
- Assist in evacuation of children by nearest safe exit
- **THE LIFT MUST NOT BE USED** (Consider how to evacuate anyone requiring the use of the lift to access upstairs).
- Sweep the upstairs area of use and any other unlocked rooms to ensure they are clear of people, if it is safe to do so.
- Where possible, close all windows and doors behind you.
- Evacuate down the stairs, out of the closest available fire exit and to the assembly point
- Once downstairs, no-one must be allowed back upstairs
- Ensure that all children are accounted for before passing to parents, (keep parents with you if necessary).



TO EXIT DOOR AT BOTTOM OF
STAIRS
PRESS GREEN BUTTON

Appendix 4: Managing Challenging Behaviours

At TCCH we aim to create an environment of care and support for our children and young people. We treat all children with respect and dignity. In order to effectively do this all childrens workers must adhere to the following:

Do's and Don'ts of children and young people's work:

- Never smack or hit a child.
- Never correct behaviour out of anger. (Leaders to call on support from other leaders if they feel they may be about to or have dealt with a situation unwisely or in anger.)
- Do not shout in anger or put down a child. .
- Never reject a child. Tell the child that you value him/her, but you are not willing to accept the behaviour.
- Remember that each child is individual, unique and valued.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up.
- Help the child learn that they will be noticed more when they obey the rules, rather than when they break them.
- Workers should be thinking, 'Why is the child behaving like that?'
- Use the agreed group rules to base behaviour on, and remind the child of the procedure which will be taken if they continue to act against the rules
- Watch their language, tone of voice and body language.
- Where possible one to one discussions with young people should be with a person of the same gender. Ensure another adult knows where and when and with whom this is taking place.

Additional guidelines for Physical Contact with Children

Touch should be related to the child or young person's need, not the worker's.

Church workers should not:

- Ask a child for a kiss.

- Ask a child for a cuddle or to sit on their lap
Crèche workers may pick up a child and sit them on their lap if this is what the child needs.
- Play rough or sexually provocative games..
- Allow children to climb on them.
- Give piggy-back rides, shoulder-carries or tickling games.
- Be sexually suggestive even in fun.
- Touch inappropriately.
- Scapegoat or ridicule a child.
- Show favouritism.
- Allow a child to involve you in excessive attention seeking which is overtly physical or sexual.
- Allow unknown adult access to children.
- Be alone with a child or young person, be sure you can be seen at all times.

Responding to inappropriate behaviour

Strategies used may include:

- A quiet word in the child's ear asking them to change their behaviour.
- Asking a helper to sit next to the child or if distracted by another child separate them.
- Talking to the child and challenging them to change, whilst encouraging them on their strengths.
- Telling the child that their parent/carer will be called if their behaviour does not change.

.Remember to model the ways in which you expect children to behave.

If the child continues to behave inappropriately refer the child to the Group Leader who will if needed pursue the following points;

- Warn a child that you will speak to their parents if the behaviour does not change
- Speak to a child's parents if needed.
- Remove a child from the group or activity and return them to their parents.

Children with additional needs

We aim to offer an inclusive environment allowing all children to access Sunday morning groups.. Where appropriate and involving discussions with the parent/carer we can provide one to one support to enable children to access our Sunday morning groups. A plan will be put into place to support this child by the Safeguarding Team, with support from team leaders and parents.

Challenging Parents/Carers

In the situation where a parent becomes difficult, rude or abusive, this should be referred initially to the team leader. If they are unable to resolve it then one of the team should find a member of The Safeguarding Team and ask for assistance.

Appendix 5: Praying and Ministering

All workers will be briefed on the appropriate guidelines covering this key area (see below). Team Leaders should remain vigilant and observant during meetings.

Guidelines for Praying and Ministering to children and vulnerable adults.

- Never pressure a child or vulnerable adult to be prayed for. Ask them if they would like to be prayed for and allow them to say no.
- Be sensitive to the kind of praying that is required. Short and sharp, or do you need to take a bit more time (without being excessive)?
- Never lead a child or vulnerable adult to think you're expecting certain physical reactions from them.
- Touch should be age-appropriate and more the exception.
- Don't get intense, but be sensitive and gentle.
- Help the child or vulnerable adult to feel relaxed while you're praying.
- Simply explain what you are doing, they may not be used to being prayed for.
- If a child or vulnerable adult becomes emotional or reacts in a strange way, consider why, it may be the Holy Spirit or they may be anxious or frightened. For a child get the leader of the group and speak with their parent(s) later.
- Always check with a child or vulnerable adult if they are happy for you to lay hands on them while you pray. Laying on of hands does not mean rubbing, stroking or pushing and don't lay hands on an inappropriate part of their body (head or shoulders only).
- Never take a child or vulnerable adult out of the room to pray with them or counsel them.
- Generally a child or vulnerable adult should be prayed for by a member of the same sex.
- Encourage children and vulnerable adults to pray for each other as well, but keep an eye on them.
- Please share anything of significance (including prophetic words and pictures) with the group leader and with the child's parent/carer..

Do everything in love and always focus on the Lord.

Appendix 6: Safeguarding Referral Form - Confidential

To be completed by anyone with a safeguarding concern and then discussed with TCCH Safeguarding Team as soon as possible.

Name of Group	
Name of Child/Young Person	
Address	
Date of Birth	
Name of Person reporting incident or concern	
Role of person reporting incident or concern	
Date incident or concern	
Time of incident or concern	
What happened? What concerns you? Please use actual words. Use body map overleaf where appropriate, only look at injury if visible fully clothed	
Action Taken	

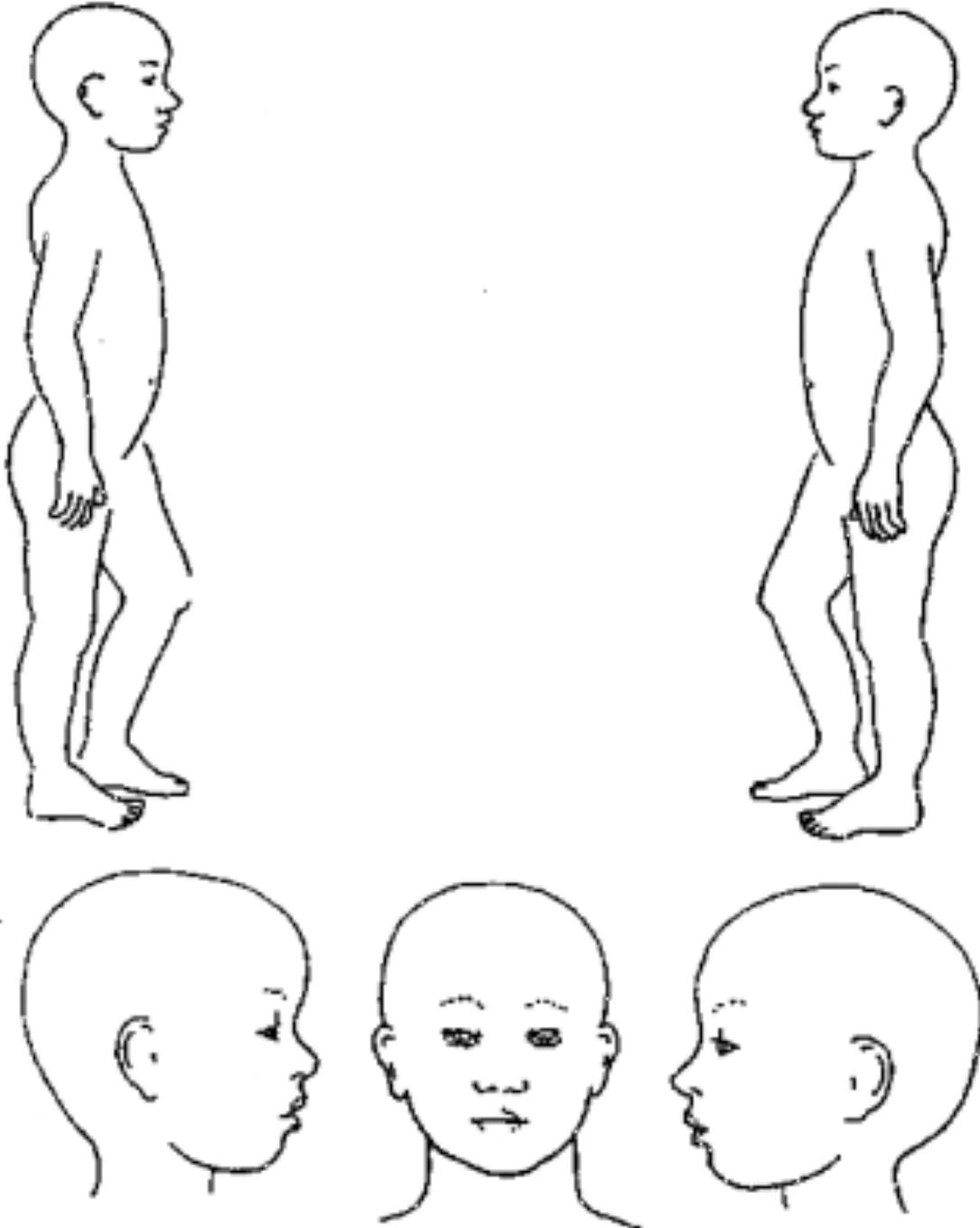
Referred to TCCH Safeguarding Team (Yes or NO).	
Signed (Worker)	

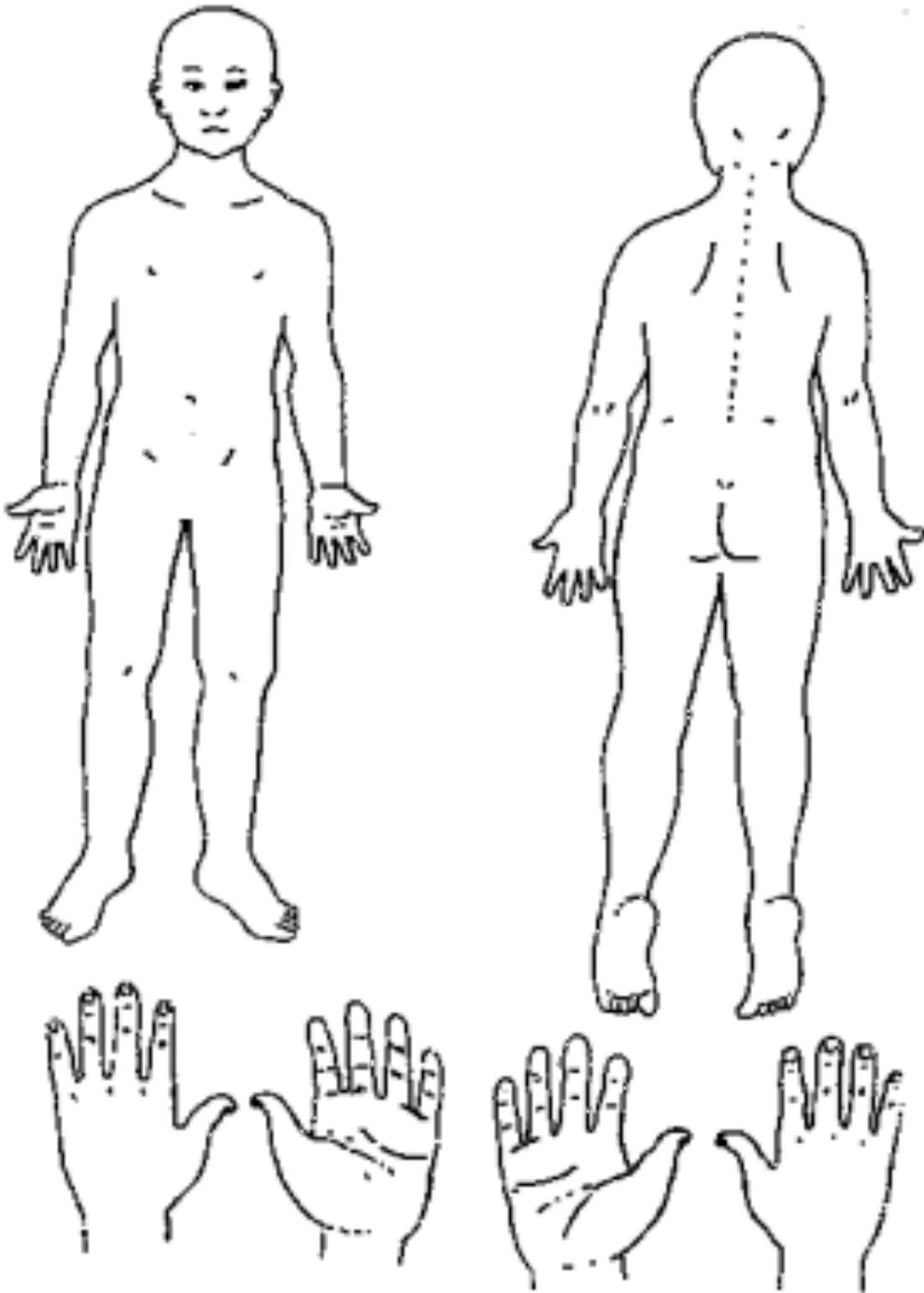
To be completed by Safeguarding Team

Safeguarding Team Members Name	
Action Taken Including times and dates and names of professionals spoken to	
Are Parents/Carers aware of referral? If not why not?	
Agency's response/action	

Appendix 7: Body Maps

Please note on the body map any bruising, scars, injuries, red marks or the like, giving as much detail as possible as to size, location, frequency, colour and so on.





Appendix 8: Children’s Work Form- Sunday morning groups

Dear Parent/Carer

As part of our safeguarding policy at The Community Church Honiton we are required to have details of each of the children and young people who regularly attend Crèche, Radi8, Activ8 and YPX.

At TCCH we like to offer the correct support to the children and young people attending our groups and to make our groups accessible to all children and young people. In order to do this effectively we ask you to answer the questions below. Please complete one form per child. All information will be treated as confidential and only shared by The Safeguarding Team with team leaders if felt necessary. Please return your form to Clara Rose or your child’s group leader.

Thank you

Clara Rose and Katherine Offer

On behalf of The Safeguarding Team at TCCH

Child or Young person’s name	
Date of birth	
Current school year (if applicable)	
Address	
Emergency Contact mobile numbers of Parents or guardians	
Parent/carer’s full names	
Do the above parent/carer’s have parental responsibility of the named child?	
Please identify anything which might affect your child’s ability to join in group activities at TCCH. Please include any relevant diagnosis or additional needs.	
Health issues including medication taken	
Details of any court orders or residency orders surrounding the child or young person	

I give permission for this information to be shared with the team leader of the group my child attends.

Signed

Date

Print name

Appendix 9: Volunteer agreements

TCCH requires that every individual working in a group supporting children or vulnerable adults must sign a volunteer agreement. Each agreement is specific to the roles and responsibilities of the group but covers the safeguarding expectations of its workers and gives the name of the team leader and their responsibilities to support their team member. Group agreements can be gained from the team leader of the group.

Example of a TCCH volunteer agreement

Activ8 Volunteer Agreement

Name of volunteer

We welcome you as an **Activ8 Helper**

Thank you for joining our team, which together with the church, commits itself to the care and support of children aged 6 to 11 years of age at TCCH.

Christian Withers and Ruth Parker are your team leaders and will offer you primary support. They are there to discuss any matters of concern you may have, offer you support, provide resources and training and will meet with you yearly to talk about your volunteering.

The responsibilities of the role are to care for the children during the children's work slot on a Sunday morning, whilst sharing the good news of Jesus with them. We ask you let your team leader know if you cannot attend a session you have been asked to help at.

All children's workers must adhere to TCCH's Safeguarding Policy guidelines. You are required to report any Safeguarding concerns to **Clara Rose or Katherine Offer** immediately.

We may ask you to read the Manual Handling advice booklet used by TCCH.

Working with young children is a responsibility, but it also brings great rewards. We hope you will enjoy your volunteering.

Thank you for giving up your time to serve in this way.

Signed

Leader

Date

Signed

Volunteer

Date

Appendix 10: Photography and filming consent of children and young people

Who is Requesting this Information?	
Please return this form to:	SEAN BROWN
The Request	
The above named youth worker would like to take photograph(s) and/or make a video/webcam recording of the following person or people.	
Name of child or children	
Location of photographs or film	The King's Centre, Meadow View or at location stated in programme
To the Parent/Carer	
May we use your child's image in our printed promotional publications?	Yes / No
May we use your child's image on the internet: website or social media?	Yes / No
Parent Signature	
Signature of parent/carer (i.e. parent or person with parental responsibility)	
Print name	
Date	
Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.	

Filming and Using Photographs Consent Form

To comply with the Data Protection Act 1998, permission must be sought by the The Community Church, Honiton and granted by the parent carer/before any images of the children are obtained, recorded and/ or used.

I give consent for my son/daughter to attend the activities listed in the TCCH Youth April to July 2017 Programme
 Signed _____ Date _____
 Name of Child _____
 Parent Contact Number _____
 Parent Email _____

If you would like to discuss any issues or find out any more information, please call the office on **01404 43800** or discuss with your child's group leader.

Appendix 11: Facebook and Social networking sites

TCCH sees all new forms of communication as an opportunity to share the Good News of Jesus Christ in the world, this however brings new challenges.

We understand social media's role in the way young people interact with each other and see potential for these tools to be used by youth workers to deepen relationships with young people, to encourage them in their faith and to create an extended discipleship role outside of a face to face event.

At the same time we acknowledge the dangers and risks that these sites can pose to both young people and our workers. As a Church we stress that any children's/youth/vulnerable adults worker using social networking as part of their ongoing work must abide by the following guidelines to safeguard both themselves and young/vulnerable people involved.

Use of Messages & Communication with Individuals

All social networking sites have the potential to allow workers to communicate with young people on a one to one basis however we ask that;

- Anyone using a social networking site of any kind keeps all conversations in the public eye to safeguard both young people and vulnerable adults as well as workers. On facebook this communication can be done using the wall function.
- We do not allow the use of the 'private messaging' facility on any sites. If a young person or vulnerable adult has sent a private message to a worker we request they do not reply privately, but instead reply on the public wall.
- If a public wall post is not appropriate for responding to a message then a worker should arrange a public one to one meeting or phone the individual or seek further advice from The Safeguarding Team. All communication with young people using social networking sites we ask leaders to not use abbreviations (for example: lol) as these can often be misinterpreted.
- We strongly advise against the use of instant chat on Facebook, MySpace and Bebo etc as it provides no log of conversations and could potentially leave a worker open to allegations.
- We suggest workers use a separate, designated Facebook account for the purposes of youth work. This account may be examined by any of the Churches safeguarding team at any point.
- Any messages with children/young people/vulnerable adults should be saved and kept (both incoming and outgoing).
- It is recommended that workers do not use their accounts after 10pm in order to maintain a safe boundary between work and personal life.
- Workers should never ask a young person to be their 'friend' on such sites. A worker should only add a young person if the young person makes the request.
- A worker must not add a young person they know/believe to be under the legal age to be on the site.
- Workers should never have photos of the children/young people they work with on their profiles.

Appendix 12: Short Term Missions Safeguarding children and vulnerable adults procedure.

Short Term Mission Teams

TCCH give young people (16 and above) and adults the opportunity to experience cross-cultural mission. Those under 16 years of age will normally be accompanied by a parent, unless other specific arrangements have been made. The participants will generally be based with a church that is part of the New Frontiers family of churches.

This Policy Appendix applies all participants. A participant is anyone who applies for and is accepted onto a short term mission team co-ordinated by TCCH.

Participants will need to complete the following steps:

- Read the TCCH Safeguarding Children and Vulnerable Adults Policy
- Sign a declaration confirming compliance with all TCCH policies, procedures and good practice guidelines
- Be approved by the elders of TCCH.
- Comply with TCCH procedure of applying for a DBS Disclosure if relevant to the activities they are expected to be undertaking.

Two copies of this documentation will be kept. One of these will be held by the church and the second provided to the team member for their future reference.

Induction and Training

TCCH recognizes that a good level of awareness of Safeguarding issues is important for all participants of short mission teams. All participants who may have contact with children or vulnerable adults, will be given relevant training to ensure they conduct their activities in accordance with best practice. To ensure a minimum standard of training is received by all participants a short briefing session will be included in team training prior to the event or trip. The briefing will include reporting procedures relevant to that event or trip following a disclosure or allegation of abuse. The briefing will foster an environment of openness and responsibility and further ensure that all personnel working on the event or trip know the Safeguarding Procedures and are confident following them.

Appendix 13: Offsite trips and Activities organised by TCCH, involving Children & Young People.

In addition to TCCH's Safeguarding policy the following additional information is to be used on offsite trips and activities.

Group Leader

Each trip will have an identified group leader. The group leader holds overall responsibility and is responsible for completing relevant risk assessments.

Risk assessments of all aspects of the activity will be undertaken by the group leader prior to the event. Risk assessments will be signed off by Simon Bates or an elder.

Risk assessments will cover supervision levels, first aid, emergency arrangements and mode of transportation used.

Group leaders and all leaders are required to re-assess risks on an ongoing basis throughout the trip.

Preliminary visit

If possible the group leader is to make a preliminary visit to the site or centre to be visited to check arrangements and complete a risk assessment.

If no pre-visit has been carried out, action must be taken to ensure the group leader is aware of potential hazards and risks.

Staff

Group Leader to ensure:

- All workers are suitably competent, experienced, qualified and able to supervise the individuals and groups they are responsible for.
- All members of staff, instructors or volunteers leading adventurous activities are suitably competent to do so.
- All workers have sufficient knowledge of the young people they are responsible for.
- All TCCH workers are members of the church and have an enhanced DBS check.

Staff to young people ratio

Group leaders to ensure ratios are met and there is an appropriate level of supervision. This information to be gathered by the risk assessment of the visit, taking into account the special needs of any individual young person.

The following ratios must be adhered to on all trips:

- **5 - 8 year olds, a minimum ratio of 1 adult to 6 children.**
- Over 8 year olds, a minimum ratio of 1 adult to 15 children/young people.
- In mixed gender groups, both male and female leaders are required.

Health and first aid

First aid will form part of the risk assessment. For all activities and the associated journey an appropriate first aid kit should be available and its stocks regularly replenished.

Each trip to have a designated first aider who is responsible for:

- **Taking charge when someone is injured or falls ill, including calling an ambulance, if required.**

- Looking after the first aid equipment.

Parental Consent

A signed parental permission slip is required for each young person for each trip, this must include, child/young person's full name, date of birth, address, relevant medical information and contact details of parent/guardian. (See appendix 10)

Transportation of Children and Young People

Travelling by coach or mini bus

- Supervising adults seating arrangements should reflect the need for adequate supervision and ability to respond in an emergency.
- On double-deckers, a supervising adult should be on each deck.
- Behaviour management remains the responsibility of the group leader and other supervising adults, never that of the driver.
- Seatbelts must be worn at all times.

Use of private cars on trips

Where parents and volunteers cars are used on TCCH activities the group leader should notify parents and volunteers of their responsibility:

- For the safety of young people.
- To maintain adequate insurance cover.
- To ensure their vehicle is road worthy and has a current MOT certificate.

TCCH insist that all drivers of private cars providing transport for children and young people on their behalf have an enhanced DBS check and are a member of the church.

The group leader and The Safeguarding Team will need to consider the suitability of parents and volunteers to carry young people in their car

Children/ young people must use car seats appropriate to their age/height and seat belts must be worn at all times.

Where possible children and young people should travel in the back seats of cars. If the front passenger seat is used by children/young people they should be of the same gender as the driver.

Guidelines taken from 'Outdoor Education, Visits and Off-Site Activities Health and Safety Policy.' Devon County Council and Torbay Council establishments, March 2014

