

## **Holy Trinity Church Combe Down with St Andrew's Community Church**

# **Welfare and Safety Policy for Children, Young People and Vulnerable Adults**

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**This Safeguarding Policy will be reviewed in 2020.**

## Our Mission

***Our passion is to see people transformed by the proclamation of the Word in the power of the Spirit to the glory of God.***

In the context of this document we are considering how our mission relates to children, young people and vulnerable adults.

We aim to draw children and young people into a relationship with Jesus Christ, and to develop followers and disciples of Jesus who are willing to serve others, and glorify God with their lives.

*All our children's and youth activities provide opportunities for young people to be introduced to Jesus, disciplined in their faith and equipped as young believers to reach out to their friends, families and communities.*

*Our staff and adult leaders desire to invest in and encourage all those under their care to follow Jesus.*

*'Safeguarding' is a word that has only come into use over the last few years. We used to refer to 'Child Protection'; but we now also need to be aware of looking out for vulnerable adults. So, we have a new word for a new set of policies about how best to safeguard all those who might be exploited.*

*Bishop Peter, Diocese of Bath and Wells*

## Theological Approach

The principles upon which we base our practice of Safeguarding are rooted in Scripture. There are some basic threads which can be traced as we consider the themes of both creation and salvation.

- All human beings are made in the image and likeness of God
- Our vocation as Christians is to reflect the character of God
- God is a God of justice, and justice is an outworking of love. Because God's justice calls us to welcome and care for victims of injustice, safeguarding is good practice for the Church, and we should continue to ensure safety for all God's children
- In Jesus Christ, God is revealed as one who enters our vulnerability. Jesus showed himself as one who shared our pain, poverty, suffering and death. Day by day throughout his ministry he demonstrated compassion for the outcast, vulnerable, marginalised and stranger. Towards children he especially revealed God's love by giving them status, time and respect
- Because each human being is equally precious to God, each needs to know they are valued, loved and respected. Those who suffer abuse need to know that in the life and ministry of the Church they can find healing and wholeness
- Everyone needs to experience re-assurance that they are to be respected precisely because they are made in God's image and likeness

The realities of betrayal, exploitation, guilt and sheer wickedness are not foreign to the Bible. As we acknowledge we live in a fallen world, we find that our faith has much to say about victims - and perpetrators.

- Victims often feel that those who have sinned against them have too much mercy shown to them. Victims need to find justice
- Perpetrators need to find healing and wholeness; to come to terms with what they have done and to find strength to avoid repeating their offending

As scripture says, 'When one suffers we all suffer.' Both victim and perpetrator need God's grace to bring them to a place of wholeness and healing. As a body of people, called by God to witness to the values of his kingdom, the Church has a particular role in safeguarding. It is a place where all must be welcome. Yet at the same time it is a place where all need to be safe. This tension is not easy to deal with.

- Child abuse is a scourge on individuals, on our Church, on our society. We must name it as such and do all we can to prevent it. People who are vulnerable because in some way their human rights have been violated, need both protection and care
- Offenders should not be excluded from church life, rather they should be treated as vulnerable and managed by appropriate people in the congregation to ensure their own well being and the safety of others

Because God's message is one of good news of love and welcome, the Church therefore needs to take seriously humankind's propensity to sin and the reality of evil. But, equally, it must never forget God's resources of goodness, peace, healing and justice: in short, God's love, God's life.

Diocese of Bath and Wells

# Descriptions and Definitions

## Safeguarding

The term safeguarding covers: vetting and safer recruitment; safer working practices; responding to concerns; working with partner agencies; dealing with allegations against those responsible for children, young people and vulnerable adults. It is used for responding to concerns where it appears that a child, young person or vulnerable adult may have been harmed.

## Child

There is no single law that defines the age of a child across the United Kingdom. The United Nations Convention on the Rights of the Child, ratified by the United Kingdom government in 1991, states that a child 'means every human being below the age of 18 years unless, under the law applicable to the child, majority is attained earlier'.

A child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this document.

Working Together to Safeguard Children 2010 states: <sup>1</sup>

The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 & 2004.

## Vulnerable Adult

Any adult aged 18 or over who is permanently or for the time being unable to take care of him or herself, or to protect him or herself.

A vulnerable adult may be in need of community care services by reason of mental or other disability, age or illness and is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation in any care setting. This includes individuals in receipt of social care services, those in receipt of other services such as health care, and those who may not be in receipt of services.

## Vulnerability

Vulnerability is not an absolute; an adult cannot be labelled as 'vulnerable' in the same way as a child is regarded as such. Childhood is absolute: someone who is not yet 18 years of age is, in the eyes of the law, a child; this is not the case with vulnerability.

Some of the factors that increase vulnerability include:

- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Mental ill health (including dementia), chronic or acute
- An addiction to alcohol or drugs
- The failing faculties in old age
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma

## Abuse

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<sup>1</sup> Extract from the document '**working together to Safeguard Children 2010**' from the HM Government guide to inter-agency working to safeguard and promote the welfare of children

# Safeguarding Policy

## Introduction

Our policy at HTCD is to provide a safe and caring environment for children (under 18s) and vulnerable adults who are entrusted into our care. We will strive to achieve the highest standards in all pastoral, counselling, educational, worship and recreational activities.

The law and guidance cited is that for England and Wales and is up to date as **at August 2010**. The Church of England, in all aspects of its life, is committed to and will promote the safeguarding of children and vulnerable adults. It fully accepts and endorses the Children Act 1989 and 2004.

The Church of England will foster and encourage best practice within its community by setting standards for working with children and vulnerable adults and by working with statutory bodies, voluntary agencies and other faith communities to promote their safety and well-being. It is committed to acting promptly whenever a concern is raised about a child or vulnerable adult or about the behaviour of an adult or someone under the age of 18 in a position of trust, and will work with the appropriate statutory bodies when an investigation is necessary. It is also committed to the support of those who have been abused and to listening to the voices of survivors, who can help the church learn lessons from the past.

## Statement of principles

This statement of principles is common for children and for vulnerable adults. We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and adults
- The safeguarding and protection of all children and adults
- The establishment of safe, caring communities which provide an environment where there is a culture of informed vigilance regarding the dangers of abuse

The safeguarding and protection of children and vulnerable adults is everyone's responsibility. The community, including all its members, needs to be aware of the dangers and be prepared to report concerns and act if necessary.

We will carefully select and train all those with any responsibility for children and vulnerable adults within the church in line with safer recruitment principles, including the use of criminal records checks.

Safer recruitment guidance and the vetting procedures for the Church of England are set out in detail in Safeguarding Guidance for Safer Recruitment <sup>2</sup>. The suitability of an applicant or nominated volunteer for work with children or vulnerable adults should not be solely dependent upon DBS (Disclosure and Barring Service) disclosures and vetting checks. Someone whose DBS is clear may still be unsuitable.

It is the policy of the Church that:

- All those who work with children, young people or vulnerable adults, both paid and unpaid, need a DBS check, and should show their received Certificate to the appropriate Safeguarding

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<sup>2</sup> Extract from the document **Safer Recruitment Policy June 2013 - Church of England**

- Rep before they begin in their role. The required details from the Certificate will be added to the internal church DBS spreadsheet, which is checked once a month by the Vicar.
- Those who work only occasionally can only do so under the supervision of another adult who has been DBS checked.

- Those who manage or supervise people who work with vulnerable groups will also be required to be DBS checked. We will respond to every complaint made which suggests that an adult or child may have been harmed, co-operating with the police and local authority in any investigation

The Church accepts that, through its workers, it is responsible for children and vulnerable adults when in a church building, on church property and other premises being used, and during church activities. Responsibility extends to travel between places, when it is organized by the church. However, a church is not responsible for private arrangements.

The term ‘complaint’ can cover an allegation, disclosure or statement, something seen or something heard. The complaint need not be made in writing but once received it must be recorded and acted upon. Complaints can be taken from potential victims and third parties. The Church does not investigate allegations of abuse or neglect itself but refers them to the appropriate statutory agencies. The Church will need to make preliminary enquiries to establish the accuracy of information being passed to the statutory body.

If a child or vulnerable adult comes to notice as having suffered abuse in the past, church officers will notify the appropriate authorities to ensure that the matter is on record. Support will be offered to adult survivors of child abuse, who will also be encouraged to make a statement to the police if they have not done so before. We will seek to offer informed pastoral care with anyone who has suffered abuse.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.<sup>3</sup> Allegations of abuse or misconduct in relation to children or vulnerable adults by church officers will be referred to the Senior Safeguarding Advisor in The Old Deanery, Wells for investigation.

We will seek to offer pastoral care and support, including supervision and referral to proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

If any member of our church community, known or alleged to have offended, comes to notice as having a conviction, caution, reprimand or warning for offences against children or vulnerable adults or is considered to present a risk to children or vulnerable adults we will seek to draw up a written agreement, where it is safe to do so. The agreement will contain safeguards. Breach of this agreement, or other concerns, will lead to a referral to the statutory agencies.

In all these principles, we will follow legislation, guidance and recognized good practice. This will involve openness among those with a legitimate need to know, confidentiality in relation to those not directly involved, and the sharing of information with the statutory authorities.

It is recognised that there may be vulnerable adults in all aspects of life and are not always visible e.g. physical or mental

**In Conclusion**, it is acknowledged that we have based our guidelines on the Diocese of Bath and Wells safeguarding policy for children and vulnerable adults. These documents are available from the Church Office.<sup>3</sup>

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<sup>3</sup>**Position of Trust** – when on behalf of the church one party, through their work or activity, whether paid or unpaid or as a volunteer, is in a position of care with a child or young person or vulnerable adult which puts him or her in a position of power or influence over that child or young person or vulnerable adult.

## **Church Structure for Children, Youth and Vulnerable Adults**

Holy Trinity Church, Combe Down and St Andrew’s Community Church have approximately 200 children and young people up to age 18 taking part in a wide range of activities.

Many of these are held on a Sunday and involve children of all ages. Events are held at Holy Trinity, at St Andrew's and in the church Rooms. Some of the older children are involved in off site activities, including being away from home overnight. This document covers both on site and off site activities. There is no specific meeting held for vulnerable adults, but the Seniors Ministry involves some who come into this category. The main meeting for this side of the Church's work is monthly.

## **Lines of Responsibility**

The Vicar has overall responsibility for the care and welfare of children, young people and vulnerable adults at HTCD. In the event of an interregnum caused by the departure of the Vicar, the overall responsibility passes to the church wardens.

The Staffing Committee, a sub-committee of the PCC, has the oversight of Safeguarding procedures on behalf of the Vicar, and a member of the Committee is the PCC's Safeguarding Lead. The Committee will regularly meet the Safeguarding Reps to discuss processes/changes/issues, and to review the Safeguarding Policy.

The PCC's Safeguarding Lead has a pastoral and practical oversight of the Safeguarding Reps, one for Holy Trinity and one for St Andrew's, who are accountable to him/her. (S)he reports back to the Staffing Committee, and to the PCC when appropriate.

The Safeguarding Reps keep up to date with the latest Safeguarding requirements, including Safe Recruitment, from the Diocese, implementing them in a professional and confidential manner, seeking advice from The Old Deanery, Wells, whenever necessary. They use the same Safe Recruitment procedures at HTCD and St. Andrews, whether paper or electronic, to provide consistency. They also check regularly with Ministry Leaders to ensure Safeguarding procedures are being followed by them and their team, including training.

The Youth Minister, the Children's Minister and the Pastoral Minister have day to day responsibility for all the group activities and are accountable to the relevant Safeguarding Rep as described above.

Everyone who works with children and vulnerable adults, whether employees or volunteers, helpers or leaders, must have a DBS check and clearance before they can begin. It is the responsibility of the Children's Minister, Youth Minister, and Pastoral Minister, together with the Safeguarding Reps, to ensure that this takes place, using agreed Diocesan procedures.

Induction training for all existing employees and voluntary workers will be given and updated regularly. The Children's, Youth and Pastoral Ministers will ensure that their team members have received induction and training and have access to and knowledge of the policy.

# **Operational Guidelines for the Welfare and Safety of Children (including youths) and Vulnerable Adults**

The following operational guidelines will ensure that existing and new children and youth ministers will be assessed and trained to provide the best possible care for children and vulnerable adults.

## **Appointment, support and supervision of leaders and volunteers**

### Appointment

Children, Youth and Pastoral ministry leaders are appointed with the approval of staff responsible for the ministry area. All appointments, salaried and non-salaried, are approved by the Vicar on behalf of the PCC.

### *Volunteers*

Volunteers' previous experience and motives are assessed prior to volunteering. Applicants are also subject to a completed DBS as part of the assessment. Volunteers are often encouraged to commit to a 12-month term of support and an annual review process (**confirm whether formal or informal**).

### *Salaried ministers*

The appointment of salaried children and youth ministers is agreed with the Vicar and approved by the Church Leadership Team and Parochial Church Council.

### Support and Supervision

No leaders/helpers are expected to operate in isolation or without an appropriate level of support and supervision. The Children's, Youth and Pastoral Ministers are the leaders who are responsible for each helper, and ensure (under staff management) that each leader/helper receives that appropriate level of support and supervision.

## **DBS Procedure**

It is the policy of the church to ensure that every person involved within the church, with children, must undergo a DBS disclosure process.

Any person requiring help or advice about conviction or related information, before embarking on the DBS process, is welcome to contact one of the designated Safeguarding Representatives.

Any information received through the disclosure process will be kept completely confidential and any documentation stored securely. This information will be used in deciding on the appropriateness of an applicant for the position applied for.

### *Process*

1. The Safeguarding Representatives arrange a meeting with an applicant, having received their name and contact details from the Children's, Youth or Pastoral Ministers.
2. Using the current electronic, Diocesan Safeguarding system, the applicant's required details are entered online for assessment and checking by the Safeguarding Representative, in the presence of the applicant. The Safeguarding Representative completes the referee contact forms.
3. There is a discussion about Safeguarding awareness, including which person should be contacted if a concern arises.

4. A DBS Certificate is sent to the applicant who MUST show the original (not a photocopy) to the Safeguarding Representative, who records the certificate number, date and status. The information is added to the internal parish safeguarding spreadsheet, if the certificate is clear. The Vicar, being the second checker, checks this spreadsheet once a month when it is updated and sent to him.
5. The spreadsheet shows individual DBS check renewal dates. Applications will be re-submitted every five years as part of the church's ongoing strategy for the protection of children and vulnerable adults.

### *Renewals*

Applications will be re-submitted every five years as part of the church's ongoing strategy for the protection of children and vulnerable adults.

# Code of Practice – Applicable to all Children (under 18 years)

## Guidance for group leaders and helpers

### Awareness

- Be responsible for the group at all times and know what is happening during the session
- Consider safety at all times
- Be on the lookout for undesirable situations and try to avoid them before they start
- Give clear instructions
- Share any concerns with the group leader or the **children's minister**

### Manner

- Learn children's names and be pleased to see them, be friendly, but not over familiar
- Avoid embarrassing or belittling children
- Treat everyone with respect, be fair, but firm, and praise where appropriate
- Don't show favouritism - spend time with unpopular children
- Respect an individual's right to personal privacy
- Speak softly, calmly and quietly; use simple language and your normal voice, be confident
- Use positive rather than negative words, don't use rude or offensive language, innuendos or inappropriate humour
- Be gentle at all times; smile rather than scowl
- Be patient
- Don't jump to conclusions about others without checking facts
- Don't exaggerate or trivialise child-abuse issues (see section 'Abuse')

### Listening

- Listen to the children and be aware of their interests, never avoid questions as everything they say is important to them
- Don't 'tower' over children – listen at their level
- Beware of misinterpreting their behaviour or what they are saying
- Provide opportunities for children to talk about concerns they may have

### Leading by example

- Be a good role model by providing an example you wish others to follow
- Tell the children about yourself - have confidence to talk about God and being a Christian
- Pray for the children and have others praying for you too
- Be scrupulously honest and act professionally

### Relationships

- Get to know each child individually
- Aim to build a relationship with their family and involve them if there is a problem
- Don't be critical of the child or the parents
- Encourage friendships between the children and help them to consider each other, e.g. ask more confident children to help new or less confident children

### Special Needs

- It is our aim to provide activities and support appropriate for all needs. Individual needs will be considered and appropriate support and resources will be sought by the Children's and Youth Ministers, in consultation with parents.

### Dress Sense

- Where applicable leaders and helpers will wear team T-shirts and fleeces, to ensure they are a visible presence to both children and parents. This also serves to identify authorised adults.
- Leaders and helpers should not wear clothes that are likely to cause offence, draw any unhealthy attention or cause distraction.

### Requirements for leadership

- All leaders should ideally belong to a small group
- All leaders should ideally be in an accountable relationship (have mentors or prayer partners)
- All leaders should be fully aware of the vision and values of Holy Trinity Church and serve in accordance with them – is this applicable to all leaders? If so include in this section
- 

### **Confidentiality**

If a child or a parent shares information that gives rise to concern, the Children's Minister should be informed immediately. Information about a child should only be shared with the appropriate leader. Leaders and helpers should not promise to keep secrets.

Example confidentiality statement: *"We are unable to maintain secrets, but anything you say to your leader will be kept as confidential. If what you say indicates that either you or others are at risk of harm, your leader will talk to the Youth Minister. There are certain circumstances in which we have a duty of care to take further action. Any subsequent referrals will be made with your knowledge and involvement. Your leader will need to seek the advice of the Youth Minister, in order to provide the best possible care."*

### **Leader/parent communication regarding welfare**

Parents are encouraged to advise group leaders as to the needs of their children, in particular:

- Special needs
- Allergies
- Preference for juice or water
- Ways of settling their child
- Permission to have biscuits
- Particular health needs

There are registration forms available to encourage the parents to share this information and a record of information received will be retained on the database for the appropriate group.

Every effort will be made to settle a distressed child. If a child cannot be settled, their parents will be informed and the child returned to them.

Please always contact the group leader / Children's Minister if you believe a child should be returned to church for whatever reason. Parents will usually be contacted by way of a leader coming into church.

Parents are encouraged to let the leaders know of any concerns about their child, even if they are 'just tired'.

Leaders are to give feedback to the parents.

## **Supervision of children in groups**

### Attendance

- Children under the age of 5 should be brought to and collected from Children's Church by their parents or an authorised adult (not another child)
- Children must be registered at all children's activities
- A child must not be handed to a person not authorised to collect that child, including older siblings. If there is any doubt about the appropriateness of the person collecting the child, the relevant group leader should be advised

### Groups

We aim to ensure the following child to adult ratios:

- Age 0-2 1 adult to every 3 children
- Age 2-3 1 adult to every 4 children
- Age 3-5 1 adult to every 8 children
- Age 5-7 1 adult to every 8 children
- Age 8-11 1 adult to every 8 children
- Age 12-14 1 adult to every 10 children

## **Health & Safety**

- Group leaders should always know how many children they are responsible for and where they are
- The children should know who the group leader is
- Common sense should be used when setting up rooms and resources. (Fire exits must be unlocked, exit routes must be clear, equipment must be in safe working order, etc.)
- Windows should be opened and closed by leaders, from the top down to avoid the risk of children falling/climbing out
- Children should not be permitted to climb on equipment or hide from sight. Particular attention should be paid to potential hazards such as stairwells, cupboards and equipment
- Children must not touch electrical equipment (sound systems, OHP, etc.) without supervision
- Leaders should be familiar with health and safety procedures. (See Sections 'First Aid and Evacuation')
- Leaders should be alert to any unauthorised people in a meeting or at an event, and ask them to leave
- All food and drink served or prepared on the premises must be in line with the requirements of HTCD Food policy

Please see the additional age-group specific (Under 5, 5-11, Over 11) appendices regarding details such as discipline, attendance, toileting and communications.



## **Code of Practice - Pre-School Children (up to 5 years)**

### **Code of Behaviour - Guidance for group leaders and helpers**

#### Awareness

- Be responsible for the group at all times and know what is happening during the session
- Consider safety at all times
- Be on the lookout for undesirable situations and try to avoid them before they start
- Give clear instructions
- Share any concerns with the group leader or the children's minister

#### Manner

- Learn children's names and be pleased to see them, be friendly, but not over familiar
- Avoid embarrassing or belittling children
- Treat everyone with respect, be fair, but firm, and praise where appropriate
- Don't show favouritism - spend time with unpopular children
- Respect an individual's right to personal privacy
- Speak softly, calmly and quietly; use simple language and your normal voice, be confident
- Use positive rather than negative words, don't use rude or offensive language, innuendos or inappropriate humour
- Be gentle at all times; smile rather than scowl
- Be patient
- Don't jump to conclusions about others without checking facts
- Don't exaggerate or trivialise child-abuse issues (see section 'Abuse')

#### Listening

- Listen to the children and be aware of their interests, never avoid questions as everything they say is important to them
- Don't 'tower' over children – listen at their level
- Beware of misinterpreting their behaviour or what they are saying
- Provide opportunities for children to talk about concerns they may have

#### Leading by example

- Be a good role model by providing an example you wish others to follow
- Tell the children about yourself - have confidence to talk about God and being a Christian
- Pray for the children and have others praying for you too
- As a first response, pray for a child if hurt
- Be scrupulously honest and act professionally

#### Relationships

- Get to know each child individually
- Aim to build a relationship with their family and involve them if there is a problem
- Don't be critical of the child or the parents
- Encourage friendships between the children and help them to consider each other, e.g. ask more confident children to help new or less confident children

#### Discipline

- The team should agree the standard of behaviour allowed in the group
- Lay down the ground rules from the start and apply them fairly and consistently
- It can be helpful to involve the children in the process of setting the rules

- Be calm, firm, matter of fact and prayerful. Mean what you say and be consistent
- Think of ways to handle specific situations, in advance
- If an older child hurts another, remove the child calmly from the situation. Explain why the behaviour is unacceptable. Ask the child to apologise. Reassure the distressed child and encourage them to forgive the child who caused them distress
- If a child's behaviour is deemed damaging or unhelpful, firstly give a verbal warning, if the behaviour continues sit the child aside for 5 minutes to reflect and if the behaviour continues further still, parents will be called (from church)
- If a child's behaviour continues to be damaging or unhelpful contact the Children's Minister who will take responsibility for the situation thereafter
- Let the child know that although their action is being punished, they are still valued and respected Always let them know why they are being punished
- Good behaviour should be rewarded
- Always remain calm and in control and avoid shouting. Never use physical force or hit a child
- If you cannot control a situation always advise the leader or children's worker
- Distinguish between children who are distracting (which is accidental) and children who are disrupting (which is deliberate). Your response needs to be different
- Where babies/toddlers are prone to prod or poke another child, move them apart and distract with another toy or activity. If both want the same toy, offer another

### Activities

Follow the structure outlined for each week's programme. A familiar format for each week's session helps to make the children feel secure because they know what to expect.

Let the children 'do' as much as possible. Involve them. Encourage them to talk. Things they have said and done will be remembered more easily. Don't persevere with an activity with which the children have lost interest. Leaders should try to 'over prepare', having extra activities if one does not appear to be 'working'.

### Toileting, nappy changing, and other needs

Children must request permission from their leader to go to the toilet. Where possible avoid the situation where one adult takes a single child to the toilet, away from the rest of the group. If this is unavoidable, the adult should inform another adult of where they will be and for what purpose.

Staff and volunteers will not change nappies. When this is necessary the parent will be contacted.

It is important that leaders/helpers are not put in a position which could be wrongly construed or that could make it easy for a child to make wrongful allegations. If attending to a child's need (such as first aid, drinks, safety) do so in the presence of others. (Further guidance can be found in the Section 'Abuse'.)

### Special Needs

It is our aim to provide activities and support appropriate for all needs. Individual needs will be considered and appropriate support and resources will be sought in consultation with parents.

### Dress Sense

Where applicable leaders and helpers will wear team T-shirts and fleeces, to ensure they are a visible presence to both children and parents. This also serves to identify authorised adults. Leaders and helpers should not wear clothes that are likely to cause offence, draw any unhealthy attention or cause distraction.

And always remember to cover every situation with prayer ☺

### Specific

- Children should be supervised at all times on the site. Stewards will be available on Sunday mornings at main doors and to supervise children moving between buildings
- Do NOT have hot drinks in the room where children under 11 are
- Children should not be permitted in kitchen areas without adult supervision

## Code of Practice - School Age Children (5-11 years)

### Code of Behaviour - Guidance for group helpers and leaders

#### Awareness

- Be responsible for the group at all times and know what is happening during the session
- Consider safety at all times
- Lookout for undesirable situations and try to avoid them before they start
- Give clear instructions
- Share any concerns with the group leader or the Children's Minister

#### Manner

- Learn children's names and be pleased to see them, be friendly, but not over familiar
- Avoid embarrassing or belittling children
- Treat everyone with respect, be fair, but firm, and praise where appropriate
- Don't show favouritism - spend time with unpopular children
- Respect an individual's right to personal privacy
- Use simple language and your normal voice, be confident
- Don't use rude or offensive language, innuendos or inappropriate humour
- Don't jump to conclusions about others without checking facts
- Don't exaggerate or trivialise child-abuse issues (see section 'Abuse')

#### Listening

- Listen to the children and be aware of their interests, never avoid questions as everything they say is important to them
- Don't 'tower' over children – listen at their level
- Beware of misinterpreting their behaviour or what they are saying
- Provide opportunities for children to talk about concerns they may have

#### Leading by example

- Be a good role model by providing an example you wish others to follow
- Tell the children about yourself - have confidence to talk about God and being a Christian
- Pray for the children and have others praying for you too
- Be scrupulously honest and act professionally

#### Relationships

- Get to know each child individually
- Try to build a relationship with their family and involve them if there is a problem
- Don't be critical of the child or the parents
- Encourage friendships between the children and help them to consider each other, e.g. ask more confident children to help new or less confident children

#### Discipline

- The team should agree the standard of behaviour allowed in the group
- Lay down the ground rules from the start and apply them fairly and consistently
- It can be helpful to involve the children in the process of setting the rules
- Be calm, firm, matter of fact and prayerful. Mean what you say and be consistent
- Think of ways to handle specific situations, in advance, and decide sanctions should they be necessary. Possible sanctions are:
  - Give quiet reminder
  - Stand beside child

- Put a quick hand on the shoulder
- Ask child to move within the group
- Ask child to move to the side of the room
- Report to team leader
- If a child's behaviour is deemed damaging or unhelpful it may be necessary to involve the parents
- Let the child know that although their action is being punished, they are still valued and respected Always let them know why they are being punished
- A log should be kept of consistently negative behaviour to ensure appropriate action is taken
- Good behaviour should be consistently rewarded
- Always remain calm and in control and avoid shouting. Never use physical force or hit a child
- Do not permit abusive peer activities (ridiculing or bullying)
- Do not allow yourself to be drawn into inappropriate attention-seeking behaviour, such as tantrums or crushes
- Distinguish between children who are distracting (which is accidental) and children who are disrupting (which is deliberate). Your response needs to be different
- If a team leader finds the behaviour of a team member to be consistently destructive or unhelpful or challenging the vision and values of Holy Trinity Combe Down Children's Church, they should discuss their concerns with the Children's Minister

### Toileting

Children must request permission from their leader to go to the toilet. They are encouraged to go in twos where possible. Leaders and helpers should only go to the toilet to call children out if they are misbehaving: in this instance, they should stand outside the door.

### Contact with children

It is important that leaders/helpers are not put in a position which could be wrongly construed or that could make it easy for a child to make wrongful allegations. If attending to a child's need (such as first aid, drinks, safety) do so in the presence of others. The following should be kept in mind:

- Touch should be related to the need of the child and not that of the team member and should be age appropriate
- The child, rather than the team member, should generally initiate touch
- Touch should not be prolonged
- Team members should take responsibility for monitoring one another in the area of physical contact and should express any concerns to Children's Minister

(Further guidance can be found in the Section 'Abuse'.)

### Prayer ministry with children

- Be personally prepared and pay attention to dress, personal hygiene, and spiritual health.
- Be prayed for yourself, before and after.
- If possible, pray for children of the same sex as yourself and keep your eyes open.
- Use words carefully. Don't tell anyone they have an evil spirit. Pray positively, encouragingly and biblically.

### Special Needs

~~It is our aim to provide activities and support appropriate for all needs. Individual needs will be considered and appropriate support and resources will be sought by the Children's and Youth Ministers, in consultation with parents.~~

### Dress Sense

~~Where applicable leaders and helpers will wear team T-shirts and fleeces, to ensure they are a visible presence to both children and parents. This also serves to identify authorised adults. Leaders and helpers should not wear clothes that are likely to cause offence, draw any unhealthy attention or cause distraction.~~

## **Guide to handling pastoral situations**

### Confidentiality

~~If a child shares information that gives rise to concern, the Children's Minister or Youth Minister should be informed immediately. Information about a child should only be shared with the Children's Minister or Youth Minister. Leaders and helpers should not promise to keep secrets.~~

## **Supervision of children in groups**

### Attendance

- ~~• Children will be brought to and collected from their groups by their leaders~~
- ~~• Children must be registered at all children's activities~~
- ~~• A child must not be handed to a person not authorised to collect that child, including older siblings. If there is any doubt about the appropriateness of the person collecting the child, the Children's Minister should be advised~~

### Groups

~~We aim to ensure the following child to adult ratios:~~

~~Age 5-7 — 1 adult to every 8 children~~

~~Age 8-11 — 1 adult to every 8 children~~

~~Age 12-14 — 1 adult to every 10 children~~

## **Health and Safety**

- Group leaders must always know how many children they are responsible for and where they are
- The children should know who the group leader is
- Common sense should be used when setting up rooms and resources. (Fire exits must be unlocked, exit routes must be clear, equipment must be in safe working order etc.)
- Windows should be opened and closed by leaders, from the top down to avoid the risk of children falling/climbing out
- Children should not be permitted to climb on equipment or hide from sight. Particular attention should be paid to potential hazards such as stairwells, cupboards and equipment
- Children must not touch electrical equipment (sound systems, OHP, etc.) without supervision
- Leaders should be familiar with health and safety procedures. (See Section 'First Aid and Evacuation')
- Leaders should be alert to any unauthorised people in a meeting or at an event, and ask them to leave
- Children must always be supervised when on the site. Stewards will be available on Sunday mornings at main doors and to supervise children moving between buildings. Special attention should be paid to safety in the car park at the beginning and end of meetings
- All food and drink served or prepared on the premises must be in line with the requirements of HTCD Food policy
- Children are not to be permitted in kitchen areas without adult supervision

# Code of Practice - Youth (Over 11 years)

## Code of Behaviour - Guidance for group helpers and leaders

### Awareness

- Be responsible for the group at all times and know what is happening during the session
- Consider safety at all times
- on the lookout for undesirable situations and try to avoid them before they start
- Give clear instructions
- Share any concerns with the group leader or the Youth Minister

### Manner

- Learn the young people's names and be pleased to see them, be friendly, but not over familiar, remember you are in authority, not their best friend
- Avoid embarrassing or belittling anyone
- Treat everyone with respect, be fair, but firm, and praise where appropriate
- Don't show favouritism - spend time with unpopular young people
- Respect an individual's right to personal privacy
- Don't use rude or offensive language, suggestive remarks or inappropriate humour/ comments
- Don't jump to conclusions about others without checking facts
- Don't exaggerate or trivialise child-abuse issues. (See Section 'Abuse'.)

### Listening

- Listen to the young people and be aware of their interests, never avoid questions as everything they say is important to them
- Don't 'tower' over young people – listen at their level
- Beware of misinterpreting their behaviour or what they are saying
- Provide opportunities for young people to talk about concerns they may have

### Leading by example

- Tell the young people about yourself - have confidence to talk about God and being a Christian
- Be a good role model by providing an example you wish others to follow
- Be scrupulously honest and act professionally
- Don't smoke/drink alcohol around the young people
- Maintain a healthy Christian adult lifestyle (spiritually, physically, emotionally, and socially)
- Look critically at how you behave at all times - watch what you say and what you do
- Pray for the young people and have others pray for you too

### Boundaries

- Get to know each young person as an individual within the context of the group. Do not show favouritism in any form
- Avoid young people becoming dependent upon you or other leaders. Encourage dependency on Jesus
- Build relationships with young people's families where possible
- Most contact with young people will happen within the context of meetings. When meeting outside these parameters the following should be observed:

Meeting Places. In the Church Rooms, keep doors open and ensure others are around. Alternatively, meet in a suitable public place such as a pub (unless under age) or a cafe. Do not arrange to meet young people at home unless others are present.

Gender If a leader is meeting with one young person they should be of the same gender otherwise a second leader must be present.

Timing One to one meetings should not be arranged late at night and care should be taken to monitor frequency to ensure that the young person does not become dependant on the leader.

Inform someone Tell another leader who you are meeting, when and where.

### Discipline

- The team should agree the standard of behaviour allowed in the group
- Lay down the ground rules from the start and apply them fairly and consistently
- Where possible involve the whole team in the process of setting the rules
- The team leaders should agree ways of handling specific situations, in advance, and decide sanctions should they be necessary. Possible sanctions are:
  - Removal from the group
  - Sent home
  - Banned for 1-3 weeks
  - Banned from house parties
  - Permanently banned
- Verbal or physical disruptive behaviour should be dealt with by asking whoever is causing it to stop and to show respect for the people or items involved. The use of bad or offensive language will not be accepted and clear boundaries should be given
- If the behaviour continues, the group leader should be informed, who will assist to resolve the situation and if necessary apply sanctions
- A log should be kept of consistently unacceptable behaviour to ensure appropriate action is taken
- Bullying of any form (verbal, emotional or physical) is not acceptable. Allegations should be taken seriously and if substantiated, reported to the group leader who will speak with the offenders. If it continues, sanctions should be used until the behaviour improves
- Smoking is not allowed in any of the church buildings
- No alcohol or drugs are to be brought into or around the Church Rooms. If any of these substances are found they will be confiscated and not returned. In the event of drugs of any class, the police and parents will be informed immediately
- Any person attending a youth meeting under the influence of either alcohol or drugs will be asked to leave. In the case of young person, the parent or guardian should be informed and requested to pick up the young person
- In the case of a young person needing to leave a youth meeting before the normal finish time, for whatever reason, the parent or guardian should be informed and requested to pick up the person.
- If a team leader finds the behaviour of a team member to be consistently destructive or unhelpful or challenging the vision and values of our Youth Groups, they should discuss the situation with the Youth Minister. If necessary, all activities should be stopped until order is restored

### Personal Discipline (leaders/helpers)

- Be calm, firm, matter of fact and prayerful. Mean what you say and be consistent. Don't be afraid to say 'No'
- Don't shout, lose your temper or strike a young person. Never use physical force

- Do not allow yourself to be drawn into inappropriate attention seeking behaviour, such as tantrums or crushes
- Adequate supervision must be ensured
- Distinguish between a young person who is distracting (which is accidental) and a young person who is disrupting (which is deliberate). Your response needs to be different depending on the situation
- Avoid being confrontational, which may inflame a situation. It is better to talk to someone quietly than to cause a scene in front of others

### Contact with young people

It is important that leaders/helpers are not put in a position which could be wrongly construed or that could make it easy for a young person to make wrongful allegations. If attending to a young person's need (such as first aid, drinks, safety, etc.) do so in the presence of others. The following should be kept in mind:

- Touch should be related to the need of the young person and not that of the team member and should be age appropriate
- The young person, rather than the team member, should generally initiate touch
- Touch should not be prolonged
- Physical contact games and play fighting should be avoided
- Team members should take responsibility for monitoring one another in the area of physical contact and should express any concerns to the Youth Minister
- Corporal punishment, in any form, should not be used

### Prayer ministry with young people

- Be personally prepared and pay particular attention to dress, personal hygiene and spiritual health.
- Be prayed for yourself before and after
- If possible, pray for young people of the same sex as yourself and keep your eyes open
- Use words carefully. Don't tell anyone they have an evil spirit. Pray positively, encouragingly and biblically
- A suitable opening question could be 'What do you want Jesus to do for you?'
- Lay hands on (head, shoulder, back) and invite the Spirit
- Pray with your eyes open and look for signs of the Spirit's work
- Speak in the name of Jesus
- Treat the young person as you would wish to be treated. (Encourage, don't push)
- Allow them to hear God, find out what God is doing in their life and bless it
- Don't insist prophetic words are from the Lord – give them in such a way as to allow the individual to weigh them
- Always be sensitive to the individual, especially if they have gone down in the Spirit remember, they are not unconscious and can hear everything said.
- If darkness manifests, ensure the group leader knows, and that two or three experienced team members pray with the young person.
- Only minister in the context of HTCD youth meetings.
- Do not minister late at night or for prolonged periods.
- Don't take over if someone else is already praying.
- End by asking, 'What has God been doing?' Pray for protection and blessing on them.
- Encourage others to be used by God, including young people. Ensure they are familiar with the guidelines, but if they are not, go alongside them.
- Prayer Ministry must be recorded on an evaluation sheet if used in a one to one situation.
- Report to the overall leader:
  - Deliverance

- Accidents
- Problems
- Abuse
- Mental health problems
- Other serious pastoral situations

### Special Needs

It is our aim to provide activities and support appropriate for all needs. Individual needs will be considered and appropriate support and resources will be sought, in consultation with parents.

### Dress Sense

Where applicable leaders and helpers will wear team T-shirts and fleeces, to ensure they are a visible presence to both children and parents. This also serves to identify authorised adults. Leaders and helpers should not wear clothes that are likely to cause offence, draw any unhealthy attention or cause distraction.

## **Guide to handling pastoral situations**

### Pastoral support

Encourage young people to grow in their relationship with the Lord. Help them with specific pastoral situations where you can. Know your limits and when you need to seek further advice or help from your group leader or the Youth Minister. Remember, serious pastoral situations must be discussed with the Youth Minister. See 'Contact with Young People' above for guidance on meeting with individuals.

### Confidentiality

- If a young person shares information with a leader that gives rise to concern, the Youth Minister should be informed immediately. The Youth Minister will take the responsibility from that point forward
- Leaders should not promise to keep secrets, only confidentiality
- Confidentiality Statement: *"We are unable to maintain secrets, but anything you say to your leader will be kept as confidential. If what you say indicates that either you or others are at risk of harm, your leader will talk to the Youth Minister. There are certain circumstances in which we have a duty of care to take further action. Any subsequent referrals will be made with your knowledge and involvement. Your leader will need to seek the advice of the Youth Minister, in order to provide the best possible care."*
- See Section 'Abuse' for guidelines on handling disclosures of abuse

## **Supervision of youth in groups**

### Attendance

- A register will be kept of all young people attending Youth events

### Groups

We aim to ensure the following youth/adult ratio at youth events:

- One adult to every 10 youth in an 'all-together' group setting
- A leader should be 18 years or over and have an up to date DBS check

## **Health and Safety**

- Leaders must always know how many young people they are responsible for and where they are

- The young people should know who the leader is
- Common sense should be used when setting up rooms and resources (Fire exits must be unlocked, exit routes must be clear, equipment must be in safe working order etc.)
- Leaders should be familiar with our Health and Safety policy.
- Windows should be opened and closed by leaders
- Leaders should be alert to any unauthorised people in a meeting or at an event, and ask them to leave
- Young people must always be supervised whilst on the site
- Young people should be reminded of their responsibility to take care of themselves when leaving Church Rooms buildings
- When giving young people a lift home after an event, every attempt should be made to contact the parent and obtain consent. (See section 'Transport' below)
- Kitchen areas are to be used by or with the supervision of leaders only

# Vulnerable Adults

## Church Structure

It is recognised that there may be vulnerable adults for physical or mental reasons in all aspects of life and they are not always visible.

At HTCD/St Andrew's, groups that might include vulnerable adults, in addition to the services, are:

- Seniors
- Foxhill Focus
- Needles and Natters
- Pastoral Visiting

## Code of Practice – Vulnerable Adults

### Code of Behaviour – Guidance for helpers and leaders

#### Manner

- Be friendly and welcoming, referring to people by name where possible Treat everyone with respect without showing favouritism
- Listen to others and be aware of their interest, providing appropriate opportunities for others to talk about the concerns they may have
- Respect an individual's right to privacy

#### Awareness

- Consider safety at all times
- Don't exaggerate or trivialise abuse issues
- Share any concerns with the group leader

#### Requirements for Leadership

All leaders should:

- belong to a small group or have other appropriate sources of support and accountability
- pray for people and have others pray for them
- be fully aware of the vision and values of HTCD and serve in accordance with them

Leaders need to display their authorized Holy Trinity Combe Down Church leaders name badge when leading vulnerable adults' activities

#### Boundaries

- Avoid people becoming overly dependent on a particular person
- Build relationships with people's families where possible
- Exercise appropriate care when transporting people or visiting them in their own homes (*see Pastoral Policy*)

#### Confidentiality

It should be made clear that confidentiality may be breached when the welfare and safety of others is at risk.

# Electronic Communication

## Guidelines and best practice

### Mobile phones- giving out your number

- Where possible try to refrain from giving out your personal numbers to members of the youth
- Where you feel that this cannot be avoided (e.g. arranging to meet for mentoring; information regarding events etc.) take their number and note their name in your phone. Then when they phone you have the option to either accept or deny the conversation given your circumstances at the time

### Mobile phones- phone calls

- Phone calls with young people should only be made to convey information regarding a Youth event or to confirm a meeting for mentoring purposes
- Phone calls should not be made to young people for casual conversations nor should they be entertained if they phone you. If this happens, politely excuse yourself and state you would be willing to meet face with them with another leader if they should require
- If a young person contacts you, as their leader, in a situation of pastoral distress, then talk to the individual whilst advising that you must contact the Youth Minister in order to guarantee accountability for this situation. If the need should arise then also offer to meet the individual in an appropriate public place with a senior member of the leadership team
- Phone calls should, where possible, only be between people of the same sex and any pastoral conversations should immediately be deferred to a senior leader of the same sex
- Where possible there should be no phone calls after 6pm in the evening and before 9am in the morning. The only exceptions to this should be in cases of pastoral emergency
- If you perceive an emergency, contact the Youth Minister immediately with the details of the message
- If you receive a phone call after this time from a member of the youth, or if you don't recognise the number, then let your phone ring through to answer phone and then listen to the message
- Young people should be discouraged from contacting their leaders out of hours unless it is an emergency

### Mobile phones- Texting

- Texts with young people should only be made to convey information regarding a Youth event or to confirm a meeting for mentoring purposes
- Where possible there should be no text messaging after 6pm in the evening and before 9am in the morning
- Leaders should not engage in text 'conversations' with young people and simply politely state that this is not appropriate behaviour. If need be, make contact again during the day to arrange a meeting with another leader

### Emailing

- mailing with young people should only be done to give information about an event or to confirm a meeting for mentoring purposes. Note: email conversation can be used where face to face meeting cannot take place
- Where possible there should be no emails after 6pm in the evening and 9am in the morning.
- Leaders should not engage in email conversations, including MSN, with young people and simply state that this is not appropriate

## Social networking

Social networking sites e.g. 'Facebook', have become increasingly popular for contacting people and advertising events. Users need to be careful about those they accept as 'friends' on sites such as these, as they are essentially designed for peer to peer contact.

Many youth groups use social networking sites to share information and photographs. Young people often initiate these groups and promote them with friends.

If an account is set up in the name of the church or youth group, it is important that an adult leader becomes a member and oversees the content and activity.

Considerations to be aware of:

- Leaders should maintain boundaries between their personal and professional lives by customising their privacy settings and avoid uploading inappropriate personal information
- Diocesan guidelines on photographs should be followed when uploading images.
- Leaders should monitor conversations, images and behaviour of members of the group and challenge as necessary

## Emails

Consideration when using email to communicate with young people:

- Make sure the young person's parent or guardian knows of and agrees to this method of communication
- Use clear, appropriate language
- Where possible have a separate email account for church activity communications
- Never use the terms such as 'love' or kiss('x') to end the message
- Never forward chain emails
- Make sure any image sent is appropriate
- Make sure any hyperlinks do not lead to inappropriate content
- Always copy another adult into the emails and save copies sent

## Text Messages

The benefit of sending a text message is the ability to communicate and respond immediately in a given situation. It is important to ensure that the content of the message cannot be misinterpreted.

Consideration when using text message to communicate with young people:

- Make sure the child's parent or guardian knows and agrees to this method of communication
- Where possible use a separate mobile phone from your personal one
- Only give out to young people contact details that the church has placed in the public domain
- Use appropriate language
- Never use kiss ('x') to end a text
- Always copy another adult into the text message

## Computers

Where young people have access to computers as part of church activities the group leader has a duty to ensure that:

- Measures are in place to ensure that the likelihood of young people accessing inappropriate material is reduced e.g. parental controls or software to filter out internet material
- Young people are aware that their personal details should not be disclosed e.g. name, address, school, password, email address, telephone number
- Young people know that they should never send photographs

- Young people should be advised of the dangers of using chat rooms
- Young people are aware that they should advise a leader or use the report abuse button on line (if the site has one) about an email or anything online that makes them feel uncomfortable
- Downloading material should not be allowed
- Limit the time of the young person on the computer
- The computers used should be running up to date antivirus and antispysware software. Complete virus and spyware scans should be carried out on a regular basis

## **TRANSPORT**

### **Transporting children, young people or vulnerable adults**

Drivers should familiarise themselves with Combe Down PCC's Policy 'Driving on Behalf of Combe Down PCC'

- Only those who have completed the HTCD recruitment procedure for new staff and volunteers (including DBS) should transport children or vulnerable adults
- All drivers should have attended awareness sessions to ensure a clear understanding of the safeguarding protection policy for HTCD
- Parental consent must be obtained before transporting children and the Children's Minister or Youth Minister should be made aware of the journey
- The driver must have held a driving licence for at least two years and be over 25 years old, hold a full driving license, and be covered by a current insurance policy
- Care should be taken to ensure that, whenever possible, a driver is not alone in a vehicle with children or vulnerable adults. Where possible, two adults should be in the vehicle and journeys planned to avoid people in their care of opposite gender being in the vehicle alone. It may be necessary for a driver to be alone with children or vulnerable adults for short periods, but this should be avoided where possible or minimized by sensible planning
- If children or vulnerable adults want to talk to a driver about something and have waited until other children or vulnerable adults have been dropped off, the driver should explain that it isn't convenient to talk. Then, arrange to meet at a location where other leaders/adults are present. (Remember the children or vulnerable adults may want to talk to you about an abusive situation).
- At collection or dropping off points do not leave children or vulnerable adults on their own. Make sure that an appropriate adult collects them
- Obviously look at instances where it may be unwise for a particular driver to transport a child, or vulnerable adults, such as where they have had a disagreement that evening or where a child/young person has a crush on a driver, and arrange for someone else to do the transport

### **Additional arrangements when using minibuses**

- The Children's Minister or Youth Minister must ensure that the driver holds an approved minibus license, and comply fully with minibus regulations
- The leader must ensure that there is adequate supervision including a second responsible leader/adult to sit with the children/young people or vulnerable adults

### **Vulnerable Adults**

- All drivers must always have a mobile phone with them
- All drivers must display their authorized HTCD name badge when transporting vulnerable adults

Drivers transporting vulnerable adults should also familiarise themselves with Combe Down PCC's policy 'Additional Guidance for Transporting Those with Additional Needs'

## Home visits and offsite meetings

### Home visits

- The Children's Minister, Youth Minister or Pastoral Minister must be made aware of any arrangement to visit children or vulnerable adults at home and be fully informed of the visit and outcome. A second adult should be present during the visit and one of the adults must be of the same gender as the child/young person or vulnerable adult
- If this is not possible, and provided the Children's Minister, Youth Minister (or Pastoral Minister) approves, arrange to meet in a more public place. The group leader should be informed of anything that causes concern (this could be a case where abuse may be disclosed). Keep yourself fully accountable; don't leave areas of misunderstanding or vulnerability
- Remember that when visiting people of any age that you are going under the banner/authority of HTCD
- Be aware of the areas of risk – see sections on 'Contact with Children' Pg. 17 'Boundaries' Pg. 19 and 'Contact with Young People' Pg. 21.

### Offsite meetings and trips away

- The group leader must ensure adequate supervision is provided when taking a group away. The recommended supervisory ratio is one adult to eight children/young people but a higher ratio is required for children/young people with special needs. The person in charge must be over 21
- The group leader should have a consent form for each child/young person attending showing name, address, age, emergency contact details and any relevant health or special needs information. These forms are to be held by the person in charge for the duration of the time away
- Ensure that there is adequate and correct insurance to cover all areas of the time away
- Safety, Health and Hygiene equipment at the venue should meet relevant standards, be well maintained and in good condition. Careful attention should be paid to hygiene
- General safety checks and risk assessments should be made inside and out and recorded
- All leaders should be aware of the fire regulations and evacuation procedures for any venue that they use and communicate this to the group
- There should be a procedure for dealing with accidents in accordance with our Health and Safety Policy
- At least one person should have knowledge of and responsibility for health and safety, first aid, child protection and legal requirements
- Sleeping quarters and bathroom areas are to be strictly male or female only
- An adult of 18 years or over must not sleep in the same room as the children/young people
- The group leader should ensure the group is aware of the guidance given in the sections 'Contact with Children' Pg. 17, 'Boundaries' Pg. 19 and 'Contact with Young People' Pg. 21 and also on 'Discipline' on Pgs. 12, 16 and 20.
- All food and drink served or prepared on the premises must be in line with the requirements of HTCD Food policy.

## Health and Safety

HTCD has a Health and Safety Policy document which sets out how we manage health and safety in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. A copy is always available in the Church Office. Specific guidance appropriate to different age groups is given in the sections on Codes Practice guides in this policy.

## Food Safety

All food and drink served or prepared on HTCD the premises must be in line with the requirements of HTCD Food **policy a copy of which is always available in the Church Office.**

## Risk Assessments

Risk assessments will be carried out regularly to identify, quantify and assess possible risks to children and vulnerable adults when in the care of *HTCD Church*. Any risks identified will be recorded and then eliminated or controlled as far as is reasonably practicable.

The Children's, Youth or Seniors' Ministers, will be responsible for carrying out risk assessments and determining how the risks can be removed or controlled.

The Families, Children's, Youth or Seniors' Ministers will be responsible for:

- Recording the findings of the risk assessments and passing a copy to the appointed safety officer
- Making the necessary arrangements to remove or control the risks
- Liaising with the safety officer to implement and monitor the necessary action

## First Aid

Holy Trinity has several people with responsibility for First Aid and will also provide training, by an authorised group or person, for those people who need it. The Families, Children's, Youth and Pastoral Ministers are trained and the qualification kept updated.

In order that we can deal effectively with children/young people's health issues we will:

- Ensure that all relevant premises used by children/young people have a properly equipped First Aid kit clearly located and marked
- Provide accident books in all buildings
- Display a list of trained first aiders on the health and safety notice board
- Ascertain any medical information about children/young people to enable us to quickly assess any health problems that may arise while in our care

All accidents and hygiene related sickness will be entered in the accident book and the following information recorded:

- Date and time of incident
- Personal details of those involved
- Location of the incident
- Description of the incident

Serious accidents should be reported to the Vicar within 24 hrs.

In addition, HTCD will comply with the requirements of the Disability Discrimination Act 1995 in supporting people with medical needs to enable them to fully participate in events and activities.

When taking children/young people or vulnerable adults off site adequate first aid provision will be made.

## **Emergency Evacuation Procedures on HTCD Sites**

We have a responsibility under the Health and Safety at Work Act to have an evacuation procedure in place to ensure that people in the building can get out safely in the event of an emergency. This is particularly important where children, youth and vulnerable adults are concerned.

It is essential that in the event of an emergency everyone involved with caring for children, youth and vulnerable adults is confident that they can safely guide the group out to one of the assembly points bearing in mind that evacuation may be hampered by smoke and poor lighting.

Every leader should be familiar with the escape routes (under normal conditions there will be at least two routes). Before the start of every session make sure that the escape routes are clear and all doors are unlocked and can be opened. At the start of every session, know how many vulnerable adults are in your care. From time to time remind the vulnerable adults of the procedure and what to expect.

### On hearing the fire alarm

- Make sure all people are present
- Take the people out of the building using the nearest available exit
- Close all doors behind you
- Assemble
  - Church Rooms - in front of the Randy's Bikes
  - Combe Down Primary School - in the school car park,
  - Holy Trinity Church - in Holy Trinity Grounds
  - St Andrews - in the Community Centre Car Park
- Get help from other adults to keep vulnerable adults safe at assembly points until the all clear is given by the fire officer or the group leader

### Do Not

- Stop to collect personal belongings
- Use lifts
- Re-enter the building until the all clear is given by the fire officer or the group leader

## **Information, Communication and Training**

### **Information**

A copy of this document is always available in the main church office. The Health and Safety Law poster is displayed in the main church office.

### **Communication**

*HTCD* Church is committed to ensuring that all employees and voluntary workers are familiar with the contents of its Welfare and Safety Policy for Children, Young People and Vulnerable Adults. Meetings will be arranged to allow open discussions on safeguarding, and for staff and volunteers to express concerns and ask questions. Thereafter there will be effective communication of any reviews of this policy and opportunities for new issues or ideas to be raised and discussed.

### **Training**

Induction training is the responsibility of the Safeguarding Reps (see section on DBS procedure Pg. 10). The Children's, Youth and Pastoral Minister's must ensure that their team members have received induction and training and have access and knowledge of the policy.

# Abuse: Action when abuse is suspected or alleged

Those who work with children/young people have a responsibility to be aware and alert to signs that all is not well with a child/young person. It is important to keep an open mind and consider carefully what is causing you concern. Guidance about the forms of harm and abuse are contained in Appendices 1 and 2 to this policy.

Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse, but there may be other explanations. It is important then that the above signs are not taken as indicators that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.

## Signs of Abuse

- *Physical abuse*: unexplained injuries or those that have receive no medical attention, hidden injuries, signs of neglect
- *Emotional abuse*: regression of behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying
- *Sexual abuse*: allegations made by the child/young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbance with fears and phobias, being sexually provocative with adults
- *Neglect*: Looking uncared for
- *Other*: Unexplained reluctance to be left in the care of an individual, unexplained mood changes

## What to do when a child/young person makes an allegation of abuse

Sometimes children/young people will want to talk about important or difficult issues. It is usually very difficult for a child/young person to tell someone that they are being abused. Your main role is to listen. Recognise that caution is required when discussing sensitive issues.

## *General Points*

- Don't trivialise or exaggerate child abuse issues
- Let the child/young person know that you will listen to anything they tell you and take it seriously
- Don't promise to not tell anyone or say you'll keep it a secret – let the child/young person know that there are some things so serious that you will need to tell someone else and who that person will be
- Show acceptance of what a child/young person says, however unlikely it may seem
- Keep calm
- Look at the child/young person directly
- Never push for information or ask leading questions (a trained professional will do this in due course)
- Be honest
- Reflect back what the child/young person says
- Remember that even when a child/young person has broken a rule, he or she is not to blame for the abuse
- Be aware that the child/young person may have been threatened or bribed not to tell
- Never make false promises
- Never try to investigate things yourself
- Reassure the child/young person that they were right to tell you
- Let the child/young person know what you are going to do next and that you will let them know what happens
- Make notes as soon as possible, writing down exactly what was said and when the child/young person said it. Record the date, time and location and whether other people were present. Keep the hand-written record
- It is essential that you immediately report the child/young person's disclosure to the relevant Children's Minister or Youth Minister

- The Children's minister or Youth Minister will refer the matter immediately to the Safeguarding Reps and/or Vicar

#### *Helpful things to say*

- I believe you
- I am glad you have told me
- It's not your fault
- I will help you

#### *Things not to 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!

#### What to do if you suspect that a child/young person has been abused

- The person who first suspects abuse is responsible for ensuring that his/her concern is taken seriously
- Suspicion may vary from a vague disquiet about a possibly inappropriate behaviour to clear evidence of serious abuse, with many intermediate levels
- Information may reach you from a variety of sources:
  - A child/young person claiming that he or she has been abused
  - Another child/young person who is concerned
  - A member of the child/young person's family
  - A fellow worker of the suspect
  - Someone who believes he/she is the object of malicious or unfounded rumour
  - Your own concerns
- If you suspect abuse, it is essential that you immediately report the child/young person's disclosure to the relevant Children's Minister or Youth Minister
- The Children's Minister or Youth Minister will refer the matter immediately to the Safeguarding Reps and/or Vicar
- If your suspicions concern someone authorised to minister or lead at HTCD, inform the Youth Minister who will follow the correct procedure
- It is important to be aware of the far-reaching consequences of making a referral and naming names
- Do not interview the child/young person regarding the suspected abuse; a trained professional will conduct this
- Do not discuss the suspected abuse with other workers, parents etc. All information should be kept confidential between you, the Children's Minister or Youth Minister and the Safeguarding Reps and/or Vicar
- While no one will want to react without careful consideration, when there is clear evidence of abuse (e.g. where injuries to the child/young person are raising strong suspicions) further action must be taken

### Definitions of forms of harm and abuse towards a child

Someone may abuse or neglect a child/young person by inflicting harm, or by failing to act to prevent harm. Children/young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

#### Mistreatment

Mistreatment is defined in the Department of Health circular 'No Secrets' published 20<sup>th</sup> March 2000, as 'a violation of an individual's human and civil rights by any other person or persons'. In a church context, it could be any misuse of a pastoral or managerial relationship, from the most serious to less severe behaviour. The term covers abuse, bullying and harassment. These categories are not watertight and can merge into one another.

#### Harm and significant harm

Harm is what results from mistreatment or abuse. Harm means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

The Children Act 1989 & 2004 introduced the concept of **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Significant harm has no precise definition. It can be caused by a single traumatic event or a cluster of smaller incidents over time. Any concern about significant harm requires careful investigation and assessment.

### Forms of abuse towards a child

There are four identified categories of abuse described in 'Working Together to Safeguard Children 2010', from which the following definitions are taken.

#### Physical abuse

Physical abuse is non-accidental injury, which may involve hitting, beating, violent shaking, poisoning, human bites, strangulation, suffocation, burning, scalding, drowning or otherwise causing physical harm to a child/young person. The results may include bruises, welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child/young person whom they are looking after.

#### Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a child/young person in looking at, or in the production of, sexual images, watching sexual activities, encouraging a child/young person to behave in sexually inappropriate ways, or grooming a child in preparation for

abuse (including via the internet). It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons. Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.

Sexual abuse can result from inappropriate touching, examples are:

- Physical contact games and play fighting
- Physical activity that is, or may be construed as, sexually stimulating to the adult or child

### 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 because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

### 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. Emotional maltreatment/abuse attacks a child/young person's emotional development and sense of self-worth. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse 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. Emotional abuse may include constant criticising, belittling, insulting, manipulation and the lack of provision of love, support or guidance. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

### ***Other forms of child abuse (special topics)***

Church members should be aware that, within these categories, a wide range of abuse can occur. The Government issues guidance documents or advice for several of these special topics. Among those which have been the subject of attention are:

#### Stranger abuse

Most abuse is carried out by people known to the child, but abuse can also be carried out by strangers.

#### Internet-related abuse

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent. The downloading, keeping or distributing of indecent images of children are all offences.

For detailed advice about protecting children from internet abuse, consult the Child Exploitation and On-line Protection Centre (CEOP), which also produces guidance suitable for children.

### Bullying (abuse by other children)

There is no clear boundary between bullying and abuse, and some sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority Children's Social Care service.

### Children affected by gang activity

Such children may be at risk of violent crime and are therefore considered vulnerable. Risks include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous drugs, sexual violence and substance misuse.

### Fabricated or induced illness

Parents and carers can induce or pretend to observe symptoms in a child which lead to unnecessary investigations or treatment.

### Abuse of disabled children

Research has shown that disabled children are more likely than able-bodied children to be subjected to abuse. Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

### Deliberate self-harm (e.g. overdoses, cutting, misuse of drugs or alcohol).

Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority children's social care. Help can also

be obtained from child and adolescent mental health services (CAMHS), through the general practitioner (GP) and, sometimes, from direct access counselling services.

### Domestic violence or abuse

The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room.

### Parents who are themselves vulnerable adults

It is not uncommon for the parents of children who are abused or neglected to be themselves vulnerable adults. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination. Where someone with such a difficulty is known to be a parent with a child living with them, a referral to the local authority children's social care service may be required.

#### Allegations of possession by evil spirits

It is sometimes suggested that a child is possessed by evil spirits and that this may account for behavioural issues in the child or be considered to justify harsh treatment by the parents or carers. Parents may seek the assistance of clergy or other church members. Parish priests and others should consult the Bishop and should note that most parish insurance policies do not cover deliverance ministry.

#### Female genital mutilation

This is an offence and any suggestion that it is being sought or has been carried out should be referred to the local authority Children's Social Care or the Police.

#### Child trafficking

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may speak little English. The police or local authority Children's Social Care service should be contacted immediately if a church member comes across such a child.

#### Sexual exploitation and involvement in prostitution

Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

#### Forced marriage and honour-based violence

Disclosures of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. Local authority Children's Social Care or the Police should be contacted.

#### Complex (organized or multiple) abuse

Organised or multiple abuse involves one or more abusers or a number of related or non-related abused children/young people. The abusers concerned may be acting in concert to abuse children/young people, acting in isolation, or may be using an institutional framework or position of authority to abuse children/young people. Organised abuse may occur both as part of a network of abuse across a family or community, and within institutions such as schools and residential homes. (A child/young person may suffer more than one category of abuse). The internet may also be used.

#### Spiritual abuse

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm.

These incidents should be referred for investigation in co-operation with the appropriate statutory agencies.

Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith. If anyone in the Church is uncertain whether or not abuse has taken place, he or she can contact the Diocesan Safeguarding Adviser or the local authority Children's Social Care team.

### Children in need

A child is a child in need if:

- He or she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him or her of services by a local authority
- His or her health or development is likely to be significantly impaired, or further impaired, without the provision for him or her of such services
- He or she is disabled

The critical factors to consider in deciding whether a child is in need, under the Children Act 2004, are:

- What will happen to a child's health or development without services being provided
- The likely effect of services on the child's standard of health and development

### Definitions of forms of harm and abuse towards an adult

What is mistreatment, abuse or harm?

- Unexplained fear
- Denial of a situation
- The person becoming extremely withdrawn and non-communicative or non-responsive
- The person telling you they are being verbally or emotionally abused

#### Physical abuse

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, drowning. It could include racially or religiously motivated attacks. A requirement for someone to work in an unsafe environment can be construed as physical abuse.

Possible indicators of physical abuse:

- Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures
- Untreated injuries at various stages of healing or not properly treated.
- Poor skin condition or poor skin hygiene.
- Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding.
- Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained.
- Inappropriate use of medication, overdosing or under dosing
- The adult telling you they have been hit, slapped or mistreated

#### Emotional or psychological abuse

The use of threats or fear, the power of the carer's or other adult's position to negate the vulnerable person's independent wishes. Such behaviour can create very real emotional or psychological stress.

Bullying, sexual and racial harassment would also come into this category. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurizing, coercion, fear, ignoring the person.

Possible indicators of emotional/psychological abuse:

- Feelings of helplessness
- Hesitation in talking openly
- Implausible stories
- Confusion or disorientation
- Anger without an apparent cause
- Sudden changes in behaviour
- The person becoming emotionally upset or agitated
- Unusual behaviour (sucking, biting or rocking)

Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person's efforts.

### Harassment

Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive,

the suggestion that sexual favours might further promotion prospects.

### Financial or legal abuse

The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or withholding money, the exploitation of a person's resources or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

Possible indicators of financial abuse:

- Signatures on cheques etc. that do not resemble the adult's signature or which are signed when the adult cannot write
- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money
- The inclusion of additional names on an adult's bank account
- Abrupt changes to or creation of wills
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions.
- The unexplained sudden transfer of assets to a family member or someone outside the family.
- Numerous unpaid bills, overdue rent, when someone is supposed to be paying the bills for the vulnerable person
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery
- Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control

### Neglect

Neglectful behaviour is any pattern of activity by another person which seriously impairs an individual. Neglect can include: failure to intervene in situations where there is danger to a vulnerable person or to others; particularly when a person lacks the mental capacity to assess risk; not giving personal care; deliberately withholding visual or hearing aids; withholding food, drink, light and clothing, restricting access to medical services; denying social, religious or cultural contacts, denying contact with family; lack of appropriate supervision.

Possible indicators of neglect:

- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment
- Rashes, sores, lice on the vulnerable person
- Inadequate clothing
- Untreated medical condition
- Poor personal hygiene
- Over or under medication
- Lack of assistance with eating or drinking Unsanitary and unclean conditions

### Sexual abuse

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust.

Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts. Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure.

Possible indicators of sexual abuse:

- Bruises around the breasts or genital areas
- Unexplained venereal disease or genital infections
- Unexplained vaginal or anal bleeding
- Torn, stained or bloody underclothing
- The vulnerable person telling you they have been sexually assaulted or raped

Other indications that abuse may be occurring:

- The vulnerable person may not be allowed to speak for themselves, or see others, without the care giver (suspected abuser) being present
- Attitudes of indifference or anger towards the vulnerable person
- Family member or caregiver blames the vulnerable person (e.g. accusation that incontinence is a deliberate act)
- Aggressive behaviour (threats, insults, harassment) by the caregiver towards the vulnerable person Previous history of abuse of others on the part of the caregiver
- Inappropriate display of affection by the caregiver
- Flirtations, coyness, etc., which might be possible indicators of an inappropriate sexual relationship
- Social isolation of the family or restriction of activity of the vulnerable person by the caregiver
- Conflicting accounts of incidents by the family, supporters or the vulnerable Person
- Inappropriate or unwarranted defensiveness by the caregiver.
- Indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity)
- Obvious absence of assistance or attendance

### Spiritual aspects of abuse

Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas on to people, particularly those who may be vulnerable to such practices. Within faith

communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional or sexual harm.

If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way. Other forms of spiritual abuse include the denial to vulnerable people of the rite to faith or the opportunity to grow in the knowledge and love of God.

### Flow Chart 1 Action if you have a concern about safeguarding in HTCD

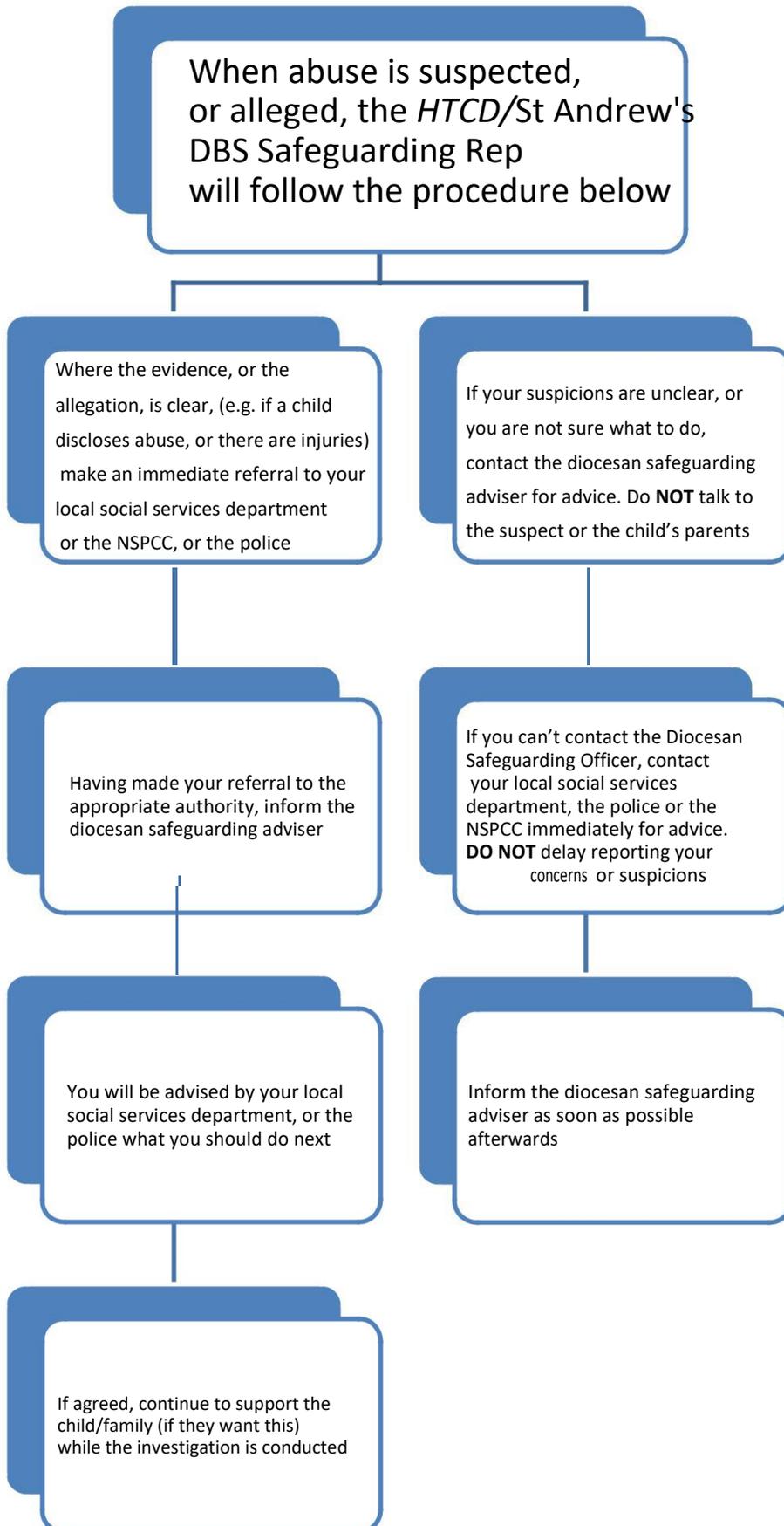


## Flow Chart 2

### Action if you have a concern about Vulnerable Adult safeguarding at HTCD

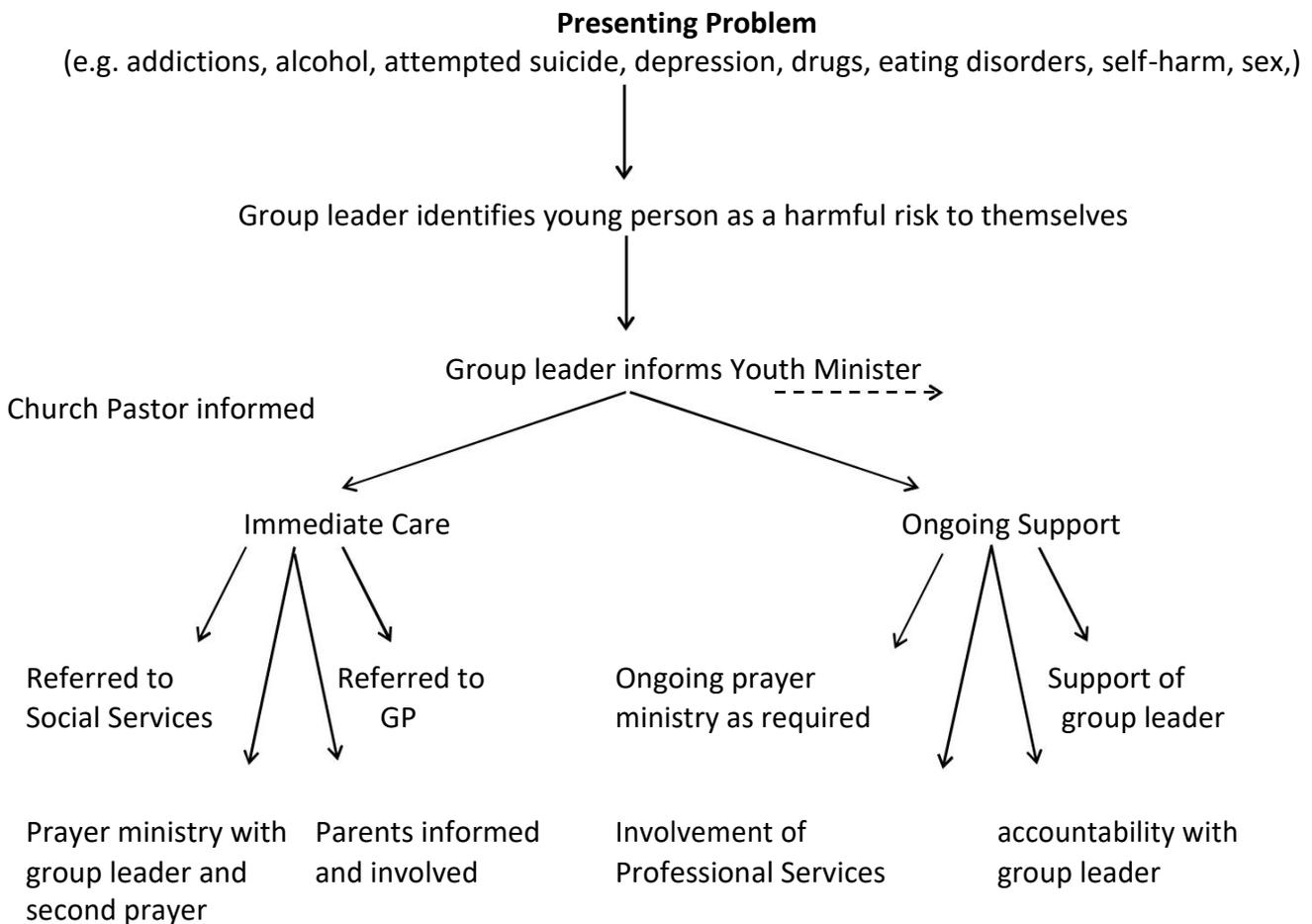


### Flow Chart 3 Action if abuse is suspected or alleged



## Flow Chart 4

### Extreme case scenarios (excluding abuse) concerning children or youth



#### Notes

We need to understand when a young person is a risk to themselves. There is a difference between missing a few meals and having an eating disorder. We don't want to over react to issues that a young person is dealing with as part and parcel of growing up. However, when a young person's lifestyle appears to change or their health is affected by their behaviour, then we must take action.

If a leader is ever concerned that someone is at risk, their best course of action is to talk to the Youth Minister.

It is important to state confidentiality, not secrecy. (See Confidentiality Statement, Section). Each case needs to be considered individually, within the framework of the above guidelines. Options for immediate care and ongoing support are selected on an individual basis.

Whenever possible the young person should be encouraged to voluntarily involve appropriate people (parents, GP etc.). If after being given appropriate time and counsel the young person still refuses to do this the Youth Minister will assess the risk and assess the course of action most suitable. The individual's best interests, a duty of care, and any legal implications/obligations will be taken into account. The immediate response and ongoing support will be considered. Prayer ministry will ideally happen with the young person's group leader.

### Further information

Sources used for the Bath and Wells Diocese policy from which the HTCD policy is drawn were as follows:

- United Nations Convention on the Rights of the Child
- Rehabilitation of Offender's Act 1974
- The Children's Act 1989 and 2004
- Data Protection Act 1998
- Working together to safeguard children 2000
- Department of Health circular 'No Secrets' 2000
- Church of England 'Promoting a Safe Church' 2006
- Diocese of Bath and Wells 'Safeguarding Children Policy' 2008
- Church of England 'Safeguarding guidance for Safer Recruitment' 2010
- Church of England 'Protecting all God's Children' 2010
- Protection of Freedoms Act 2012

## Appendix 4

### Useful Telephone Numbers

Useful numbers from the Bath and Wells Diocesan policy:

- Diocesan Safeguarding Adviser 01749 685135
- Assistant Diocesan Safeguarding Adviser 01749 685103
- Somerset Children's Social Care 0845 345 9122
- North Somerset Children's Social Care 01275 888266
- BANES Children's Social Care 01225 396312
- Somerset Adult Team 0845 345 9133
- North Somerset Care Connect 01275 888801
- NSPCC 0808 800 5000
- ChildLine 0800 1111
- Avon and Somerset Constabulary 0845 456 7000
- Diocesan Main Switchboard 01749 670777
- Adult Care Bath and North East Somerset 01225 96000