



Registered Charity No. 1160372

SAFEGUARDING POLICY

30/04/2019

This Policy was reviewed November 2019 and Appendix 9 inserted

This policy is based on a model safeguarding policy supplied by the Churches' Child Protection Advisory Service. This policy must not be copied by other churches/organisations without the written agreement of CCPAS.

JUBILEE CHURCH

SAFEGUARDING POLICY

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Areas of Policy

The Leadership recognise that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the Leadership have adopted the policy contained in this document, (hereafter “the policy”). The policy and procedures have been divided into five sections covering all 10 CCPAS safeguarding standards. The policy also sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church
- Appointing children’s/youth workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders

The Leadership recognise the need to build constructive links with the child care agencies. Accordingly, this policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS)

The content of the policy has formed the basis of a training workshop for all children’s/youth workers in the church. The Leadership are committed to an on-going training programme for all such workers.

Section 1

Church Details

Name of the Organisation: Jubilee Church London (hereafter, "The Church")

Church Offices: Jubilee Central, 2 Lumina Way, Enfield. EN1 1FS

Charity Number: 1160372

Location: Weekly Meetings at

1. Cineworld Cinema, Southbury Leisure Park; 208 Southbury Rd Enfield, EN1 1YQ (Jubilee Enfield)
2. Vue Cinema, Hollywood Green. 180 High Street Wood Green; N22 6EU (Jubilee Woodgreen)
3. 14 Granville Road Ilford, IG1 4UY (Jubilee Ilford)

Insurance Company – Church Connect Policy with Ansvar Insurance

We belong to a family of churches who work together under the banner of New Frontiers. We are also a member of the Evangelical Alliance.

Our Commitment

The church has a growing children's and young people's ministry. The Church Elders and Trustees (hereafter, "the Leadership") takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

The church also provides a companionship service that aims to provide a one to one friendship to older people in the local community who may be or are at risk of suffering from loneliness

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above
- Listen to, relate effectively and value children and young people whilst ensuring their protection within church activities.

- Encourage and support parents/carers
- Ensure that the Safeguarding Coordinator(s) and all children's / youth workers are given support and on-going safeguarding training and will regularly review the operational guidelines set out in this document
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults
- Have a system for dealing with concerns about possible abuse
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusion

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of Abuse

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999) are as follows:

Abuse and Neglect

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

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy*.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

*Munchausen's Syndrome by proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may take signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children."

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis which will be provided in-house

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Recognising Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

INDICATORS OF POSSIBLE SEXUAL ABUSE

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

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

What To Do If You Suspect That Abuse May Have Occurred

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as set out below:

1 You must report concerns as soon as possible to **Ngozi Omisakin (hereafter the "Safeguarding Co-ordinator") on 07960 091901** who is nominated by the Leadership to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. She may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.

2 In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way implicate the Safeguarding Co-ordinator, then the report should be made to **Vicky Emsley (hereafter the "Deputy") on 07952 190957**. If the suspicions in any way implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the **Churches' Child Protection Advisory Service** (hereafter "CCPAS"), PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact the local safeguarding children board (numbers are listed on Appendix 2) or the police

3 Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above. The local Children's Social Services office telephone number (office hours), out of hours emergency number and the local Adult Social Services office telephone number (office hours) and out of hours emergency number and the Police Protection Team telephone number are listed on Appendix 2

4 If the concern occurs off-site (eg. Newday, Zimbabwe), this should be reported in the first instance to the designated Child Protection Officer for the event.

5 The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere or another denominational officer e.g. Diocesan Safeguarding Adviser or similar).

6 Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

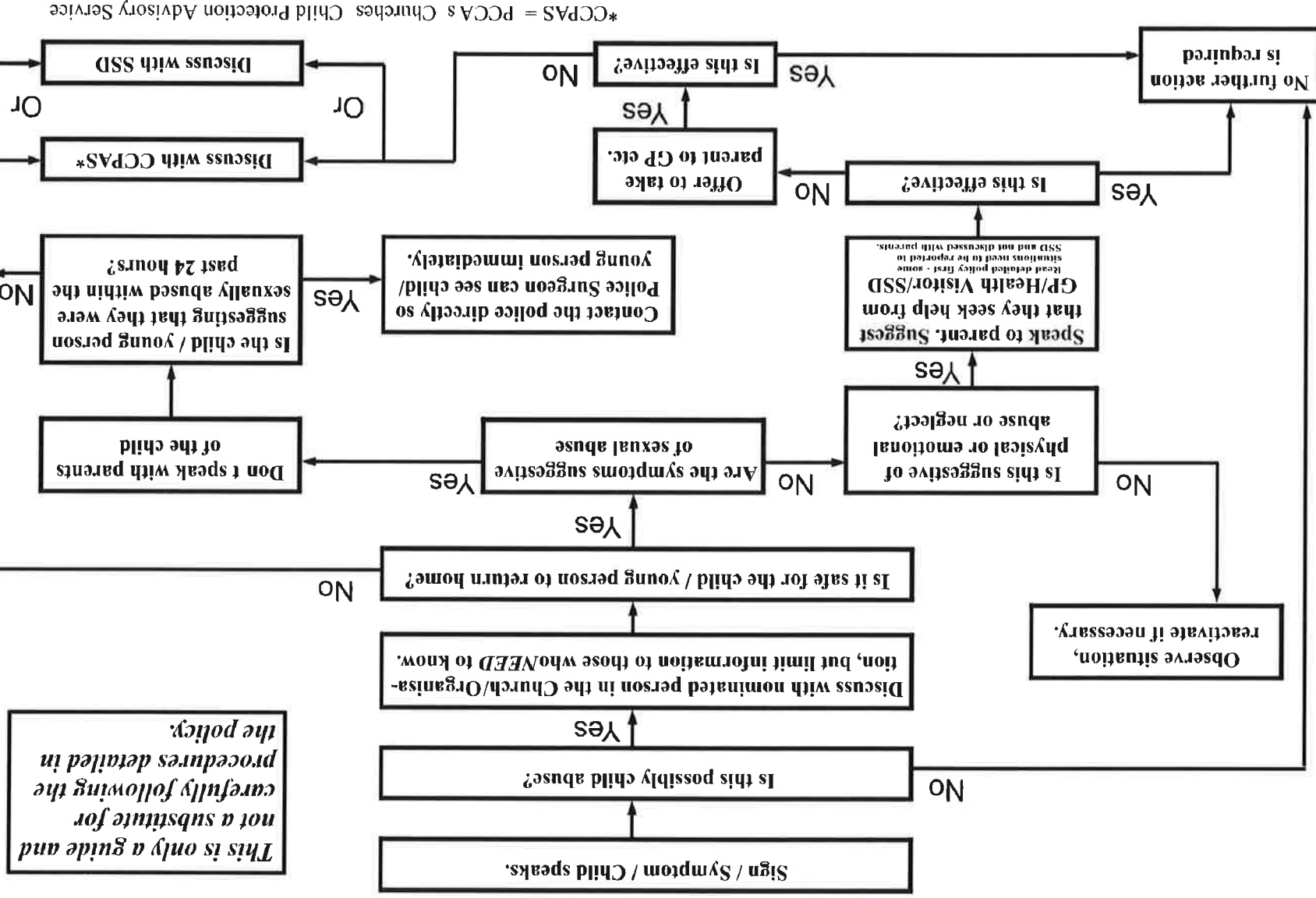
7 It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use this procedure. If, however, you feel that the Safeguarding Co-ordinator / Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that the Leadership demonstrate the commitment of the church to effective child protection.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate

NB

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

What To Do When You Suspect Child Abuse



Detailed procedures where there is a concern about a child:

Allegations Of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury or symptom of neglect or where there are concerns about emotional abuse, the Co-ordinator will:

- 1 Contact the Children's Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety or if the child is afraid to return home.
- 2 Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- 3 Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- 4 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary
- 5 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 6 Where the parent/carer is unwilling to seek help, if appropriate, the Safeguarding Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- 7 Where the Co-ordinator is unsure whether or not to refer a case to the Children's Social Services board, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

Allegations Of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:

- 1 Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent/carer (or anyone else).
- 2 If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3 Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to the local safeguarding children's board.
- 4 The Leadership will support the Co-ordinator or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspensions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

In addition to this, we will liaise with a designated officer whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. If a designated officer is not involved, we will contact the DBS if the situation is that the nature of concern leads us to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 3

Prevention

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

1 This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview

- Written references have been obtained, and followed up where appropriate
 - A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
 - Qualifications where relevant have been verified
 - A suitable training programme is provided for the successful applicant
 - The applicant has completed a probationary period
 - The applicant has been given induction on safeguarding practices and a copy (which could be electronic) of the organisation's safeguarding policy and knows how to report concerns. All workers will be required to sign an agreement to confirm receipt of safe guarding training and policy
- 2 The criteria for NOT appointing children's workers are:
- forms which are not completed satisfactorily,
 - unsatisfactory reports from referees,
 - previous offences against children or
 - the leadership not being satisfied with the applicants behaviour during the probationary period.
 - The candidate not showing full commitment to the values of the church
- 3 Children's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline. See "Guidelines for Discipline" – Appendix 5.
- 4 All Children's workers will receive update safeguarding training which can be in-house every 3 years. The Safeguarding Coordinator and Deputy Safeguarding Coordinator will receive relevant update training by an independent provider every 2 years.

Management of Workers – Codes of Conduct

The Leadership are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

Section 4

Pastoral Care

Supporting those affected by abuse

The Leadership are committed to offering pastoral care, working with statutory agencies as appropriate, and providing support to all those who have been affected by abuse who have contact with or are part of the church and encouraging them in their faith.

Working with offenders

Where someone attending the church is known to have abused children, or is known to be a risk to vulnerable adults then whilst extending friendship to the individual and offering pastoral care, the Leadership in its safeguarding commitment to the protection of all children and

vulnerable adults will meet with the individual and discuss boundaries that the person will be expected to keep

SECTION 5

Practice Guidelines

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Signed by: _____



Date: _____

29/11/2019

APPENDIX 1

Leadership Safeguarding Statement

The Elders and Trustees of **JUBILEE CHURCH LONDON** (hereafter referred to as Leadership) recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on: **30th April 2019**

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

Specifically:

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

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people

- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

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

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

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this church.

Tope Koleoso  Chair of Trustees

Ngozi Omisakin  Safeguarding Coordinator

Vicky Emsley Deputy Safeguarding Coordinator

APPENDIX 2

USEFUL CONTACTS FOR REPORTING SUSPICIONS OF ABUSE

It is the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use the procedures laid out on page 7 of this document. If, however, you feel that the Safeguarding Co-ordinator / Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct.

Churches Child Protection Advisory Service (CCPAS) – All sites

P O Box 133
Swanley, Kent,
BR8 7UQ

Telephone: 0845 120 4550

ENFIELD

The Enfield Safeguarding Children's Board

020 8379 2507; (9.00am and 5.00pm Monday - Thursday; 9 – 4.45pm Fridays).

020 8379 1000 and select option 2 (at other times and on public holidays)

Email address: local.safeguarding.children.board@enfield.gov.uk or alternatively use childreninneedservice@enfield.gov.uk

Enfield Adult Social Care

020 8379 5212 OR 020 8379 1000 (Emergency and out of hours)

ILFORD

Redbridge Child Social Services:

020 8708 3885 from 9 am to 5 pm

0208 708 5897 after 5 pm.

Redbridge Adult Social Services:

020 8708 7333 (Mon - Fri 9 am to 5 pm); 020 8554 5000 (Mon to Fri 8.30am -6.00pm).

WOODGREEN

Haringey Safeguarding Adults Referral and Advice Line

020 8489 1400 (office hours) ; 020 8489 0000 (out of hours)

Haringey Community Safety Unit (24 hours) 020 8345 1939

Police - Criminal Investigation Department 020 8345 0832 (evenings and weekends)

Haringey Child Social Services

020 8489 4592 / 5652 / 5762 / 4582 (Mon- Thurs 8.45am to 5pm; Fri 8.45am -4.45pm)

020 8489 0000 Out of Office hours (including weekends)

APPENDIX 3

How To Respond To A Child Wanting To Talk About Abuse

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

HELPFUL THINGS YOU MAY SAY OR SHOW

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to local safeguarding children's board/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.

APPENDIX 4

What To Do Once A Child Has Talked To You About Abuse:

The Procedure

- 1 Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently.
- 2 Report your discussion as soon as possible to the Safeguarding Co-ordinator. If the latter is implicated report to the Deputy Co-ordinator. If both are implicated, report to CCPAS or to local safeguarding children's board if preferred.
- 3 You should not discuss your suspicions or allegations with anyone other than those nominated in the above point. Do not discuss with anyone on social media (both within and outside of the church).
- 4 Once a child has talked about abuse the worker/co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact local safeguarding children's board and/or police to discuss putting into effect safety measures for the child so that they do not return home.

APPENDIX 5

GUIDELINES FOR DISCIPLINE

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

Ask God for wisdom, discernment and understanding and pray for and with the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

NEVER smack or hit a child and don't shout – change voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.

Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child that you will speak to their parents and do so if necessary. Warn them, call the parent out as a last resort (this needs to be done by the Session leader only).

If a child's behaviour is constantly disruptive, seek advice and guidance from another leader / session leader. (See church policy on Child Protection)

Pray before you meet and talk over the session before you leave.

APPENDIX 6

Arrangements For Supervision Of Group /Children's Activities

Jubilee Tots are aged 1-2. Children take part in playing with toys deemed safe for their age group, they are also given a drink and a biscuit as agreed with the parents.

At no time will a Tots worker change a nappy, if this is required the parent will be called from the meeting. Due to the nature of this age group the Tots workers are required to aid children in going to the toilet. If a child is unhappy and the Tots workers cannot satisfactorily console the child then the parent is called from the meeting.

Jubilee stars are aged 3-4. They have a bible story, simple craft and aged related games and toys. They also have a drink and biscuit as agreed with the parents.

Jubilee Champions aged 4-11 (Reception to year 6)
The children take part in worship, teaching, prayer and age appropriate games.

Although there are no specified adult / child ratios for each group session, we will however aim to ensure that a safe level of adult / child ratio is maintained at all times taking into consideration the age group, the activity and specific needs of attending children. There is however a required minimum level of 3 servers per group /session (of which only 1 can be aged 16 and under) to enable safe toilet runs.

Should there be a need for additional servers e.g. due to unexpected high attendance numbers or attendance of a child with required one-to-one need, the session leader will send a message to the Kids Ministry Leader / Safeguarding Coordinator to send more servers.

No person aged 16 or under (young server) should be left to supervise a group of children on their own. Although we occasionally have helpers below this age they are not responsible for the group.

We hold a policy of never having a child alone with an adult if this is necessary for discipline or confidentiality we aim to be in an open space where the child does not feel endangered in any way

Great care is taken to keep the children safe however should an accident happen the first aid policy is followed.

We hold a register for each group which records their name, date of birth, medical records including allergies and information on attendance record.

We keep an incident and accident book for workers to record unusual events with each leader recording what they witnessed. This can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they have a problem with that person.

The log book can also be used to record incidents such as fights and what action was taken.

The session leader of each age group should be aware of those qualified with First Aid certificates within the church, a list will be provided in each room.

Should an accident occur then the worker should complete the accident book and ensure that the information is passed on to the Group coordinator for that age group (Tots, Stars, or Champions)

In the event of a fire the leader should follow the procedures listed for each room.

APPENDIX 7

Guidelines on Physical Contact (Touch)

We aim to follow these guidelines on physical contact (touch) for those who work with children.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the child's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood or anything which could be misconstrued. Concerns about abuse should always be reported.

Appendix 8

Guidelines on Photographic Images and Videos

All our group sessions are video recorded (where possible) for safeguarding and H & S purposes.

All servers will as far as is practicable have their phones out of sight while supervising children unless it is needed for the session.

During registration, parents will be asked for consent for photography and video. All non-consenting children will be identified and strategically positioned to ensure that no images will be captured during photography or filming.

Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.

Children's full names will not be used on the website in association with their photographs.

Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed.

If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.

Use of images will reflect diversity of age, ethnicity and gender of the activity.

Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

For detailed guidance on social media and on-line safety, please see our Online Safety Policy

OTHER ACTIVITIES OUTSIDE OF MAIN SUNDAY SERVICES

Other activities run by the church that occur outside of the main activities but are also governed by this policy include

- **Newday**
All volunteers must be DBS checked. The trip coordinator is responsible for ensuring that all volunteers receive DBS clearance prior to start of the trip.

Any safeguarding incidents or disclosures made while physically present at the venue of the event comes under the jurisdiction of Newday Safeguarding team and must be reported to the event Safeguarding Officer

Incidents or disclosures made outside of the event venue e.g. while in transit to / from event must be reported the Jubilee Church Safeguarding Officer as soon as it is practicable to do so, however incidents / disclosures that occur in transit to the venue can be reported to the event Safeguarding Officer if the receiving adult / witness feels that a child / children might be at imminent risk

- **Football and Basketball Ministry**
All volunteers must be DBS checked. The Lead coordinator is responsible for ensuring that all new volunteers receive DBS clearance prior to start of service.

Any safeguarding incident or disclosures that occur at any event must be reported to the Jubilee Safeguarding Officer as soon as possible.

- **Young Families**
Any safeguarding incident or disclosures that occur at any event must be reported to the Jubilee Safeguarding Officer as soon as possible.

It is our view that there is no need for DBS checks as all participating children are accompanied by and are the responsibilities of their parent(s)

- **Befriends**
All volunteers must be DBS checked. The Lead coordinator is responsible for ensuring that all new volunteers receive DBS clearance prior to start of service

Any safeguarding incidents / disclosure made to a representative of Jubilee Church in their capacity as a volunteer must be reported to the host Safeguarding Officer. All volunteers will abide by the safeguarding policy of the home.

- **School Mentoring Programme**
All volunteers will abide by the safeguarding policy of the school. Any safeguarding incidents / disclosure must be reported to the school's Safeguarding Officer before leaving the school at the end of the visit.

- Debt Advice
- ESOL
- Tech School

