

**Keeping
children,
young
people and
vulnerable
adults safe.**



you are my
WRITE

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About Jubilee

About Jubilee Church Farnham

Church office:
Weydon Christian Centre
Upper Way
Farnham
Surrey
GU9 8RL

Meeting on Sundays at:
Weydon School, Farnham
Forest Community Centre, Bordon

Tel: 01252 820203
Email: office@jubilee.church
Web address: www.jubilee.church

In association with the 'Commission' sphere of Newfrontiers and a member of the Evangelical Alliance.

Charity registered in England and Wales - charity number 1136492.

Company number 7208937

Public Liability Insurance with Congregational and General Insurance plc.

The Leadership Team (hereafter referred to as 'Leadership'), who work together in the management and execution of this policy includes the Elders, Trustees, Safeguarding Co-ordinator (Sara York) and Deputy Safeguarding Co-ordinator (Sean Gubb).

Jubilee Church is made up of a group of people who seek to enjoy loving God, loving others and loving life.

We recognise that children, young people and vulnerable adults are an integral part of today's church. They have as much to give as to receive. The Church aims to provide a safe and secure environment within which children, young people and vulnerable adults will be treated with respect and dignity, as we nurture them in developing the right relationship with God.

In addition, as a church we seek to reach out into the community with the love of Christ to families, children and young people.

Our ministries include:

- Sunday children's groups - primarily for children within the church,
- The Den -for any primary school aged children in the community,
- Youth groups for church and other youngsters (term time),
-

More information about these ministries can be found on our website:
www.jubilee.church

Our commitment

As a leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. As a leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and best practice guidelines (section 5) are based on the 10 Safe and Secure safeguarding standards published by Thirtyone:eight (formerly CCPAS) and independent christian charity offering a complete safeguarding solution for churches

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures,
- provide on-going safeguarding training for all its workers, and will regularly review the operational guidelines,
- ensure that the premises meet the requirements of the Disability Discrimination Acts 1995 & 2005 and all other relevant legislation, and that it is welcoming and inclusive,
- support the Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator in their work, and in any action they may need to take in order to protect children and vulnerable adults,
- where possible, file a copy of this policy and practice guidelines, and any amendments subsequently published, with thirtyone:eight, the Surrey Social Services Children's Team, the Surrey Social Services Adults' Team, the Hampshire Social Services Children's Service and the Hampshire Social Services Adults' Service.

The leadership agrees not to allow the document to be copied by other organisations.

(The Surrey Social Services Adults team do not retain policies, so it was not possible to file a copy with them.)

Recognising
and
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Understanding Abuse and Neglect

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

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. 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.

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

Statutory Definitions of Abuse – Children

Abuse and neglect are forms of maltreatment of a child. 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. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Involves forcing or enticing a child or young person 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 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 children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Statutory Definitions of Abuse – Vulnerable Adults

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2015):

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

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

Physical Abuse

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

Sexual Abuse

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

Psychological or Emotional Abuse

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

Financial or Material Abuse

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

Neglect or Act of Omission

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

Discriminatory Abuse

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

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Institutional Abuse

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

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Further Definitions of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome By Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2008).

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'Any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.' This can encompass, but is not limited to, the following types of abuse; psychological, physical, sexual, financial or emotional.

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

The definition of domestic violence in Working Together 2015 states:

Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence.

Home Office (2009) *What is Domestic Violence?* London: Home Office defines domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Nearly a quarter of adults in England are victims of

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domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover.

Complex (Organised or Multiple) Abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. 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.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. (Working Together 2015 Sections: 6.7 – 6.16)

Child Prostitution

Working Together to Safeguard Children' (2010) Section 6.2 stated:

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment. See also 'Safeguarding Children Involved in Prostitution (2000).

In Working Together to Safeguard Children (2010) it states:

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- paying for the sexual services of a child;
- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

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Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

Injuries not consistent with the explanation given for them
Injuries that occur in places not normally exposed to falls, rough games, etc
Injuries that have not received medical attention
Reluctance to change for, or participate in, games or swimming
Repeated urinary infections or unexplained tummy pains
Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
Cuts/scratches/substance abuse*

Sexual

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

Emotional

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

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses,
Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

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Signs of Possible Abuse (vulnerable adults)

Physical

A history of unexplained falls, fractures, bruises, burns, minor injuries
Signs of under or over use of medication and/or medical problems
unattended

Sexual

Pregnancy in a woman who is unable to consent to sexual intercourse
Unexplained change in behaviour or sexually implicit/explicit behaviour
Torn, stained or bloody underwear and/or unusual difficulty in walking or
sitting
Infections or sexually transmitted diseases
Full or partial disclosure or hints of sexual abuse
Self-harming

Psychological

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
Intimidated or subdued in the presence of the carer
Fearful, flinching or frightened of making choices or expressing wishes
Unexplained paranoia

Financial or Material

Disparity between assets and living conditions
Unexplained withdrawals from accounts or disappearance of financial
documents
Sudden inability to pay bills
Carers or professionals fail to account for expenses incurred on a person's
behalf
Recent changes of deeds or title to property

Neglect or Omission

Malnutrition, weight loss and /or persistent hunger
Poor physical condition, poor hygiene, varicose ulcers, pressure sores
Being left in wet clothing or bedding and/or clothing in a poor condition
Failure to access appropriate health, educational services or social care
No callers or visitors

Discriminatory

Inappropriate remarks, comments or lack of respect
Poor quality or avoidance of care

Institutional

Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
Inadequate medical care and misuse of medication
Inappropriate use of restraint
Sensory deprivation e.g. denial of use of spectacles or hearing aids
Missing documents and/or absence of individual care plans
Public discussion of private matter
Lack of opportunity for social, educational or recreational activity

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How to Respond to a Child Wishing to Disclose Abuse – Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- Never push for information. If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Be aware that the child/vulnerable adult may have been threatened or bribed not to tell.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?

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- I am shocked, don't tell anyone else

Concluding

- Again, reassure the child/vulnerable adult that they were right to tell you and show acceptance
- Let the child/vulnerable adult 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)
- As soon as possible, contact the Safeguarding Co-ordinator, or contact an agency such as thirtyoneeight.org for advice, or go directly to Social Services/Police/NSPCC
- Do not discuss what you have heard with anyone else
- 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 (e.g. 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.
- After you have informed the appropriate person, you no longer have direct responsibility for dealing with the situation. The Safeguarding Coordinator, Social Services and/or police may want to interview you during an investigation.
- It can be distressing to hear of abuse for perhaps the first time and you may need support and reassurance yourself. The Safeguarding Co-ordinator will make sure that this is offered to you by the right person. You should not share your information with anyone else. Confidentiality should be respected for the sake of the child/vulnerable adult and the family.
- Your care and prayers will be invaluable to the child/vulnerable adult and the family in what may prove to be a difficult and disruptive time for everyone.

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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 workers receive induction training and undertake safeguarding training on a regular basis. Within their first year of appointment, key leaders (those who oversee children's ministries) will undertake the Thirtyone:eight 'Facing the Unthinkable' training course, either online or by attending a day's course. Other workers undertake yearly 'best practice' training. Written and verbal refresher information will be disseminated by the Safeguarding Coordinator as considered necessary, through handouts, use of the CCPAS regular email Updates, group meetings and conversations with individual workers. The ChurchSuite Connect Registering system uses a coloured bar to help ensure that adult-to-child ratios are adhered to. A copy of the 'Guidelines for Those Who Work With Children on Behalf of Jubilee Church' is issued when a new volunteer joins a team.

The leadership endeavours to ensure that all church members and the general public are aware of the importance the church places on safeguarding. It does this by keeping this policy visible on the Welcome Desk, by displaying posters from Thirtyone:eight, taking part in the annual Safeguarding Sunday, by having a safeguarding section on the church website, by including a section on safeguarding in the church's membership course, and by making mention of safeguarding procedures from time to time.

The leadership will also ensure that children and vulnerable adults 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 and Responding Appropriately to an Allegation or Suspicion of Abuse

Responding to Allegations of Abuse

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

- The person in receipt of the allegations or suspicions of abuse should report concerns as soon as possible to Sara York (hereafter the 'Safeguarding Coordinator') tel. no. 07712 445823 who is nominated by the leadership team to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter to the statutory authorities.
- In the absence of the Safeguarding Coordinator, or if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to Sean Gubb (hereafter the 'Deputy') tel. no. 07710 627866. If the suspicions in any way implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to the Thirtyone:eight, tel. no. 0845 120 4550. Alternatively, contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Coordinator 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.

Telephone numbers are as follows:

For matters concerning Surrey residents

Thirtyone:eight	0300 003 1111
Social Services Children's Team	0300 470 9100
Social Services Adults' Team	0300 200 1005
Police	101 and follow the options. Ask for the Police Child Protection Team or the Vulnerable adults team
The out of hours Emergency Duty Team (EDT) number is	01483 517898

For matters concerning Hampshire residents

Thirtyone:eight	0300 003 1111
Children's Social Services	0300 555 1384
Adult Social Services	0300 555 1373
Police	101 and follow the options. Ask for the Police Child Protection Team or the Vulnerable adults team
Out of hours numbers for Children and adults	0300 555 1373

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- Where required (i.e. if there is a concern or allegation of child abuse involving the church – personnel or premises) the Safeguarding Coordinator should then immediately inform the insurance company.
- 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 kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the Safeguarding Coordinator/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.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of Jubilee Church will use this procedure. If, however, the individual with the concerns feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where there has been disagreement with the Safeguarding Coordinators as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of those who are vulnerable.

The role of the Safeguarding Coordinator/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.

In summary

DO NOT DELAY

DO NOT ACT ALONE

DO NOT START TO INVESTIGATE

DO NOT CONTACT THE ALLEGED ABUSERS

DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE NOMINATED ABOVE

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Detailed procedures where there is concern about a child:

Allegations of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services for direct advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

Suspensions or Allegations of Physical or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

Recognising
and
Responding
Appropriately
to an
Allegation or
Suspicion of
Abuse

Allegations of Abuse Against a Person Who Works With Children

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

She will also notify the Disclosure and Barring Service (DBS) of any relevant information, so that those who pose a risk to vulnerable groups can be identified and barred.

'Serious incidents' (as defined on the Charity Commission website: http://www.charity-commission.gov.uk/Our_regulatory_activity/Reporting_issues/rsinotes.aspx) will be reported to the Charity Commission. See Appendix 6.

Prevention

Safe Recruitment

The Leadership will ensure all workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- there is a written job description/person specification for the post,
- those applying have completed an application form and a self declaration form (see page 21),
- those short listed have been interviewed,
- safeguarding has been discussed at interview,
- written references have been obtained and followed up where appropriate,
- a criminal records disclosure has been completed (we will comply with the 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 a copy of Jubilee Church Safeguarding Policy and knows how to report concerns.

Jubilee Church runs or is involved with a number of activities for children and young people. The way in which workers are recruited varies, depending on the level of church involvement, the exact procedures being outlined below. All who work in regulated activity are required to have DBS checks.

From time to time, workers may come from overseas, for example through Jubilee's relationship with Khanyisa Community Church in Cape Town, or other Newfrontiers Churches. In these cases, DBS checks may not be possible, but all other usual procedures will be followed, including the use of references.

Jubilee Church-Run Activities

These activities are run entirely by Jubilee Church and include **Sunday Children's Groups** (Blaze, Sparks & Sunbeams), **The Den**, and **Youth**

Recruiters are appointed by the Jubilee Church Elders.

Recruiters for Sunday groups are Hayley Gubb and Ivane McClenaghan.

The recruiter for Youth is Sara York.

- All potential group leaders must be Jubilee Church members.
- All potential workers who are not Jubilee members must complete a self-declaration form and job application form (Jubilee members complete a self-declaration form when they join the church).
- All potential workers will be given written job descriptions & person specifications.
- Potential workers will be given an informal interview by the recruiter and/or Safeguarding Coordinator.
- Written references will be obtained for potential workers.
- All new workers will have a probationary period of one term.

Town-Wide Church Activities

These are activities which are undertaken in partnership with other organisations who have their own safeguarding policies.

The recruiters for town-wide activities act under the FCCT (Farnham Christian Community Trust) Safeguarding Policy.

When Jubilee Church sends young people to these activities, the leaders accompanying them will have been appointed in accordance with the Jubilee Church Farnham Safeguarding Policy.

Jubilee Church will not work in partnership with organisations which do not have their own Safeguarding Policy.

Prevention

Management of Workers – Codes of Conduct

As a Leadership we 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 vulnerable adults (under 'Boundaries' in section 5 of this policy). The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse, who have contact with or are members of Jubilee Church.

Working with offenders

Where someone attending the church is known to have abused children, or is known to be a risk to vulnerable adults, the leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

These boundaries will be defined in a formal contract which will include the following:

- Not being alone with a child in the church building or any other church setting,
- Not sitting in church in the vicinity of unsupervised children and young people,
- Not entering certain parts of the building where children's activities are in progress,
- Declining offers of hospitality from church members where there are children present in the home,
- Refusing any request for babysitting from an unsuspecting parent,
- Accepting that certain people will need to be told of their circumstances in order for them to protect the children/young people for whom they care,
- Accepting that contact will need to be made with their probation officer, who will meet with church leaders as and when necessary,
- Understanding that if conditions agreed and signed in the contract are not kept they may be barred from attending church, and in such circumstances the church leadership may choose to contact the statutory agencies,
- Understanding that the contract will be reviewed regularly for an indefinite period.

The contract will be signed and dated by the offender and by the church representatives.

If an offender leaves the church, the statutory agencies, such as Probation and Social Services, as well as other local churches or relevant organisations, will be informed.

Best Practice

As a church working with children and young people 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 accusation.

As well as the general code of conduct for workers, outlined below, we have best practice guidelines that are regularly issued to all who work with children or young people on behalf of Jubilee Church (Appendix 5).

Practical child supervision issues

In addition to this policy, workers are also issued with more succinct guidelines which can be read in appendix 4

- All children and young people will be treated with dignity and respect by workers, which is shown by the workers' attitude, language and actions.
- The Leadership Team will, as far as possible, ensure safe access to, and use of its facilities and activities. There will be an adult presence in any isolated approach areas to the activity and lighting, both external and internal should be adequate.
- As far as possible all small-group activities will take place in an open environment. This may involve sharing space, leaving doors ajar, or using rooms with glass panelled doors.
- The ratio of adults to children will always be adequate to ensure safety. To be prepared for emergencies, there will never be less than two adults on duty. The minimum number of adults required for certain age groups are:-

	Adults : Children
0 to 2 years	1 : 3
3 years	1 : 4
4 to 11 years	1 : *8
11 to 14 years	1 : 15
15 to 18 years	1 : 20

*On a Sunday, when parents are near and easily available, the ratio for Lasers, Flames, Comet and Bolt (7 – 11 yr. olds) can be 1:15.

At The Den, where the children are all together in one room, the ratio is 1:12 with additional adults on standby for emergencies.

- Where possible, mixed gender groups of older children will be planned to have both male and female workers to enable children to relate to workers of the same gender. Counselling or matters of a confidential nature will preferably be conducted by an adult of the same gender as

Practice Guidelines

the child or young person. Younger children will be given a choice.

- If a mixed gender activity involves an overnight stay, there will be both male and female leaders present. If the activity is single sexed, a leader of the opposite gender may not be required.
- Workers will only be alone with a child in exceptional circumstances. In a counselling situation with a young person, where privacy and confidentiality are essential, workers will make sure another adult knows the interview is taking place. Another adult should be in the building and the child should know this.
- If a worker is seeing a child or young person individually off-site for any reason (befriending or disciplining etc), this will be with the knowledge of the group leader and with parental consent. The young person must either be the same gender as the worker or of someone accompanying them. If possible, such meetings should be in public places, or another adult should be present or close by. No young person will be invited to a worker's home alone unless this has been agreed with the child or young person's parents or carers.
- No person under 16 years of age will be left in charge of a group of children of any age. Children and young people attending a group should never be left alone at any time.
- A register of children or young people attending any church clubs or activities will be kept. All children must be signed in; those children under the age of five should be signed in and out by the parent or carer bringing and collecting them. If any child arrives unaccompanied and leaves early, time of departure should be recorded in the register. A register will be kept of the helpers present for that session and any others in the room being used at that time (e.g. a plumber). Identification will be asked for.
- A log book will be available for all activities for children and young people. In this workers can record unusual events, including fights and action taken with each leader recording what they witnessed. Entries must be removed and given to the Safeguarding Coordinator (or deputy) to be stored separately in keeping with the Data Protection Act.
- A First Aid box will be accessible at all children and youth activities. Minor First Aid should be given either in public or in a room with the door ajar. If First Aid requires privacy, two adults should be present. All instances of First Aid should be recorded in the accident book, and the entry signed by parents. Entries will be removed and stored separately in keeping with the Data Protection Act.

Practice Guidelines

Children from the street

Sometimes children playing outside or wandering the streets with no adult supervision will join in church organised activities without the knowledge of their parents. If this occurs:-

- On arrival, welcome the children and record some factual information about them in the register, e.g. name, age, where they live, parent email, telephone number;
- Enquire if the child's parents are aware of where they are, and whether they are expected to return home at any particular time. If they are and this is before the end of the group, the child should be encouraged to return home, suggesting that their parent might be willing for them to come to the group the following week. Alternatively, telephone to check with parents that it is OK for them to stay;
- Link the child with another child to introduce the visitor to the group and any routines;
- On leaving, give the child a leaflet about the group with contact telephone numbers;
- Without quizzing the child, find out whether the child has any special needs, e.g. is the child on any medication, so that you can respond in an emergency;

Visiting children at home

Children's workers and leaders may need to visit children and their families at home from time to time. The parents may or may not be church attendees. If this occurs: -

- Inform your leader or another worker of the proposed visit;
- Never go into a child's home if the parent/carer is absent;
- Keep a record of the visit, noting date and purpose;
- If the parent/carer is absent when you call, leave some means of identification/ explanation that can be handed to them if the child is at home alone/with other children
- Provide information about your group to the parent/carer – to include contact telephone numbers,

Practice Guidelines

Boundaries

The following code of conduct will be adhered to by all those working with or caring for children, young people or vulnerable adults.

- All physical contact which could be considered sexually suggestive should be avoided.
- Workers should avoid any comments or remarks which can be construed as sexually suggestive even in 'fun' and should avoid being drawn into any such conversation if a young person initiates it.
- As a church, we undertake to follow the principles found in the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those people in a position of trust to engage in any behaviour, which might allow a sexual relationship to develop whilst ever the relationship of trust continues.
- The privacy of children should be respected in a way befitting their age when they are showering, toileting etc. Where appropriate, ask the child if help is required. If personal care to a child is required (e.g. changing a child who has been sick) this should be done in a way in which the privacy of the child can be maintained while ensuring that there is no undue intimacy. If possible more than one adult should be involved or it should be ensured that another adult is within earshot. Sometimes it may be more appropriate to take a child home or call the parents if a high level of physical intimacy is involved in the care needed, e.g. changing nappies.
- Workers should never engage in intrusive touching of a child in any form. Any physical contact with a child should be in public and should be related to the child's needs, should be appropriate to the age of the child and should normally be initiated by the child.
- Arrangements for transporting children need to be with the knowledge of the group leader and must be with parental approval.
- The only adults allowed into a children or youth activity should be the workers assigned to that activity. Other adults should not have free access. If they need to be there for a specific reason, ensure they are noted in the log book with the time they came and left.
- Workers should not allow or engage in any scapegoating, ridiculing or verbally rejecting a child, young person or vulnerable adult, or make discriminatory remarks of any kind. At all times children, young people and vulnerable adults should be presented with a positive and affirming role model.

Practice Guidelines

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 one another, 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 avoid shouting – change voice tone if necessary.
- Call on support from other leaders if you feel so angry that you may deal with the situation unwisely.
- 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.
- Encourage helpers to be pro-active rather than waiting 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.

Practice Guidelines

- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
- Pray before you meet and talk over the session before you leave.

Working with disruptive children

If a child's behaviour is disruptive, an attempt should be made to speak to the individual to:-

- Request that the behaviour stops;
- Find out the cause(s) of upset;
- Warn the child that they will be asked to leave if the behaviour continues;
- Warn the child that continued disruptive behaviour might result in longer-term exclusion from the activity.

If a child/young person is harming him/herself or another person or property other children/young people should be escorted to vacate the place/area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP.

Use of physical restraint

It may be necessary to physically restrain a child if they are putting themselves in danger (e.g. a small child tries to run out of the building) or if others are in danger (e.g. a fight).

- Use as a last resort only, to protect the safety of the child and/or others and warn them that physical restraint will be used unless they desist from their behaviour.
- Talk to the child to try to persuade them to do what you are asking. If you need to restrain them continue talking, e.g. "I am making sure that you are calm", "I am restraining you so that you do not run away", "I am restraining you so that you do not hurt someone else", "I want you to calm down and come with me", "If you don't stop I may have to call the police".
- Ensure the child will not misinterpret your actions by talking to them as above, by keeping in mind the relative genders of yourself and the child, and by calling another adult to be present where possible.
- Restrain or hold a child only by the arms or shoulders, with the least force, for the shortest possible time. Restraint should be gradually relaxed to allow the child to regain self-control.

Practice Guidelines

- Try to avoid damage to clothing, jewellery, etc.
- Consider your own safety. If you feel you, or someone else would be at risk due to a child's behaviour and you cannot restrain the child safely, remove yourself and anyone else to a safe place as soon as possible.
- When the child is calm, try to talk through the issues with them.

In all cases....

As soon as possible (i.e. once the situation is resolved or immediately after the activity), all workers involved should record details of:-

- What activity was taking place;
- What might have caused the disruptive behaviour;
- The child's/young person's behaviour;
- What you said and how you responded;
- Others present who might have witnessed the event.

Inform the group leader as soon as possible and give them a copy of the record made. Another copy should be kept by the worker and another kept with the activity's log book.

Inform the parents. If the parents are on the premises at the time of the incident call them to the activity and let them know what has happened.

Working in Partnership

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 vulnerable 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 regarding 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 Thirtyone:eight safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The Thirtyone:eight helpline number is displayed at the Weydon Christian Centre and is also in Appendix 3 of this policy.

There is a 'Child and Adult Protection Statement' on the Jubilee Church website (www.jubilee.church)

Appendix 1

Leadership Safeguarding Statement

The Leadership – Elders, Trustees, Safeguarding Coordinator and Deputy Safeguarding Coordinator of Jubilee Church – 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.

Jubilee 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 should be treated with respect, be listened to and 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 vulnerable adults and to report any such abuse that we discover or suspect.
- We believe the personal dignity and needs of vulnerable adults should be honoured, and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to the life of the Jubilee Church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Implementing the requirements of legislation regarding 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 Commission guidelines in relation to safeguarding children and adults in need of protection.

Appendix 1

- Supporting the Safeguarding Coordinator and Deputy Safeguarding Coordinator 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 Jubilee Church.
- 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 Jubilee 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 a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, 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 vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Sara York
Sean Gubb
Sara York
Sean Gubb

Child Safeguarding Coordinator
Deputy Child Safeguarding Coordinator
Adult Safeguarding Coordinator
Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Sara York or Sean Gubb in the Jubilee Church Farnham Office, Weydon Christian Centre, Upper Way, Farnham, Surrey, GU9 8RL. Tel: 01252 820203.

Appendix 1

A copy of our Safeguarding Policy has been lodged with CCPAS, the Surrey Social Services Children's Team, the Surrey Social Services Adults' Team, the Hampshire Social Services Children's Service and the Hampshire Social Services Adults' Service.

Signed by Lead Elder, Jubilee Church Farnham

Signed: _____

Date: 17/9/23

This document is based on a Model Safeguarding Policy supplied by Thirtyone:eight. A copy of the policy and all amendments will be filed with Thirtyone:eight. This Policy must not be copied by other churches/ organisations without the written agreement of Thirtyone:eight.

Appendix 2

Jubilee Church Website

Child and Adult Protection Statement

Jubilee Church regards the protection and safeguarding of children, young people and vulnerable adults and good working practice as a priority. In the interests of the safety and well being of all it has developed and operates a formal safeguarding policy, which is registered with the Thirtyone:eight

Jubilee Church is committed to ensuring that everyone working with children or young people:

- has been safely recruited,
- is adequately trained and supervised,
- understands and follows the Jubilee Church safeguarding policy.

The safeguarding policy may be viewed and/or a copy obtained from the office at:

The Weydon Christian Centre
Upper Way
Farnham
Surrey
GU9 8RL

As part of Jubilee Church's commitment to children, young people and vulnerable adults it has appointed **Sara York** as Safeguarding Coordinator and **Sean Gubb** as Deputy Safeguarding Coordinator. All the children and young people and vulnerable adults involved in activities within the church know who they are and how they can be contacted.

Should Jubilee Church have any safeguarding concerns it will seek the advice of the Churches' Child Protection Advisory Service and if appropriate contact the statutory authorities.

Jubilee Church

- This place of worship is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and particular needs of vulnerable adults and will ensure all our policies and procedures will reflect this.

Appendix 2

- We believe all adults should enjoy and have access to the full life of Jubilee 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 those who will work with children and vulnerable adults.
- 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.

We are committed to:

- following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that, as a place of worship, all workers will work within the agreed procedure of our safeguarding policy,
- implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation,
- supporting, resourcing and training those who undertake this work,
- ensuring that we are keeping up to date with national and local developments relating to safeguarding,
- ensuring that everyone agrees to abide by these recommendations and the guidelines established by Jubilee Church,
- supporting all in the church affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult,
- where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency,
- safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or vulnerable adult or in relation to any safeguarding matter then please speak to one of the Safeguarding Co-ordinators.

Further details about safeguarding policies, training and our Disclosure Service can be obtained from *Thirtyone:eight* (formally CCPAS), P O Box 133, Swanley, Kent BR8 7UQ telephone 0300 003111.

Appendix 3

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

Sara York

Contact details

sara@jubilee.church or 07712 445 823

Adult's safeguarding lead(s):
(for anyone 18 years or over)

Sara York

Contact Details

sara@jubilee.church or 07712 445 823

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SC040578. Company No: 2646487

Appendix 4

Child Protection Statement from 'Introducing Church Life' booklet.

At Jubilee we take child protection very seriously. We have a Safeguarding Policy that is issued to all children's workers, and that is available for anyone to look at. If you would like a copy, please speak to Leah German who is the church's Safeguarding Coordinator.

Below are a few key guidelines that all church members are expected to follow.

- Anyone who wishes to help with the church's children or youth work must go through the church's recruitment process and have a DBS check. All group leaders must be church members.
- On Sundays, no one will go into the areas where children's activities are taking place unless they are bringing/collecting a child, or have been specifically asked to do so by the person in charge.
- If you have ANY concerns about a child or young person, don't keep them to yourself; speak to Leah. She will contact CCPAS for advice.
- Never discuss concerns relating to abuse with others, including the parents.

The golden rule is always – 'LISTEN AND PASS ON'

- If a child discloses something of concern to you, allow him/her to say all that he/she wants to say. Show acceptance, not shock. DO NOT QUESTION THE CHILD. As soon as possible, write down what the child told you, what you said, and pass it on to Leah.
- Do not discuss it with ANYONE else.

The golden rule is always – 'LISTEN AND PASS ON'

- If an adult discloses something from the past to you, and there is any possibility that a child today could be at risk, you must pass on the information.

The golden rule is always – 'LISTEN AND PASS ON'

- NEVER be sworn to secrecy. Make it clear that if someone, adult or child, tells you something, you may need to pass on the information.

Remember the golden rule: 'LISTEN AND PASS ON'

Appendix 5

Guidelines For Those Who Work With Children On Behalf Of Jubilee Church

These guidelines should be read in conjunction with the Jubilee Church Safeguarding Policy which gives more detail.

The church Safeguarding Coordinator is Sara York.
Her Deputy is Sean Gubb.

Good Practice When Working With Children

As a general rule, do not be alone with one child. If you do need to be alone with a child, tell another adult what you are doing and, if appropriate, leave the door open so you can be seen.

Do not give individual children lifts in your car.

Be wise when playing with children; do not act in a way which could be perceived as aggressive or sexual.

Most children are tactile and respond well to touch - they like to hold your hand or have a hug. However, some - especially if they have had bad experiences - do not like to be touched. Be sensitive to this. Generally, touch should be initiated by the child.

If a child of the opposite gender wants to speak to you, this is OK.

Always remember that you are a role model.

In all things, use common sense. The above are mostly guidelines, not rules. There may be occasions when it is in the best interest of the child to act differently from the guidelines. In these instances, write a short, dated statement of what you did and why in the 'Accident & Incident Book', and give the page to Sara.

What To Do With Abuse Related Concerns

The golden rule is always - 'LISTEN AND PASS ON'

If you have ANY concerns about a child, don't keep them to yourself; speak to Leah. She will contact Thirtyone:eight for advice.
Never discuss concerns relating to abuse with others, including the parents.

If something you observe in a child gives you concern (bruising, behaviour, mood etc), make a note in the 'Accident & Incident Book' and pass it on to Leah.

Appendix 5

If a child discloses something of concern to you, allow him/her to say all that he/she wants to say. Show acceptance, not shock. DO NOT QUESTION THE CHILD. As soon as possible, write down what the child told you, what you said, and pass it on to Leah. Do not discuss it with ANYONE else.

NEVER be sworn to secrecy. Make it clear that if someone, adult or child, tells you something, you may need to pass the information on.

If an adult discloses something from the past to you, and there is any possibility that a child today could be at risk, you must pass the information on.

Remember the golden rule: 'LISTEN AND PASS ON'

Appendix 6

Charity Commission definition of 'Serious Incident' (correct Feb.2013).

See Charity Commission website: <http://www.charity-commission.gov.uk>

What is a serious incident and how should you report it?

Arising out of these higher risk issues, we have identified areas, listed in sections 1-9, where the matter in question causes such serious concern that we will always give it our immediate attention because of the impact on the charity if true, and on the reputation of the charity, even if not true. Where such high-risk issues arise in charities, we would always regard them as serious incidents that you should report to us. This list is not exhaustive and if you consider that a serious incident has occurred in your charity, you should report this to us.

In addition, we also expect trustees to report an incident if:

- the incident is also reported to the police or other statutory agencies (unless it is a technical or minor issue that poses little or no risk)
- the charity, or individuals associated with the charity and in connection with their role within it, are the subject of a police or other statutory agency investigation
- you decide that the incident presents a serious or significant risk to the charity, its beneficiaries, reputation or assets
- the internal risk assessment of the incident concludes that the charity should act to avoid a serious or significant risk to the charity, its beneficiaries, reputation, services or assets or
- your professional advisers have advised you to notify us of the incident

Also, charities above the statutory audit threshold must report on their risk management arrangements in their Annual Report.

If you are unsure whether an incident is serious or significant, we recommend you report it to us anyway.

Criminal activity

You should inform us of any actual or suspected criminal activity within or involving the charity as soon as possible after the incident. You must do so where an individual may have committed an offence that calls into question their suitability to be involved in or connected to a charity, whether as a trustee, member of staff or volunteer.

You should report crime, or suspected crime, to the police and obtain a crime reference number. In some cases, you must do so, as the more serious the crime, the more difficult it is to see how trustees could discharge their duties to act in the best interests of the charity and their duty of care to protect the charity, its assets and beneficiaries if they did not. Where there

Appendix 6

is evidence or reasonable grounds to believe that criminality has taken place, and the trustees have failed to report this to the police, then the Commission has a duty to do so.

Appendix 7

Jubilee Church Fire Procedure

Duty Manager:

- Each week the anchor person will act as duty manager and be responsible for ensuring that everyone has been evacuated from the building in the event of a fire.
- A fluorescent jacket for the duty manger will be in the Welcome Box – this will make him easily identifiable.
- The duty manager will liaise with the fire brigade when they arrive.

Fire marshals:

- Fire marshals will be responsible for evacuating (and assembling at the designated place) a specific group of people. They are also responsible for ensuring they know the nearest fire exit.
- The Sunbeams (crèche) leader will be the fire marshal for crèche.
- The Sparks, Flames, Lasers, Comet and Bolt leaders will each be responsible for their groups.
- There will be a marshal (the preacher) for the main hall. This person will also check that the toilets and foyer are empty.

Procedure:

- The duty manger should give clear instruction to people in the main hall to evacuate the building, stating parents do not pick up the children as they will be brought by the kids workers. Do not re-enter the building till you are told to.
- The Sparks, Flames, Lasers, Comet, Bolt and Sunbeams fire marshals are responsible for bringing their groups out of the building, with their registers. Once outside they will check that all the children are with them (NOT with parents until all procedures are complete) and notify the duty manager that they are 'all accounted for'.
- Once the main marshal has made sure that everyone is out of the hall, toilets and foyer, he needs to inform the duty manager that the 'main room, toilets and foyer are clear of people'.
- The duty manager will then inform the fire officers, and liaise with them.

