



SAFEGUARDING POLICY

covering all children/young people from birth to their eighteenth birthday and adults with care and support needs

Christ Central Manchester

affiliated to Christ Central Churches and part of the New Frontiers family of Churches.

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SECTION 1: DETAILS OF ORGANISATION

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Christ Central Manchester is part of Christ Central Churches network, which is part of the New Frontiers family of Churches.

Charity Number: 1117856

Company Number: 05929749

Insurance Company: Public Liability through Ansvar Insurance

The following is a brief description of our place of worship and the type of work and activities that we undertake with children and adults who have care and support needs:

We are a city centre based church committed to serving and impacting the cities of Salford and Manchester with the love of God.

Our Sunday morning meetings are held at the Comedy Store, Deansgate Locks, Manchester. Alongside the main meeting we run children's work (crèche for 0-2s, First Steps for 2-4s and Kids club for 5-11s) each week, and Youth (11-18) on a monthly basis. The youth group also meets fortnightly on a Friday evening. The venue for this alternates between the church offices at Albion Warf and youth workers' homes.

Our main work with adults with care and support needs is through our Foodbank, I Can Play parent and toddler group, and Welcome Box projects. The day-to-day work of the Foodbank projects is covered through our sister charity Freedom Central Manchester. However, adults from this project are often invited into the church, both the Sunday morning meetings and the community groups (small groups meeting weekly in homes). The I Can Play parent and toddler group is specifically set up for adults with additional needs, and as such many of these adults will be classed as vulnerable. The homeless outreach involves handing out food and hot drinks to rough sleepers and offering to pray with them. The Welcome Box project sees church visit Refugee/Asylum Seekers who have been referred to the project and welcome them to the area and befriend them, adults from this project are often invited into the church, both the Sunday morning meetings and the community groups (small groups meeting weekly in homes).

Our Commitment

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 the 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 build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practise guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches’ Child Protection Advisory Service (THIRTYONE:EIGHT) and prepared in consultation with Christ Central Churches.

The Leadership Team undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Encourage and support parents and guardians.
- Ensure that all workers are given on-going support and training.
- Resource all workers so that situations, which could lead to (or could be viewed by others as leading to) children / young people/adults with care and support needs being put at risk, are minimised.
- Support the Safeguarding Officers in their work and in any action they may need to take in order to protect young people and vulnerable adults.
- Regularly review the operational guidelines attached
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

SECTION 2: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

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 children's and young people's workers will receive induction training and undertake recognised safeguarding training at least once every 3 years. This will be provided by the church and will be run twice a year to ensure all new workers have the opportunity to access it.

Those workers involved with pastoral care (members of the Pastoral Team, Community Groups Leaders and Welcome Team Leaders) will be provided with in house safeguarding training at least once every three years.

Safeguarding leads, Heads of Department and Social Action Project leads will access external training by attending training days or accessing external provision (e.g. ThirtyOneEight, iHasco or the NSPCC).

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.

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or by 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 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 negligence, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardians(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 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 Declaration of Human Rights with particular reference to Article 5 which states:

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

2.1 CHILDREN AND YOUNG PEOPLE – Definitions of Abuse

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

What is abuse and neglect?

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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (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

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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.2 CHILDREN AND YOUNG PEOPLE – Signs and Symptoms

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 clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

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

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

2.3 ADULTS - definitions

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

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

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a 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 adult. It is also behaviour that has a harmful effect on the 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/Self Neglect

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behavior, 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 an 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.

Organisational/ Institutional Abuse

This is the mistreatment or abuse of an 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.

2.4 ADULTS – signs and symptoms

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

Organisational/ 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

2.5 HOW TO RESPOND TO A CHILD/ YOUNG PERSON/ADULT WHO WANTS TO TALK ABOUT ABUSE

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
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- 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?
- I am shocked, don't tell anyone else

What To Do Next

- Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child/young person/adult said and when he/she said it and what was happening immediately beforehand (e.g. description of the activity). Record dates and times of these events and when the record was made. Hand over all hand-written notes to the safeguarding co-ordinator, even if they are subsequently typed.
- **Report your discussion as soon as possible to the appropriate person(s).**
- **Do not discuss the suspicion/allegation with anyone else.**
- **Reporting abuse about adults is more complex than for children. Most of the time adults with capacity have the right to be involved with any decision made about them. It is essential therefore to pass concerns onto the adult safeguarding officers for appropriate further management.**

2.6 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. Following procedures as below:

- The person in receipt of allegations or suspicions should report concerns as soon as possible to **Tina Kapp and/or Hannah Anthony (the Children Safeguarding Co-ordinators)** or **Annmarie Moran and/or Claire Price (the Adult Safeguarding Co-ordinators)** who have been nominated by the Leadership Team to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities.
- In the absence of the Safeguarding Co-ordinators, the matter should be brought to the attention of the **church leader, Keith Gamon, 0161 234 6502**

Tina Kapp	tina@christcentral.org.uk
Hannah Anthony	hannaha@christcentral.org.uk
Annmarie Moran	annmarie@christcentral.org.uk
Claire Price	claire@christcentral.org.uk
Keith Gamon	07403636368, keith@christcentral.org.uk

Jason Kapp (Chair of Trustees) **jason@christcentral.org.uk**

- If the suspicions in any way involve the **Co-ordinator** then the report should be made in the first instance to the other Coordinator. If the suspicions in any way implicate both the **Co-ordinators**, then the report should be made in the first instance to the **church leader**, if the suspicions involve all three then a report should be made to:

ThirtyOne:Eight
PO Box 133
Swanley
Kent
BR8 7UQ
Tel. 0303 003 1111
Website. www.thirtyoneeight.org

Alternatively contact social services or the police.

- 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 ThirtyOne:Eight as above.

The **Salford Children's Social Services** office telephone number (office hours) is 0161 603 4500. The out of hours emergency number is 0161 794 8888.

The **Salford Adult Social Services** office telephone number (office hours) is 0161 909 6517. The out of hours emergency number is 0161 794 8888.

The **Manchester Social Services** telephone number, (for reporting with regard to both adults and children) is 0161 234 5001. This is a 24 hour number.

The **Greater Manchester Police Protection Team** telephone numbers are: 0161 856 6411 or 0161 856 5017 or 0161 856 7484

- 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)
- 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.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinators and church leader should not delay referral to Social Services, the Police or taking advice from THIRTYONE:EIGHT.
- The Leadership will support the Safeguarding Co-ordinators 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 the place of Christ Central Manchester will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinators have not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) 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 demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinators 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.

2.7 DETAILED PROCEDURES

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, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator(s) 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 direct for 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 Co-ordinator(s) 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.

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

Suspicious 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(s) will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively THIRTYONE:EIGHT 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.

- The primary responsibility for managing any investigation process rests with managers of the Adult Social Care social services teams. When the concern is about someone in residential care, the Care Quality Commission will be involved. Where a crime may have been committed, the police will investigate.
- Organisations have a duty to act on any concern of abuse of an adult to ensure that the situation is assessed and investigated. The first priority should always be to ensure the safety and protection of the person concerned.

Responding in an emergency to an adult who alleges abuse

- Adult Social Care Teams operate Emergency Duty Teams (EDT), outside regular office hours, at weekends and over statutory holidays. They are available to offer advice and will also take action to protect an adult, including arranging emergency medical treatment and, where appropriate, involving the police.
- A member of the EDT would not be responsible for a criminal investigation but if the allegations are serious, a co-ordinated approach between the police and the ADT may result to produce the best possible outcome for the adult concerned.

Action by Adult Social Services / Care

Once a referral is made to Adult Social Care they will check to see if the adult or alleged abuser is known to them. If the adult is known, details of the referral will be passed on to the worker involved. The worker and a team manager will then decide if an Adult Protection Inquiry should proceed. If the individual isn't known to Adult Social Care, it is likely a duty worker and manager will make that decision.

2.8 PRACTICE GUIDANCE FOR ADULTS WITH CARE AND SUPPORT NEEDS

Many adults within the church may have periods where they have additional care and support needs. These could be short term (bereavement or unemployment/redundancy, or health concerns) or more longer term (mental health needs/learning difficulties or a physical or learning disability). The church has a strong reputation for caring and plays a significant role in supporting such adults. However, at times concerns may arise. Involving Adult Services / Social Care or the police where there is concern for an adult.

- Where possible, concerns should be passed to the Safeguarding Co-ordinator (or deputy) but difficulty in contacting these individual(s) should not delay action being taken. If the Safeguarding Adults Co-ordinator is concerned that an adult may have been or is in danger of being abused they should contact Adult Social Services.
- If they are not sure whether an official referral is warranted but they nevertheless have legitimate concerns, they should still contact Adult Social Services to discuss their concerns. Alternatively they can contact THIRTYONE:EIGHT for advice (0845 120 45 50).

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).

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

3.1 APPOINTMENT OF CHILDREN'S/YOUTH WORKERS.

In order to safeguard the children and young people in Christ Central, the Leadership Team require that a process of vetting and validation is required both before and after a person is appointed as a child's/youth worker. This process is described below:

- A prospective worker will have been a member of the church (or a member of an affiliated church) for **at least 6 months** giving time for the person's motivation, character and gifting to be validated by the children's/ youth work leaders and cross-checked with small-group leader and/or Leadership Team and/or Eldership of the affiliated church.
- The prospective worker will be given a job description and will fill in an application form.
- They will be interviewed by the children's/youth work leaders in order to discover their previous experience in children's/youth work and their own experiences as children/young people. Also, the policy on child/young people protection will be discussed, particularly with respect to the need to protect children and young people in our care and the church's expectations with respect to practice issues (see below). The prospective worker will be informed that references from previous churches may be sought.
- If the references and interview indicate that a prospective worker has the character, gifting and calling, he/she will be asked to complete a children's worker contract and also a self-disclosure form. A DBS check will also be undertaken through THIRTYONE:EIGHT. Appendix A covers the policy for DBS checks.
- The prospective worker will then work alongside a more experienced worker for a period, during which time the children's/youth work leaders will receive regular feedback on the suitability of the new worker.
- At the end of the probation period (to be discussed at interview), and provided that the co-workers and children's/youth work leaders have no reservations about the worker's conduct, the worker's appointment will be confirmed.
- The Leadership Team and the children's/youth work leaders are responsible for regularly reviewing conduct and providing support as necessary to all workers.
- No risks will be taken with workers even when faced with the pressure of staff shortages. If there are doubts over a worker's conduct, attitude, motivation, and there is the possibility of children/ young people being put at risk, steps will be taken immediately to protect the children/ young people from harm.
- Children's/ youth workers will meet together regularly in order to review issues, discuss matters requiring clarification etc.

- For adults who are unable to complete a DBS check due to a lack of correct documents (e.g where the home office may have possession of someone's passport for an extended period of time), references will still be obtained. The worker will be permitted to work only alongside a DBS checked worker and will not be left unsupervised with children or young people. They must commit to completing the DBS check as soon as they are able to.

In the case of receipt of any blemished disclosure returns, the Safeguarding Officer and church leadership will seek advice from THIRTYONE:EIGHT as to how to proceed, decisions which will depend both on the nature of what is disclosed and the role being applied for.

3.2 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 adults with care and support needs. Please see the separate documents about the code of conducts for the different workers including the pastoral team and small group leaders as well as children workers. Appendix B covers the guidelines for discipline within the children's work setting.

SECTION 4: PASTORAL CARE

4.1 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. When pastoral care is being offered to those who have been abused there are a number of issues to bear in mind. It is important that all pastoral carers know what abuse is, recognise possible signs and symptoms and know how to respond to concerns.

Those seeking pastoral care within Christ Central are entitled to know what they can expect in terms of good conduct, that those caring for them are accountable and that the boundaries set are respected. The code of conduct is equally applicable to volunteers and paid employees.

It is important not to underestimate the contribution those with pastoral responsibilities can make in providing a listening, non-judgemental and caring environment. This may be all the person needs. Those assuming a listening role should not be afraid to acknowledge their limitations and refer people on to those with the requisite skills. Sometimes it is difficult to know when that moment arrives but if in doubt, it is always better to take advice from a leader (Safeguarding Officer for Adults, Lead for pastoral care or an Elder), being careful not to breach any areas of confidentiality between the listener and the person they have been helping.

If the pastoral team has to deal with more complex cases, there are clear lines of accountability and processes for people to refer more challenging issues for. This is outlined in the code of conduct for pastoral workers (Appendix D) outlined. If someone, for example, admits to regularly self-harming or is suicidal, then counseling and medical help, should accompany pastoral support. Any safeguarding issues that arise will need to be referred to the statutory authorities in line with the policies and procedures spelt out above.

Counselling

There is a difference between counseling and pastoral care. Both are of value and often work alongside each other but it is important that counseling is left to those who are appropriately qualified. If necessary those responsible for pastoral care (Annmarie Moran or the Elders) would contact outside agencies if they feel the person needs to explore their issues at a deeper level. At Christ Central the main agency we work with is Reach, in Liverpool. This agency employs qualified trained counselors who are regulated under the government standard of practice.

4.2 WORKING WITH OFFENDERS

This policy section includes managing risk presented by known offenders. It should mesh with the other areas of safeguarding as outlined in the rest of document in such a way as to create a safe organisation for all. This particular standard is to deal with situations when a known or suspected offender joins Christ Central Manchester so that a welcome is given but there are conditions attached to their activity and level of involvement in order to maintain the safety of the whole congregation and to assist the offender to avoid temptation.

The Christian church is unique in that, based on the uncompromising message of the gospel, it opens its doors to all. It has also been known for some time that a significant number of sexual offenders living in the community also attend church. It needs to be recognised that with regard to sexual abuse, it can and does happen – much more frequently than we would like to think. It happens in all sorts of situations; it happens to all sorts of children; and all sorts of people are perpetrators.

Particular difficulties can arise if the person alleging abuse and the person against whom the allegation is being made both belong to Christ Central. In these circumstances it is imperative that the leadership clearly identify different people to support both of the parties and not to make a judgement or pre-empt whatever inquiry has been initiated by the statutory authorities

Where there are reasonable grounds for concern, Christ Central will still need to respond even if the allegation is denied, by applying appropriate boundaries. A false allegation is a possibility but as allegations are generally denied anyway, proving guilt or innocence is often not possible. If doubts remain not only can this be difficult to live with, however the potential risk to children or vulnerable adults remains. Failure to implement boundaries could place children at risk and it is also in the interests of someone who feels they have been falsely accused to work within given boundaries in order to minimise the possibility of further allegations.

Sexual offenders need to be regarded in the same way as someone who has an addiction. An offender needs pastoral care to help them deal with the spiritual and emotional aspects of their life. They may feel that their sins are too awful for God to forgive, that they can never change or be healed of their own hurts. A pastor or carer needs to distinguish between forgiveness by God and forgiveness offered to the offender by those abused. Offenders do not always appreciate that the consequences of their behaviour can be devastating for the person(s) involved and forgiveness by the victim may take a considerable time. Some of those involved may choose not to forgive. Offenders need to know that they have no inherent right to be forgiven by those they have harmed.

A judge may decide it is not safe for the person to return home because they are considered too great a risk. Equally, family members may not want the person back even if there has been an admission of guilt, a desire to change and/or put things right. Family members and others may not want any contact with the person or only on a restricted or supervised basis. If this situation arises then the Eldership, would seek to find an alternative church for the offender to attend to protect the family. It must be understood for the offender that their issues would be discussed with the new church so that a plan (such as a covenant of care group) can be created there as well.

True repentance is a change in thinking and behaviour, to “go and sin no more” so, apart from child protection considerations, in support of the repentant offender’s desire not to fall again Christ Central should not place them in a position of vulnerability where they could be tempted to re-offend. This safeguarding policy aims that these individuals can be managed and supported within the organisation without compromising the safety of others.

However repentant a person may appear to be, it is potentially very dangerous to allow them contact with children and/or vulnerable adults. This does not mean the person should be rejected but at Christ Central we have a policy via the creation of Covenant of Care groups to supervise, manage and support anyone who has committed or been accused of sexual or violent crimes against children or vulnerable adults. Accountability is crucial and where operated effectively can act as a protective factor and reduce re-offending.

Those offenders, (or accused), who represent a risk, (or alleged risk) to children should be monitored closely and strict boundaries placed on their movements and behaviour within the church setting. If provision cannot be made to monitor the individual at meetings involving children, it may be necessary to ensure that such offenders only attend meetings at which only adults are present or a "small group" set up specifically with the offender in mind. The offender shouldn't be in a home group where there are vulnerable people within the household. It would be important that such a group does not include families with children or is held in a house where children reside. Alternatively, in extreme circumstances the church may minister to an individual outside of public meetings. For example, in some situations at other churches offenders have been restricted to attendance at an all- male small group.

The help and pastoral support available from Christ Central needs to run alongside the monitoring of the individual by police and probation. Multi-Agency Public Protection Arrangements (MAPPA) places a duty on the police, the probation service and the prison authorities to assess and manage risks posed by offenders in every community in England. Where an offender is subject to a supervision plan it will be vital for Christ Central to work closely with these agencies both in order to reduce risk and also to understand how the church can positively contribute to the supervision plan as well as the offender's relapse prevention or "better life" plan. The Safeguarding Co-ordinator for Adults working with the Covenant of Care group would be responsible to ensure that the criteria that MAPPA set are followed and incorporated into the Covenant of Care agreement made with the offender. It will also be important in any contract arrangement with an offender to emphasise keeping to agreed programmes and meeting the expectations of supervising agencies within the MAPPA.

An agreement does not mean an automatic ban from church life - rather a supervised arrangement where the offender can be valued and supported. The setting up of a Covenant of Care group, particularly for high risk offenders, which can provide a group of people not only to share any necessary chaperoning and monitoring of the offender in church, but also provide a context in which they can address and be supported through the issues they face in life. The offender will be held to account for their thinking and behaviour, develop a range of close relationships with adults and be disciplined, all of which are key to maintaining an offence-free lifestyle and not giving into temptation

In every situation a careful assessment will need to be made as to whether Christ Central can safely and adequately work with the person. The help of police and probation will be sought by the Covenant of Care group with liaison with the Adult Safeguarding officer in carrying out risk assessments which will need to consider the details of offending and subsequent behaviour and attitudes. This would be assessed alongside the church's current circumstances, accepting the fact that some people will be just too risky and may need to be helped to find another fellowship where the risk to children can be more easily managed.

With the individual's agreement, (and, in certain cases, even without the individual's agreement) it may be possible to explain the circumstances to the church congregation in such a way that promotes understanding and support to the individual, but at the same time ensuring that other church members do not unwittingly allow children contact with the individual concerned. Often

church leaders fear the effect that telling everyone would have on the congregation —they may gossip it widely, tell the press or vote with their feet! The offender might not want the church to know, or get sexual pleasure or undue attention from relating their story.

In deciding whether or not to tell the church, it will be important to not only listen to what the offender says but talk to statutory agencies who may be involved. For example, a probation officer will know the person's background, crime details, risks, treatment plans, etc and will be able to advise you on management.

In any event, it will be important for key people, like crèche leader, First Steps leader, Kid's club leader, youth leader, etc to know that the person is attending the church and that (s)he should not be having contact with the children. (S)he should never be on their own with children and young people.

Behavioural boundaries will be put in place. These should help the offender feel secure and less at risk of false accusations. Most importantly, these boundaries will serve to protect children and young people who attend church activities.

- An offender should not be permitted to get close to children (either physically or emotionally)
- He or she should not sit in the vicinity of children at church or attend house/cell group meetings where there are children in the home. Instead (s)he would have to sit with members of the covenant of care group in an assigned area of the Church – currently meeting at the Comedy Store
- An offender should never be allowed to work with children and young people
- They should not hold positions of leadership or responsibility where seen by children within the church (e.g. giving books out at the door, greeting people, leading prayers or a bible study,) because a child is likely to regard them as someone they can trust.

POLICY CONSIDERATIONS

Covenant of Care group

Alongside the safeguarding policy there is a template of an agreement for use with known or suspected offenders. This stipulates what the offender/suspected offender can do and cannot do within Christ Central. When an agreement is needed, details can be added that reflect the particular areas of risk for that individual.

It is noted that the agreement is a two-way process. It will also address the support and guidance available to the offender, which can be provided by a group set up for this purpose. This group will draw up the agreement with the offender, and meet with them regularly to monitor and support. At Christ Central this group is called a Covenant of Care group, however other churches may call them an Offender Management group or a Support & Accountability Group.

PROCEDURAL IMPLICATIONS

The Church/Organisation should know that an agreement for managing offenders will be put in place when necessary. (However, the organisation as a whole will not know the identity of the person or the group members).

The Leadership needs to ensure that the group is appointed as soon as a known or suspected offender joins the Christ Central. Whilst Keith Gamon (or another elder) should attend the group, they should not chair it because of their pastoral responsibility to the whole church.

The Group should consist of at least four individuals in addition to the offender and be appropriately briefed about the risks that are posed. Membership of the group could include (as well as the offender) the safeguarding co-ordinator, pastor and anyone with experience of working with offenders. It is recommended that someone who is independent of the church be invited to join the group so that there is an independent view of the policy.

It is recommended that the supervising officer (where there is one for those on license) or other police/probation officer is invited to join the group and that they have been fully involved in the development of the agreement. They may not be able to attend all the meetings but are a vital component at the contract setting stage in particular. The chair of the group can regularly link with the named police officer/probation officer so that any changes in the terms of the statutory rules are communicated and any breaches known.

The group will work on a confidential basis and information be shared on a 'need to know' basis. Any agreement will need to be subject to regular review with any amendments necessary being made on each occasion of the group meeting.

PRACTICE GUIDANCE

In order to put the above into practice, the following should take place:

Covenant of Care Group members should:

- a. Write the contract and ask all to sign, meet regularly, ideally weekly, for the first month, then no less than bi-monthly unless the offence was committed a long time ago and the contract is working smoothly.
- b. Set up a rota of meeting the offender in advance of the activity such as the Sunday morning meeting, sit alongside or in sight of him/her, accompany to coffee time to ensure that the person is not engaging with vulnerable members of the church.

If in the future the evening meeting has less children/ young people present it maybe preferable to state within the contract for the person to attend that service instead.

As well as restricting the movements of the person, it is important that they are not placed in a position of trust (or any other public position that may indicate they are trusted), as this can suggest to vulnerable people/children this is someone to be trusted.

For the offender to be best served thought will need to be given to which small group would be most suitable. This may mean that a small group would be set up around the offender meeting in a household where no child would be present.

- A model agreement to be used is given in Appendix C. It is realised that this will be tailored to the individual's circumstances, however the main principles will still apply.

- Appendix C is included in this policy which further explores the issues involved in working with offenders in the church and is an exploration of how the church will deal with these issues if they arise

SECTION 5: PRACTICE GUIDELINES

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

As well a code of conduct for all those with Pastoral Roles (Appendix D), we also have specific conduct and good practise guidelines for each ages group of children.

Appendix E - Conduct and Practise Guidlelines – Creche (under 2)

Appendix F - Conduct and Practise Guidlelines – First Steps (2-4)

Appendix G - Conduct and Practise Guidlelines – Kids Club (5-10)

Appendix H - Conduct and Practise Guidlelines – Youth (11-18)

For other activities outside of the regular meetings, we will refer to THIRTYONE:EIGHT model practise guidelines in order to develop our on good practices in all areas.

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, what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations. It would also be 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 adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

In addition we promote safeguarding through displaying posters and using THIRTYONE:EIGHT DVD resources shown in the main meeting.

APPENDIX A

POLICIES RELATING TO THE USE OF CRIMINAL RECORDS INFORMATION

Name of church: Christ Central Manchester

Contact: Keith Gamon

Address: Christ Central Church Manchester, Albion Wharf, 19 Albion Street, Manchester, M1 5LN

On behalf of the church detailed above (referred to in this document as “Christ Central”) I confirm our commitment to recruit all staff and volunteers in accordance with “Safe from Harm” principles, the Criminal Records Bureau “Code of Practice” and legislative requirements.

In particular, Christ Central has adopted an equal opportunities policy and a policy on the secure storage, handling, use, retention and disposal of disclosure information in accordance with the Criminal Records Bureau code of Practice.

EQUAL OPPORTUNITIES

1. Christ Central Manchester is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from Christ Central Manchester will be treated less favourably than any other person on any grounds.

2. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.

3. As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented under Employment and Race Directives issued by the government and ACAS guidance.

4. As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, the church (organisation) undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

6. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those

who need to see it as part of a recruitment process.

7. Unless the nature of the position allows Christ Central Manchester to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

8. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

9. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

10. We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE OF INFORMATION

1. General Principles. As a church using the Disclosure and Barring Service (DBS) Disclosure service to help assess the suitability of applicants for a position of trust Christ Central complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention, and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to all those who wish to see it on request.

2. Storage and access. Disclosure information is never kept on an applicant’s personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

3. Handling. In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. Usage. Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given.

5. Retention. Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in

very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the THIRTYONE:EIGHT Disclosure Unit, who in turn will discuss this with the CRB and will give full consideration to the Data Protection and Human Rights individual subject access requirements before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

6. Disposal. Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the disclosure. However, notwithstanding the above, you may keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

7. Our relationship with THIRTYONE:EIGHT as an umbrella organisation. We accept that the THIRTYONE:EIGHT Disclosure Unit as our umbrella organisation has a responsibility to ensure, as far as reasonably practicable, that we comply with all the requirements made upon us in the CRB Code of Practice, this and other policy statements, and in other CRB procedures and processes. We undertake to keep THIRTYONE:EIGHT informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

These recommendations were first adopted by Christ Central (formerly The Hope) in April 2003

APPENDIX B

GUIDELINES FOR DISCIPLINE

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

For those who are continuously disruptive:

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

APPENDIX C

WORKING WITH EX-OFFENDERS - COVENANT OF CARE AGREEMENT

Where someone attending the church is known to have abused children, or be a risk to vulnerable adults, then it will be important to extend love and friendship to the individual. At the same time the leadership will need to ensure that a frank discussion takes place with the person concerned and that efforts are made to sustain open communication. It will be necessary to establish clear boundaries for both the protection of the children/ young people/ vulnerable adults and to lessen the possibility of the adult being wrongly suspected of abuse.

THIRTYONE:EIGHT, in association with the Lucy Faithfull Foundation, have produced a DVD training programme for churches on understanding and working with sexual offenders. Prior to entering a Covenant of Care agreement it will be useful for all members of the Eldership, Trustees, Pastoral Team Leaders and potential group members to review the DVD and discuss any arising issues that occur with this safeguarding policy.

To gain full co-operation from an offender it is important that the Agreement we put in place is discussed and agreed with them, possibly asking them what they think should be helpfully included, and is proportional to the risk they pose, reflects their pattern of offending and also their needs in terms of pastoral support.

Someone who is on an after-care licence for sexual offences against children may be receiving a high level of intensive supervision from a specialist probation officer. There could well be a restriction on where (s)he lives and works – particularly if (s)he is thinking of returning to their family when children are still living there, or if (s)he was lodging where there are children, or if (s)he was living close to a school. An offender who has served his/her sentence may still have restrictions placed on them and be registered with the police. Not everyone who commits sexual offences against children will have a custodial sentence, some will have been placed on probation.

In this circumstance Christ Central will be looking for direct contact with the person's supervising probation officer, and also expect that the supervising officer would be making contact with the church on any issue relating to the safety of children.

At an early stage leaders (more than one) should meet with the offender. Boundaries that the person will be expected to keep to would be discussed. A written contract such as below would be followed. This formal step is to negate any manipulative ways that often occur with offenders. This contract would involve the person's family and partner who may also be attend the church and would need to be informed. The statement might begin by setting out the pastoral support and care, which is being offered. The following example might be helpful in considering other points to be included:

Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support as a Covenant of Care Group; as part of that undertaking, they and the leadership of the organisation agree to:

1. Support you in finding suitable employment opportunity, which will not bring you into contact with children or vulnerable adults.
2. Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.

3. Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
4. Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
5. Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
6. Attempt to meet any practical needs you may have, including assisting with options for accommodation.
7. Support you in joining Circles of Support or any other similar programme.
8. Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of know sex offenders need pastoral care, and 'space' to share without judgment.
9. Be there for you and will support you.

Boundaries

1. I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
2. I will attend meetings and activities as directed by the leadership
3. I will sit where directed at activities (e.g. Sunday meetings, social gatherings) and will not place myself near children, young people and vulnerable adults
4. I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress
5. I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
6. I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
7. I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or vulnerable adults for whom they care
8. I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
9. I accept that "z" will provide me with pastoral care.
10. I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of Christ Central congregation.
11. I understand that any other concerns will be taken seriously and reported
12. I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period

NB this list is NOT conclusive. They are examples of what may need to be taken into account in the particular circumstances of the individual involved.

The document will need to be signed and dated by the offender and by the church representatives. There is, of course, always the issue of someone not keeping to the boundaries set. The legal advice we have received is that the management body of the church (Trustees) are perfectly entitled to prohibit someone coming onto the premises, and would seek advice or attendance from the police to enable this to occur. In circumstances where you have concerns and someone leaves to go elsewhere, then we do feel that the

statutory agencies, such as probation and social services, as well as other local churches or relevant organisations, will be informed.

APPENDIX D

CODE OF CONDUCT FOR PASTORAL WORKERS/ SMALL GROUP LEADERS

It is important that anyone seeking pastoral care should know exactly what to expect in terms of good conduct, that those caring for them are accountable and that any boundaries set are respected at all times.

Many people seeking pastoral care will be 'vulnerable adults'. The core definition of "vulnerable adult" arises from the 1997 Consultation "Who Decides?" issued by the Lord Chancellor's Department, and is a person:

"Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation".

However, Christ Central recognise that all adults are vulnerable at times (such as bereavement, redundancy, illness of self or another) and that during those times we need the safe care of a loving community. Therefore, we regard the principles associated with 'vulnerable adults' as applying to people within this wider definition (although 'legal' safeguarding policies do not apply in the same way). Adults, particularly those who are temporarily or permanently vulnerable can also be harmed by a range of different people; family, carers or others in the community.

The need for Supervision

- Supervision is required from the Pastoral team Leader and accountability to the Eldership for pastoral care is noted.
- This is because all pastoral relationships are ones in which the worker is in a position of power and influence by virtue of their work or nature of the activity.
- The pastoral worker can face difficult dilemmas including where pastoral relationships and friendships overlap. This can cause conflict of roles particularly in the area of confidentiality. It is important to set boundaries within the relationship and for both sides to recognize these.
- Pastoral workers should be aware of the pitfalls of over-dependency in pastoral relationships. This dependency can apply both ways. Ensure adequate supervision.

In addition:

- Those providing pastoral care should avoid any behaviour that may give the impression of favouritism or a 'special' relationship.
- Workers should be aware of the limits of their own abilities and competencies. They should seek further help when dealing with situations outside their expertise
- Clear guidelines should be put in place where workers are involved in any aspect of personal finance, to ensure financial integrity. This is important when, for example, collecting the benefits or pension of, or doing the shopping for, a vulnerable adult
- Prayer for a person in a vulnerable situation needs to be conducted with sensitivity, discernment and respect and no pressure should be exerted on the individual. All vulnerable people should be treated gently and respectfully, by those praying for them.

Gender of worker

- Where providing pastoral care, if the person who has been abused previously, they may

wish to talk to a person of the same or opposite sex. It is strongly suggested that two people are present, particularly if the person is being visited at home. As power and control is so often present in abusive situations it is important to treat any request seriously, to help with pastoral care, however this would need to be discussed with the Pastoral team Leader and protective supportive supervision given to the worker.

- Pastoral relationships have been known to develop into romantic attachments (both ways). If this becomes an issue, the worker should declare this to the Pastoral team Leader (Annmarie Moran) or to Keith Gamon and another worker should be appointed. To try to avoid this same gender pastoral worker should be appointed (even for just prayer during the service) or if required a second member of the pastoral team should be present at all times.
- When workers are providing mentoring and/or coaching roles this should be clearly defined. These workers should be able to prove adequate training prior to undertaking this role as incorrect application of mentoring/coaching can cause harm.

Finance and money

- People who work with vulnerable adults particularly can become involved in aspects of their personal finance. For example, they may be asked to collect pensions, do shopping or carry out banking transactions on the person's behalf. When conducting a home visit, money may be lying about. It is therefore important to consider how to protect both the vulnerable adult and the worker from accusations of financial mismanagement or dishonesty. The following suggestions may help.
- Ensure that receipts are always given for purchases
- Don't move any money which may have been left out (e.g. when cleaning)
- Ideally two people should be involved when handling money
- Occasionally workers may be offered presents and / or monetary gifts by those they are caring for. These gifts should be declined if at all possible but if this will cause offence, all gifts and offers of gifts should be reported to the Pastoral team leader and recorded.

Organisations should ensure pastoral care and support is available to all those affected by abuse.

- It may be in the present, recent or distant past, but the effects of abuse can be devastating and long term, not only for the person who has been abused but also for family members, friends, social groups and the organisation or faith community. Those affected may struggle with a range of issues, including aspects of faith and spirituality - particularly where the abuse occurred within a faith context. So, this needs sensitive handling.
- Showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and it is important to recognise this.

Confidentiality

- Confidentiality is crucial within the pastoral care relationship and this includes written records. It is unethical and can be extremely destructive for a person to find the content

of conversations with their pastoral worker open to discussion. Information should only be divulged to a third party with the permission of the counselee or because they:

- are considered a danger to themselves or others
- give information relating to significant harm to another child, young person or vulnerable adult.

If a pastoral worker is given information about a risk of significant harm to a child or young person, it should be explained to them that the statutory agencies may need to be advised. How this is done will depend on whether the person is an adult or a child, whether they are disclosing information about someone else or they are admitting to being responsible for abuse. Whatever the circumstances, any proposed action should be explained carefully and sensitively with the offer of continued support to the client. The relevant Safeguarding coordinator or Keith Gamon must be approached and Christ Central safeguarding policy referred to for further details.

Where ongoing pastoral care is being given when there has been an allegation of abuse, it is important that those providing it are accountable to suitably trained colleagues who can act in a supervisory capacity and offer appropriate support. This means the person can express their own responses, emotional or otherwise to what has been shared with them, but without divulging confidentialities such as names, group(s) or activities the person attend.

Often individuals who have previously been abused need longer term support. Physical injuries coupled with sexual and emotional abuse and neglect may not leave visible scars but the psychological effects can continue into adulthood with other potentially harmful behaviours as coping mechanisms. The pastoral team workers can help individuals form meaningful relationships working alongside formal help if required within a supportive environment. It is recognized that the pastoral workers in this circumstance would require their own support to prevent issues such as burnout.

Touch

- It is important to take the issue of touch seriously. Due previous experiences may have had on a person they may be extremely uncomfortable with expressions of physical affection such as a hug or even a handshake. It is therefore vital to be sensitive and if the pastoral worker thinks the person would, for example, appreciate a hug or an arm around them they should check this out with them first and only proceed if appropriate safeguards are in place for both pastoral worker and the person.
- If sexual abuse has been an issue they may not have a clear idea of appropriate boundaries of touch. They may be flirtatious or overtly sexual. In these circumstances the pastoral worker would need to be able to explain gently why such contact is not appropriate in this relationship.
- Although wanting to physically comfort someone who is upset is a natural response, it is worth bearing in mind that unless used appropriately it may actually interrupt or detract from the person expressing what they are thinking or feeling.

Also consider

- 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, young person or adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or adult,

rather than the worker.

- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid, encourage the individual to do what they can themselves, but in their best interests, giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything that could be misunderstood or misconstrued.

Concerns about abuse should always be reported. Small group leaders and the pastoral team should have regular training about dealing with safeguarding adults. As a church we value the relationships that the roles within pastoral care brings. With the responsibilities of the role, if any concerns arise regarding safeguarding please discuss either with the Pastoral team leader or the Eldership.

June 2016

APPENDIX E



CONDUCT & PRACTICE GUIDELINES

Crèche (0-2 years)

- For children under 2, there needs to be at least one worker for every 3 children in attendance. These ratios will be maintained for all crèche sessions.
- It is self-evident that no child should under any circumstances be subject to any form of verbal, physical or sexual abuse. In addition, children's workers will positively encourage appropriate concern for others amongst the children and actively prohibit bullying behaviour.
- If a child wants a cuddle because they are upset and need to be comforted, then this should be welcomed by both male and female workers as normal and healthy. All cuddling should be in full view of the rest of the group.
- In all cases, the worker must ensure that the child is treated with dignity and respect in terms of ensuring, for example, that the child's clothing is arranged so as not to reveal their underclothes, that the worker's hands are placed on appropriate parts of the child's body etc.
- Nappy changing for this age group is the responsibility of the parent or carer of the child, not the crèche worker.
- If a parent/ carer's presence is required (for nappy changing or if a child won't settle) then they can be contacted by mobile phone. Phones must be put away at all other times.
- For children who require use of the toilet, it should be female workers assisting boys/girls and male workers assisting boys. In both cases, the toilet door should be left ajar so that the child feels that their privacy and dignity has been maintained but the child is protected from possible danger and both the child and worker are protected from suspicion and allegation. Both male and female workers should inform the co-workers where and what they are doing before they take the child to the toilet.
- Workers must not place themselves in situations where they are alone with a child out of sight of other people.
- A properly stocked first aid box will always be available at all children's/ young people's venues. All children's workers will know where to find it, be familiar with its contents and with current advice about administering first aid to children. Several representatives from

each team will have undergone training in children's first aid to try to ensure representation at all meetings.

- Team leaders must always question any visitor to the children's work as to the reason for their being present. Please then politely ask them to leave unless they have a valid reason for being there (eg a parent who has been asked to come and observe their own child). Parents may not enter the children's rooms for any other reason.
- Permission of both children and adults must be obtained before any photographs are taken or footage filmed. This can be obtained for specific purposes which will be outlined to the parents or carers upon seeking consent, using the form found in appendix I
- A logbook will be kept at all meetings of all children and workers present, and also any incidents which occur. This will also include details of any visitors who come into crèche. These must be passed on to the Safeguarding Officer who will keep them in a secure place. This will be a legal document, and as such will be kept on record for 25 years.
- Please be aware that keeping personal records of children and families is against the Data Protection Act – seek advice from the Safeguarding Officer .

APPENDIX F



CONDUCT & PRACTICE GUIDELINES

First Steps (2-4)

- For children under 3, guidelines recommend that there needs to be at least one worker for every 4 children in attendance. Although less adults are required with children 3 and over (1 adult to 13 children), we will still endeavor to maintain a ratio 1:4 in all First Steps sessions.
- It is self-evident that no child should under any circumstances be subject to any form of verbal, physical or sexual abuse. In addition, children's workers will positively encourage appropriate concern for others amongst the children and actively prohibit bullying behaviour.
- If a child wants a cuddle because they are upset and need to be comforted, then this should be welcomed by both male and female workers as normal and healthy. All cuddling should be in full view of the rest of the group.
- In all cases, the worker must ensure that the child is treated with dignity and respect in terms of ensuring, for example, that the child's clothing is arranged so as not to reveal their underclothes, that the worker's hands are placed on appropriate parts of the child's body etc.
- Nappy changing for this age group is the responsibility of the parent or carer of the child, not the First Steps worker.
- For children who require use of the toilet, where possible it should be female workers assisting boys/girls and male workers assisting boys. In both cases, the toilet door should be left ajar so that the child feels that their privacy and dignity has been maintained but the child is protected from possible danger and both the child and worker are protected from suspicion and allegation. Both male and female workers should inform the co-workers where and what they are doing before they take the child to the toilet.
- Where ratios do not allow children's workers to accompany children to the toilet the child's parent or carer may be called to accompany the child to the toilet.
- If a parent/ carer's presence is required (for nappy changing or if a child won't settle) then they can be contacted using the radio.
- Mobile phones must be put away at all times.

- Workers must not place themselves in situations where they are alone with a child out of sight of other people.
- Workers must ensure that, in their enthusiasm, they do not coerce a child into receiving prayer ministry – the child's wishes and dignity must be respected. Where possible, male workers should pray with boys and female workers with girls (or if praying in pairs, there should be at least one person of the same gender as the recipient.) Workers should ensure that, if they lay hands on the child, their touch is light, gentle and non-threatening and on appropriate parts of the child's body (back, shoulders, arms).
- A properly stocked first aid box will always be available at all children's/ young people's venues. All children's workers will know where to find it, be familiar with its contents and with current advice about administering first aid to children. Several representatives from each team will have undergone training in children's first aid to try to ensure representation at all meetings.
- Team leaders must always question any visitor to the children's work as to the reason for their being present. Please then politely ask them to leave unless they have a valid reason for being there (eg a parent who has been asked to come and observe their own child). Parents may not enter the children's rooms for any other reason.
- Permission of both children and adults must be obtained before any photographs are taken or footage filmed. This can be obtained for specific purposes which will be outlined to the parents or carers upon seeking consent, using the form found in appendix I.
- A logbook will be kept at all meetings of all children and workers present, and also any incidents which occur. This will also include details of any visitors who come into First Steps. These must be passed on to the Safeguarding Officer who will keep them in a secure place. This will be a legal document, and as such will be kept on record for 25 years.
- Please be aware that keeping personal records of children and families is against the Data Protection Act – seek advice from the Safeguarding Officer .

APPENDIX G



CONDUCT & PRACTICE GUIDELINES

Kids Club (5-10 yrs)

- For children of this age group, guidelines recommend that there needs to be at least one worker for every 13 children in attendance. These ratios will be maintained for all kids club sessions.
- It is self-evident that no child should under any circumstances be subject to any form of verbal, physical or sexual abuse. In addition, children's workers will positively encourage appropriate concern for others amongst the children and actively prohibit bullying behaviour.
- If a child wants a cuddle because they are upset and need to be comforted, then this should take place in full view of the rest of the group. (although it may be necessary, if the child is upset or wants to share something embarrassing to withdraw to one side)
- In all cases, the worker must ensure that the child is treated with dignity and respect in terms of ensuring, for example, that the child's clothing is arranged so as not to reveal their underclothes, that the worker's hands are placed on appropriate parts of the child's body etc.
- Children who require use of the toilet should be taken downstairs to the toilets by a worker, preferably in a group with more than one child. If children do need any assistance, is should be only upon their request. Where possible it should be female workers assisting boys/girls and male workers assisting boys. In both cases, the toilet door should be left ajar so that the child feels that their privacy and dignity has been maintained but the child is protected from possible danger and both the child and worker are protected from suspicion and allegation. Both male and female workers should inform the co-workers where and what they are doing before they take the children to the toilet.
- Mobile phones of both workers and children must be put away at all times.
- Workers must not place themselves in situations where they are alone with a child out of sight of other people.
- Workers must ensure that, in their enthusiasm, they do not coerce a child into receiving prayer ministry – the child's wishes and dignity must be respected. Where possible, male workers should pray with boys and female workers with girls (or if praying in pairs, there should be at least one person of the same gender as the recipient.) Workers should ensure

that, if they lay hands on the child, their touch is light, gentle and non-threatening and on appropriate parts of the child's body (back, shoulders, arms).

- A properly stocked first aid box will always be available at all children's/ young people's venues. All children's workers will know where to find it, be familiar with its contents and with current advice about administering first aid to children. Several representatives from each team will have undergone training in children's first aid to try to ensure representation at all meetings.
- Team leaders must always question any visitor to the children's work as to the reason for their being present. Please then politely ask them to leave unless they have a valid reason for being there (eg a parent who has been asked to come and observe their own child). Parents may not enter the children's rooms for any other reason.
- Permission of both children and adults must be obtained before any photographs are taken or footage filmed. This can be obtained for specific purposes which will be outlined to the parents or carers upon seeking consent, using the form found in appendix I.
- A logbook will be kept at all meetings of all children and workers present, and also any incidents which occur. This will also include details of any visitors who come into Kids Club. These must be passed on to the Safeguarding Officer who will keep them in a secure place. This will be a legal document, and as such will be kept on record for 25 years.
- Please be aware that keeping personal records of children and families is against the Data Protection Act – seek advice from the Safeguarding Officer .

APPENDIX H



CONDUCT & PRACTICE GUIDELINES

Youth (11-18yrs)

- It is self-evident that no child should under any circumstances be subject to any form of verbal, physical or sexual abuse. In addition, youth workers will positively encourage appropriate concern for others amongst the young people and actively prohibit bullying behaviour.
- Where a hug is required for consolation etc., it should be done in full view of the rest of the group (although it may be necessary, if the person is upset or wants to share something embarrassing, to withdraw to one side but still in view).
- In all cases, the worker must ensure that the child is treated with dignity and respect in terms of ensuring, for example, that the worker's hands are placed on appropriate parts of the child's body etc.
- Physical "rough and tumble", particularly with boys, is a natural way of building relationships. Workers must ensure that smaller, weaker boys are not overwhelmed or feel intimidated by the workers and/or other boys. In addition the workers must ensure that the young people's respect and dignity is maintained. All rough and tumble play must be single-sex and conducted in open within a group situation, never "one-on-one".
- Workers must not place themselves in situations where they are alone with a young person out of sight of other people. If confidentiality/privacy is important, then the worker must ensure that other workers know and the conversation with the child should be undertaken in a place which, although private, is still visible by others.
- Workers must ensure that, in their enthusiasm, they do not coerce a young person into receiving prayer ministry – the young person's wishes and dignity must be respected. Male workers should pray with boys and female workers with girls (or if praying in pairs, there should be at least one person of the same gender as the recipient.) Workers should ensure that, if they lay hands on the young person, their touch is light, gentle and non-threatening and on appropriate parts of the child's body (back, shoulders, arms).
- Discipling should be undertaken in same-sex group. Workers should be mindful of the dangers of small intimate groups where emotions can run close to the surface and take appropriate actions to ensure propriety and protect themselves and the young people from allegation and suspicion.

- Workers should be mindful of the possible dangers of inviting young people to their home, in order to protect both the young person and themselves from allegation and suspicion. In all cases, the visit should be with the knowledge of the other workers in the group/the leaders of the children's work and with the permission of the parents/guardians.
- A properly stocked first aid box will always be available at all children's/ young people's venues. All children's workers will know where to find it, be familiar with its contents and with current advice about administering first aid to children. Several representatives from each team will have undergone training in children's first aid to try to ensure representation at all meetings.
- Team leaders must always question any visitor to the children's work as to the reason for their being present. Please then politely ask them to leave unless they have a valid reason for being there (eg a parent who has been asked to come and observe their own child). Parents may not enter the children's rooms for any other reason.
- Permission of both children and adults must be obtained before any photographs are taken or footage filmed. This can be obtained for specific purposes which will be outlined to the parents or carers upon seeking consent, using the form found in appendix I.
- A logbook will be kept at all meetings of all children and workers present, and also any incidents or unusual conversations which occur. This will also include details of any visitors who come into the sessions. These must be passed on to the Safeguarding Officer who will keep them in a secure place. This will be a legal document, and as such will be kept on record for 25 years.
- Please be aware that keeping personal records of children and families is against the Data Protection Act – seek advice from the Safeguarding Officer .

Off-site Considerations:

- A risk assessment should be carried out for any activity that is to take place which is either out of doors or involves high risk.
- Consent forms should be completed and signed by parents/ carers for any day trips or visits arranged by the group.
- Workers must ensure that arrangements for transporting young people are appropriate, are with the knowledge of the other workers and have parental/guardian approval. It is unwise for a worker to transport a child on his or her own. If the situation arises, co-workers and parents/guardians should be advised. If a minibus is to be used, please see THIRTYONE:EIGHT 'Infocus; Regulations for transportation' for further guidance.
- Sleeping arrangements on residential holidays must be carefully considered. Boys' and girls' sleeping quarters must be separate. Access to sleeping quarters must be restricted to leaders of the same sex. Workers should, if possible be separate from (but adjacent to) the sleeping quarters. Where this is not possible, a worker should, ideally sleep in a

room with several young people (and another worker, if possible) never in a room with just one young person.

- On an outing, a worker must be mindful of the dangers of public toilets (but also be mindful of the need to protect both the young person and themselves from allegation and suspicion).
- A consent form (renewable annually) signed by the parent/guardian is required prior to any outings/residential holidays.

APPENDIX I



CONSENT FOR IMAGES

Consent form for Christ Central Manchester

To: _____
Name of parent/carer* (*person with parental responsibility)

Name of child: _____

Church /Organisation/ Club child attends:

Location of photograph:

Christ Central Manchester would like to take photograph(s) / make a video/webcam recording of your child.

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown.

To the parent (Delete as appropriate)

1. May we use your child's image in our printed promotional publications? YES/NO

2. May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility) _____

Date: ____/____/____

Youth/Children's Worker

3. I have checked which parents are happy for their child/ren's images to be used in the Christ Central Manchester's printed publications or on its website or both. YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) _____

Date: ____/____/____

Print name _____

Conditions of use

1. This form is valid for _____ (length of time in years) from the date of signing / *for this project only. Your consent will automatically expire after this time.

2. We will not re-use any images *after this time / *after the project is completed.

3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.

4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.

5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".

6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(*Please delete the option that does not apply.)

NB This form can be adapted to include video if required.

APPENDIX J



CONDUCT & PRACTICE GUIDELINES

I CAN PLAY – PARENT AND TODDLER GROUP

- Workers must not place themselves in situations where they are alone with a child out of sight of other people.
- Workers must not place themselves in a position where they are responsible for a child who is not their own; as we are a stay and play session, children are the sole responsibility of their parent or guardian.
- A properly stocked first aid box will always be available at all children's/ young people's venues. All children's workers will know where to find it, be familiar with its contents and with current advice about administering first aid to children.
- Team leaders must always question any visitor to the session as to the reason for their being present. Please then politely ask them to leave unless they have a valid reason for being there.
- Permission of both children and adults must be obtained before any photographs are taken or footage filmed. This can be obtained for specific purposes which will be outlined to the parents or carers upon seeking consent, using the form found in appendix I.
- A logbook will be kept at all meetings of all children and workers present, and also any incidents which occur. This will also include details of any visitors who come into I Can Play. These must be passed on to the Safeguarding Officer who will keep them in a secure place. This will be a legal document, and as such will be kept on record for 25 years.
- Please be aware that keeping personal records of children and families is against the Data Protection Act – seek advice from the Safeguarding Officer.
- Workers will not offer lifts to or to help with handling money of vulnerable adults.



CONDUCT & PRACTICE GUIDELINES

Welcome Box Scheme

- All Welcomers must receive full Welcomer training.
- All Welcomers must have an up to date enhanced DBS check.
- Welcome Box visits must be done in pairs.
- The support that Welcome Boxes provides is primarily to adults. Therefore Welcomers should only be in contact with children in the presence of their parents.
- For their own safety and protection Welcomers should let someone else know when we are making each welcome box visit and the address they are and when they have finished visiting.
- Any safeguarding concerns for either children or vulnerable adults should be passed on to the church's designated safeguarding officers.
- Welcomers should fill in a feedback form online after each visit which asks if there is any further support needed.