Safeguarding Policy

Keeping children, young people and vulnerable adults safe.

Hope Church ALDERSHOT

Name of policy: Children and Adults at Risk Safeguarding Policy and Procedures

Date approved by Board of Trustees: January 2026

Policy Last updated: September 2026

Date this policy will be reviewed: January 2027 *and whenever significant changes or a local incident occurs which highlights that a review is needed.*

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About HOPE Church Aldershot

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

Charity registered in England and Wales - Registered Charity No.1189502

Church Fellowship Connect Policy with Ansvar Insurance.

The Leadership Team (hereafter referred to as 'Leadership'), who work together in the management and execution of this policy includes the Elders, Trustees, Safeguarding Lead (Steve Delves) and Safeguarding Officer (Katherine Sherrington)

HOPE Church is made up of a group of people who seek to enjoy following Jesus, loving people and bringing hope.

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

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

- Sunday children's groups - primarily for children within the church,
- Youth groups for church and other youngsters (term time),

More information about these ministries can be found on our website: www.hopechurchaldershot.org

Our commitment

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

This policy and best practice guidelines (section 5) are based on the 10 Safe and Secure safeguarding standards published by Thirtyone:eight.org.

The Leadership undertakes to

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

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

Understanding Abuse and Neglect

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

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

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

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

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

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

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life. **Please note: this is not an exhaustive list**

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

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

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

Neglect *(multiple signs that last a while)*
Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, poor appearance/hygiene
Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming.

Signs of Possible Abuse (vulnerable adults)

Please note: This is not an exhaustive list

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

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

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

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

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

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

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

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

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

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

HELPFUL RESPONSES

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

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!

- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

DO

- Use the TED approach:
  Tell….
  Explain….
  Describe….

Concluding

- Again, reassure the child/vulnerable adult that they were right to tell you and show acceptance
- Let the child/vulnerable adult know what you are going to do next and that you will let them know what happens (you **need** to refer to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- As soon as possible, contact the Safeguarding Officer Safeguarding@hopechurchaldershot.org, or contact an agency such as Thirtyone:eight for advice, or go directly to Social Services/Police/NSPCC
- Do not discuss what you have heard with anyone else
- Consider your own feelings and seek pastoral support if needed
- Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said using the child's own words and language and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept safely for an indefinite period. (See Keeping Children and Vulnerable adults Safe Card)
- After you have informed the appropriate person, you no longer have direct responsibility for dealing with the situation. The Site Safeguarding Officers, Social Services and/or police may want to interview you during an investigation.
- It can be distressing to hear of abuse for perhaps the first time and you may need support and reassurance yourself. The Site Safeguarding Officer will make sure that this is offered to you by the right person. You should not share your information with anyone else. Confidentiality should be respected for the sake of the child/vulnerable adult and the family.
- Your care and prayers will be invaluable to the child/vulnerable adult and the family in what may prove to be a difficult and disruptive time for everyone

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 workers receive induction training and undertake safeguarding training on a regular basis. Other workers undertake yearly 'best practice' training. Written and verbal refresher information will be disseminated by the Safeguarding Officer as considered necessary, through handouts, use of the Thirtyone:eight regular email Updates, group meetings and conversations with individual workers. The ChurchSuite Connect Registering system uses a coloured bar to help ensure that adult-to-child ratios are adhered to.

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

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

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

Responding to Allegations of Abuse

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

The person in receipt of the allegations or suspicions of abuse should report concerns as soon as possible to your Site Safeguarding Officer (Katherine Sherrington 07545 128189 safeguarding@hopechurchaldershot.org), who is nominated by the leadership team to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter to the statutory authorities

In the absence of the Site Safeguarding Officer, or if the suspicions in any way involve the Site Safeguarding Officer, then the report should be made to Steve Delves (07956 070171). If the suspicions in any way implicate both the Safeguarding Lead and Site Safeguarding Officer, then the report should be made in the first instance to Thirtyone:eight, (0845 120 4550). Alternatively, contact Social Services or the police.

Where the concern is about a child, the Site Safeguarding Officer 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.

Telephone numbers are as follows:

For matters concerning Surrey residents

Thirtyone:eight	0845 1204550
Social Services Children's Team	0300 4709100
Social Services Adults' Team	0300 200 1005
Police	101 and follow the options. Ask for the Police Child Protection Team or the Vulnerable adults team
The out of hours Emergency Duty Team (EDT)	01484 517898

For matters concerning Hampshire residents

Thirtyone:eight	0845 1204550
Children's Social Services	0845 603 5620
Adult Social Services	0845 603 5630
Police	101 and follow the options. Ask for the Police Child Protection Team or the Vulnerable adults team
Out of hours numbers for Children and adults	0300 555 1373

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

- Where required (i.e. if there is a concern or allegation of child abuse involving the church – personnel or premises) the Safeguarding Officer in liaison with the Safeguarding Lead should then immediately inform the insurance company.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, in the absence of the Safeguarding Officer the Safeguarding Lead should not delay referral to Social Services, the Police or taking advice from Thiryone:eight.
- The Leadership will support the Safeguarding Lead and Safeguarding Officers 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 HOPE Church will use this procedure. If, however, the individual with the concerns feels that the Safeguarding Lead or Site Safeguarding Officers has not responded appropriately, or where there has been disagreement with the Safeguarding team as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of those who are vulnerable.
- The role of the Safeguarding Lead and Safeguarding Officers to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

In summary

DO NOT DELAY

DO NOT ACT ALONE

DO NOT START TO INVESTIGATE

DO NOT CONTACT THE ALLEGED ABUSERS

DO NOT DISCUSS WITH <u>ANYONE</u> OTHER THAN THOSE NOMINATED ABOVE

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

Detailed procedures where there is concern about a child:

Allegations of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguard Lead or Safeguarding Officer will:

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

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguard Lead or Safeguarding Officer 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.

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

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

Suspicions or Allegations of Physical or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguard Lead or Safeguarding Officer will:

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

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

Allegations of Abuse Against a Person Who Works With Children

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

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

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

Safe Recruitment

The Leadership will ensure all who work on behalf of Hope Church (in a paid or voluntary capacity) with vulnerable people in a non-public context are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- there is a written job description/person specification for the post,
- those applying for any roles (paid or voluntary) have completed an application form and a self declaration form (see page 25),
- those short listed have been interviewed by ministry area leader or a church elder
- safeguarding has been discussed at interview,
- written references have been obtained and followed up where appropriate,
- a criminal records disclosure has been completed (we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information),
- qualifications where relevant have been verified,
- a suitable training programme is provided for the successful applicant,
- the applicant has completed a probationary period,
- the applicant has been given a copy of HOPE Church Safeguarding Policy and knows how to report concerns.
- A Safer Recruitment log will be kept digitally on the Church GDrive./safeguarding.

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

HOPE Church-Run Activities

These activities are run entirely by HOPE Church and include **Sunday Groups** (Blaze, Sparkbeams & Basement) & **Youth**

Safeguarding Lead **(Trustee),** Safeguarding Officers and Recruiters are appointed by the HOPE Church Elders *(not including any elder who holds one of these roles)*.

- All potential group leaders must be HOPE Church members.
- All potential workers who are not currently HOPE Church members must complete a self-declaration form and job application form (for paid positions) (HOPE church members complete a self-declaration form when they join the church). All working in regulated activities are required to complete a DBS check.
- All potential Staff will be given written job descriptions & person specifications.
- Potential paid and volunteer workers will be given an informal interview by the Safeguarding Lead or Safeguarding Officer.
- Written references will be obtained for potential paid roles.
- All new workers including volunteers will have a probationary period of one term

Town-Wide Church Activities

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

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

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

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults (under ‘Boundaries’ in section 5 of this policy). The Leadership undertakes to follow the principles found within the ‘Abuse Of Trust’ guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Supporting those affected by abuse

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

Working with offenders

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

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

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

The contract will be signed and dated by the offender and by the church representatives. The Church Elders will have a formal contract in place with any person who, following a risk assessment is deemed a risk to persons in the church community. This includes if a person is yet to be charged of an offence, or has not found guilty after due process. This is to protect the individual as well as members of the church community, especially children and vulnerable adults.

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

Best Practice

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

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

Practical child supervision issues

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

- All children and young people will be treated with dignity and respect by workers, which is shown by the workers' attitude, language and actions.

- The Leadership Team will, as far as possible, ensure safe access to, and use of its facilities and activities. There will be an adult presence in any isolated approach areas to the activity and lighting, both external and internal should be adequate.

- **As far as possible** all small-group activities will take place in an open environment. This may involve sharing space, leaving doors ajar, or using rooms with glass panelled doors.

- The ratio of adults to children will always be adequate to ensure safety. To be prepared for emergencies, there will never be less than two adults on duty. The minimum number of adults required for certain age groups are:-

	Adults : Children
0 to 2 years	1 : 3
3 years	1 : 4
4 to 8 years	1 : 6
9 to 12 years	1 : 8
13 to 18 years	1 : 10

- Teenagers must be counted within the ratios

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

- If a mixed gender activity involves an overnight stay, there will be both male and female leaders present. If the activity is single sexed, a leader of the opposite gender may not be required.

Practice Guidelines

- No worker should be alone with a child. In a counselling situation with a young person, even though privacy and confidentiality are essential, workers will make sure another adult is also part of any interview taking place.
- If a worker is seeing a child or young person individually off-site for any reason (befriending or discipling etc), this will be with the knowledge of the group leader and with parental consent. The young person must either be the same gender as the worker or of someone accompanying them. If possible, such meetings should be in public places, or another adult should be present or close by. No young person will be invited to a worker's home alone unless this has been agreed with the child or young person's parents or carers.

- No person under 18 years of age will be left in charge of a group of children of any age. Children and young people attending a group should never be left alone at any time.

- A register of children or young people attending any church clubs or activities will be kept. All children must be signed in; those children under the age of five should be signed in and out by the parent or carer bringing and collecting them. If any child arrives unaccompanied and leaves early, time of departure should be recorded in the register. A register will be kept of the helpers present for that session and any others in the room being used at that time (e.g. a plumber). Identification will be asked for.

- A log book will be available for all activities for children and young people. In this workers can record unusual events, including fights and action taken with each leader recording what they witnessed. Entries must be removed and given to the Safeguard Lead or Safeguarding Officer to be stored separately in keeping with the Data Protection Act.

- A First Aid box will be accessible at all children and youth activities. Every event also has first aid trained personnel. Minor First Aid should be given either in public or in a room with the door ajar. If First Aid requires privacy, two adults should be present. All instances of First Aid should be recorded in the accident book, and the entry signed by parents. Entries will be removed and stored separately in keeping with the Data Protection Act.

Children from the street

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

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

Visiting children at home

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

- Inform your leader or another worker of the proposed visit;
- Never go into a child's home if the parent/carer is absent;
- Keep a record of the visit, noting date and purpose;
- If the parent/carer is absent when you call, contact the parent to arrange another visit.
- Provide information about your group to the parent/carer – to include contact telephone numbers,

Boundaries

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

- All physical contact should be avoided. Contact should not be initiated by a worker.

- Workers should avoid any comments or remarks which can be construed as sexually suggestive even in 'fun' and should avoid being drawn into any such conversation if a young person initiates it.

- As a church, we undertake to follow the principles found in the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those people in a position of trust to engage in any behaviour, which might allow a sexual relationship to develop whilst ever the relationship of trust continues.

- The privacy of children should be respected in a way befitting their age when they are showering, toileting etc. Where appropriate, ask the child if help is required. If personal care to a child is required (e.g. changing a child who has been sick) this should be done in a way in which the privacy of the child can be maintained while ensuring that there is no undue intimacy. If possible more than one adult should be involved or it should be ensured that another adult is within earshot. Sometimes it may be more appropriate to take a child home or call the parents if a high level of physical intimacy is involved in the care needed, e.g. changing nappies.

- Workers should never engage in intrusive touching of a child in any form. Any physical contact with a child should be in public and should be related to the child's needs, should be appropriate to the age of the child and should normally be initiated by the child.

- Arrangements for transporting children need to be done with the knowledge of the group leader and must be with parental approval. 2 adults must be present in the car, avoiding lone working.

- The only adults allowed into a children or youth activity should be the workers assigned to that activity. Other adults should not have free access. If they need to be there for a specific reason, ensure they are noted in the log book with the time they came and left.

- Workers should not allow or engage in any scapegoating, ridiculing or verbally rejecting a child, young person or vulnerable adult, or make discriminatory remarks of any kind. At all times children, young people and vulnerable adults should be presented with a positive and affirming role model.

Guidelines for discipline

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

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives. Do not compare them with one another, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and avoid shouting – change voice tone if necessary.
- Call on support from other leaders if you feel so angry that you may deal with the situation unwisely.
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger).
- Lay down ground rules, e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.

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

- Warn a child that you will speak to their parents and do so if necessary. Warn them, if possible send them outside the room (if not keep them safely within the room). It may be wise to ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

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

Working with disruptive children

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

- Request that the behaviour stops;

- Find out the cause(s) of upset;

- Warn the child that they will be asked to leave if the behaviour continues;

- Warn the child that continued disruptive behaviour might result in longer-term exclusion from the activity.

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

Use of physical restraint

It may be necessary to physically restrain a child if they are putting themselves in danger (e.g. a small child tries to run out of the building) or if others are in danger (e.g. a fight). *This is a complex area and requires careful consideration and wise application and where possible with someone who has some training – although as a church we recognise this is not always possible in the 'heat' of the moment.*

- Use as a last resort only, to protect the safety of the child and/or others and warn them that physical restraint will be used unless they desist from their behaviour.

- Talk to the child to try to persuade them to do what you are asking. If you need to restrain them continue talking, e.g. "I am making sure that you are calm", "I am restraining you so that you do not run away", "I am restraining you so that you do not hurt someone else", "I want you to calm down and come with me", "If you don't stop I may have to call the police".

- Ensure the child will not misinterpret your actions by talking to them as above, by keeping in mind the relative genders of yourself and the child, and by calling another adult to be present where possible.

- Restrain or hold a child only by the arms or shoulders, with the least force, for the shortest possible time. Restraint should be gradually relaxed to allow the child to regain self-control.
- Try to avoid damage to clothing, jewellery, etc.
- Consider your own safety. If you feel you, or someone else would be at risk due to a child's behaviour and you cannot restrain the child safely, remove yourself and anyone else to a safe place as soon as possible.
- When the child is calm, try to talk through the issues with them.

In all cases….

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

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

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

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

Working in Partnership

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

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

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

The Thirtyone:eight helpline number is found in Appendix 3 of this policy and on the Welcome table at All Saints RGC on a Sunday afternoon.

There is a 'Child and Adult Protection Statement' on the HOPE Church website (www.hopechurchaldershot.org)

Appendix A

Statutory Definitions of Abuse –Children

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children 2023.

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 cyberbullying), 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.

Appendix A

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.

Appendix A

Statutory Definitions of Abuse - Vulnerable Adults

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2020):

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

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

Physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;

Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;

Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;

Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;

•**Discriminatory abuse**, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Appendix A

Further Definitions of Abuse

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

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

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

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

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

The definition of domestic violence in Working Together 2023 states:

Appendix A

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

Home Office 2013 *What is Domestic Violence?* London: Home Office defines domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover.

Complex (Organised or Multiple) Abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

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

Child Prostitution

Working Together to Safeguard Children' 2023 Section 6.2 stated:

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

In Working Together to Safeguard Children 2023 it states:

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

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

Female Genital Mutilation (FGM)

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

Appendix 1

Leadership Safeguarding Statement

The Leadership – Elders, Trustees, Safeguard Lead or Safeguarding Officers of HOPE Church – hereafter referred to as 'Leadership', recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

HOPE Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

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

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any Newfrontiers/Commission guidelines in relation to safeguarding children and adults in need of protection.

Appendix 1

- Supporting the Safeguard Lead or Safeguarding Officers in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by HOPE Church.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in HOPE Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight

We recognise:

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

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

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Safeguarding Lead and recruiter : Steve Delves

HOPE Church Safeguarding Officer : Katherine Sherrington.

This group functions as our Safeguarding Team and deputize for each other when one is away.

A copy of the full policy and procedures is available from Steve Delves in the HOPE Church Aldershot Office, 9 Brooklands Road, Farnham, Surrey, GU9 9BS. [07468484888)

Appendix 1

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

Signed by Lead Elder, HOPE Church Aldershot

Signed: _

Date: _

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

Appendix 2

HOPE Church Website Child and Adult Protection Statement

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

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

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

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

HOPE Church Office
9 Brooklands Road
Farnham
Surrey
GU9 9BS

As part of HOPE Church's commitment to children, young people and vulnerable adults it has appointed Steve Delves as Safeguarding Lead and Katherine Sherrington as Safeguarding Officer and Recruiter. All the children and young people and vulnerable adults involved in activities within the church know who they are and how they can be contacted.

Should HOPE Church have any safeguarding concerns it will seek the advice of the Thirtyone:eight and if appropriate contact the statutory authorities.

HOPE Church

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

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.

- We recognise the personal dignity and particular needs of vulnerable adults and will ensure all our policies and procedures will reflect this.

Appendix 2

- We believe all adults should enjoy and have access to the full life of HOPE Church, unless they pose a risk to the safety of those we serve.

- We undertake to exercise proper care in the appointment and selection of those who will work with children and vulnerable adults.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

We are committed to:

- following statutory and guidelines from authoritative (e.g. Commission) and specialist bodies in relation to safeguarding children and adults and will ensure that, as a place of worship, all workers will work within the agreed procedure of our safeguarding policy,

- implementing the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation such as the Equality Act 2010

- supporting, resourcing and training those who undertake this work,

- ensuring that we are keeping up to date with national and local developments relating to safeguarding,

- ensuring that everyone agrees to abide by these recommendations and the guidelines established by HOPE Church,

- supporting all in the church affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult,

- where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency,

- safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or vulnerable adult or in relation to any safeguarding matter then please speak to the Site Safeguarding Officer.

Further details about safeguarding policies, training and our Disclosure Service can be obtained from Thirtyone:eight, P O Box 133, Swanley, Kent BR8 7UQ telephone 0845 120 4550. Email info@thirtyoneeight.org Web: www.thirtyoneeight.org

Appendix 3

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

www.hopechurchaldershot.org

If you have any concerns regarding the safety or welfare of a child you can speak to:

Kath Sherrington **or** Steve Delves

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

Kath Sherrington **or** Steve Delves

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed_____ **Date**_____

Leadership of place of worship/organisation

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

Mindinfoline
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



CHURCHES Child Protection ADVISORY SERVICE

The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Appendix 4

Child Protection Statement from 'Introducing Church Life' booklet.

At HOPE we take child protection very seriously. We have a Safeguarding Policy that is issued to all children's workers, and that is available for anyone to look at. If you would like a copy, please speak to the Safeguarding Officer - see information table

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

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

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

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

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

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

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

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

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

Appendix 5

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

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

The church Safeguarding Lead, **Steve Delves** and **Katherine Sherrington, Safeguarding officer together form our Safeguarding Team.**

Good Practice When Working With Children

Do not be alone with one child.

Do not give individual children lifts in your car.

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

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

If a child of the opposite gender wants to speak to you, this is OK – but never be alone with the child.

Always remember that you are a role model.

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

Appendix 5

What To Do With Abuse Related Concerns

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

If you have ANY concerns about a child, don't keep them to yourself; speak to Kath. She will contact CCPAS for advice.

Never discuss concerns relating to abuse with others, including the parents .

If something you observe in a child gives you concern (bruising, behaviour, mood etc), make a note and pass it on to Kath.

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

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

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

Remember the golden rule: 'LISTEN AND PASS ON'

Appendix 6

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

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

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

Arising out of these higher risk issues, we have identified areas, listed in sections 1-9, where the matter in question causes such serious concern that we will always give it our immediate attention because of the impact on the charity if true, and on the reputation of the charity, even if not true.

Where such high-risk issues arise in charities, we would always regard them as serious incidents that you should report to us. This list is not exhaustive and if you consider that a serious incident has occurred in your charity, you should report this to us.

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

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

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

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

Criminal activity

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

Appendix 6

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

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

HOPE Church Fire Procedure

Appendix 7

Duty Manager:

- Each week the anchor person will act as duty manager and be responsible for ensuring that everyone has been evacuated from the building in the event of a fire.
- The duty manager will liaise with the fire brigade when they arrive.

Fire marshals:

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

Procedure:

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

Appendix 8

HOPE Church - Video Conferencing policy

It is envisaged that the use of video-conferencing sessions will primarily, but not exclusively involve Zoom. These may be used for children and youth work in addition to main church meetings.

In order to create a safe environment for children, young people and adult leaders when taking part in a video-conferencing session, the following considerations must be observed:

- Parents should be aware that their children are taking part in a scheduled video call. The children should be able to call on a parent if requested.

- Leaders must familiarise themselves with the functions of the video conferencing platform, including the privacy and mute settings.

- All meetings should be set to ensure that participants cannot join before the meeting host.

- All calls will have a password and a waiting room.

- Participants should enter meetings with video enabled but can turn this off once they have entered the meeting.

- Breakout rooms may be used but there should be at least three participants including a leader in each room. The person running the call should be able to drop into each breakout room during the session.

- Any video-conferencing session should have a minimum of three participants. In the event that the participant list drops below three the leader should finish the call.

- When a video conference finishes, children should exit the meeting first and the leader should close the session once complete.

- Video conference sessions should be scheduled at least 48 hours in advance. Leaders should send a notification of this via an email.

- Everyone on the call should be dressed appropriately.

- Leaders should keep a record of attendance for each video-conferencing session.

- Leaders should communicate any inappropriate behaviour or any interactions that are not appropriate in line with the safeguarding policy regarding behaviour. Any safeguarding concerns need to be raised immediately with Kath as safeguarding officer.

- No photos, recording or ‘screenshots’ may be taken at any point during the meeting without prior permission of those on the call.

- Chat facilities may be used but content of these should remain appropriate and affirming.

- Participants should not enter one on one chats.

- Use of virtual backgrounds are allowed but should be appropriate and also ensure that children can be seen at all times.

- There must be a minimum of two leaders on every call and they must both have host ability. This ensures that if one drops off by accident the other leader retains the host status, thus not passing it to a child by accident.

HOPE Church – Keeping Safe Card

Appendix 9

Keeping Children and Vulnerable Adults safe at HOPE Church- Aldershot

If you have a concern about a child or vulnerable adult, or if they disclose a concern to you, report it as soon as possible to the safeguarding officer.

The safeguarding officer is Kath Sherrington. You can contact Kath at Safeguarding@hopechurchaldershot.org

If you are unable to contact Kath, then contact Steve Delves.

If neither person is available then contact thirtyone:eight at https://thirtyoneeight.org/ or the helpline 0303 003 1111.

If it is an emergency or the child or adult is at immediate risk call the police on 999.

DO

- Take what they say seriously
- Let them give their own account
- Tell them you will have to inform someone
- Ask who, what, when, where,
- Tell them what will happen next
- Make notes so you have an accurate record of the disclosure
- Keep yourself safe

DON'T

- Promise to keep things to yourself
- Ask leading questions
- Place fault or blame
- Ask why
- Promise it will be alright

USE T.E.D:

- Tell
- Explain
- Describe

This will help the child give a full answer with few prompts

"Can you tell me what happened…"

KEEP YOURSELF SAFE

- Keep doors open, meet where there are clear sightlines, meet in a public place.
- Tell another adult when and why you are meeting with the child or vulnerable person
- Do not have private conversations on social media, text or email.
- Tell your group leader or safeguarding officer if you think something you said or did could be misconstrued
- Talk to the safeguarding officer if you need too. Some concerns are hard for us to deal with emotionally too.

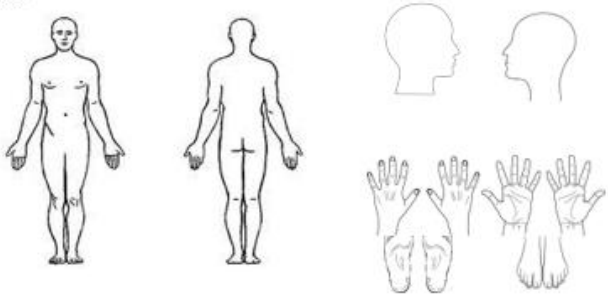
Use this space to write notes and annotate pictures as necessary.

Once complete hand to safeguarding officer

Name:

Vulnerable person's name:

Date:



Notes:

Hope Church ALDERSHOT