

Light & Life Free Methodist Church East Cornwall Safeguarding Policy

Light and Life Centre
Units 4-5 Brunel Business Park
The Sidings
St Austell
PL25 4TJ
Tel: 01726 65313
Email: staustell@lightandlife.co.uk

Covering operations at St Austell, Liskeard, Bodmin and Bristol.



Light and Life Free Methodist Church Safeguarding Policy

Fourth Issue Dated July 2019

Registered Charity 1128866

Safeguarding Policy, Practices and Procedure Guidelines Index

Safeguarding Statement [Prominently displayed in church and kept in church office]

Safeguarding Policy [A copy to be kept in the church office and provided to all groups]

Practices and Procedures [the following will be kept with the copy of the main policy in the church office and will be issued in word format as necessary]

1. Procedure for the Safe Recruitment of Staff
 - 1a. Safe Recruitment of Young Helpers
 - 1b. Workers from Abroad
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3. Staff Records
4. Staff Training
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 - a. Light and Life Website and Social Networking
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 - a. Taking care of touching
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Appendices:

- A: Recruitment Flowchart and Checklist
- B: Accident and Incident Log Sheet
- C: Filming and Photographic Consent Form
- D: Worker's Action Sheet when responding to Disclosure of Abuse
- E: Skin Maps
- F: Concerned Flow Chart
- G: Activities and Day Visits Consent Form
- H: Swimming Consent Form

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Persons responsible for keeping everyone Safe and Secure:

Pastor.....Pete Godfrey

Pastor.....John Townley

Pastor.....Mark Davy

Pastor and designated Trustees' representative for Safeguarding..... Jon Langford

The Trustees accept their responsibility and under their authority appoint as Safeguarding Co-ordinatorJon Langford

Together with Deputy Safeguarding Officers at St Austell, Liskeard and Bodmin

Light and Life Church takes Safeguarding Children, Young People and Vulnerable Adults seriously. Light and Life Church follows the safe and secure audit checklist for safeguarding by CCPAS.

All policies, practices and procedures will be reviewed annually in September. Annually each September there will be a reminder to the churches as a whole that we are all responsible for keeping everyone Safe and Secure. Annually each October "Kids are Safe Here" or similar will be shown at church.

Abbreviations: Young People: YP, Vulnerable Adults: VAs, Head of Ministry: HOMs, Church Leadership Team: CLT. Churches Child Protection Advisory Service: CCPAS, Multi Agency Referral Unit: MARU

A member of the Free Methodist Church UK

Charity Number: 1128866

Insurance Company for Public Liability: Ansvar Insurance

This policy covers all aspects of work by Light and Life Free Methodist Church East Cornwall and within the venue of St Austell Light and Life Centre. This includes but is not exclusive to the activities of the churches both on a Sunday and mid-week, all community events and all pastoral ministries. It also includes the work of St Austell Foodbank. Any person or organisation that uses the Light & Life Centre is required to comply with this safeguarding policy.

Safeguarding Statement

Light and Life Free Methodist Church East Cornwall, hereafter referred to as Light and Life Church, recognises the importance of its ministry to children, young people and vulnerable adults and its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church's care.

“Free Methodists openly rebuke anything in law, persons, or institutions which violate the dignity of persons created in the image of God” Book of Discipline p5 2015

As part of its mission, Light and Life Church is committed to valuing, listening to and respecting children, young people and vulnerable adults as well as promoting their welfare and protection. This is expressed in:

1. The safe recruitment, supervision and training for all the children's, youth and vulnerable adult workers within the church.
2. Adopting a procedure for dealing with concerns about possible abuse
3. Encouraging and supporting parents/carers
4. Supporting those affected by abuse

CHURCH POLICY

The Light and Life East Cornwall Trustees, hereafter referred to as the Trustees, recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. They also acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual, emotional and spiritual abuse, and neglect.

The Trustees have therefore adopted the practices and procedures set out in this document in accordance with statutory guidance. The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and we acknowledge the valuable part CCPAS have played in helping Light and Life Church to produce this policy.

The Trustees are committed to on-going safeguarding training for those working with children, young people and vulnerable adults and will at least annually review the operational guidelines attached.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

Concerns must be reported as soon as possible to the Safeguarding Co-ordinator Jon Langford Tel: 07986 866655 or 01208 72303 or to a Deputy who is nominated by the

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Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

The Safeguarding Co-ordinator or deputy will inform the designated Trustees' representative for safeguarding, this person will inform the Trustees and, where necessary, the church insurers giving a brief outline of the action taken without revealing the nature of the incident or the person/s concerned.

Where necessary, the nominated Trustees' Lay Representative will inform the National Leadership Team for The Free Methodist Church UK and give a brief outline of the action taken to deal with the incident.

In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to a Deputy Officer. If the suspicions implicate both the Co-ordinator and the Deputy Officer, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) Tel no: 0845 120 4549

Suspensions must not be discussed with anyone other than those nominated above. A true copy of the disclosure as a written record of the concerns should be made in accordance with church procedures and kept in a locked secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or the Deputy should not delay a referral to the Police or MARU.

The Trustees will support the Co-ordinator and Deputies in their roles 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 child protection agencies or seek advice from CCPAS, although the Trustees hope that members of the church will use the procedure outlined in this policy. If, however, the individual with the concern feels that the Co-ordinator and Deputy has not responded appropriately, or where they have a disagreement with the Co-ordinator and Deputy as to the appropriateness of a referral, they are free to contact an outside agency direct. By making this statement the Trustees demonstrate the commitment of the church to effective safeguarding.

The role of the Co-ordinator and Deputies is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Police or MARU. It is the task of the Police or the Multi Agency Referral Unit to investigate the matter under Section 47 of the Children Act 1989.

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If a child has a physical injury or symptom of neglect, the Co-ordinator or Deputy will:

Contact the Police, MARU or CCPAS 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 the Police, MARU or CCPAS.

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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 injury.

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 CCPAS direct for advice.

Seek and follow advice given by CCPAS (who will confirm their advice in writing) if anyone is unsure whether or not to refer a case to MARU

ALLEGATIONS OF SEXUAL ABUSE

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

Contact the Police or MARU

NOT speak to the parent/carer or anyone else.

Seek and follow the advice given by CCPAS if for any reason they are unsure whether or not to contact the Police or MARU. Ask CCPAS to confirm its advice in writing/email for future reference.

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The Trustees will ensure all workers irrespective of being paid or working as a volunteer, will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines, CCPAS guidance, The Charity Commissioners and Church practice guidelines. See section 7 for further guidance

SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The Trustees will provide details of the supervision for each specific activity in the church practice guidelines attached.

SUPPORT TO THOSE AFFECTED BY ABUSE

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and supports those attending the church that have been affected by abuse.

WORKING WITH OFFENDERS

When someone attending the church is known to have abused children, young people or vulnerable adults, the Trustees will appoint a team to supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, young people and vulnerable adults, set boundaries for that person which they will be expected to keep and put this in writing as a contract agreed to and signed by the Pastor, the individual and their supervising team.

Safeguarding Policy agreed on _____ by the Trustees

Signed _____ Print _____ Safeguarding Co-Ordinator
Signed _____ Print _____ on behalf of L&L Trustees

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Safeguarding Policy Statement

We recognise the importance of Safeguarding all children, young people and vulnerable adults and good working practices as a priority. In the interests of the safety and wellbeing of all children, young people and vulnerable adults, Light and Life Church operates a formal safeguarding policy.

Therefore the church ensures that everyone working with children, young people or vulnerable adults:

- has undergone a Disclosure and Barring Service [DBS] check at enhanced level,
- is adequately trained and supervised,
- understands and follows the Safeguarding Protection Policy and procedures.

Light and Life Church

- is committed to supporting parents and families,
- the Trustees are committed to the nurturing, protection and safeguarding of children, young people and vulnerable adults.
- recognises that the protection of children, young people and vulnerable adults is everybody's responsibility,
- is committed to following agreed procedures and following statutory, denominational and specialist guidelines,
- this policy statement is reviewed annually.

This statement was agreed by Light and Life Church Trustees.

Date: _____

Signed: _____ Pastor of _____ Light and Life

Name: _____

If you have any concerns for a child or in relation to any child protection matter, then speak to one of the following who have been approved as Safeguarding Officers for Light and Life Church: Safeguarding Co-ordinator Jon Langford or one of the Deputy Safeguarding Officers.

A copy of the full policy can be seen in the church office.

CONTACT DETAILS:

Safeguarding Co-Ordinator: Jon Langford **Tel: 07986 866655 or 01208 72303**

Safeguarding Deputy for this Church:**Tel:**

CCPAS: 0845 120 4549

MARU (multi-agency referral unit): 0300 1231 116 Out of hours 01208 251300

The Policy

1. Safe Recruitment of Staff both Paid and Voluntary

Light and Life Church wishes to ensure the safe recruitment of staff both paid and voluntary therefore: Anyone recruiting staff will follow this procedure.

- Vacancies will be advertised in the Sunday morning notices and/or the weekly bulletin and/or the notice board and/or Light and Life Church web site. The Trustees will advertise where necessary to a wider catchment area.
- All prospective workers whether paid or voluntary will be given a role description, an application form, and disclosure forms. Applicants will be asked to sign to confirm that they have read the Safeguarding Policy.

DISCLOSURE FORMS: Rehabilitation of Offenders Act 1974 ordinarily this enables some criminal convictions to be 'spent' or ignored after a 'rehabilitation period' and an applicant would not normally need to mention their conviction. However, under the Police Act 1997 work with children/YPs and VAs is not exempt. When having a DBS check it will show cautions, reprimands, final warnings and formal convictions. Therefore, all applicants should complete the disclosure form detailing all of the above and also any other information that may be relevant to the post e.g. disciplinary action taken by a former employer relating to Safeguarding or childcare concerns. Disclosure forms are to be given directly to the Safeguarding Co-ordinator or the Deputy.

- When all the applications for a post are completed and returned, due consideration will be taken to match the most suitable applicants to the job description. These then will be invited to attend an interview. Anyone with convictions that would stop them working with children/YPs and VAs will receive a written explanation why they have not been called for interview.

DISCLOSURE FORMS: Interviewers/panels may at this point consider reading disclosure forms to allow them to ask questions re: disciplinary action, safeguarding, childcare issues.

- Once a suitable applicant is found 3 references will be requested. Of this, 2 will initially be contacted, with the third held in reserve.
- For those working with children, young people or vulnerable adults, before the confirmation of an appointment takes place, a role description will be issued, and all workers whether paid or voluntary will undergo a DBS check.
- At any time during the application process if there is a Safeguarding Workshop held at Light and Life the applicants will be expected to attend. Otherwise the successful applicant must attend a Safeguarding Workshop within their first 6 months in the role.

All applicants be informed after interviews whether they have been given the role, and those who were unsuccessful, if they ask, will be told of the reasons why the decision was made not to appoint.

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Successful applicants will receive a contract signed by the Head of Department and the Lead Pastor. The contract will show a written statement saying what the probationary period will be, usually 6 months.

The Trustees wish to encourage the young people [16/17 yrs] to participate in the life and work of the church, therefore the Trustees will define the groups that the YP can support and they will be under the authority of the group leader at all times. They will not take a supervisory or lead role for the group as they will be counted in the number of children until they are 18 yrs. They must be recruited in the same way as above including a DBS check.

See the **FLOW CHART** at the end of this document for a visual check.

The need for additional helpers/leaders can be found under **Supervision and Ratios. 7**

An Application Checklist Form can be found in the Appendices (Appendix A)

1. a. Safe Recruitment of Young Helpers

Light and Life Church actively encourages young people to grow in faith and service. Therefore, with the approval of the Trustees, Light and Life will encourage young people who wish to apply for a position as a young helper. Young helpers will normally be 16 years and above, known by the church, have consent from their own parent/guardian and be approved by the Trustees.

Young helpers for Crèche/Mini Church will be considered from the age of 12 years and above, will be known by the church, have consent from their own parent/guardian and be approved by the Trustees.

To ensure the safe recruitment of young helpers they will be given a role description and application form. When the application is completed they will be interviewed and after a successful interview will be put on the register as an authorised young helper.

HOMs will be responsible for outlining to the young helper/s safe working procedures and practices within the group.

For example:

Working within crèche/mini church, Young Helpers must not pick up a baby/toddler/child or carry them; however, they can sit with the baby/toddler/child allowing the situation to be led by the baby/toddler/child. e.g. If the toddler wants to sit on the YH's lap for a cuddle, this is toddler lead.

It's difficult not to show favouritism to one baby/toddler/child if they are a sibling or a friend's baby/toddler/child, but to work in a professional manner we all need to be inclusive and show equality to all.

All young helpers must agree to be guided by the leader/adult helper in the group.

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For example: young helpers can help prepare the room, encourage toddler/child in group activities and play with a baby/toddler/child when sitting on the floor.

HOMs and Leaders to be aware:

Anyone under the age of 18 years is legally counted as a child, therefore:

They count in the numbers [ratio of adults to children] and should never be allowed to exceed the numbers so that another adult is needed for the group.

They must never under any circumstances be left on their own with baby/toddler/children.

Young Helpers should be put on a separate rota to the adult workers and not more than once a month.

At age 16 years and above a DBS check will be required and they will also be required to attend Safeguarding Training if they wish to continue in this service.

1.b. Safe Recruitment of Staff: Employing Workers from Abroad

When recruiting workers from abroad, certificates of good conduct can sometimes be obtained from the police, other agency or institution where the person has been involved. However, these need to be treated with caution. As with a criminal conviction certificate, a good conduct certificate can only provide 'known' information. Some countries do not operate the same safeguarding standards when it comes to abuse issues. So, whilst UK checks involve gathering intelligence from other agencies, foreign checks may well be far more basic. In this situation it is advisable that these workers do not have unsupervised contact with children or vulnerable adults but they could work alongside another worker.

The DBS does provide a limited service to assist with checks on workers from overseas. This service is accessible throughout the UK. They will be able to help with general advice about countries providing services and information on any similar procedure. However, you will need to be aware that the quality of information received will vary and the result of a Disclosure check may be returned in a different language. You therefore may need a translation service.

Check the overseas section of the DBS web site which contains details of the various countries which provide a criminal background check service:

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/dbs-checks-organisations1/checks-overseas/>

Contact details for Embassies and High Commissions in the UK may be found on the Foreign & Commonwealth Office (FCO)

Website: <https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>
Or call the FCO Response Centre Helpline on 020 7008 1500.

Right to Work in the UK

The DBS does not check whether an applicant is permitted to work (either paid or voluntary) within the UK. All employers in the UK have a legal responsibility to stop illegal migrants finding employment here. The entitlement of everyone planned to be employed in the UK

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must be checked with the utmost thoroughness. Failure to do so may result in a civil penalty or criminal conviction.

Even if a potential employee is believed to have the right to work in the UK, the necessary checks must still be carried out. Candidates should therefore be required to provide evidence of their right to work in the UK by producing original copies of documents specified by the UK Border Agency (UKBA) or be able to prove they are exempted from having to do so.

* Eligibility for DBS checks is determined by the regularity of contact with vulnerable people and the level of unsupervised contact with vulnerable people which is expected of the prospective post-holder. For further information see: www.homeoffice.gov.uk/DBS. Ensure that the eligibility criteria are met before the process of seeking a DBS disclosure or criminal records check from overseas is started.

2. Equal Opportunities Statement

Light and Life Church 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 Light and Life Church will be treated less favourably than any other person on any grounds.

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 skills, qualifications, experience and commitment to the values and purposes of Light and Life Church.

As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. These posts are specified by the Trustees and kept under review. 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 government and ACAS guidance.

As an organisation using the Disclosure and Barring Service [DBS] Disclosure Service to access applicants' suitability for positions of trust, Light and Life Church 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.

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, role adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called to interview to provide details of any criminal record at an early stage in the application

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process. We request that this information is sent under a separate, confidential cover to the Safeguarding Co-ordinator/Deputy within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Light and Life Church to ask questions about your entire criminal record, we ask only about “unspent” convictions as defined in the Rehabilitations of Offenders Act 1974.

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 the 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.

At interview or in a 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 the withdrawal of an offer of employment or voluntary work.

We make every subject of a DBS check aware of the existence of the Code of Practice (foodbank) or Behaviour Policy and make a copy available on request.

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 a person from working with Light and Life Church, it will depend on the nature of the position and the circumstances and background of the offence.

3. STAFF RECORDS

All documents relating to a person’s application for a position whether paid or voluntary with Light and Life Church must be kept in a personal folder, in a locked and secure place, including those who were unsuccessful.

These records must be kept for an indefinite period.

These documents should include:

Application

References

Photocopies of ID documents used for DBS checks

NOTE The disclosure of convictions document should be destroyed within 6 months, unless there is a dispute, exceptional circumstances or where a DBS agreement is secured. No photocopies are to be made of this form or held by any other person/s other than the Pastor and the safeguarding team.

Should the Disclosure Form be kept this information should not be shared with the applicant.

ALSO

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Written reprimands or notes of oral reprimands [see below disciplinary procedure]

Notes on why a person leaves a position are important especially if they leave due to misconduct.

ALSO documents relating to

Disciplinary procedure

If the problem is not resolved informally with the line manager or HOM

A disciplinary procedure will be put in writing as per ACAS guide and will state what work or behaviour has led to this action.

Should allegations, concerns or suspicions lead to further investigations, a thorough and robust disciplinary investigation will be undertaken to establish 'on balance of probabilities' what occurred and how this may impact the suitability of the worker to remain or return to post.

Once enquires have been exhausted there needs to be consideration whether contact should be made to the local authority and or the police.

Robust conclusions must be obtained prior to the reinstatement of any worker who has been suspended in such situations.

ALSO documents relating to

Grievance procedure

If the problem is not resolved informally with the line manager or HOM

1. Any grievance from any staff paid or voluntary will be taken seriously and should be put in writing by the person concerned.
2. This should be passed to the Pastor and if he is unable to resolve this issue:
3. The Pastor will then take the matter to the Trustees of the church as in a court of law they are responsible when dealing with a grievance.

Also

Papers relating to a failed application:

No paperwork should be destroyed as this could form a part of the jigsaw re: a person trying to gain access to children/YP/VAs and maybe used as evidence in a court of law. See also 7. Procedure for working with those who pose a possible risk

CCPAS InFocus: [Blemished Disclosures Advice](#)

Faith Fact: *Confidentiality in places of worship - Ordinarily where a candidate is unsuccessful in obtaining a position in an organisation that is the end of the involvement between the two parties. Where places of worship are concerned the individual may remain part of it. Occasionally this can create a dilemma where information revealed on a Disclosure check indicates an individual could be a danger to vulnerable people, which was not known about beforehand. A Disclosure check can only be used for the purpose of the suitability for appointment. It is illegal to reveal information obtained through a Disclosure check. A place of worship may then have concerns that the individual is coming into contact with vulnerable people but are unable to place any restrictions and boundaries on them, due to the source of the information. CCPAS can offer advice in such situations or the matter can be referred to the denomination's safeguarding adviser.*

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All workers who need a DBS check must sign a statement to say they have read the safeguarding policy and this to be kept in their file.

These files are not for general view and should only be available to the Pastors Pete Godfrey, John Townley, Mark Davy and Jon Langford and the Safeguarding Co-ordinator when there is a safeguarding issue.

4. STAFF TRAINING

Anyone taking a position with Light and Life Church whether paid or voluntary will be offered Safeguarding induction training, even if the position is not working directly within any of these groups.

It is mandatory for all Trustees, Pastors, leaders and workers working with children, young people and vulnerable adults to attend Light and Life's Safeguarding induction training within 6 months of their application and DBS check. You will then be asked to attend Safeguarding training a minimum of once in every 3 years.

It is everyone's responsibility to safeguard everyone who comes to Light and Life therefore anyone whatever their role in church whether paid or voluntary, in roles not needing DBS checks will be encouraged to attend Safeguarding training.

Further training/courses will be offered where necessary.

5. Data Protection, Web site, Social Networking

The Data Protection Act 1998 is designed to provide privacy protection for individuals about whom certain personal information is kept. Best practice applies to paper records as well as computerised information and any activity at Light and Life Church must comply with the rules on processing data.

Information sharing should not in any way put children/YPs or VAs at risk and should be appropriate for the purpose and only to the extent necessary to achieve that purpose. If a child/YP or VA is at risk or there are concerns that they are at risk the information can be shared to the appropriate people. E.g. Safeguarding Co-ordinator, MARU, CCPAS.

5.a Light and Life Website and Social Networking

Use of Social Networking for Light and Life Purposes

Light & Life recognises the important role that social networking websites play in the ways in which young people communicate and the effectiveness of these groups within youth ministry, however Light & Life also recognises the potential safeguarding issues social networking brings therefore it is strongly recommended that all team members:

- Use a separate, designated Facebook/Twitter/Instagram (and any other social media) account for the purposes of all youth ministry groups. This account may be examined by any of the Trustees and should be used for Light & Life purposes only and not as a worker's personal account.

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- Any communication using the afore-mentioned accounts should be kept public or kept logged. Messages should be saved and kept (both incoming and outgoing) and instant chat must not be used at any time to communicate with young people.
- All contact with young people using Facebook should be kept appropriate and not use abbreviations/language that could be misunderstood by a parent or guardian (e.g. LOL and emojis).
- It is recommended that staff do not use this account after 10pm in order to maintain a safe boundary between work and personal life.
- It is strongly recommended that no Light and Life employee/volunteer has as a friend or follower any young person on their own personal social media accounts and does not seek to add or follow any young person

General Usage Guidelines:

- Make clear what is available to copy and what is not.
- Get permission to mention other sites.
- Get permission before using a picture of an adult. If it's a child/YP or VA get written permission. It's always best to use a group shot rather than one of an individual.
- No personal information: don't show pictures that could identify anyone by name or location.

The Trustees will appoint a moderator to oversee the usage and postings for 5a and b. If there is anything that contravenes the ethos of Light and Life Church, it will be removed and the person removed from the list of those able to access the sites.

All postings on the sites should be in line with the ethos of Light and Life Church and should be encouraging and informative. Group activities that have their own sites should follow these guidelines and also make the moderator aware of these sites.

Website Moderator: Philip Broughton

Facebook Moderators: David Horwell, Wendy Langford, Beccy Pemberton and Beth Gillespie

General Guidelines For Using Social Networking With Young People

- If young people want you to hold their mobile telephone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- If a private message is required in responding to a young person make sure that another authorised adult is copied into all private message correspondence. If you are in any doubt then contact the appointed safeguarding person.
- Generally, and where possible, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Only give personal contact details to young people that are within the public domain of the church, including your mobile telephone number.

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Use of Messages & Communication With Individual Young People

- All social networking sites have the potential to allow workers to communicate with young people on a one to one basis however we would strongly advise that any one to one communication using a social networking site is kept in the public eye to safeguard both young people and workers.
- On Facebook/twitter/instagram this communication can be done using the wall function and it is recommended that this is used for communicating with young people individually on Facebook/twitter/instagram and for replying to private messages which young people may have sent to workers.
- In the case of group messages (messages sent to multiple young people perhaps for an event) it is advisable that another adult is also copied into this message or alternatively make sure these messages are logged and not removed.
- In all communication with young people using social networking sites it is advisable to not use abbreviations (for example: lol) as these can often be misinterpreted by parents.
- The use of instant chat on Facebook, Twitter and Instagram is inadvisable as it provides no log of conversations and could potentially leave a worker open to allegations.
- If a public wall post is not appropriate for responding to a young person then a worker should arrange a public one to one meeting, phone the young person or seek further advice from the Safeguarding Officer depending on the level of information a young person has disclosed using a social networking site.
- If a private message is required in responding to a young person we strongly advise the parents/guardians permission being sought (where possible/appropriate) and make sure that another authorised adult is copied into all private message correspondence. If you are in any doubt then contact the appointed safeguarding person.

5.b Information Communication Technology and e-Safety

E- safety stands for electronic safety and does not just mean the internet but all electronic devices. Consideration should therefore be given to how HOMS and workers in all activities communicate with their groups, children, YP or VAs.

Group members [service users] will be told the correct method to communicate with those responsible for the group. YP groups should have a dedicated mobile phone, Facebook page or similar exclusively for the group. The number/information should be given to all group workers and members and to member's parents/guardians. The contact information for the group is to be logged with the Light and Life Moderator.

Group workers should never give personal contact details or agree to befriend a member using Facebook or similar. All communications between workers and members should be appropriate and not be subject to misinterpretation by anyone.

Should there be an inappropriate message from a member of the group immediately alert the group HOM, print/record it if possible. A log sheet should be completed.

Concerned? see one of the Safeguarding Team.

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Children and young people are often digitally competent at an early age but they don't have the maturity to deal with and understand the dangers being online can expose them to.

Therefore, those with responsibility or working in group activities may need further help:

nspcc.org.uk is a great website Keeping children safe

The NSPCC have teamed up with O2: Let's keep kids safe online

And if you are worried their online safety helpline is 0800 8005002

5.c Filming and Photographs

Due to Data Protection anyone taking images of children/YP or VAs should be doing so with the full permission of the parent/guardian and all permission slips must be kept on file.

Ensure that if images that are going to be used for publicity purposes the parent/guardian is made aware of this beforehand so that they can give an informed consent or not.

If a parent/guardian will not be attending an event where images may be taken HOMS should ensure that the parent/guardian is fully aware of this.

If a parent/guardian has an objection to images being taken then it will be clearly marked on the register for that activity and is the responsibility of the HOM to ensure that this is abided by.

The Light and Life Trustees will be made aware of any official photos/filming that will take place under their authority and therefore will be able to verbally request that other persons refrain from taking images if in their opinion it is inappropriate.

A sample consent form can be found in the appendices (Appendix B)

6. Information for leaders and workers

TOP TIPS

1. Read Light and Life's Safeguarding Policy – follow it
2. Read your group behaviour/guidelines for workers and users. HOMs... Keep it up to date.
3. Follow Good Practice Guidelines regardless of your own views.
4. Understand that there are no 'one size fits all'. For example, you may need to comfort a young child by putting your arm around them – for an older child/teenager this may be inappropriate – maybe sitting them down and making eye contact would be better. LOG IT.
5. Don't have favourites. All children and young people are special.

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6. Consider team meetings. An important way of keeping up to date, discussing issues, concerns, training and praying for those in your group.
7. Don't be afraid to 'whistle blow' if you become aware of bad practice or behaviour by a colleague.
8. Use the Log Sheet to record any concerns, discipline issues and complaints.
9. Inform the Safeguarding Co ord or Deputy if you are worried that a child is at risk.
10. Be seen – be transparent – work safely
11. Protect the child - keep yourself safe – work safely to keep all at Light and Life Safe and Secure

6.a Taking Care of Touching

1. Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
2. Touch should relate to a child's needs, not a worker's.
3. Touch should be age appropriate and generally initiated by the child rather than the worker
4. Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
5. Children are entitled to privacy to ensure personal dignity.
6. Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
7. When giving First Aid [or applying sun cream] encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
8. Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued. If worried talk to the Safeguarding Co ordinator or a Deputy
9. Concerns about abuse should always be reported to the Safeguarding Co ordinator or a Deputy.

6. b Levels of Personal Care

Toileting, nappy changing, special needs... help should always be age related.

Always make the other adult worker in the group aware of what you are doing.

Nappy changing... only do this if a parent has signed the registration form agreeing or call the parent to change their child.

Toileting... age related... some children will need help, some will need to be escorted. No child in the under 5s group should be left to go to the toilet on their own unless the toilet is off the room being used.

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6. c Discipline and practical hints for dealing with bad behaviour

We all need help in learning discipline and children and young people are no different.

Be a good role model

Don't shout, never smack.

Remind the children/YP of the behaviour expected in the group on a regular basis.

Separate children who are liable to be disruptive.

Try a one to one approach for a lesson/session.

If you're finding a child/YPs behaviour difficult to manage ask for help, don't think you're failing.

It may be better if another worker handles the child/YP for a while or ask the parent/carer how you can help this child/YP.

Catch a child/YP being good and praise them, this often stops a gradual decline in behaviour.

Don't reprimand a child/YP in front of others.

Ask yourself 'Why is the child/YP behaving like this? Is it a change of behaviour? Is there anything in the activity/group Log Book?' It's not always a Safeguarding issue, but if you are still concerned speak to the Safeguarding Co ordinator or a Deputy, don't leave it.

If a child/YPs behaviour is constantly disruptive seek advice from your HOM/Parent

Before you ban a child for a time [1 week etc] speak to the HOM and the other adult worker at the time.

It may be time to involve the Pastor.

There may be consequences for the child if the parents are non-churched.

Pray for the child with your fellow workers.

And don't forget the quiet child/YP; they are often waiting for you to notice them

6. d Team Meetings

CCPAS suggest that team meetings should be held on a regular basis or at least quarterly to promote a mutually supportive working environment where ideas and issues can be aired and where concerns can be expressed, and feedback given.

6. e Log Sheets

Each group or activity should have their own logbook. In addition to this, a register should be kept of all those attending the group as well as the leaders/workers present and any others entering or leaving the building e.g. caretaker. If an allegation of abuse is made or even suggested, this should be briefly recorded in the log book in the normal way along the lines of 'Sarah wanted to talk about something that was worrying her. I've given a detailed note of our conversation to the child Safeguarding Co-ordinator or Deputy'.

A sample Log Sheet can be found in the Appendices (Appendix A).

6.f Definitions of Abuse

A Basic Definition of Abuse

“The abuse of power by a person developmentally older/stronger than another, resulting in distress, harm or neglect of necessary attention for the victim”.

Key concepts and government expectations:

Safeguarding:

1. Protecting children/vulnerable adults from maltreatment
2. Preventing impairment of a child's/vulnerable adult's health and development

Promoting Welfare:

1. Ensuring children are growing up in environments consistent with the provision for safe and effective care
2. Creating opportunities for children to have optimum life chances such that they enter adulthood successfully

Child Protection

Is safeguarding and promoting a child/young person's welfare. This refers to the activity which is undertaken to protect specific children who are at risk of suffering significant harm.

What is child abuse?

Child abuse is the term used when an adult harms a child or young person under the age of 18.

Child abuse takes four forms, all of which cause long term damage to a child: physical abuse, emotional abuse, neglect and child sexual abuse. Bullying and domestic violence are also forms of child abuse.

Definitions of Abuse

The following definitions of child abuse are recommended as criteria throughout England by HM Government in “Working Together to Safeguard Children A Guide to inter-agency working to safeguard and promote the welfare of 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. 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

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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 feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development 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 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, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of material substance abuse. Once a child is born, neglect may involve a parent or carer failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Spiritual Abuse

Spiritual abuse may include the misuse of faith practices, or faith-related teaching, for selfish, or ideological ends, where a person in authority misuses that position to the harm of an individual and/or their own gratification.

Using the acronym **BADIS** [Oakley and Kinmond 2013] some or all may be present:

Blame... for any issues or problems they identify, unable to raise issues or ask questions without being accused of either threatening unity or causing trouble, feel pressurized to be silent and not raise concerns.

Accountability... forced or coerced to share personal details or to include another person in your decision making.

Damage... to the individual, through manipulation, fear and shame

Inability to work with others... A spiritually abusive individual may find it difficult to work with others. There is often absence of team decision-making.

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Scripture... used out of context to pressurise individuals to behave in a particular way or make a particular decision. A warning sign of spiritual abuse is when scripture is used to support an individual's personal agenda.

6. g Steps and Hints when listening to a disclosure

1. Listen to the child/YP. Hear what they are saying, not what you think.
2. Keep calm. Do not appear shocked. Be aware of your body posture and voice tone.
3. Look at the child/YP directly.
4. Avoid cross examination. E.g Who? What? When? Why didn't you say something before?
5. Do not silence the child/YP.
6. Let them use their own language. Avoid jargon when talking to them.
- 7. Don't** promise to keep this confidential, let them know you have to tell someone.
8. If they ask a question answer them honestly, if you don't know the answer say so.
9. Be reassuring as possible and help them to see they are not to blame.

Helpful things to say

I believe you. I'm glad you told me. It's not your fault. I will try to help.

What are you going to do next.

Do not contact the parents/guardian

What to do now. Is the child safe? If **yes** speak to the Safeguarding Co ordinator or Deputy

If the answer is **no** and you can't get to the Safeguarding Co-ord or Deputy phone

Maru: 0300 1231 116 out of hours 01208 251 300.

Complete the Action Sheet A.S.A.P Names are important, words used, full details of child/YP with home contact details. Take a copy for yourself to be kept securely.

Even if abuse is no longer happening it is still important to report the matter as the adult may be abusing other children/YP. Also the child/YP may need guidance and support to overcome the effects of abuse and the police may be able to prosecute.

You are an important part of the jigsaw, you could be saving lives.

A worker's Action Sheet is available in the Appendices (Appendix C), together with Skin Maps (D) and a Concerned Flow Chart (E).

7 Safe Supervision and Ratios in all group activities

The Trustees give the Heads of Ministries [HOMs] responsibility to prepare rotas with the minimum of 1 leader 1 worker for each activity.

Best practice [not always possible] would be one person from each sex for each session.

Exceptional Circumstances Statement: Due to the ratios of adults to children needed to fulfil the legal requirements the HOMs can ask for additional staff from the pool of DBS/CRB checked people that are on the Light and Life register.

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Occasionally a leader may request that the HOM find additional help. This could be due to different reasons e.g. behaviour issues in a group, the activity taking place or additional numbers of children in the group.

The Transfer of Staff: If a person shows interest in becoming a regular worker with a group and has already gone through the Safe Recruitment Procedure for another activity at Light and Life they should still have an interview with the HOM and then be given a signed role description for the new activity.

Visitors to Groups..... Light and Life Church encourage parents/guardians to settle their children into groups, the visitor's name must be put on the register for the day. However, should a parent/guardian offer to be a helper they should only be allowed to do this twice before going through the full recruitment process.

The above 'visitor to groups' can support recruitment to an activity as a taster but can only be used for two visits. Never allow this to continue as you are putting yourself, the Trustees, our charitable status and our insurance at risk

Never leave a person who has not been through the full recruitment process on their own with children.

Ratios for leaders/workers to children [CCPAS, Safe and Secure]

1: 10 aged 13-18

1:8 aged 9-12

1:8 aged 4-8yrs

1:4 aged 2-3yrs

1:3 aged 0-2yrs

8. Group Behaviour and Safe Working

Each activity/group should have written values and guidelines for leaders, workers and those attending the activity. [CCPAS suggest those attending should be included when writing the values and guidelines]. A copy to be kept in the group register and given to each new group worker before they start work and read regularly to the group attending the activity.

HOMs are responsible for ensuring that the activity's register is kept on the premises in a locked and secure place, as this holds personal information.

Each group should have a clear understanding that Light and Life Church does not tolerate favouritism to be shown to any child, YP or VA, leader or worker in the respect of gifts and rewards. [Be sensible re birthdays and special celebrations.]

HOMs to carry out a risk assessment for their activity in the room/area being used and any notes for workers clearly explained and kept in the register. To include any FIRE risk directions and a list of appropriately qualified First Aiders.

NOTE: This should be done annually and when there are changes to the room or venue and a record kept on file.

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HOMs to ensure that all staff are adequately supervised.

HOMs to ensure that Team Meetings are scheduled on a regular basis throughout the year.

HOMs to understand:

The need to remove a leader/worker if there is an allegation against them.

That the priority to safeguard children/YP/VAs is paramount

The accused is being supported [not necessarily by them]

Show that appropriate action has been taken, record it.

HOMs to ensure there is a mechanism for workers to raise legitimate concerns about other workers and that disciplinary and grievance procedures are in line with ACAS code of conduct.

All HOMs should make sure that workers do not exchange phone numbers, email addresses or are befriending children/YP and VAs on social media sites, unless under exceptional circumstances with the knowledge of the HOM and the parents.

If there is a need to make contact with children/YP/VAs the HOM for that activity should consider having a dedicated site/mobile phone, never use personal sites or phones. Keep everything out in the open.

9. Outings, Residential Holidays and Camps

Important points to consider when organising an outing:

Risk assess the venue before you go, paying particular attention to:

- potential dangers posed by strangers (adults and children)
- a child's eye view of the outing in terms of possible dangers
- risks that may occur as a result of a special activity
- additional help required for a particular activity (e.g. lifeguard for swimming)

Remember, all children under 18 are by law children and therefore should be under your supervision

- Ensure Parent/carer signs consent and medical forms to include emergency contact number/s before major outings.
- Parents/carers are informed of the itinerary.
- Supervision ratios are adequate for the size of the group.
- Children/YPs/VAs are supervised so that none can get lost and there is no unauthorised access to them.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover
- If a minibus is used for transport, ensure that the Approved Minibus Policy is adhered to and it is roadworthy.
- If a coach is hired for the outing, ensure: the coach company has appropriate public liability insurance and is willing to work to safeguarding standards.
 - the coach driver is suitable

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- the coach has appropriate seatbelts fitted and that children wear them for the duration of the journey.
- gangways, aisles and emergency exits are kept clear.

Swimming Trips

- Adult to child ratios should be increased
- Swimming ability of the child/YP established
- A swimming consent form for each child to be completed and taken with the group by the leader, a copy retained in the group register.

Before any visit to a swimming pool check:

- there will be a qualified lifeguard present at all times
- first aid/rescue equipment is readily available and this would preferably include a poolside telephone/alarm.
- If appropriate to your party, check that the pool caters for children with disabilities.
- There should be adequate signs indicating the depth of the pool and depending on the age of the group you are taking, it is advisable to make sure that the shallow end is shallow enough! If the maximum depth of the pool is less than 1.5 metres, diving should not be permitted.
- Checks should be made that the changing rooms are safe and hygienic and there is a changing room for each sex. They should be supervised while children are in there by at least two leaders per changing room. They should be of the same gender as the children, but supervised in such a way that the leaders do not watch the children actually getting changed. Children and children's workers should follow the rules of the pool. It is important children and young people know how to behave and take their lead from workers' own behaviour. Group leaders should supervise behaviour at all times and there should be a minimum of two leaders present while the children are in the pool.
- Whilst the pool's lifeguard will be on duty to supervise swimmers this does not reduce the duty of care of leaders and workers, including being able to account for the whereabouts of all those participating in the event.
- Swimming in the sea or other natural waters is a potentially dangerous activity and should only be allowed as a supervised activity after a risk assessment. Sensible precautions should be taken and swimming should preferably be in a recognised bathing area with a lifeguard present.

Residential Holidays, Camps & Retreats

If using an established residential centre, checks should be made that it operates a safeguarding policy and carries out Disclosure checks on workers. Organisations providing residential holidays, camps or retreats should also carry out full risk and health and safety assessments. On a campsite or in the open countryside the hazards may be guy ropes and other fastenings, fires, calor gas and other flammable substances, access to fields where animals graze.

It is easy to assume that workers automatically know how to organise and run activities, and that children, young people and vulnerable adults have been taught personal safety. This is

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not necessarily the case so it is doubly important the organisation's expectations are clear and are communicated effectively.

InFocus: Residential Holidays

InFocus: Model Safeguarding Policy: Residential Activities

An Activities and Day Visits Consent Form is available in the Appendices (Appendix F).

Consent Forms should be taken with the worker on the activity or visit. A photocopy should be kept securely with a base contact.

A Consent Form specifically for swimming can be found in the Appendices (Appendix G).

10 Transporting Children/YP/VAs

Transporting children in a car

Drivers should hold a current full driving licence.

Insurance covers voluntary work (domestic, pleasure and business)

Parental agreement obtained.

Pick-up and drop-off times arranged.

Agreement as to how many adults in the car. Where possible, it is recommended to have two adults at all time.

Agreement as to where children are seated – (front or rear of car, only transport for the recommended number of passengers.)

Seatbelts used.

Risk assessment completed if journey is part of an organised trip.

Correct child seat restraints used for under 12s or children under the height of 135cm.

The exception is when a child or young person is left at the end of a session, and with parent's permission obtained, a worker can transport that person home.

Transporting children in a minibus

Driver has current full driving licence and is entitled to drive a minibus.

Driver is over 25 yrs [unless prior agreement by the Trustees, lower age being 21yrs] and entitled to drive a mini bus (check their driving licence).

Driver has completed any approved training e.g MIDAS (may be a condition of hire from Local Authorities)

Minibus log book is available to record the journey.

Trained passenger escort is accompanying the driver.

Accompanying adults are distributed throughout the minibus

Passenger list completed.

If possible, no children sitting in the front.

All passengers using seatbelts.

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Every passenger has access to two emergency exits.

All luggage stowed away securely without blocking any gangways or exits or luggage transported separately.

Mobile phone available for emergency contact.

Any defects or incidents recorded.

Regulations for transportation

Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV).

A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers.

All minibuses used to transport children/YP/VAs should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.

If the children/YP/VAs are asked to make a contribution towards the trip, there is a legal requirement to obtain a Section 9 permit from the Department of the Environment, Transport & The Regions.

The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit.

This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence.

If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.

11. Procedure for working with those who pose a possible risk

At all times the safety of children, YP and VAs that attend Light and Life Church is paramount when assessing the risk that an individual may pose. No one has the automatic right to work with children, YP and VAs.

Sex offenders are often manipulative and may not have developed an understanding of the importance of personal boundaries or accept what they have done is wrong.

A contract should be drawn up with the involvement of the person's partner and other members of the family who may be involved with Light and Life Church as they may need to be kept informed.

Each contract will be made personal to the individual concerned, to include pastoral support and care offered, showing the circumstances and the risk they may pose to others.

Arrange a frank discussion between two Pastors/Trustees, the person concerned, the probation officer or other agencies involved. [There should be ongoing communication with

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statutory and voluntary agencies involved.] Establish clear boundaries of behaviour for the ongoing contract.

The contract should be between the leadership and the offender and signed and dated by them.

Further reading:

CCPAS Safe and Secure checklist standard 9: Those Who Pose a Risk

CCPAS information Sharing – MAPPA and Managing risks within an organisation.

Click on each section in 9 for further reading.

11.a Clauses to consider when writing a contract for sex offenders

1. Never be allowed to be in a situation alone with children, YP and VAs.
2. Only attend meetings/activities agreed with Pastors/ Trustees named in contract
3. Sit where directed to [agree not near children, YP and VAs]
4. Not to enter parts of the building where activities for these groups are in progress
5. Decline hospitality invites where children, YP and VAs are present in a home
6. Accept that X and Y will sit with me during services/activities and accompany me when I need to use other facilities. They will know I am a sex offender

There will be a need for a small group of people to be available to accompany the offender during services/activities. It is recommended that 4 persons are appointed in readiness should the situation happen. 4 persons will allow for sickness and holidays.

7. Accept that certain people [Safeguarding team, HOMs etc] will be told of the person's circumstances to protect those under their care.
8. Accept that the contract will be made with the officer's knowledge
9. Person/s named.....will provide pastoral care [these can be from the team]
10. Failing to keep to the contract will automatically exclude me from Light and Life Church and that they will inform my officer and possibly other relevant organisations
11. Any other concerns will be taken seriously and be reported
- 12 The contract to be reviewed..... month/months and will remain in place for an indefinite period.
13. Outline the sort of pastoral care that will be offered

Suggestions:

Support finding accommodation

Support seeking help for ...drugs, practical needs

12. Food and Hygiene Management

Food that is made and/or consumed at Light and Life Centres must meet food safety regulations.

Therefore the person responsible for Food and Hygiene Management will ensure all areas such as food preparation, handling, storage, disposal of waste etc. will comply with the Food Hygiene Regulations 2013.

If food and drink are provided during an activity, the following should be considered:

- Workers should follow good personal hygiene
- Basic health and hygiene regulations should be adhered to
- All food and drink is stored appropriately
- Hot drinks should not be carried through an activity area and not placed within the reach of young children
- Snacks and mealtimes are appropriately supervised
- Fresh drinking water is available at all times
- Systems should be in place to ensure that children, young people or vulnerable adults do not have access to food/drinks to which they are allergic. Typically this can be peanuts, nuts, milk, eggs, fish, shell fish and gluten - found in wheat, barley, oats

Should Light and Life Centres prepare meals on the premises then a person holding a Basic Food and Hygiene Certificate or equivalent will be appointed to support and advise.

Although these regulations do not apply to activities like shared suppers when food is brought from members' homes to be shared on the premises it does however remain important that basic standards of food hygiene be adhered to and shared food should be accurately labelled in terms of its ingredients.

13 Procedure for letting Light and Life premises

Letting out Premises to other Individuals or Groups

External groups hiring our premises will be given a copy of our safeguarding statement and must agree to abide by it.

There is a joint responsibility to ensure that any activities involving vulnerable people are covered by a safeguarding policy. The host is ultimately responsible for the activities that take place in their facilities and it is therefore their responsibility to assure themselves of the existence of policies, training and good practice for the visiting organisation. Failure to uphold such arrangements may result in harm to vulnerable people and implications for any subsequent insurance claims that may be made against the visitors or the host.

14. Working with Young People in Foster and Full Time Care

Whilst Light and Life Church acknowledges that all young people require special and individual care we make special provision for the care of young people who are either in full time care or being fostered. As a Church we recognise that young people in these circumstances are potentially more vulnerable than others and that there are often more unknown areas of their life that makes working with them more sensitive.

At the same time, we acknowledge the dangers and potential risks that these circumstances can pose to both young people and youth workers. We believe that they need love and support and acknowledge the need for this to be tailored to meet and fully respond to their situation.

Therefore, as a church any youth worker/volunteer/church member engaging with any young person who is either in fulltime care or foster care must abide by the following additional guidelines to safeguard both workers and young people involved:

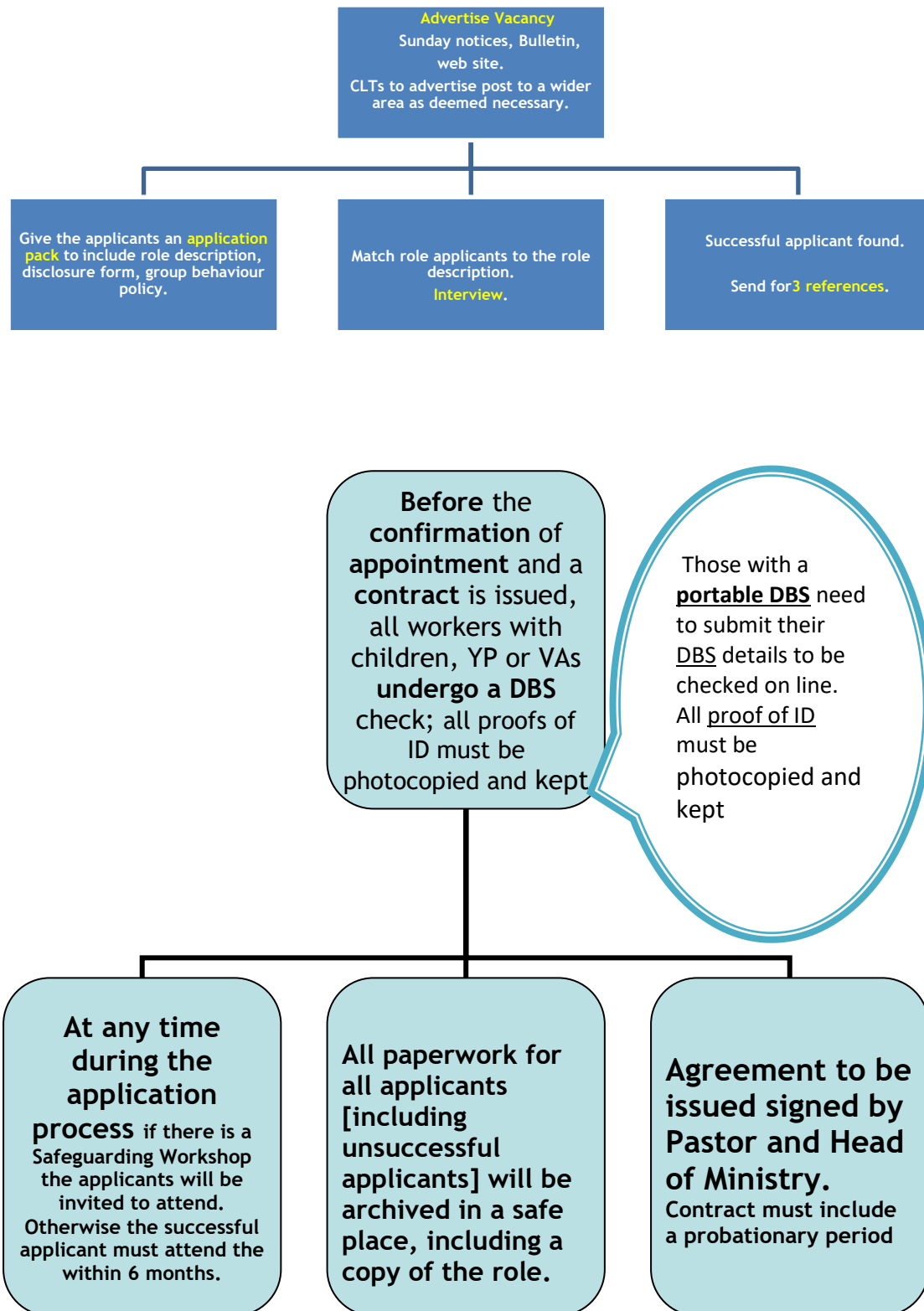
- A young person's Information Form is to be filled out and signed by the carer or foster parent
- Any engagement is to be recorded using the appropriate form and passed back to the youth worker immediately or as close to but not exceeding a 24 hour period
- A file is to be created for each young person and a paper trail of all interaction to be kept securely
- Contact is to be made with the carer/foster parent and details exchanged. It's advised that following engagement with the young person a summary is communicated back to the carer/foster parent, whilst respecting confidentiality as necessary, and that you seek to regularly engage with the carer/foster parent regarding their young person.

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A: Recruitment Flow Chart



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Application check list

Please note: applicants cannot start work until the recruitment process is complete

Please comment briefly if at any time during the process the applicants declines to continue.

Role pack to include: Role specification, person specification, safeguarding statement, application and disclosure form.

Applicant's name.....

Position applied for.....

Advert/application end date.....

Date when role pack sent/given.....

Completed application return date.....

Disclosure form date returned to Safeguarding Co ord /Deputy.....

Interview date..... Interview to include safeguarding questions.

Qualifications check date if appropriate

Comment if not selected

References request date/s 1.....2.....3.....

Return date/s 12.....3.....

Copies to be taken of ID documentation.

DBS check date..... DBS check date complete.....

Confirmation issued..... 6 months probationary end date.....

Safeguarding Induction training completion date.....

Further comments.....

.....

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B: Accident and Incident Log Sheet



Date	Log Sheet Report	Signed and time

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Examples of Logsheet Entries



1. Youth Group

Date	Log Sheet Report	Signed and time
15.9.2006	Funny atmosphere at club tonight. Kids were coming and going continuously. I caught Tim Hudson and his mate Jez Martin smoking in the toilets. They weren't happy about me asking them to stop. Later they picked a fight with Rob Curtis and when I tried to pull them off, Jez landed a punch on my cheek and threatened to get me. I asked Peter and Amy to escort Jez and Tim off the premises while I phoned their parents to let them know what happened.	Tony Haddon 8.45pm
15.9.2006	I saw Tony go to speak to Jez Martin about kicking Rob – Jez kicked Rob at least four times. Tony asked me to come and help him because when he put his hand on Jez's arm, Jez thumped him in the face. Amy and I took Jez and Tim who was swearing like mad outside. Amy helped me walk them off the premises.	Peter Baker 9.30pm
13.10.2006	I found Karen and two other girls, didn't get their names, drinking alcopops in a corner of the hall. Karen seemed very drunk and I asked them all to leave. Karen collapsed on the way out so Tony called an ambulance and phoned her parents.	Amy Davis 9.15pm

2. Toddler Group



Date	Log Sheet	Signed and time
20.6.2006	I noticed that Shaz's son Toby had some difficulty walking today. When I mentioned this to Shaz she said he'd fallen down stairs again. I advised her to take him to the doctors. I think we should keep an eye on him.	Tanya Clarke 10.45am

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C: Filming & Photographic consent form



Light and Life Church Policy for Filming and taking photographs of Children and Young people

Light and Life Church will, from time to time, wish to take photographs/film footage of Church-related events and use the images/footage within the church organisation and/or for publicity purposes.

Since the introduction of the Data Protection Act in 1998, organisations must be careful if they want to take photographs or film footage of people, and take care how these images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as safeguard children, young people and vulnerable adults.

To this end, Light and Life Church will adopt the following policy:

- ✓ Parents will be given the option to object to their child being photographed and filmed while at church events. If an objection is made then it will be clearly marked under that child's name on the register and the information must be kept on file so that the leaders responsible on the day of the photography/filming will be informed.
- ✓ Any film footage or photographs to be used for Church publicity will require specific written consent from a parent or guardian.
- ✓ The leaders of Light and Life Church will use their discretion and verbally request that any individuals DO NOT take photographs or record film footage if in their opinion it is inappropriate or they have information that would suggest the person taking the picture was a risk to a child.

I consent for film footage and photographs of to be used for church publicity.

My consent includes the following media; Light and Life website/Newspaper articles/leaflets /television/recorded film footage*

Light and Life will not identify any child in our website, newspaper articles, leaflets, television or recorded film footage.

I confirm that the above details are correct to the best of my knowledge.

Signature: (Parent/Guardian) Date:

Name printed in full:

*Delete as appropriate.

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D: Worker's Action Sheet when responding to disclosure of abuse

The form should be completed **ASAP after the disclosure**, not during the disclosure.

It is **confidential** and taken to the **Safeguarding Co ordinator or Deputy** and not be **discussed** with or **shown** to anyone else. However should anyone **over 12yrs** ask to see what you have written **about them, in law** you must **show them**

Child/Young Person's Name.....

Address.....

Date of Birth.....

Name of person reporting incident.....

Date of report.....Time/date of incident.....

Briefly state the sequence of event/s actual words used, names, observations [use skin maps where appropriate and attach, never undress the child/young person]

Continue on a separate sheet if necessary, sign, date and attached to this form

Action taken, include person/s contacted.....

.....

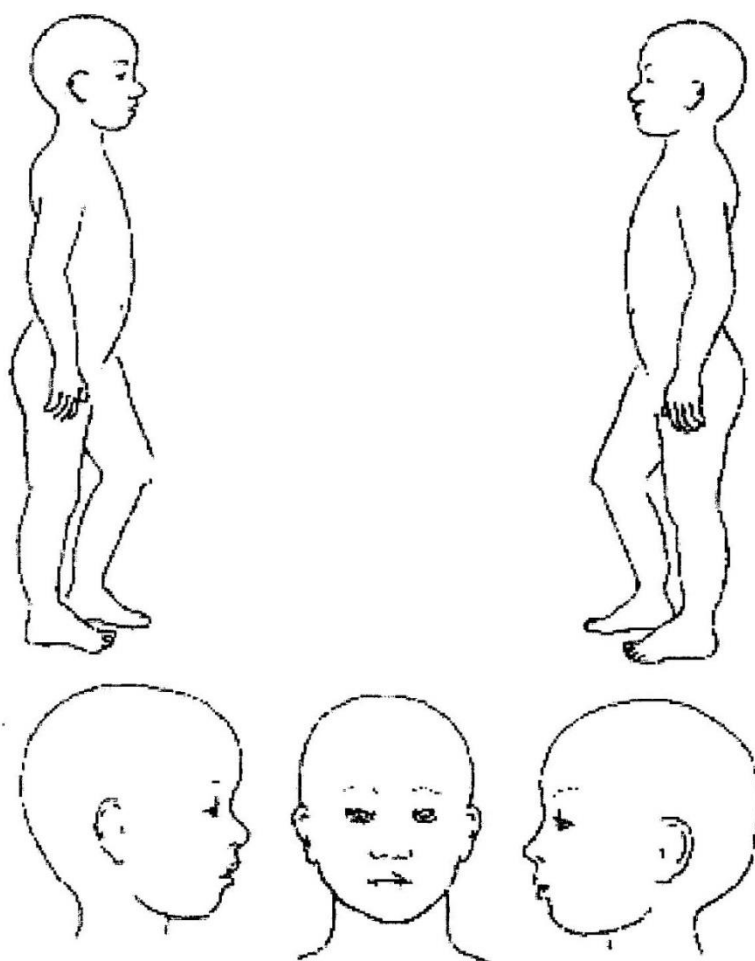
Date and time.....

Further notes.....

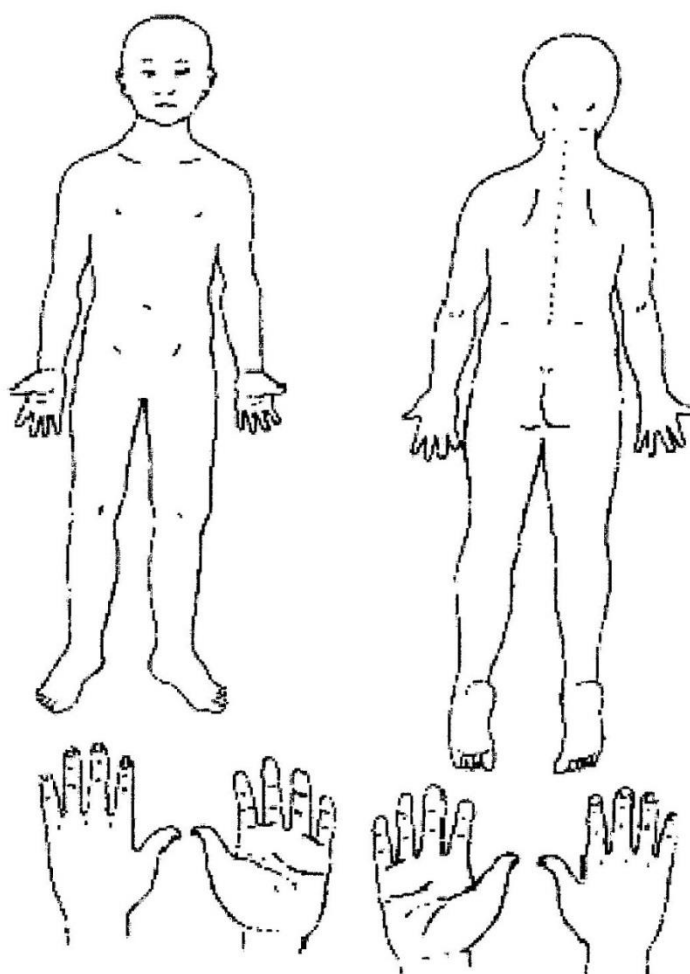
.....

Signature.....

E: Skin Maps



FORM 5
Skin Maps

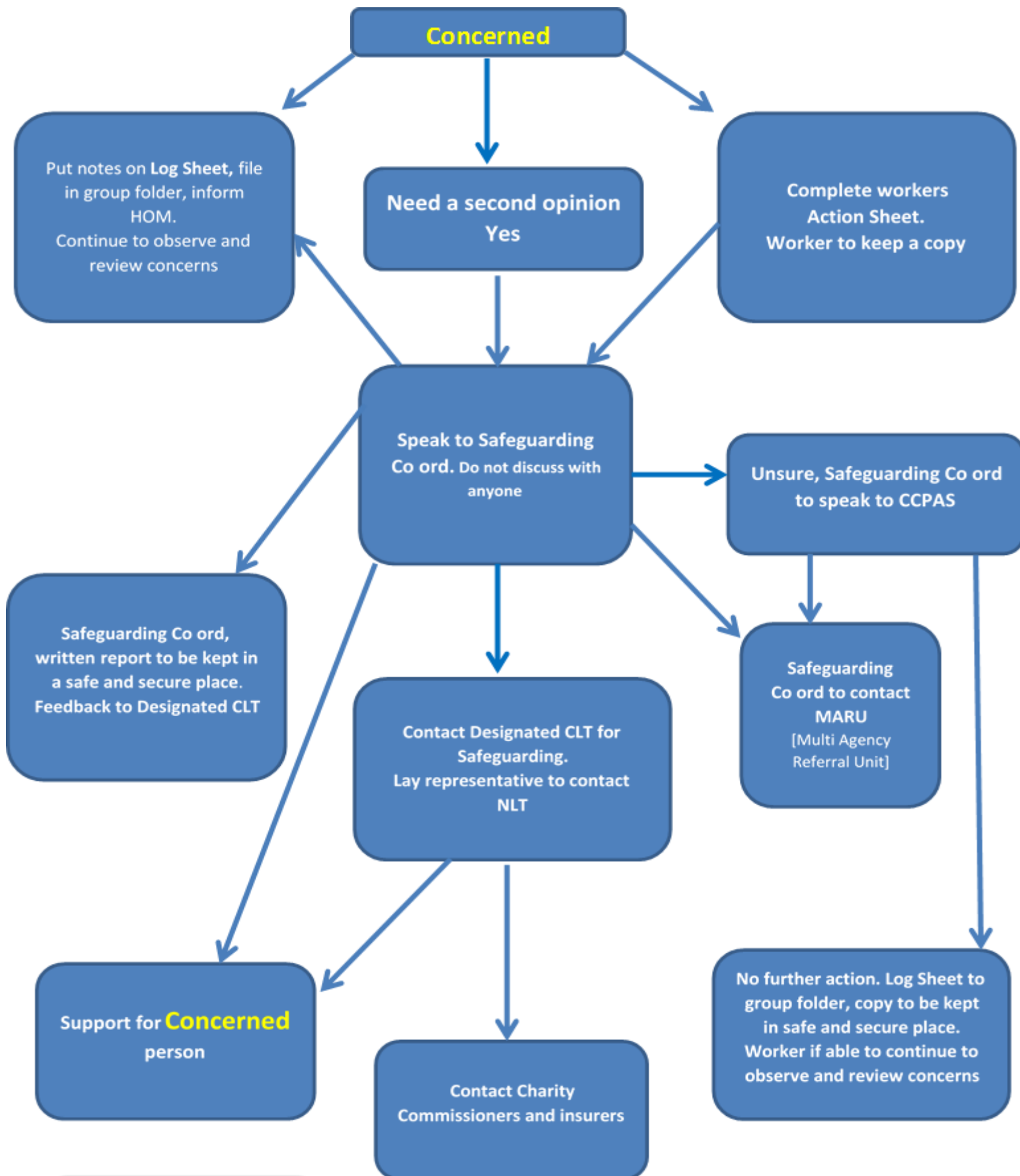


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F: Concerned Flow Chart



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I have read the above information and I give permission for _____
to take part in this activity.

I enclose a cheque or cash to the sum of £_____ (payable to _____)

I understand that

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Signed (parent/or adult with parental responsibility): _____

Name (please print): _____

Date: _____

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H: Swimming Consent form

Light and Life church St Austell/Liskeard/Bodmin.....delete as appropriate

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

Full name of child/young person

Date of Birth: ____/____/____

Address: _____

Details of any regular medication, medical conditions (e.g. asthma, epilepsy, diabetes, allergies, etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential:

Date of last anti-tetanus injection ____/____/____

Name of parent/carers _____

Tel no: Day: _____ Eve: _____ Mobile _____

Additional contact (grandparent etc or other holding parental responsibility)

Name: _____ Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

SWIMMING ABILITY (delete as appropriate)

Is your child able to swim 50 metres? YES/NO

Is your child water-confident in a pool? YES/NO

Is your child confident in the sea or in open inland water? YES/NO

Is your child safety conscious in water? YES/NO

I give permission for _____ to take part in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by Light and Life Church and that, while the staff in charge of the group will take all reasonable care of the children/young people, they cannot

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necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. I confirm that my child is in good health and I consider him/her fit to participate.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic (please tick) YES NO

Signed (parent/or adult with parental responsibility): _____

Date: _____