



Child and Vulnerable Adults Protection Policy and Procedure

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1. INTRODUCTION

Christ Central Church is a vibrant, Bible teaching church, eager to serve those in, and beyond the city of Portsmouth with the good news about Jesus Christ. We provide children's activities for a variety of ages on a Sunday morning for use by anyone who attends the church; these activities are located at the John Pounds Centre, Queen Street, PO1 3HN and at Shore Avenue, PO4 8NB. We also offer a mid-week Parent and Toddler group, open to friends and family, currently based out of Eastney Methodist Church, PO4 9HU. We also carry out 'non- Sunday' activities for all ages in the church such as Fun Days, the "Light Party", youth socials and trips etc.

We are privileged to have a great team who serve the children and young people involved in Christ Central Church (CCC) activities. We appreciate the time, commitment, love and care they give to these children. The information contained in this booklet aims to give confidence to everyone working with children and young people within. It sets out guidelines that ensure the best possible standards of safety and protection for everyone.

This document is based on a model child protection policy supplied by the Churches Child Protection Advisory Service (CCPAS) – a project of PCCA Child Care. A copy of the policy and all amendments is filled with CCPAS. This policy must not be copied by other churches/organisations without the written agreement of CCPAS.

We hope that you will find this information useful.

Adam North

Dan Knapp

Nick Buchanan

On behalf of all the church teams

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

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).

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above;
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached; Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive;
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults;
- File a copy of the policy and practice guidelines with ThirtyOne:Eight and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

The Leadership Safeguarding Statement can be found at *Appendix 1* and is published publicly on our church website

3. RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

3.1. 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 Christ Central Church we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child;

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

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

- Definitions of Abuse are contained in *Appendix 2*;
- Signs and Symptoms of Abuse are contained in *Appendix 3*;
- Details on how to respond to a child wishing to disclose abuse are contained in *Appendix 4*.

CCC may have a significant role of pastoral care for the abuser, and those closest to him or her, as well as support for the leader/person who has disclosed the abuse. But the primary concern is ALWAYS the safety of the child/young person/ vulnerable adult.

3.2. Safeguarding Awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Safeguarding and child protection training will be delivered by Sue Billingham and Dan Knapp on an annual basis and will cover 'signs of abuse', and 'dealing with allegations of abuse' in detail. It will also cover general good practise when working with all young people. All members of teams working with young people and vulnerable adults will undertake the training as well as other who require it (Elders, trustees etc).

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.

3.3. Responding to Allegations of Abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Sue Billingham (hereafter the "Safeguarding Coordinator") tel no: 07804 651239 who is nominated by the Leadership 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;
- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to Dan Knapp (hereafter the "Deputy ") tel no: 07960 902922. If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (ThirtyOne:Eight) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police;
- Where the concern is about a child the Safeguarding Coordinator should contact Children's Social Services. Where the concern is regarding an adult in q of protection contact Adult Social Services or take advice from ThirtyOne:Eight as above:

- The local Children's Social Services office telephone number (office hours) is 023 9283 9111;

The out-of-hours emergency number is 0300 555 1373;

- The local Adult Social Services office telephone number (office hours) is 023 9268 0810;
 - The Police Child Protection Team telephone number is 0845 6710271.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made on an 'incident/ accident form' in accordance with these procedures and kept with CCC staff member in a secure place;
 - Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from ThirtyOne:Eight;
 - The Leadership will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis;
 - It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from ThirtyOne:Eight, although the Leadership hope that members of Christ Central Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

3.4. A note on Abuse of Trust

There is a relationship of trust between workers and children/young people i.e. the worker is in a position of power and influence by virtue of his/her work. In line with home office recommendations (Caring for young people and the vulnerable: Guidance for preventing abuse of trust) we consider it unacceptable for those people in a position

of trust to engage in any behaviour which might allow a sexual relationship to develop whilst the relationship of trust continues.

3.5. Detailed procedures where there is a concern about a child:

3.5.1. Allegations of Physical Injury, Neglect or Emotional Abuse

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

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

3.5.2. Allegations of Sexual Abuse

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

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

3.6. Detailed procedures where there is a concern about an adult:

3.6.1. Suspicions or Allegations of Physical, Sexual, Organisational, Financial, or Discriminatory Abuse, or Neglect, Self Neglect, Domestic Abuse, Forced Marriage, Trafficking or Modern slavery and E- Safety

If there is concern about any of the above, Safeguarding Coordinator/Deputy will:

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

3.6.2. Allegations of Abuse Against A Person Who Works With Children

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

4. PREVENTION

4.1. Safe recruitment

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

- There is a written job description / person specification for the post;
- Those applying have completed an application form and a self-declaration form;
- Safeguarding has been discussed at interview;
- Written references have been obtained, and followed up where appropriate;
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- Qualifications where relevant have been verified;

- A suitable training programme is provided for the successful applicant;
- The applicant has completed a probationary period;
- The applicant has been given a copy of the church's safeguarding policy and knows how to report concerns.

All 'Team Leaders' will:

- have received Safeguarding training and attended annual refreshers. Safeguarding has been discussed before appointment and yearly refreshers will be attended;
- have completed a disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- Written references have been obtained and followed up where appropriate. ^[1]_[SEP]

All volunteers will:

- have had a discussion with either the safeguarding officer/ deputy or team lead about the role/ responsibilities/ expectations of the post;
- have received Safeguarding training and attended annual refreshers. Safeguarding has been discussed before appointment and yearly refreshers will be attended;
- have completed/ be in the process of completing a disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). If they have not yet completed a disclosure and barring check, they will not be alone with any young people and be under the supervision of the team lead on the Sunday they are volunteering.

4.2. Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision.

4.3. Ratios for under 18 groups

Creche: 1: 3

3- 5 year olds: 1: 5

5- 11 year olds: 1:6

11+: 1: 8

5. PASTORAL CARE

5.1. Supporting those affected by abuse

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

5.2. Working with offenders

When someone attending CCC's activities 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, the priority of CCC will be the protection of the children/young people in its care. A named person will meet with the individual and discuss boundaries that the person will be expected to keep.

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

- Declining offers of hospitality from CCC members and volunteers where there are children present in the home;
- Not being along with a child in any setting organised by CCC;
- Refusing any request for babysitting from an unsuspecting parent.

5.3. Victims

At CCC we are committed to supporting victims of abuse and encouraging them. This is best achieved through the help of our specialist children's/youth workers and full time pastoral staff.

6. GUIDELINES FOR DISCIPLINE

6.1. What is Discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

6.2. Why Discipline?

It brings security, produces character, prepares for life and is evidence of love.

6.3. Do's and Don'ts of Discipline in Children's and Youth Work

- We need to be insistent, consistent and persistent;
- **NEVER** smack, or hit a child;
- Discipline out of love, **NEVER** anger (Call on support from other leaders if you feel you may deal with the situation unwisely because of your anger);
- Do not shout in anger, or belittle a child;
- Lay down ground rules, e.g. no swearing, racism or calling each other names, a respect for property;
- Keep the ground rules simple and clear, and make sure the children or young people understand what procedure will be taken if they are not kept.
- Encourage good behaviour;
- Talk to a child away from the 'group', not publicly (Explain what they have done wrong, encourage remorse – leave them on a positive note);
- Never reject a child, just the behaviour (Encourage the child that you want them, but you are not willing to accept the behaviour);
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We, therefore need to ask ourselves: “why is the child behaving like that?” - Then:
 - What is the best method for discipline and encouraging that child?
 - Work on each individual child's positives, do not compare them to each other, but encourage and build them up.

- Work on relationships.
 - Be a good role model and set a good example.
 - 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.
- Discipline will always be carried out in a way that supports parents, and does not undermine or remove their responsibility for their children;
 - Parents will be informed if a child's behaviour is constantly disruptive;
 - There will be the expectation that parents will support any discipline necessary. Systems of discipline will be used as appropriate for the variety of activities provided by CCC.

7. GOOD PRACTICE GUIDELINES

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. This is to be held by CCC staff within the office.

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

7.1. General Principle

Logbooks for all children's work (0-11) and all youth activities (11-18) should be kept in the CCC office as a means of safeguarding both children and workers. This will ensure that workers are protected from any false accusations.

Any significant incident should result in the following information being recorded.

- Names of children involved;
- Names of adults present;
- Description of the incident;
- Any allegations made;

- Signatures of all workers who witnessed, heard or responded in any way;
- Date and time.

7.2. Good Practice with Children and Young People

7.2.1. The Children/Youth leader should ensure that:

- As far as possible, a worker is not alone with a child where their activity cannot be seen. Wherever the meeting is held, this may mean leaving doors open, or two groups working in the same room;
- Workers should not agree to keep secrets or make promises to children/young people they cannot keep (i.e. "I want to tell you something but you must promise not to tell anyone");
- In a counselling situation with a young person, where privacy and confidentiality are important, try to make sure that another adult is in the building, and the young person should be aware they are there;
- Access to the building is safe, and well lit.

7.2.2. You, the worker, should:

- Treat all children and young people with respect and dignity befitting their age: watch language, tone of voice and where you put your body;
- Not engage in any of the following:
 - Invading the privacy of children/young people when they are showering or toileting;
 - Rough physical, or sexually provocative games;
 - Making sexually suggestive comments about or to a young person, even in fun;
 - Any scapegoating, ridiculing or rejecting a child or young person;
 - Inappropriate and intrusive touch in any form. Some children or young people may not want physical contact. Leaders should allow children or young people to take the lead in matters of affectionate physical contact. Be very careful that the level and frequency of contact is not misinterpreted by an outsider looking on.
- Learn to control and discipline children and young people without using physical

punishment;

- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed;
- Not invite a child or young person to your home on their own;
- Not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature;
- Not give lifts to children or young people on their own if at all avoidable. If it presents as necessary, the safeguarding officer or deputy or member of church leadership should be contacted prior to the journey as well as gaining parental consent.
- When taking part in youth events, and lifts are required. It should not be with 1 adult and 1 young person, and there should be the explicit consent of the parents/ carers/ guardians that they are happy for the youth worker to provide lifts.
- Anyone providing lifts should have a valid and fully checked disclosure and barring check completed.
- Not share sleeping accommodation with children or young people of the opposite gender or of a significantly younger age.

7.3. Good Practice with Colleagues

If you see another leader acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour. **These measures will also protect workers from false accusation.**

7.3.1. Working in Partnership

The diversity of organizations 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 in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

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.

7.4. Photography and Social Media

Christ Central Church has a Photo and Video Policy which covers the specifics regarding consent, and this is available on request.

Parents are to be notified if photographs / videos are to be taken of children during a children's ministry session. Images may only be used in line with the level of consent granted by the parent as recorded and held by the Christ Central office.

If in any doubt, no images of any children are to be shared on social media platforms, website or publication of any kind, without the express permission of the child's parent or legal guardian.

Team leaders are to have access to photo/video consent forms, should consent require to be sought before or after a session.

7.5. Medication

Under no circumstances can any volunteer or member of staff administer medication. If medication is required during a church led activity or children's ministry, the parent or legal guardian must return to administer.

If an asthma inhaler (Salbutamol pump) is needed by a child or young person and it can be self-administered, then this can be left with an adult after a conversation with a parent/ carer/ guardian about when to allow the child to take the inhaler or what signs to look for; and if the team lead is comfortable to do so.

8. NAMED PEOPLE TO CONTACT

Safeguarding Coordinator

Sue Billingham 07804 651239

Deputy Safeguarding Coordinator

Dan Knapp 07960 902922

CCC's Leadership Team

Adam North 02393 200184

Other organisations to be contacted by the Safeguarding Coordinator(s)

Ansvar Insurance 013 2373 9355

Children Social Services 023 9283 9111 (working hours)

084 5600 4555 (out of hours)

Adult Social Services 023 9268 0810

Police Joint Action Team 0845 6710271

CCPAS 01322 517817

9. REPORTING TREE

PO1 congregation: *in the event of a disclosure or incident*

Report to Sue Billingham.

If Sue Billingham is unavailable report to Nikki North.

If Nikki North is unavailable report to Jo Clark.

Shore Avenue: *in the event of a disclosure or incident*

Report to Dan Knapp.

If Dan Knapp is unavailable report to Phil Thompson.

If Phil Thompson is unavailable report to Matt Roberts.

In an emergency, and with no other option, phone calls can be made to the other congregation in order to speak to a safeguarding lead/ Elder directly.

10. APPENDICES

Appendix 1 – Leadership Statement

Appendix 2 – Definitions of Abuse

Appendix 3 – Signs of Possible Abuse

Appendix 4 – Effective Listening