The Community Church
in the North West of England

# SAFEGUARDING


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## 1. Introduction

This Safeguarding Policy sets out the requirements and expectations for The Community Church in the North West of England (herein after referred to as 'TCC') Southport with regards to safeguarding practices and culture across all the many faceted activities and services provided as part of the church, and its constituent members, staff and volunteers, outworking their beliefs.

TCC runs and undertakes various activities in addition to the regular church meetings. Most of these activities take place at the church's premises, The Family Life Centre, Ash Street, Southport. The activities include a parent and toddlers' group, youth groups, holiday clubs and various student and ad hoc social groups and activities for all ages. The safeguarding principles and procedures within this policy apply to all activities and services of the church irrespective of where they take place.

| | | |
|---|---|---|
| TCC is a registered charity | Charity Number: | 1107226 |
| TCC is registered at Companies House | Company Number: | 05289119 |
| General Enquiries Telephone Number: | 01704 500911 | |
| General Enquiries E-mail address: | info@communitychurch.org.uk | |

## 2. TCC commitment

The leadership of TCC (elders, trustees and church members with leadership responsibilities) recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. TCC acknowledges that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. TCC accepts 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". TCC also concurs 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." The leadership have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. TCC is committed to build constructive links with statutory and voluntary agencies involved in safeguarding. The policy and practice guidelines are based on the ten Safe and Secure safeguarding standards published by THIRTYONE:8.

The leadership undertakes to:

- endorse and follow national and local safeguarding legislation and procedures, in addition to the international conventions outlined above
- provide on-going safeguarding training every three years for its staff and volunteers and will regularly review the operational guidelines attached
- ensure that the premises meet the requirements of the Equality Act 2010 and relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Lead(s) in their work and in any action they may need to take to protect children, young people and vulnerable adults.

**Exceptional Circumstances and Flexibility**

While this safeguarding policy sets out clear procedures and expectations to ensure the safety and wellbeing of all individuals, it is recognised that, in rare and exceptional circumstances, a degree of flexibility may be necessary. In such cases, Trustees may exercise professional judgement to adapt or deviate from standard procedures, provided that any decisions made continue to prioritise the safety and have been discussed with the Designated Safeguarding Leads. Any such decisions will be clearly documented, with a rationale for the action taken.

## 3. Understanding abuse and neglect

### 3.1 Basis of definition of abuse

Defining child or young person 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, young people 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, young person or vulnerable adult. In order to safeguard those in TCC or those involved in activities and services provided by TCC the leadership adhere to the UN Convention on the Rights of the Child and has as the starting point as a definition of abuse, Article 19 which states:

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

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

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states: *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

## 4. Children and Young People

### 4.1 Statutory Definitions of Abuse (children and young people)

Abuse and neglect are forms of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children or young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children, young person or young people.

The following is a list of the main recognized types of abuse and neglect for children and young people:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child or young person sexual exploitation
- Extremism
- Significant harm
- Children or young people in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy)
- Spiritual abuse
- Domestic violence
- Investigating complex (organised or multiple) abuse
- Child or young person prostitution
- Sexually exploited children and young people
- Female Genital Mutilation (FGM).

(See **Appendix A** for fuller definition of these types of abuse and neglect)

### 4.2 Signs of Possible Abuse (children and young people)

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

**Physical**

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

**Sexual**

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

**Emotional**

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

**Neglect**

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

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

# 5. Adults

## 5.1 Statutory Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

The Safeguarding duties apply to an adult who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The following is a list of the main recognized types of abuse for adults:

- Physical abuse
- Domestic violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

(See **Appendix B** for fuller definition of these types of abuse)

# 6. Procedures and reporting

## 6.1 How to respond to a child, young person or vulnerable adult wanting to talk about abuse

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

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if reacting differently on the inside
- Be honest and don't make promises regarding confidentiality
- If they decide not to talk after all, accept the decision but assure them that there are people always ready to listen
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

**Helpful responses**

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

**Don't say**

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

### 6.1.1 In an emergency

If a child, young person or vulnerable adult is in immediate danger, please call 999.

## 6.2 Responding to allegations of abuse

Under no circumstances should a member of staff or volunteer carry out their own investigation into an allegation or suspicion of abuse. The procedure as outlined below must be followed:

The person in receipt of allegations or suspicions of abuse must collect as much information as possible by using the 'Cause For Concern Forms' and report concerns as soon as possible to the Designated Safeguarding Lead (DSL) telephone number: 07931 872816 or by email: safeguarding@communitychurch.org.uk. This individual 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 (see **Appendix C(a)** for Safeguarding role allocation in TCC and Safeguarding poster and **Appendix D** or the Cause For Concern Forms).

In the absence of the DSL or, if the suspicions in any way involve the DSL, then the report must be made to the Deputy Designated Safeguarding Lead (DDSLs) - phone number: 07931 872826. There is also an Elder who acts as a DDSLS but he should not be the first point of call.

If the suspicions implicate both the DSL and the DDSLs then the report must be made in the first instance to the Churches' Child Protection Advisory Service (THIRTYONE:8) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Email: info@thirtyoneeight.org

### 6.2.1 Reporting a concern as a member of the public

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns must be made in accordance with these procedures and kept in a secure place. The Cause For Concerns Form in **Appendix D** will help you to record your concerns
- Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL or DDSLs should not delay referral to Social Services, the Police or taking advice from THIRTYONE:8
- The leadership will support the DSL and DDSLs 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:8, although the leadership hope that members of TCC will use this procedure.

- If, however, the individual with the concern feels that the DSL and DDSLs have not responded appropriately, or where they have a disagreement with the DSL as to the appropriateness of a referral, they are free to contact an outside agency direct. It is hoped by making this statement that the leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable
- If deemed appropriate the DSL will then discuss any relevant concerns with the insurance company: Ansvar Insurance

The role of the DSL and DDSLs 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.

### 6.3 Detailed procedures where there is a concern about a child or young person

#### 6.3.1 Allegations of physical injury, neglect or emotional abuse

If a child or young person has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSL or DDSLs will:

- Consider if the emergency services (Police or Ambulance) need to be called by dialling 999
- Contact Children's Social Services (or THIRTYONE:8) for advice in cases of deliberate injury, if concerned about a child's/young person's safety or if a child/young person is afraid to return home. Children's Social Services in Sefton are contacted through the Children's Help And Advice Team (CHAT) for a telephone consultation on 0151 934 4013 Monday to Thursday – 9am to 5.30pm and Fridays – 9am to 4pm or Sefton Emergency Duty Team outside of these hours on 0151 934 3555
- 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 or young person 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:8 (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### 6.3.2 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSL or DDSLs 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:8 if, for any reason they are unsure whether or not to contact Children's Social Services/Police. THIRTYONE:8 will confirm its advice in writing for future reference.

### 6.4 Detailed procedure where there is a concern that an adult is in need of protection

#### 6.4.1 Suspicions or allegations of physical or sexual abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the DSL or DDSLs will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under The Care Act 2014 to investigate allegations of abuse. The local Adult Social Services office telephone number (office hours) is 0345 140 0845. Sefton's Emergency Duty Team can be contacted out of hours on 0151 934 3555.Alternatively, THIRTYONE:8 can be contacted for advice.

### 6.5 Allegations of abuse against a person who works with children, young people or vulnerable adults

If an accusation is made against a member of staff or volunteer whilst following the procedure outlined above, the DSL, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regard to the suspension of the member of staff or volunteer, also making a referral to a Designated Officer.

### 6.6 Annual report

The DSL will provide an annual safeguarding report to elders and trustees (see **Appendix E**) which will also include a completed policy annual renewal form (see **Appendix F**). This will be completed by 1 June of each year and cover the period from 1 April to 31 March.

### 6.7 Flow chart of actions

For an overview of the procedural steps to be taken in responding to safeguarding concerns, please see **Appendix G(a) children and young people and (b) adults**

## 7. Safe Recruitment

### 7.1 Staff

The Leadership will ensure all staff 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 before appointment
- Two written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed (in compliance with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- A suitable safeguarding training programme will be provided for the applicant
- Safeguarding training will be completed at the earliest opportunity and no more than six months of starting and renewed every three years
- The applicant completes a three-month probationary period
- The applicant has been given a copy of the organisation's safeguarding policy, knows how to report concerns and has formally responded indicating receipt, reading and understanding of the policy
- All DBS checks will be updated every three years unless there are significant changes to the role occur e.g. change from volunteer to paid role or change in responsibilities in which case an additional DBS check will need to be carried out.

### 7.2 Staff and volunteers from abroad

- Will obtain a police check from their country
- Will have a letter from the leader of their mission's organisation stating that an application process has been completed and if informing the church of any safeguarding concerns
- If not with a mission's organisation they will provide a letter of recommendation from their home church leadership with details of any safeguarding concerns
- Will have safeguarding discussed before starting ministry if serving less than three weeks or undergo training and complete the requirements in 7.2 if staying longer
- Will not be left in an unsupervised role with children, young people or vulnerable adults until they have a DBS check

### 7.3 Volunteers

All volunteers with ongoing roles associated with children, young people and vulnerable adults will be given a copy of TCC safeguarding policy and are therefore expected to know how to report concerns. A formal response indicating receipt, reading and understanding of the policy is required (see Appendix N) as well as DBS checks being updated every three years.

### 7.3 Safeguarding training

The leadership is committed to on-going safeguarding training and development opportunities for all staff and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All TCC staff and volunteers will receive training, either from in-house training or online courses. Training will be renewed every three years

The leadership will also ensure that children, young people 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.

### 7.4 Management of staff and volunteers – codes of conduct

TCC leadership are committed to supporting all staff and volunteers and ensuring they receive support and supervision. The leadership undertakes to follow the principles found within the 'Protecting children from abuse by someone in a position of trust or authority' guidance issued by the National Society for the Prevention of Cruelty to Children (NSPCC) and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

The full code of conduct can be found in **Appendix H** and appropriate steps for dealing with discipline and disruptive behaviour can be found in **Appendix I**

### 7.5 Recruitment for mission teams

When teams are organised for mission trips, the leadership will ensure that all team members have:

- Completed an application form
- Have written references which will be followed up where appropriate
- Have a current DBS certificate
- Discuss safeguarding issues before the trip
- Liaise with recipient churches and organisations regarding their safeguarding policies

Visiting mission teams will be made aware of TCC safeguarding policy as part of their induction.

### 7.6 Whistleblowing

As an organisation, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees (paid or Voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Designated Safeguarding Lead. Details about Whistleblowing are included in the staff and volunteer handbooks and details can be provided by contacting the church office

## 8. Keeping Records

Keeping accurate records is an essential part of safeguarding and child, young person and vulnerable adult protection work. Well-structured files make it easier to share information when necessary and to identify patterns and trends that could help identify when things are getting worse.

According to Data Protection principals, records containing personal information should be:

- adequate, relevant and not excessive for the purpose(s) for which they are held;
- accurate and up to date; and
- only kept for as long as is necessary (Information Commissioner's Office, 2017(a) and 2017(b)).

The introduction of the General Data Protection Regulation (GDPR) in 2018 does not change the way child, young person and vulnerable adult protection records should be stored and retained.

Any initial cause for concerns should be recorded by the staff member or volunteer on the Cause for Concerns Form (see **Appendix D**) and any subsequent comments on the Record of Safeguarding Conversation and Actions form (see **Appendix J**) and discussed with the DSL or DDSLs.

This must be an accurate record of:

- the date and time of the incident/disclosure;
- the date and time of the report;
- the name and role of the person to whom the concern was originally reported and their contact details;
- the name and role of the person making the report (if this is different to the above) and their contact details;
- the names of all parties who were involved in the incident, including any witnesses to an event;
- what was said or done and by whom;
- any action taken to look into the matter;
- any further action taken (such as a referral being made); and
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed by the person making the report.

A logbook will be available from each group leader and must be maintained for all activities where staff and volunteers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about staff and volunteers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

The log book contains sensitive information, so it is important that it is kept in the folder for each group. When each group session has finished the folder and logbook need to be returned to the church office where it can be secured in a cabinet. The log book should only be looked at by those who are involved in that ministry or in a supervising or safeguarding role.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one member of staff or volunteer that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard children, young people, vulnerable adults, members of staff and volunteers.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. This information will be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from Data Protection requirements. It may, therefore, be inappropriate to release information to a parent, who has been disclosed by a young person, without first consulting the statutory agencies.

Information about child, young person and vulnerable adult protection concerns and referrals will be kept in a separate protection file for each child, young person or vulnerable adult, rather than in one 'concern log'. The protection file will be started as soon as the DSL become aware of any concerns.

Record of Safeguarding Conversation and Actions forms will be collated and form part of the Child, young person or vulnerable adult Protection File.

Further guidance on the child, young person or vulnerable adult protection file, retention and storage of records can be found in **Appendix K**.

# 9. Practice Guidelines

As TCC may at times be working with children, young people and vulnerable adults, the aim is to operate and promote good working practice. This will enable staff and volunteers to run activities safely, develop good relationships and minimise the risk of false accusation.

In addition to the general code of conduct for staff and volunteers, the following apply.

## 9.1 Duty of care and position of trust

The duty of care is in part exercised through the development of respectful and caring relationships but also by members of staff and volunteers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

Staff and volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult member of staff, volunteers and a child, young person or vulnerable adult is never acceptable and if concerns arise in this area, this must be recorded and reported to the DSL.

### 9.1.1 Gifts, Rewards and Favouritism

Any gifts must be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a child, young person or vulnerable adult.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to members of staff and volunteers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any staff or volunteers who receive gifts from a child or family need to declare this to their line manager/ team leader.

## 9.2 Risk Assessments

Risk assessments are available for all church activities. When new activities are initiated, the team leader informs the Health and Safety (H&S) Officer of the details of the planned activity and the H&S officer creates the risk assessment to then be discussed and amended by the team leader as appropriate. As there are many risk assessments already created, it is helpful to use appropriate ones to guide and inform, especially when risk assessments are new to team leaders.

### 9.3 Accidents

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability. Their carer/parent will be consulted to ensure the information is correctly recorded and the person is supported appropriately in completing the report.

All near misses/hazards such as a child getting out of a door into a car park should also be recorded in the accident book

A copy of all accident and near miss reports should be given to the office manager and team leader, who can then communicate to their teams and take appropriate action such as reassessing the risk assessment to reduce the risk of future accidents. Also see the Health and Safety Policy and procedures (risk assessments, safety of buildings, food and drink, first aid and accident reporting)

### 9.4 First Aid

Lists of qualified first aiders are displayed in the Meeting Place kitchenette and the Family Life Centre main kitchen: lists are also available from staff at reception. First aid kits are available in the Meeting Place kitchenette and the FLC main kitchen

### 9.5 Safeguarding Principles for Group or Activity

- To ensure that everyone is treated with dignity and respect in attitude, language and actions
- Consideration for the number of staff and volunteers needed to run the group and whether they should be male, female or both
- Ensuring that there must not be staff/volunteers who are from one family (such as husband/wife or mother/daughter) unless there are an equal number of other people who are supervising activities.
- The level of personal care (e.g. toileting) required appropriate to the needs of the individual
- Clear guidelines on personal privacy e.g. when working with children, young people and vulnerable adults avoiding questionable activity such as rough or sexually provocative games and comments. (THIRTYONE:8 guidance on “Taking care of touching” (Appendix I.4) to be given to each member of staff and volunteer)
- Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised

- Only members of staff and volunteers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access
- Making a note of other people in the building during the activity and any other events taking place at the same time.
- Ensuring that the activities are taking place in a safe environment with staff or volunteers on the door; ensuring that the doors are secured when people have entered and the doorbell works and that there is a working walkie talkie to make contact with other people in the building/site

### 9.5.1 Adult to Child Ratios

In order to supervise children and young people's activities safely it is necessary to have sufficient adult leaders and helpers. **There will always be a minimum of two staff or volunteers for each group.**

Within each group there must not be staff/volunteers who are from one family such as husband/wife or mother/daughter unless there are an equal number of other staff or volunteers who are supervising activities.

Consideration will be given to groups where there are children or youth with special needs; disabilities or need focussed attention. In these instances, every effort will be made to have an additional member of staff or volunteers or volunteer. If the child or youth with special needs or disabilities needs their parent or carer with them, this can be allowed, however their focus should only be on their own child/youth and they should not care for, support or supervise others in the group.

Taking into account the preferred minimum levels above, the following guidelines which are advised by the NSPCC: will be applied:

- Children aged 0 -2 at least one member of staff/volunteer for every 3 children.
- Children aged 2 -3 at least one member of staff/volunteer for every 4 children
- Children aged 4 - 8 one member of staff/volunteer for every 6 children.
- Children aged 9-12 one member of staff/volunteer for every 8 children or young people
- Children aged 13-18 one member of staff/volunteer for every 10 children or young people

### 9.5.2 Peer-group Activities (children and young people)

All peer-group activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures and have the backing of the leadership of TCC.

Before setting up a TCC peer-led activity the following should be taken into consideration:

- The appropriateness of the venue for the activity
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years

For groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult member of staff or volunteer.
The following should also be followed:

- If there are children/young people under 16yrs at an activity, adult members of staff or volunteers should be present and within eyesight or in exceptional circumstances (such as in the toilet) within earshot
- No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children, young people or vulnerable adults
- Young people (over 16) who assist with caring for other children or young people should be subjected to the same recruitment process as adults and have undertaken safeguarding training
- Peer-group leaders should be aware of safeguarding procedures, including reporting concerns (e.g. abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.

Parents and carers must always be kept informed about what peer-group activities are for, who the leaders are, how they are run, where they meet and what parents can do to support them.

## 9.6 Data Protection, Human Rights and Safeguarding

The leadership will comply with the rules on processing data as required in the EU General Data Protection Regulation (GDPR) 2018. TCC does not require a Data Protection Officer, but the church administration can be contacted for further information as needed.

Where disclosing information might place a child, young person or vulnerable adult at risk, then safeguarding considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose.

Children, young people and vulnerable adults have the right to be protected from harm. For example, information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful.

Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always be sought from Children's Social Services, Adult Services, or the police.

### 9.7 Registration

When a child, young person or vulnerable adult is involved with any TCC groups there will be a general information and consent form completed and returned giving contact details of parents or carers who have parental responsibility. Medical and other details such as allergies or special dietary requirements should also be noted. This form should be renewed annually. A register of those attending a club or activity should also be maintained, together with a register of members of staff and volunteers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents and carers informed of the nature of activities.

### 9.8 Suggestions and complaints by parents/carers

Where a parent or carer wishes to make a complaint or make a suggestion about any activity or group the organisation is providing, it should be taken seriously. They should speak to the group leader first who should endeavour to resolve the matter. This should be followed up by a written response to the issue that has been raised and should be recorded and stored appropriately.

If a complaint is not resolved to the satisfaction of the parent or carer then the matter should be taken to the Church Leadership.

The above refers to complaints of a general nature. In the case of safeguarding concerns, these should follow the procedures in the safeguarding policy.

### 9.9 Supporting those affected by abuse

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

### 9.10 Working with offenders

When someone attending TCC is known to have abused children or young people, or is known to be a risk to children, young people or vulnerable adults the leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. The leadership will use the guidelines recommended by THIRTYONE:8.

### 9.11 Special Needs and Disabilities

Members of staff or volunteers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). In these instances, the carer is able to attend any paid for events free of charge to ensure the individual gets the care they need from someone who is trained/knowledgeable to do so. They may behave in a non-age-appropriate way. Appropriate boundaries will be set that take their needs into account, but also protect members of staff or volunteers from false accusation.

TCC will:

- Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all members of staff or volunteers involved with them are aware of their expectations. This includes the number of staff or volunteers needed to assist for a specific activity to prevent injury
- Endeavour to listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why
- Ideally ensure that a member of staff or volunteer of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer, their preference and TCC ability to provide this
- Make buildings and activities accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.

### 9.12 Intimate care

Members of staff or volunteers involved with intimate care need to be sensitive to the individual needs of each person and that some care tasks could be open to misinterpretation. Crèche members of staff or volunteers will obtain permission from the parents with regard to changing nappies. If the parent wishes to change their child's nappy, then they will be contacted in the adult venue and asked to come to the crèche.

## 10. Other Information

Other relevant information relevant to children, young people and vulnerable adults can be found in TCC Policies and Procedures including:

- Health and Safety (risk assessments, safety of buildings, food and drink, first aid and accident reporting)
- Use of tobacco, alcohol, solvents and illegal substances
- Filming, photography and social media.
- The Anti Bullying policy is within both staff and volunteer handbooks and available from the church office upon request

## APPENDIX A: Definitions of Abuse and Neglect (Children & Young People)

**Physical abuse:**

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

**Emotional abuse:**

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

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

**Sexual abuse:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

**Neglect:**

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

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

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

**Child or young person sexual exploitation:**

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

**Extremism:**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in society.

**Significant harm:**

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

**Children or Young People in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy):**

This is a form of child or young person abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

**Spiritual abuse:**

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

**Domestic Violence:**

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

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

**Investigating complex (organised or multiple) abuse:**

This abuse may be defined as abuse involving one or more abusers and a number of children or young people. The abusers concerned may be acting in concert to abuse children or young people, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children or young people for abuse. Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children or young people who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely

complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role.

**Child or Young Person Prostitution:**

Working Together to Safeguard Children' (2006) Section 6.2 stated:

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

**Sexually exploited children and young people:**

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

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

**Female Genital Mutilation (FGM):**

Working Together (2010) states:

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

## APPENDIX B: Definitions of Abuse (Adults)

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

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

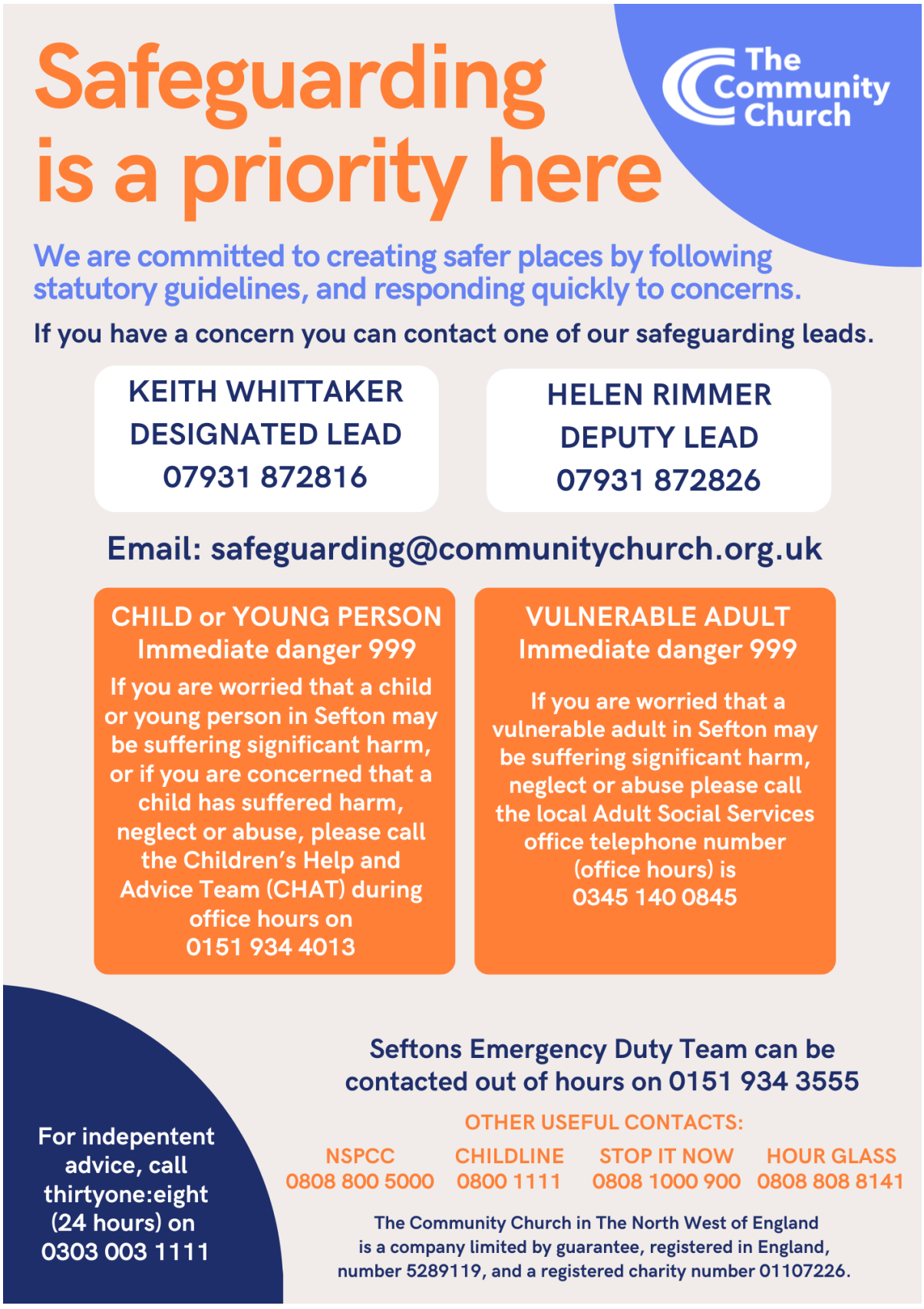
**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

## APPENDIX C(a): Safeguarding role allocation in TCC

The specific duties of each role are defined in the relevant role description

| **Legal responsibility** | **Spiritual responsibility / authority** |
|---|---|
| **Governance / Strategic level**<br>Legal compliance and final responsibility for safeguarding rests with the Trustees | **Governance / Strategic level**<br>Spiritual / doctrinal matters are the responsibility of the Elders |
| **Allegations against staff or volunteers or concerns about practice**<br>**Name: Keith Whittaker**<br>**Role:** Designated Safeguarding Lead (DSL)<br>**E-mail:** safeguarding@communitychurch.org.uk<br>Phone: 07931 872816<br>If a concern cannot be resolved with the DSL, it should be escalated to the Trustees<br>Name: Mike Rothwell<br>**Role:** Safeguarding Trustee<br>**E-mail:** safeguarding@communitychurch.org.uk | |
| **Operational Management Level**<br>**Designated Safeguarding Lead**<br>**Name:** Keith Whittaker<br>**Role:** Designated Safeguarding Lead<br>**E-mail:** safeguarding@communitychurch.org.uk<br>Phone: 07931 872816<br>**Deputy Designated Safeguarding Leads (DDSLs)**<br>If they are unavailable, their DDSL is:<br>**Name**: Helen Rimmer<br>**Role:** Deputy Designated Safeguarding Lead<br>**E-mail:** safeguarding@communitychurch.org.uk<br>Phone: 07931 872826<br>Or **Name**: Mike Rothwell<br>**Role:** Deputy Designated Safeguarding Lead<br>**E-mail:** safeguarding@communitychurch.org.uk | **Practical Level -** Deacons Specific responsibility for (e.g. practical matters) is delegated to:<br>Bernie Charnock – Oversight of Junior Church / Kids/Youth<br>charnocks58@gmail.com<br><br>Harry Pickett – Welcome/ Steward co-ordination<br>harrypickett@communitychurch.org.uk<br><br>Harry Pickett – GDPR and Data Protection<br>harrypickett@communitychurch.org.uk<br><br>Helen Rimmer and Karen Barnes - DBS Checks<br>rimmerh@hotmail.co.uk |
| **Details of other relevant roles**<br>**Church Administrator** – Amanda Carr –<br>Email: info@communitychurch.org.uk<br>Phone: 01704 500911<br>**Elders :** Dave Gregg, Geoff Grice, Mike Rothwell, Harry Pickett | **Details of external specialist support**<br>ThirtyOneEIght Phone: 0303 003 1111<br>E-mail: info@thirtyoneeight.org |

**APPENDIX C(b): Safeguarding Poster**



## APPENDIX D: Cause for Concern Form – Allegations and Actions

The Community Church
in the North West of England

### Cause for Concerns Form – Allegations and Actions

This form should be completed by the person receiving the initial allegation with details of any discussions or actions taken.

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed by the person making the report.

The form should be completed having taken into account the requirements described in Section 8 -10 of the policy.

This form should be sent securely to the Designated Senior Leader (DSL) or Deputy Designated Senior Leader (DDSL)

**Please USE BLOCK letters to complete this form and write the person's name at the bottom of each page.**

**Keep this page at the front of the form to protect the identity of the person making the allegations**

**THE COMMUNITY CHURCH CAUSE FOR CONCERN FORM - ALLEGATIONS AND ACTIONS**

This must be an accurate record of:

| | | |
|---|---|---|
| Date and time of the incident/disclosure | | |
| Date and time it was reported to you | | |
| Name and role of the person to whom the concern was originally reported | | |
| Your phone number (s) | | |
| Your email address | | |
| Name and role of the person making the report (if this is different to the above) and their contact details | | |
| Name | | |
| Address and post code | | |
| local authority area they live in | | |
| Phone number | | |
| Email address | | |
| Date of birth and age | | |
| Parent's names | | |
| Parents address (if not the same as above | | |
| Parents Phone number(s) | | |
| GP name and address (if known) | | |
| Social worker name, contact number and local authority (if known) | | |
| Names and contact details of any foster carers, etc | | |
| Name of person making allegations | | |
| Signature of person receiving report | | Date: |

| THE COMMUNITY CHURCH CAUSE FOR CONCERN FORM - ALLEGATIONS AND ACTIONS | | |
|---|---|---|
| Details of the incident | | |
| The names of all parties who were involved in the incident (include contact details if known) – continue on a separate sheet if needed | | |
| The names and contact details of any witnesses to an event | | |
| Name of person making allegations | | |
| Signature of person receiving report | | Date: |

| THE COMMUNITY CHURCH CAUSE FOR CONCERN FORM - ALLEGATIONS AND ACTIONS | | |
|---|---|---|
| Details of the incident (continued) | | |
| What was said or done and by whom – continue on a separate page if needed | | |
| Name of person making allegations | | |
| Signature of person receiving report | | Date: |

| THE COMMUNITY CHURCH CAUSE FOR CONCERN FORM - ALLEGATIONS AND ACTIONS | | |
|---|---|---|
| Actions taken by the person receiving the report | | |
| Date and time allegation finished being recorded | | |
| Details of any initial actions taken such as taken to a safe space (remember it is not your role to investigate but to record) | | |
| Date and time the report was discussed with the Designated Safeguarding Lead (or deputy) | | |
| Name of the Safeguarding lead you spoke to | | |
| Information, instructions or advice given by Designated Safeguarding Lead | | |
| Action taken as a result of speaking with Designated Safeguarding Lead (this may be to complete the form and send the original records | | |
| Name of person making allegations | | |
| Signature of person receiving report | | Date: |

## APPENDIX E: Safeguarding report to the Trustees and Elders

The Community Church
in the North West of England

**Safeguarding report to the trustees and elders to be completed by 1 June of each year and cover the period from 1 April to 31 March.**

Report completed by: _____

Report from the Designated Safeguarding Lead and Deputy Safeguarding Lead
Covering the period from: _____

Date this form completed: ___/_____/_____ (e.g. 01 / 02 / 22)

**Summary of Safeguarding Activity**

Number of concern / incident reports received in relation to children ☐

Number of concern / incident reports received in relation to adults ☐

Number of cases referred to Children's Social Care ☐

Number of cases referred to Adult Social Care ☐

Number of allegations received ☐

Number of allegations investigated by Local Authority ☐

Number of incidents reported to the Charity Commission ☐

**Were there any common themes/issues in the above reports? Yes / No** (Please circle answer)

**If so, what?**

| |
|---|
| |

**Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place? Yes / No** (Please circle answer) **If so, what?**

| |
|---|
| |

**What training or informal update activity have been completed this year?**

| |
|---|
| |

**Any recommendations to or requests of the trustees?**

| |
|---|
| |

## APPENDIX F: Child, young person and vulnerable adult's protection policy annual review form

The Community Church
in the North West of England

**Child, young person and vulnerable adult's protection policy**
**Annual Review Form to be completed by 1 June of each year and cover the period from 1 April to 31 March.**

| Declaration from Safeguarding Leads | Yes | No | ACTION (IF ANY) TO BE TAKEN/ TIME SCALES INVOLVED |
|---|---|---|---|
| Has the policy been reviewed for legal compliance and effectiveness?) | | | |
| Are DBS checks up to date for all staff and volunteers? | | | |
| Is the Single Central Record up to date? | | | |
| Is Staff and Volunteer training up to date? | | | |
| Is DSL training up to date? | | | |

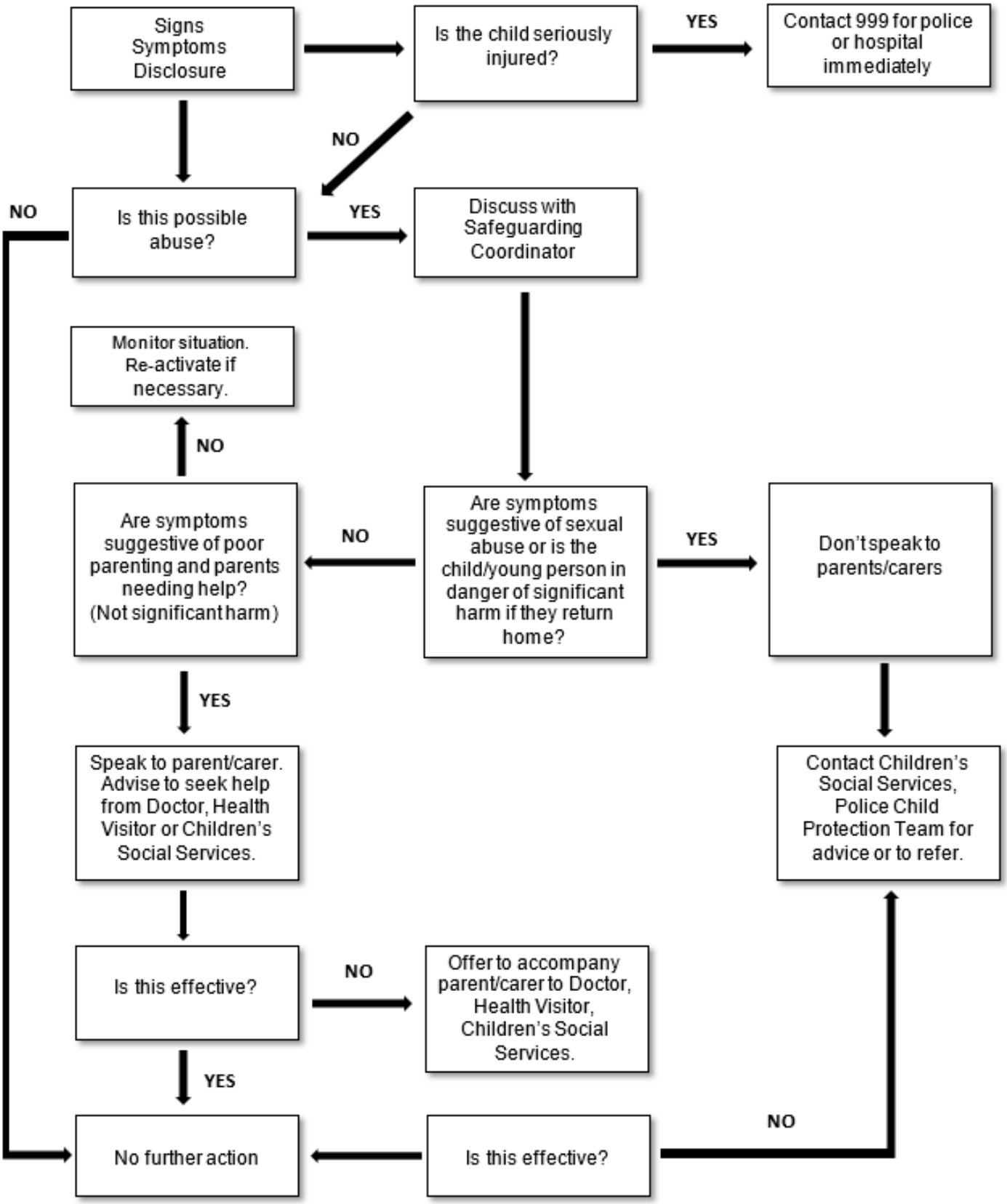
| | | | |
|---|---|---|---|
| Is the training log up to date? | | | |
| Any other comments and things to note | | | |

**Name:** _____ **(signature)** _____

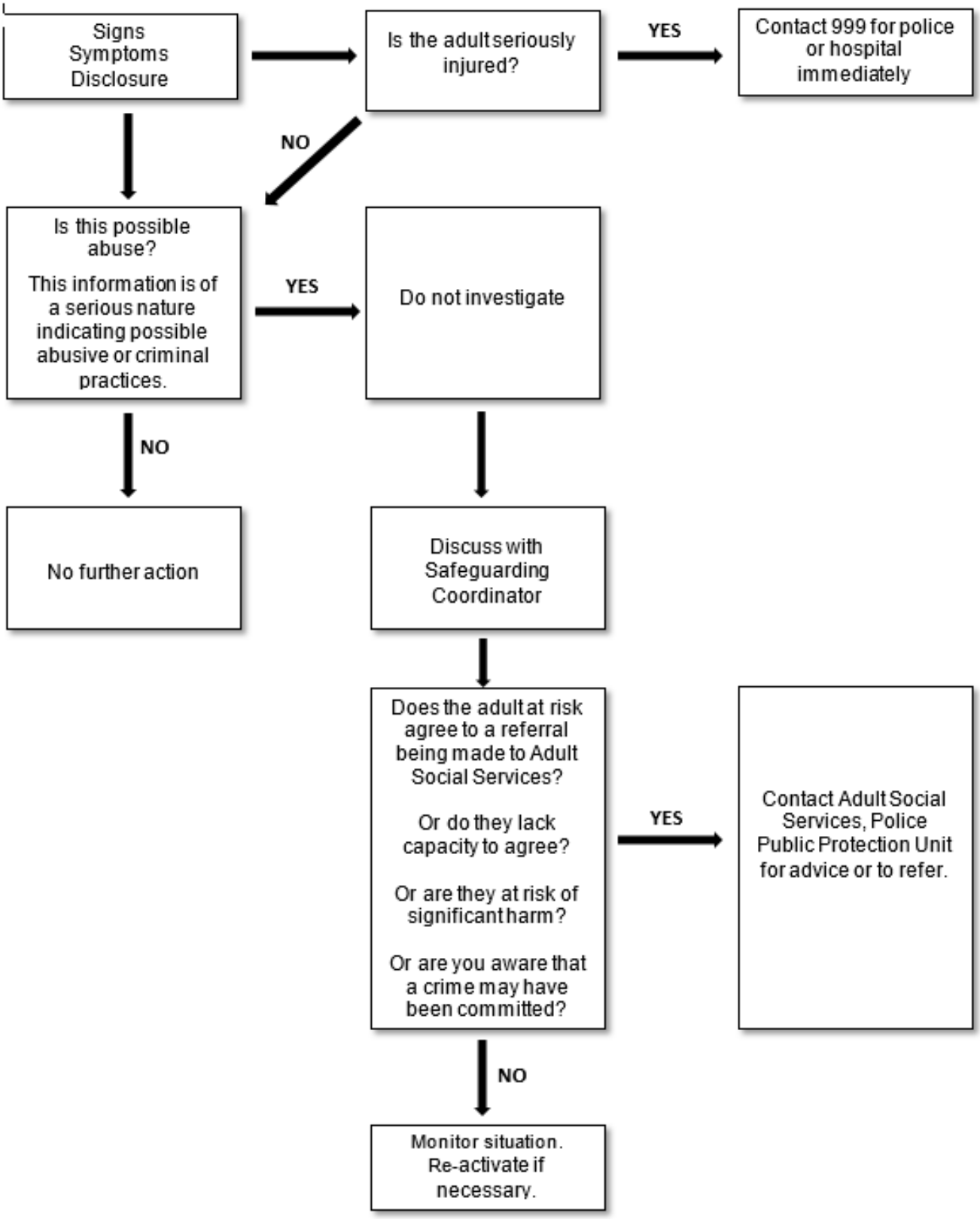
**(PRINT NAME**)_____

**Date:** _____/_____/_____

## APPENDIX G(a): Flow chart for responding to safeguarding concerns (children and young people)



## APPENDIX G(b): Flow chart for responding to safeguarding concerns (adults)



## APPENDIX H: Codes of conduct for those working with children, young people and vulnerable adults

The Community Church
in the North West of England

**Codes of conduct for those working with children, young people and vulnerable adults**

**Those working with children, young people and vulnerable adults will:**

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc. that are provided and that they are implemented or ask their team leader/line manager to explain/clarify if they do not understand
- Attend safeguarding training when requested
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents
- Ensure that their conduct embraces their responsibility for the safety of the children, young people or vulnerable adults in their care
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children, young people or vulnerable adults
- Refrain from any abuse of their power or authority as adults and leaders within the group
- Only take responsibility for children, young people and vulnerable adults if they are physically and mentally fit and able to do so
- Treat them with respect and dignity
- Treat them in an age-appropriate way that recognises their developmental stage and ability
- Provide them with appropriate levels of choice
- Treat them as individuals
- Respect their views
- Promote and ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- Ensure that age-appropriate boundaries (including any physical contact) are clearly explained and consistently implemented in accordance with this policy
- Ensure that any age-appropriate physical contact is child, young person or vulnerable adult led
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child, young person, vulnerable adult or the group
- Refrain from any physical chastisement
- Utilise best practice guidelines with regards to social media connections
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory

(etc.) language or behaviour with them

- Act with fairness and treat children, young people and vulnerable adults equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding
- Transport individuals according to TCC transport guidelines as found in Safeguarding Policy Appendix L
- Ensure completion of Activities and Day Visit Consent forms by appropriate individuals as found in Safeguarding Policy Appendix M

**All members of staff or volunteers will agree to adhere to this Code of Conduct. Any breach or failure to comply with any part of this Code or associated policy statements will result in the removal of the member of staff, volunteer or leader from duties and activities that bring them into contact with children, young people or vulnerable adults.**

**Name:**_____ **(Signature)** _____

**Role:**_____ **Date:** _____/_____/_____

## APPENDIX I: Guidelines on Interaction

### I.1 Guidelines for discipline

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

For those who are continuously disruptive:

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

### I.2 Guidelines for dealing with challenging behaviour including restraining

Staff should not use any form of degrading or humiliating treatment towards anyone. The use of sarcasm, demeaning or insensitive comments towards people is completely unacceptable.

Where a person displays difficult or challenging behaviour, staff should follow the following procedure, taking extreme care to avoid any practice that could be viewed as unlawful and a breach of the person's human rights.

This means that staff should:

- not use force as a form of controlling the situation.
- try to defuse situations before they escalate e.g. by distraction
- behave as a role model
- avoid shouting at children, young people or vulnerable adults other than as a warning in an emergency/safety situation

The law and guidance for schools states that adults may reasonably intervene to prevent a child or young person from:

- committing a criminal offence
- injuring themselves or others
- causing damage to property
- engaging in behaviour prejudicial to good order and to maintain good order and discipline.

In all cases where physical intervention has taken place, it would be good practice to record the incident and subsequent actions and report these to the safeguarding officer and the child or young person's parents.

**Positive Handling** refers to the whole range of de-escalation and management strategies, including where necessary, physical intervention. De-escalation strategies, including diversion, distraction, diffusion and negotiation are used to prevent violence and reduce the risk of injury.

**Physical intervention** refers to any action by which one or more people restrict the actions of another, e.g. blocking the path of a child, young person or vulnerable adult or guiding him or her away from a harmful situation. It includes physical restraint. Physical intervention must not be used as a method of enforcing discipline or compliance when there is no serious risk to individuals or significant risk to property. Most escalating conflicts can be resolved without the need for physical intervention.

**Physical restraint** is the positive application of force with the intent of overpowering to prevent harm.

If all reasonable steps have been taken to prevent a person exhibiting violent behaviour and the situation continues then the person must be warned that if they do not desist physical restraint may be used. If a violent incident seems imminent, then wherever possible another member of staff must be summoned. This should not be seen as failure as the presence of a second adult could prove helpful in ensuring safety, objectivity and calm control, as well as providing a witness to what takes place.

Restraint must at all times be “reasonable” and judgement of what constitutes “reasonable” rests with the member of staff at that point in time. “Reasonable” is the minimum intervention a responsible adult would exercise to prevent physical injury or damage, always bearing in mind danger to those concerned.

**Physical Intervention must never:**

a) Interfere with breathing, blood supply or genital areas;
b) Involve holding the throat, wrists, joints or fingers.

Restraint should be applied at just above the level of force of resistance and then relaxed and released as soon as possible to allow the person to regain composure. The person should be told what will happen next to avoid unnecessary anxiety.

Where a person has a sensory or physical disability, or a learning difficulty, particular care will be required to ensure that they understand what is happening and to ensure that a member of staff’s actions are not discriminatory.
The use of any form of physical intervention carries the risk of allegations of abuse against staff. However, staff are equally open to accusation of a failure of ‘Duty of Care’ if a child, young person or vulnerable adult suffers as a result of a refusal to intervene physically where it probably would have kept them safe.

**N.B.** Physical intervention or physical restraint can only be justified if all other intervention strategies and non-physical methods have proved ineffective and / or there is an immediate danger of physical harm to individuals or the risk of significant damage to property. No member of staff is obliged to undertake physical intervention where doing so would place that member of staff in immediate danger of physical harm.

In no other circumstances can physical intervention or restraint against a person be justified.

### I.3 Guidelines for dealing with bullying

Bullying is the use of aggression with the intention of hurting another person. Children, young people and vulnerable adults can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within this organisation. Some common forms of bullying can be:

- Verbal - name-calling, sarcasm, spreading rumours, teasing including via emails or test messaging
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
- Physical - pushing, kicking, hitting, punching or any use of violence

- Sexual - sexually abusive comments or gestures
- Racial - any of the above because of, or focusing on the issue of racial differences
- Homophobic - any of the above because of, or focusing on the issue of sexual orientation
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children, young people or vulnerable adults physical or emotional harm even though this may not be intended

There will be a zero tolerance to bullying, so if it does occur, children, young people and vulnerable adults and leaders will be able to report the matter and it can be dealt with promptly and effectively. There will be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child, young person or vulnerable adult being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

### I.4 Taking care of touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adults needs, not the member of staff or volunteers.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the member of staff or volunteer.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

## I.5 Praying with Children, Young People and Vulnerable Adults

### I.5.1. Introduction

Some of the main ingredients that underpin any effective ministry to children, young people and vulnerable adults, including prayer, are:

- acceptance
- respect
- non-judgemental listening,
- sensitivity,
- discernment,
- patience.

In applying these values in the area of prayer, not only is trust and respect developed, but it will also be providing a good 'prayer' model so that children, young people and vulnerable adults can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions their child may be prayed with either corporately or individually at the child or young person's request.

Any concerned parent/carer can be reassured with the principles contained in these guidelines, or if a child or young person is part of a club or Sunday school within the church this could be mentioned, for example, on the information leaflet given to parents/carers when the child or young person joins the group.

In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must always be respected.

### I.5.2. Praying

Prior to praying, always make the child, young person or vulnerable adult's permission has been obtained or where the child is too young/vulnerable/unable to give consent then permission should be sought from their parents or carers. Always pray in an open area where other leaders and/or people are around. If there is a general invitation to come forward for prayer in or after a family service then it will be helpful to have children or young people's staff or volunteers available to pray with the children and young people rather than relying on other leaders who may be used to dealing with adults. Only those authorised by the church leadership should be involved in this ministry.

The child, young person or vulnerable adult should be asked if there is anything specific they are requesting prayer for and listen to their reply. Speak quietly and calmly, never shout or raise voices. Don't laugh at or dismiss out of hand if they want to pray for something you

consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests, then simply ask God to bless them.

Those praying with children, young people and vulnerable adults should always be alert to child, young person or vulnerable adult protection issues and other concerns such as bullying. If prayer is about a specific issue, it may be helpful to write it down afterwards and give it to the child, young person or vulnerable adult so that, if they want, they can let their parents/carers know and remember it themselves.

If a child, young person or vulnerable adult becomes distressed, stop praying. Stay calm and gently ask them if they would like to say what has caused their distress. Depending on the response consider whether there are any gender issues or whether they would feel more comfortable with someone else

If unsure or the child, young person or vulnerable adult remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child, young person or vulnerable adult protection concerns.

### I.5.3 Practicalities

When praying, consider body language, particularly in relation to things like height and the height of the child or young person. Be on their level rather than towering over them perhaps by both sitting down; but do avoid crowding.
Refrain from placing hands on a child, young person or vulnerable adult's head as they may find this frightening or threatening. They may appreciate an arm round a shoulder or their hand being held, but always ask if this is what they would like before doing it.

Sometimes substances such as oil on the forehead is used when praying for healing. Bear in mind that a child, young person or vulnerable adult may be uncomfortable with the use of anointing oil so it is important to only go ahead with agreement.
Remember also that a child, young person or vulnerable adult may not, for example, understand things like 'speaking in tongues' and it is important therefore not to do anything that may cause confusion or distress.

### I.5.4 Language

Use clear uncomplicated language. Reflect back what the child, young person or vulnerable adult has said to show understanding of their prayer request. If a child, young person or vulnerable adult says they are feeling tired, a possible reply is "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short, confident that the prayers have been understood by the child, young person or vulnerable adult.

### I.5.5. Giving Advice

Avoid giving specific advice about problems involving decisions. A child, young person or vulnerable adult could be very susceptible to suggestion, particularly if they are distressed. If hearing from God about their situation, it would be wiser to pray this through on your own or with another leader. Never advise a child, young person or vulnerable adult to stop taking medication or cease seeing professionals involved in their care or welfare.

### I.5.6 Confidentiality

Never promise total confidentiality. Should a child, young person or vulnerable adult wish to disclose a situation such as abuse within a prayer ministry context, the duty exists to pass this on to TCC DSL and possibly Children's Social Services or the police. Gently give clear boundaries but reassure the child, young person or vulnerable adult that if anything about their situation is shared with someone else it will be on a 'need to know' basis only and they will be supported and cared for.

### I.5.7 Deliverance / Exorcism

Any religious, traditional or cultural practice that causes significant harm to a child is a criminal offence and cannot be justified. One example of this is when children have been subjected to horrific abuse following accusations they are witches or possessed by evil spirits. When practices such as these come to light, the statutory authorities may investigate and take appropriate action to protect the children involved.

Some places of worship believe that a child can have an evil spirit or is possessed when they display behavioural problems or are different in some way. The child may have learning difficulties, mental health issues, copied or unconventional behaviours, or be experiencing some kind of trauma such as culture shock at coming to live in a different country.

Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc. A child should never be told they are demonised, possessed or oppressed by the devil or evil spirits.

Prayer for children should therefore always be carried out using the guidelines above.

## APPENDIX J: Record of Safeguarding Conversations & Actions

The Community Church
in the North West of England

### Record of safeguarding conversations and actions

This form should be completed by the relevant leader, Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) with details of any discussions or actions, including advice sought or if a referral is made and updated on an ongoing basis.

| | |
|---|---|
| **Outcomes** | |
| **Recorded by** | **Date recorded** |
| **Date of Action / Conversation:** | **Time:** |
| **Description of Record** *(telephone call, face to face conversation etc.)* | |
| **Information Given including details of person safeguarding relates to** | |
| **Advice Received** | |
| **Actions to Take** | |

## APPENDIX K: Child, Young Person and Vulnerable Adult Protection File

### K.1 Filing System

The file should follow the five-part filing system:

**1. Admin Section**

This section includes the name, date of birth, address, parent's names, GP details, social worker contacts, foster carers, etc. This sheet must be kept up to date.

The chronology is kept in this first section too, so that it is easy to find and an overview can quickly be seen. Each document elsewhere in the file should have a corresponding line in the chronology (some people number these lines and identify each document with that reference number).

**2. Internal Information**

This section contains concern forms, meeting notes, conversations with parents etc.

**3. External Information**

Anything that comes in from outside TCC, including phone calls, printouts of emails, referral forms.

**4. Multi-Agency Meetings**

Minutes of meetings, notes and formal documents are kept in this section.

**5. Legal Papers**

Keep this section clear of material that could be kept elsewhere in the file. Only include here legal documentation like the child, young person or vulnerable adult protection plan.

**Note:** Each section should be kept in chronological order, with the most recent document at the top.

All the papers in the file should be secured together, so that if it dropped papers don't go flying everywhere putting both chronology and confidentiality at risk.

### K.2 Retention and Storage

The following information has been adapted from the NSPCC Records retention and storage guidelines

According to Data Protection principles, records containing personal information should be:

- adequate, relevant and not excessive for the purpose(s) for which they are held
- accurate and up to date
- only kept for as long as is necessary (Information Commissioner's Office, 2021).

The introduction of the General Data Protection Regulation (GDPR) in 2018 does not change the way child protection records should be stored and retained.

TCC must:

- know the reason why they are keeping records about children, young people or vulnerable adults (for example, because they relate to child, young person or vulnerable adult protection concerns);
- assess how long records need to be kept for; and
- have a plan for how and when the records will be destroyed.

To keep personal information secure:

- compile and label files carefully;
- keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis;
- keep a log so it can be seen who has accessed the confidential files, when, and the titles of the files they have used.

If creating records about children, young people or vulnerable adults, make sure they understand what records are held, why held and who might be shown their information (for example as part of a multi-agency child protection team) (Information Commissioner's Office, 2021). If keeping records for child, young person or vulnerable adult protection reasons, consent is not necessarily needed from the adults, young people or children concerned.

### K.2.1 Retention periods: child protection, young person or vulnerable adult records

If it is decided not to share concerns about a child, young person or vulnerable adult's welfare with the police or social services, still keep a record of the issues that were raised.

**Records relating to child, young person or vulnerable adult protection will be kept for 7 years after TCC last contact with the child and their family.**

In some cases, records can be kept for longer periods – see the 'Exceptions' section below for more information.

### K.2.2 Recording concerns about adult behaviour

Sometimes concerns might be raised about an adult who works or volunteers with children, young people or vulnerable adults. This could be because they've:

- behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult;
- committed a criminal offence against, or related to, a child, young person or vulnerable adult; or
- behaved in a way that indicates they are unsuitable to work with children, young people or vulnerable adults.

Keep clear and comprehensive records of all allegations made against adults working or volunteering with children, young people or vulnerable adults, including;

- what the allegations were;
- how the allegations were followed up;
- how things were resolved;
- any action taken; and
- decisions reached about the person's suitability to work with children, young people and vulnerable adults.

Keeping these records enables provision of accurate information if ever requested.
For example:

- in response to future requests for a reference;
- if a future employer asks for clarification about information disclosed as part of a vetting and barring check; or
- if allegations resurface after a period of time.

### K.2.3 Storing records relating to adults

Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual.

### K.2.4 Retention periods: concerns about adults

If concerns have been raised about an adult's behaviour around children, young people or vulnerable adults, keep the records in their personnel file either until they reach normal retirement age or for 10 years - whichever is longer (IRMS, 2019). This applies to volunteers and paid staff

Keep records for the same amount of time regardless of whether the allegations were unfounded. However, if allegations are found to be malicious, destroy the record immediately.
Information should be kept for this length of time even if the person stops working or volunteering for the organisation.

### K.2.5 Exceptions

In some cases, records can be kept for longer periods of time. For example, if:

- the records provide information about a child, young person or vulnerable adult's personal history, which they might want to access at a later date;
- the records have been maintained for the purposes of research;
- the information in the records is relevant to legal action that has been started but not finished; or

- the records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation).

Where there are legal proceedings, it is best to seek legal advice about how long to retain records.

Some records are subject to statutory requirements and have a specific retention period. This includes records relating to:

- children or young people who have been 'looked after' by the local authority;
- adopted children or young people;
- registered foster carers;
- residential children's homes

Also check whether insurance companies, the local safeguarding children board (LSCB) or regulating body make any stipulations about retention periods.

When records are being kept for longer than the recommended period, files must be clearly marked with the reasons for the extension period.

Any records that could be needed by an official inquiry (for example the Independent Inquiry into Child Sexual Abuse (IICSA, 2017). Inquiries will issue directions for records to be retained and these must be followed.

### K.2.6 Disclosure and barring checks

TCC will not keep any copies of disclosure and barring check certificates unless there is a dispute about the results of the check. Instead, a confidential record will be kept of:

- the date the check was completed;
- the level and type of check (standard/enhanced/barred list check and the relevant workforce);
- the reference number of the certificate; and
- the decision made about whether the person was employed (with reasons). If there is a dispute about the results of a check, TCC may keep a copy of the certificate but not longer than 6 months.

### K.2.7 Destruction of child, young person or vulnerable adult protection records

When the retention period finishes, confidential records will be incinerated or shredded in the presence of a member of the organisation or entrusted to a firm specialising in the destruction of confidential material. At the same time any electronic versions of the record must be purged.

If not shredded immediately, all confidential records should be held in a secured plastic bag, labelled as confidential and locked in a cupboard or other secure place; or placed in a confidential waste bin.

If TCC or one of its ministries (for example a club, team or project) is closed down, TCC will make arrangements for the ongoing management of records. This includes the review, retention and disposal of records.

**Reviewing your child protection records retention and storage policy**

TCC will review the child protection records retention and storage (Appendix K) every three years as part of the review of the Safeguarding Policy to make sure it is effective and continues to comply with current legislation and guidance. This will be carried out as part of a wider review of safeguarding policies and procedures.

If TCC make changes to the child protection records retention and storage arrangements in Appendix K , TCC will adhere to best practice by keeping a copy of the original version, including a record of the changes made and why. TCC will clearly mark the old version so it's clear it has been superseded.

## APPENDIX K (cont.): Confidential File - Case Chronology

This running chronology should be used whenever a confidential file is established and should be updated each time the file is updated in any way. Each line should provide a brief summary for overview purposes.

| Date | Summary Details | Completed by: |
|---|---|---|
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| | | |
| Name of person making allegations | | |

**APPENDIX L: Undertaking of Voluntary Driver to transport children young people and vulnerable adults in private cars on behalf of TCC**

The Community Church
in the North West of England

## Undertaking of Voluntary Driver to transport children, young people and vulnerable adults in private cars on behalf of TCC

**Name of driver: …… Phone No: …… Email: ……**
**Address: ……**

**1. Consent**

☐ Children and young people will not be taken out in transport without the prior consent of their parents or carers

☐ Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers

☐ I will take care when assisting children, young people or vulnerable adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

**2. The driver**

☐ I am over 25 and have held a full current driving licence for over two years

☐ I have/do not have an endorsement of 6 points or more on my licence (if 6 points or more I will share the details with the Senior Safeguarding Officer or Incumbent.

☐ I do not have an "unspent" conviction for a driving offence.

**3. The vehicle**

**i) Seat belts:**

☐ My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available

☐ All car passengers will be required to wear safety belts in the front and rear seats

☐ All children up to 3 years old will be carried in a child restraint

☐ Rear-facing baby seats will not be used in a seat protected by a front airbag unless the airbag has been deactivated manually or automatically

☐ Children from aged 3 up to 135cm in height (approx. 4'5") or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions for older children

☐ All passengers aged 13 years or older will wear an adult seat belt.

☐ My vehicle is comprehensively insured.
☐ I have informed my insurance company that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children, young people or vulnerable adults.
☐ I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle
☐ My vehicle is clean and in a road worthy condition
☐ At no time will the number of people in a car exceed the usual passenger number.

**ii) Escorts:**

☐ Where possible, another responsible adult (not from the same family) will accompany me, to assist with any emergencies
☐ If in an emergency I have to transport a child, young person or vulnerable adult on my own, the child, young person or vulnerable adult will sit in the back of the car.

Signed (driver): …… Date: ……

Name of vehicle owner if different: …… Signed (vehicle owner) ……

**Verification**

Confidential declaration and Criminal disclosure received Yes/No Date……

Driving licence seen and Insurance certificate seen Yes/No Date……

Car make and model…….. Reg No …….

Signed:……Date …… Role/Designation……..

## APPENDIX M: Activities and Day Visits Consent Form

The Community Church
in the North West of England

### Activities and Day Visits Consent Form

This completed form should be taken with the member of staff or volunteer on the activity or visit.

**To be completed by a children's member of staff or volunteer**

Name of group:

Date of Activity:

Type of Activity:

Venue/destination:

Departure place and time:

Return place and time:

Cost:

Transport arrangements:
Items to be brought (e.g. coat, swimming kit, packed lunch, money, etc.):

**To be completed by the parent or guardian of the child or young person**
Name and address of child or young person:

Details of any regular medication, medical condition (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability which may affect normal activity:

Consent:

- I have read the above information and I give permission for my child as named above to participate in this activity.

- In an emergency and/or I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic.

Yes ☐ No ☐

I enclose a cheque or cash in the sum of £_____

Signature of parent or guardian of the child or young person:

Contact number for day of event: ……..

Date:

Please let us know if any of your contact information has changed:

*The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way.*

*TCC is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for safeguarding purposes and related matters and will only keep the data for as long as required for that purpose. The full Privacy Notice for TCC is available on our website.*

*Should you have any questions concerning the use of the information you provide please contact the Senior Safeguarding Officer or Church Administration at The Family Life Centre, Ash Street, Southport, Merseyside, PR86JH.*
*T: 01704 500911 e: info@communitychurch.org.uk*

## APPENDIX N: Confirmation Safeguarding Policy has been read

The Community Church
in the North West of England

### Confirmation Safeguarding Policy has been read

**Please print the following page, sign and return to the Designated Safeguarding Lead – Keith Whittaker**

**I have read and understood The Community Church in the North West of England's safeguarding policy and associated appendices and linked policies.**

**These are the roles I currently fulfil in the church (such as Youth; Playaways etc)**

**1.**_____

**2.**_____

**3**_____

**4**_____

**Signed**_____**Print Name** _____

**Date** _____

**Also ensure you have signed the CODES OF CONDUCT – WORKING WITH CHILDREN OR YOUNG PEOPLE in Appendix H**