

Kings Church Cockermouth Safeguarding Policy

June 2018

SECTION 1

Name of Place of Worship / Organisation:

King's Church, Cockermouth

The Hub, 2-4 Market Street,

Cockermouth.

CA13 9NJ

Tel No: 01900 821100

Email address: admin@kingscc.org

Membership of Denomination/Organisation **New Frontiers**

Charity Number: **514051**

Insurance Company - Public Liability with ANSVAR

The following is a brief description of our place of worship, organisation and the type of work we do and the activities we undertake with children and vulnerable adults:

King's Church, Cockermouth is a member church of the New Frontier group of churches, particularly ChristCentral. We have close links with other New Frontier Churches within Cumbria and further afield. We also work very closely with the other denominations in Cockermouth. We are registered with the Charity Commission.

We currently meet each Sunday for our main morning worship service at Cockermouth School. We organise classes to meet the needs of the differing age groups. These include Mobilise (11-15); Café (7-11); the Den (3-7) and when required a crèche.

During the week we have youth groups at the Hub and/or in member's homes. These include Mobilise on Sunday (any attending 11-18's), Mobilise (Monday evenings for school years 6-10), Amplify@theHub (alternate Friday evenings for secondary aged children) and Move (alternative Friday evenings for 14+).

Many of our youngsters attend an annual camp run by New Frontiers.

King's Church members and friends meet regularly in small groups in our homes or at the Church Office at the Hub.

Our commitment

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

This policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority at Cumbria County Council, Social Services, 3 Alfred Street North, Carlisle. CA13 9QW and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisation.

Contents:

Section 1: Name of Place of Worship/Organisation and description.....p1

Contents Page.....p4

Section 2: Recognising and responding appropriately to an allegation or suspicion of abuse.....p5

Section 3: Prevention.....p16

Section 4: Pastoral Care.....p18

Section 5: Practise Guidelines.....p19

Appendix 1: Leadership Safeguarding Statement.....p20

Appendix 2: General Principles for Every Group.....p24

Appendix 3: King's Church Safeguarding Procedure Summary.....p25

Appendix 4: Guidelines for Each Group.....p26

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

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

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

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

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

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

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

Statutory Definitions of Abuse (Children)

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect?

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

Physical abuse

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

Emotional abuse

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

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as

involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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

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

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

Statutory Definitions of Abuse (Vulnerable Adults)

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

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

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

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. King's Church have the training programme 'Facing the Unthinkable' supplied by CCPAS. We regularly use this programme to train our staff.

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

RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible (no later than 48 hours) to **Hazel Purfield** (hereafter the "Safeguarding Coordinator"), telephone no: 01900 822342 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Becca Simmons** (hereafter the "Deputy ") telephone no: 07563 627113.

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance:

**Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley,
Kent, BR8 7UQ. Telephone
0845 120 4550.**

Alternatively contact Social Services or the police.

- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is 01900 325325. The out of hours emergency number is 01228 526690

The local Adult Social Services office telephone number (office hours) is 01228 223450. The out of hours emergency number is 01228 526690

The Police Child Protection Team telephone number is 01900 602422

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the denomination.

Name of the Nominated Elder in Kings' Church Cockermouth is Roger Bye

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

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.

The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by

making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

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

ALLEGATIONS OF SEXUAL ABUSE

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

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

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

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/Deputy will:

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

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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

SECTION 3

Prevention

Safe recruitment

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

- There is a written job description for the post
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

King's Church, Cockermouth uses the services of CCPAS to undertake disclosure and barring checks. In the case of someone applying for a position that is from outside the UK we will ascertain that the person has a 'fit person' check as well as obtaining references.

All volunteers working in our Children's Groups need to have a current DBS clearance. We will:

- Have a 3 year limit on each DBS, or use the continuance programme
- Update our system yearly to check for any anomalies
- Accept other organisations DBS check if they match our criteria, and the DBS is in date as above

Management of Workers – Codes of Conduct

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

SECTION 4

Pastoral Care

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 the place of worship / organisation.

King's Church will provide support for anyone affected by abuse through the pastoral care teams and also access to pastoral councillors.

Working with offenders

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

King's Church reserves the right to discuss such offenders with police and probation officers and inform church when necessary of the circumstances.

SECTION 5

Practice Guidelines

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

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

All the volunteer staff working with our children and young people have written guidelines relevant to the age of the group. These guidelines can be found as an appendix to the policy.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in

partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

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

King's Church safeguarding policy will be available to be viewed on our website. Copies of the policy will be put on display on the notices table each week and also displayed in our church office.

Signed by:

Date:

Review Date: January 2020

APPENDIX 1

Leadership Safeguarding Statement

The Leadership of King's Church, Cockermouth recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on

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

Specifically:

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

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

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

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

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

Hazel Purfield

Child Safeguarding Coordinator

Becca Simmons

Deputy Child Safeguarding Coordinator

Hazel Purfield

Adult Safeguarding Coordinator

Becca Simmons

Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Church Office, The Hub, 2-4 Market Street, Cockermouth

A copy of our safeguarding policy has been lodged with CCPAS and Cumbria County Council Agency with Safeguarding responsibility.

Signed by leadership/organisation

Signed.....

Date.....

APPENDIX 2

General Principles for every Group

With all the activities organised by King's Church for children, young people and vulnerable adults, the following guidelines should be followed:

- Parents need to take responsibility for their child before, during and after the Church service. Also on Sundays where no activities for children are taking place.
- Ensure no child is humiliated, intimidated or spoken to/treated in an abusive/hurtful manner by any adult or child during the session.
- Offer comfort/distraction to upset child, but consult parent if child remains upset after about 5 minutes.
- Develop warm, supportive relationships with the children, responding with sensitivity to any additional needs children may have.
- Ensure mobile phones/cameras are not used during the session unless essential to a planned activity and approved by the session leader.
- Photographs - permission will be obtained from parents for photos of children. These will be used for Church use only, e.g. bulletin. Further permissions will be sought if any photo is to be used in a wider context.
- No child should be in a room on their own with one leader, if privacy is required make sure it is in a room where there are others for accountability.
- Check for and remove/supervise any dangerous items before and during sessions.
- Take appropriate action to address any dangerous/harmful behaviour during sessions.
- Registers should be kept in all sessions.
- Know appropriate action to take in case of fire/medical/other emergency.

Appendix 3

King's Church Safeguarding Procedure Summary: **RESPONDING TO ALLEGATIONS OF ABUSE**

If a volunteer have any concerns or issues regarding a child or young person that attends one of our groups, this must be reported to the Church Safeguarding Co-ordinator and not discussed with anyone else. The Safeguarding Co-ordinator will then consider the appropriate action to take.

A volunteer must never promise confidentiality to a young person or child. If you haven't discussed confidentiality with the child or young person before they talked to you and they tell you something that concerns you, explain to them what you will do next. You must talk to the Co-ordinator even if the child or young person does not want you to.

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible (no later than 48 hours) **Hazel Purfield**, telephone no: 01900 822342 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Becca Simmons** telephone no: 07563 627113.

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance:

Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0845 120 4550

As an individual you can contact Social Services or the police if you have any concerns about any child or young person.

If after reporting an issue or concern to the Safeguarding Coordinator, a volunteer needs support or someone talk to, they should contact the Safeguarding Coordinator who will ensure they get the support they need.

Appendix 4: Guidelines for Each Group

Den (Age 3 – 6)

Safe Physical Environment-Den Leader and Helpers will...

- Switch door sensor/alarm on before leaving door unattended so that no child can leave or be removed without Den staff knowing. Alert other Den staff before following/bringing back escapee.
- Take a register as soon as the children leave the main hall, which is rechecked on after the joint café period once in their own room

Inform other Den staff when taking children out of the room and when a child has been returned to parents before the end of the session.

Only allow children to leave with their parent or another adult with permission from the parent. If a Den parent who is well known to Den staff offers to take a friends' child back to the hall with their own child, Den staff must be certain that the child's parents would be comfortable with this before agreeing.

Lock the exterior door just outside the Den door before session if the Cafe group does not require access.

Only use physical restraint (moving or restricting movement of a child without their permission) as a last resort, where there is risk of injury or serious damage to property. This should be discussed with their parent at the end of the session and with Sally/Ruth within a day or two.

Ensure toilet visits are only supervised by DBS checked Den staff, with close supervision of children throughout. Offer help with toileting where it seems likely to be needed(including to reach the soap), respecting children's privacy as much as reasonably possible.

Share any concerns/suggestions about Den sessions with Sally/Ruth. Be aware of the legal responsibility to inform the Church Co-ordinator if you are concerned about the possible abuse of a child.

Café (Age 7-11)

In addition to the general principles outlined in this document we also include the following measures:

During the time 'the cafe' is running, if children go to the sports hall they will be accompanied by 2 leaders at all times.

Toileting---children are independent enough to go to the toilet on their own, they must ask however and leaders will check they have returned safely.

Return to church---children are taken back through to church at the end of the service unless their parents have collected them from the sixth form area.

If any activity is to take place away from the normal meeting rooms parents will be informed from the front of the church. For off site activities parents will be notified by letter seeking permission.

Mobilise (school year's 6 to 10)

In addition to the general principles outlined in this document we also include the following measures:

Mobilise takes place at the Hub, 2 Market Street, Cockermouth every Monday night within school term time from 7.00pm to 8:30pm. The group activities often include games, crafts, snacks and discussion/activities surrounding a Christian theme.

The team is made up of Joelle Raby, Paul Mogford and Debbie Hallsworth. All are DBS checked and there will always be two members of the team present at all times.

Any food served is prepared under food hygiene regulations and we have two First Aiders on the team. Any accidents will be reported to parents and recorded in the Hub accident book by Joelle Raby or Paul Mogford.

Young people are delivered to and collected from the Hub by their parents or have permission from their parents to make their own way or share lifts.

Registration forms are given to parents to fill in for each young person who attends and a register is filled in each week with both leaders and young people's attendance, these are kept in a safe place in the Church Office.

OTHER GUIDELINES TO FOLLOW:

1. All Young People are valued equally

All young people should be valued equally by both their youth leaders and their peers. Youth leaders must respect each person's view, opinions and beliefs whilst also encouraging/expecting young people to do the same.

2. Do not be alone with any Young Person

Youth leaders should not be alone [out of sight] with a young person at any time. Even if a young person wants a private conversation with a youth leader, this should still be done in the sight of others.

3. How to pray with Young People

When praying with young people in a group, the youth should never feel forced to pray [especially out loud] but should be encouraged and expected to respect their peers if they want to take part in prayer.

When praying for an individual, the youth leader should explain how they are going to pray. Physical contact should only be given with permission from the young person. A female youth leader should not pray for a male youth without a male leader present and vice versa.

Move (school year's) 10 to 13

In addition to the general principles outlined in this document we also include the following measures:

Move is held at 4 Swinside Close the home of Dave & Hazel Purfield on alternate Friday nights from 6.30pm to 9pm, we have a meal and bible based discussion.

The Team are Dave & Hazel Purfield, Hazel Raby and Jenny Kemp. The Team are all DBS checked and there will always be two members of the team present at all times.

A meal is served in the kitchen/diner or conservatory and will have been prepared under food hygiene standards. The young people will not be allowed near the cooker whilst food preparation or serving is underway. The house is equipped with, smoke alarms, carbon monoxide alarms, Fire Extinguisher, Fire Blanket and First Aid Kit. We have two First Aiders on the team.

Young people are delivered to and collected from 4 Swinside Close by their parents or have permission from their parents to make their own way or share lifts.

Registration forms are given to parents to fill in, these are kept in a safe place on the premises. A register is filled in each week, also kept in a safe place on the premises.

Any accidents will be reported to parents and recorded in the accident book by Hazel Purfield.

Any concerns you may have about child protection/safeguarding within Move please speak to: Child Safeguarding Coordinator Hazel Purfield or Deputy Child Safeguarding Coordinator Becca Simmons

AMPLIFY@THEHUB



Amplify is aimed at any secondary children in the town and surrounding area, and normally takes place every other Friday evening between 4-6pm and 7-9pm

The team of 2 adults varies from week to week, but is headed by Paul Mogford, and all team members have valid DBS checks.

The young adults play computer driven games, and care is taken to ensure all the games are age appropriate and suitable. They are offered hot food each evening (for example Bacon Rolls etc.), and there is a tuck-shop where they can buy sweets and drinks.

There is no formal spiritual input into the group, but questions are answered where raised. We do have some sessions with more direct input on subjects such as safety on line or addictions.

Registration forms are given to the young people. These are kept in the church office.

We will be taking the young people on trips and excursions in the coming year, and all normal risk assessments and insurances will be in place.