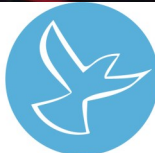




# SAFEGUARDING POLICY

CHILDREN & YOUNG PEOPLE

**BETHANY CHURCH**  
LOVING GOD | LOVING PEOPLE | MAKING DISCIPLES



## KEY CONTACTS

### SAFEGUARDING COORDINATORS

Craig Scott	07931459529
Lois Dugdale	07762562599

### SAFEGUARDING LEAD

Ian Blair	07988645994
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### LEAD DBS RECRUITER

Ruth Blair	01915121234
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Together for Children (formally known as Social Services)	0191 5205560 (Office Hours 8.30 - 17.00) 0191 5205560 (Out of hours emergency)
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### FIRST AIDERS

Jodi Scott
Ian Blair
Bev Parker
Julia Keith

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## INTRODUCTION

### WHAT IS SAFEGUARDING?

Safeguarding encompasses:

- Protecting children from abuse and maltreatment.
- Creation of a safe and caring environment for children through:
  - Treating children fairly and equally.
  - Building trust & good communication.
  - An awareness of individual needs (health, allergies, disabilities).
  - Setting appropriate discipline & boundaries.

### WHO IS RESPONSIBLE FOR SAFEGUARDING?

Safeguarding is everyone's responsibility and where abuse is discovered or suspected it must be reported. The safeguarding of children and young people is a high priority for us as a church.

### WHO OVERSEES SAFEGUARDING?

Our Safeguarding Coordinators (contact details inside front cover) are responsible for overseeing safeguarding.

This includes ensuring that all Children's and Youth team members:

- Are DBS checked and are suitable to work with children.
- Have received Safeguarding training, have been given a copy of this policy, and know what to do if they have any concerns.
- Are properly supervised and that the safeguarding policy guidelines and procedures detailed in this booklet are followed.

### WHO DO I CONTACT FOR FURTHER INFORMATION?

If you have any questions or comments, please contact the Safeguarding Lead (contact details inside front cover).

These guidelines have been prepared in consultation with Thirtyone:eight (formerly CCPAS) who also hold a copy of this policy.

## RECOGNISING ABUSE

### HOW IS ABUSE DEFINED?

The definition of abuse and neglect includes the maltreatment of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family or institutional or community setting: by those known to them or more rarely by a stranger.

### TYPES OF 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. Signs of possible abuse include injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- **Emotional abuse** is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyber bullying).

Signs of possible abuse include: changes in mood or behaviour; aggression; attention-seeking behaviour; nervousness, obsessions or phobias; persistent tiredness; running away/stealing/lying/self-harm.

- **Sexual abuse** includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- **Neglect** is the *persistent* failure to meet a child or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include; children being out late at night or left home alone for extended periods; health and other needs not being taken care of.

## RECOGNISING ABUSE

If you have *any* concerns or suspect either abuse or neglect these must be reported as soon as possible to a Safeguarding Coordinator (contact details inside front cover).

*The Safeguarding coordinator will contact Thirtyone:eight and follow the advice that they give and will also inform the Safeguarding Lead.*

*If you do not feel your concerns get responded to appropriately or in a timely way, please do contact either Thirtyone:eight directly for further advice, or contact the Together for Children Team (contact details inside front cover).*

# NSPCC

Visit [www.NSPCC.org.uk](http://www.NSPCC.org.uk)  
for more information.

- **Spiritual abuse**, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.
- **Discrimination**, The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability
- **Radicalisation**, this is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.

## HOW MIGHT I RECOGNISE ABUSE?

Recognising abuse can be difficult as the signs of abuse aren't always obvious and a child might not tell anyone what's happening to them.

Children might be scared that the abuser will find out and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes children don't even realise that what's happening is abuse

## HANDLING AN ALLEGATION MADE BY A CHILD

If a child or young person tells you of something that has happened:

- Keep calm, try NOT to display shock (be aware of your facial expression).
- Take them to a place out of earshot but NOT out of sight.
- Look at the child or young person directly and show acceptance of what the child or young person says (however unlikely the story may sound).
- Do NOT communicate blame (even when a child or young person may have broken rules), or question whether what they are saying is true.
- Be aware that the child or young person may have been bribed or threatened not to tell.
- Do NOT promise confidentiality; be honest that you will need to let someone else know.

AFTER HEARING THE ALLEGATION:

1. Make hand written notes as soon as possible. Write exactly what the child or young person said, along with other helpful details such as; the time and date and where the allegation was made, what was happening at the time and who else was present (notes should be given to the safeguarding lead who will store them securely and keep them indefinitely).
2. Inform the Safeguarding Coordinator of the allegation as soon as possible and within 24 hours (contact details inside the front cover).

### IMPORTANT

**Do NOT attempt to investigate or address the issue yourself.**

*The Safeguarding Coordinator will immediately contact Thirtyone:eight and follow the advice that they give, and will also inform the Safeguarding Lead.*

*If you do not feel your concerns get responded to appropriately or in a timely way, please do contact either Thirtyone:eight directly for further advice, or contact the Together for Children Team (contact details inside front cover).*

**Do NOT inform or return the Child or young person to their parents/carers if they are the source of the danger.**



All those over the age of 16 regularly working with children and young people whether in a paid or unpaid capacity, must complete all stages of our five stage recruitment and selection process:

1. Online DBS Application applicant to complete application form
2. Church Application Form applicant to complete application form.
3. Identifaction Documents applicant to provide required documents.
4. DBS Update Service applicant to sign up for update service.
5. Safeguarding Training applicant to attend training session.

Once all stages have been completed, the team member will be given a Bethany Kids team t-shirt to indicate to visitors that they have been officially appointed and

are DBS checked. Those who have not completed this process must under no circumstances be given or allowed to wear a Bethany Kids t-shirt.

Full details of this process can be found at:

[www.bethanychristiancentre.co.uk/db](http://www.bethanychristiancentre.co.uk/db)s

#### ELIGIBILITY CRITERIA

- Regularly attended the church for more than 3 months.
- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children and young people by the safeguarding coordinator.

#### Children & Youth workers must always:

- Abide by our Safeguarding policy and follow our Safeguarding Guidelines.
- Listen to, respect and value the children and young people at all times.
- Treat all children and young people fairly without prejudice or favouritism.
- Challenge any unacceptable child behaviour in an appropriate way.
- Use language that is appropriate and not offensive or discriminatory.
- Behave in a way that is appropriate and that avoids inappropriate relationships developing with any of the children or young people.

If you have any concerns about the actions or behaviour of other Childrens & Youth Workers these must be reported as soon as possible to a Safeguarding Coordinator (contact details inside front cover).

*The Safeguarding coordinator will investigate the concerns raised and take appropriate action where required.*

*If you do not feel your concerns get responded to appropriately or in a timely way, please do contact the Safeguarding Lead*



CHILD TO ADULT RATIOS

Ages 0 - 2 years	At least 1 adult to every 3 children
Ages 2 - 3 years	At least 1 adult to every 4 children
Ages 4 - 8 years	At least 1 adult to every 6 children
Ages 9 - 12 years	At least 1 adult to every 8 children
Ages 13 - 18 years	At least 1 adult to every 10 children

Notes:

- These ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than those recommended above.
- There must always be two or more adults for each group, and where appropriate these should include both men and women where the group is of mixed gender.
- Where possible, if only two adults are supervising the two adults should not be related in order to protect the adults should an allegation be made.



## BEHAVIOUR MANAGEMENT

Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way - with children or young persons being reminded of expectations where required and given time and responsibility to respond to these.

Where necessary additional behaviour management strategies may be used; depending on the child and the situation. It may be helpful in some circumstances for example to redirect a child's attention to something else.

A child who has hurt another should be shown how to say sorry to that child and helped to understand how they might be feeling. Children and young people who behave well should be praised.

Time out should be used as a last resort and persistent difficult behaviour should be brought to the attention of the group leader, who will discuss it in a constructive way with the child's parent/carer.

All children and young people must be treated with respect and must not be disciplined in a punitive manner. It is totally unacceptable to physically reprimand a child or young person in any way.

Our goal is to encourage children and young people to develop respect, self-control, self-confidence and sensitivity in their social interactions during the sessions that are provided.



## CONSENT FORMS

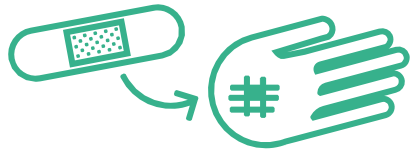
Consent forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data and remain readily available throughout the event.

For regular events (such as Bethany Kids or Tuesday nights) parents/carers need only complete the consent form once, as long as a previously completed form is on file and accessible if needed.



## FACE-TO-FACE MEETINGS

Where a face to face meeting between a leader and a young person(s) is required, this **must** be arranged in advance with the parent/carer's consent. Meetings **must** take place in a public setting, where the leader and the young person are not alone. Discipleship and mentoring **must only** be done with children or young people of the same gender.



## FIRST AID

As a part of the organization of all events, consideration must also be given to how we respond if a child does become ill or needs medical attention. The organizer must also ensure that there is a suitable provision for first aid and where possible at least one member of the group should be a qualified first aider/doctor/nurse.

Should medical assistance be required, this should be sought as soon as possible and the child's parent/carer should be contacted.



## PHOTOGRAPHS & VIDEOS

From time to time official photographs and videos may be taken for Bethany communications and publicity. This will be arranged in advance with the group leader and parents will be asked to give their written permission for photos of their child to be used in this way.

No other photos of children and young people should be taken or allowed to be taken by others; including photos taken by other children.



## PHYSICAL CONTACT

Physical touch must be related to a child's needs and not the adults. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Hugs should not be prolonged, and holding a child's hand or them sitting on an adult's lap is only appropriate for infants and toddlers. Tickling games and piggyback rides are not permitted, and any physical touch that could be misunderstood or misconstrued should be avoided.

## PRAYER AND MINISTRY TIMES

Prayer with a child or young person should never be alone or in an unsupervised situation: always in a public setting.

The child should always be asked (and never pressured) to be prayed with. Prayer should be with the same gender where possible.

Prayer with laying on of hands must only be done with children and young people of the same gender. This must be done only with the permission of the child, and only with a light touch on the arm or shoulder of the child.

If the adult feels they have a word of knowledge for a child this must be discussed with the group leader or parent prior to any discussion with the child.





## SOCIAL MEDIA, EMAILS, TEXTS, CHAT & MESSAGING

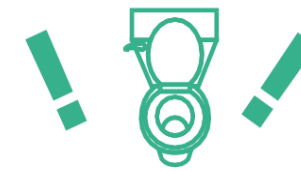
We do not recommend that leaders have the children or young people that they supervise as contacts/friends on social media, however where they do:-

- They **must** ensure that all content displayed on their profile or page is appropriate at all times (whether generated by them or others).
- They **must not** tag photos with any children or young people from the group in them.
- They **must not** communicate with children under the age of 13 (the minimum age requirement to use social media with parent/carers permission).
- They should keep as much communication as possible with children and young people from the group in the public domain.

Where communication happens outside of the public domain - for example through emails, texts, chat or messaging, this should generally only be for the communicating or arrangements of activities or events.

These forms of communication must not be used for prolonged conversations of a personal nature. As a general principle, if the young person's parents/carers were to read the message, would they understand it and would they think it appropriate? If in doubt, don't send!

Should an issue of a pastoral nature be raised, an appropriate face to face meeting to discuss it should be arranged.



## TOILET TRIPS

Parents/carers should be asked to ensure their children have been to the toilet before bringing them to the group.

While the group is running, children who need assistance with toileting must be accompanied by two leaders/helpers. Children who are independent at toileting may go to the toilet unaccompanied.



## TRAVEL

Travel to and from events is the responsibility of the parent/carer. If a child is awaiting a lift home there must always be two leaders present.

For any events that involve the group travelling children and young people must not travel alone with a single leader. Seatbelts must be worn where required/present.



## RISK ASSESSMENTS

Risk assessments must be carried out for all events by the person organizing the event and steps taken to mitigate any key risks identified.

# NOTES

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