



Safeguarding Policy

Protection of Children, Young People and Vulnerable Adults

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1. POLICY STATEMENT

1.1 Introduction

Christ Church Dunstable (CCD) aims to be a community where children, young people and vulnerable adults feel welcome and are safe. We take seriously our responsibility to protect and safeguard the welfare of children and young people entrusted to our care.

This policy sets out guidelines for:

- conduct and supervision of activities
- recruitment and training of those working with children and young people
- recognising and responding to allegations or suspicions of abuse
- helping victims of abuse
- working with offenders

We recognise that safeguarding is everybody's responsibility but there are also nominated people within the church who have particular responsibility for safeguarding [see page 5]

CCD is registered with Thirtyone:eight (formerly known as Churches Child Protection Advisory Service) and this policy has been prepared in accordance with their guidance and also with reference to the UK Government guide: Working together to safeguard children (July 2018) <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

And, for adults, the Care Act 2014 and Making Safeguarding Personal (DOH 2016)

We review this policy every 2 years, or earlier if legislation changes.

1.2 Our commitment

As Elders and Trustees of CCD we recognise the need to provide a safe and caring environment for children, young people and adults at risk. We acknowledge that children, young people and adults at risk can be the victims of physical, sexual, 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.”

We are committed to supporting, resourcing and training those who work for CCD with children, young people and adults at risk. We are committed to promoting a climate in which anyone can feel confident about sharing any concerns that they may have about their own safety or the wellbeing of others. We are committed to ensuring that all who work with children, youth, and adults at risk, and those in whom they put their trust, are aware of the safeguarding procedures and their course of action if they have any concerns that a child, young person, or vulnerable adult may be at risk of suffering abuse or neglect, or when abuse has been disclosed.

We aim to respond without undue delay to any complaint, suspicion or disclosure of abuse made by a child, young person or vulnerable adult for whom we have responsibility. This includes cooperating with wider agencies, including the Local Authority, police, and Thirtyone:eight, as and when appropriate, to share information and seek guidance.

As Leaders of CCD we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The Elders and Trustees of CCD undertake 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 volunteers and to regularly review the operational guidelines.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that the church 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 adults at risk.

Date signed:

Signature:

Name:

On behalf of the Elders and Trustees of Christ Church Dunstable

1.3 Who this policy is intended to safeguard

This policy intends to safeguard any child, defined as a person who is under the age of 18; or any adult, aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently, or for the time being, unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

Whilst childhood is absolute and recognised in the eyes of the law, vulnerability is not a fixed category. We recognise that all of us can be vulnerable to a wide range of pressures which can impact our ability

to safeguard ourselves from abuse and therefore CCD is committed to work in such a way that supports people to 'retain independence, well-being and choice and to access their human right to live a life that is free from abuse and neglect.'

1.4 Who the policy applies to

This policy applies to everyone who is connected with CCD as an Elder, Trustee, Member, Employee or Volunteer, all of whom will be required to abide by the policy. All areas of activity delivered by CCD, at which children, young people and adults at risk are in attendance, will be safeguarded by this policy.

1.5 Safeguarding Responsibilities

The Safeguarding Coordinator 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.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the CCD Safeguarding team, comprising of:

Safeguarding Co-ordinator:	Evelyn Sharpe	07768661352	evelyn@christchurchdunstable.org.uk
Deputy Safeguarding Co-ordinator:	Pat Heath	07870404063	pat@christchurchdunstable.org.uk
Safeguarding Trustee:	Andy Bianchi	07854385017	safeguardingtrustee@christchurchdunstable.org.uk
DBS Lead Recruiters:	Dudley Peacham Rosie Ansell	01582 661621	admin@christchurchdunstable.org.uk

This team ensures that safeguarding procedures are maintained and followed at all events and across each area of work and meets to oversee the consistent application of this policy and to ensure best practice is being followed.

Other important safeguarding telephone numbers:

Thirtyone:eight Helpline	0303 003 1111
Central Bedfordshire Social Services	0300 300 8585 after hours 0300 300 8123
Safeguarding Adults Helpline	0300 300 8122

All staff and volunteers working with children, young people and adults at risk have a responsibility to:

- Read and understand the Safeguarding policy and procedures
- Attend Safeguarding Training
- Co-operate with team leaders and managers on Safeguarding matters and follow the instructions of the Safeguarding procedures
- Take all reasonable care to avoid placing themselves or those in their care at risk of mistreatment
- Report all Safeguarding concerns to the designated person (as detailed above)

1.6 Communication of the Safeguarding Policy and Procedures

The Safeguarding policy and procedures will be included as part of the induction process for anyone working for CCD, either in a paid or voluntary capacity, or connected with an event, project or activity where children or adults at risk participate in events or services provided by CCD. As part of the recruitment process for volunteers to work within the children's ministry, a briefing will be given before they commence their role regarding the safeguarding policy and procedures. This will raise awareness of Safeguarding and ensure all volunteers know the procedure to follow in the event of a Safeguarding disclosure or concern. These training sessions will include awareness building on the following:

What is abuse?

Indicators of abuse

How to respond to disclosures of abuse

CCD procedures for reporting disclosures or suspicions of abuse

It is the responsibility of the team leader of any activity to ensure that their team members attend the briefing and are given all relevant information about safeguarding. This includes how to operate in a manner safe to themselves and others and ensure that the procedures are fully carried out.

2 Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 Understanding and identifying abuse and neglect

Abuse and neglect are forms of maltreatment - 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 is in a trusted relationship with the child or vulnerable adult. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. Abuse and neglect can happen over a period of time but can also be a one-off event. Abuse and neglect can have major long-term impacts on health, development and well-being.

N.B. The following descriptions of abuse focus mainly on children but may also apply to vulnerable adults

Physical abuse

Physical abuse is deliberately physically hurting a child or vulnerable adult. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol, or mental ill-health. Babies and disabled children also have a higher risk of suffering physical abuse.

Physical harm may also be caused when a parent or carer deliberately fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside the family environment.

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones
- Children with unexplained:
 - bruises or cuts;
 - burns or scalds; or
 - bite marks

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child or vulnerable adult. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Although the effects of emotional abuse might take a long time to be recognisable, it may be observed e.g. in the way that a parent interacts with their child. Emotional abuse may involve deliberately telling someone that they are worthless or unloved and inadequate. It may include not giving opportunities for the person to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

Emotional abuse may involve serious bullying – including online bullying through social networks, online games or mobile phones – by peers.

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child;
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

Sexual abuse and exploitation

Sexual abuse of a child occurs if they are forced or persuaded to take part in sexual activities. Many children and young people who are subjected to sexual abuse do not recognise themselves as victims. A child or vulnerable young person or adult may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.

Sexual abuse of a vulnerable adult occurs if the person is made to engage in any sexual activity without their consent or when they lack capacity to consent.

Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch 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 commit acts of sexual abuse, as can other children.

Some of the following may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you don't expect them to have;
- Children who ask others to behave sexually or play sexual games;
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent or humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child exploitation doesn't always involve physical contact and can occur through the use of technology. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late;
- Children who regularly miss school or education or don't take part in education.

Neglect

Neglect is a pattern of failing to provide for a child's, or vulnerable adult's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.

Children who are neglected often also suffer from other types of abuse.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol, or violence;
- Children who are often angry, aggressive or who self-harm;
- Children who fail to receive basic health care;
- Parents who fail to seek medical treatment when their children are ill or are injured

Other forms of abuse: include financial or legal abuse which is the wilful manipulation or extortion of the child's, or vulnerable person's civil rights. It may include the misappropriation of monies or goods, misuse of finances, property or possessions. This may include theft, fraud, exploitation, pressure in connection with wills, property, or inheritance or financial transactions. Such abuse may involve the use of a position of authority to persuade a person to make gifts, leave legacies or change a will.

Organised or multiple abuse: may be defined as abuse involving one or more abuser and several related or non-related abused children, young people and adults at risk. The abusers may be acting in isolation or in concert to abuse children or adults at risk, or may be using an institutional framework or position of authority for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

2.3 Responding to allegations of abuse and neglect

What to do if a child or vulnerable adult wants to talk about abuse

- Ensure you are in an open space with other people in the vicinity
- Show acceptance of what they say (however unlikely the story may sound)
- Keep calm
- Look at the person directly
- Be honest
- Tell the child you will need to let someone else know – *Don't promise confidentiality* (With an adult consent to disclosure needs to be sought and only ignored if there is an immediate and serious risk)

- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child or vulnerable adult may have been threatened or bribed not to tell
- Never push for information or ask leading questions

Helpful things you may say or show:

- Showing acceptance of what the child says
- Thank you for telling me
- It's not your fault
- I will help you

Things NOT to say:

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

Don't make false promises

Then (what to do next)

- Reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (in exceptional circumstances you might have to consider referring directly to Police or Social Services to prevent a child returning home e.g. if you consider them to be seriously at risk of further abuse)
- Contact the Safeguarding Co-ordinator or their deputy
- Do not discuss the allegations with anyone else
- Make notes as soon as possible

Making notes

Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.

- Write down, in pen, exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity). Record actual words, using

quotation marks, when possible.

- Write down dates and times of these events and when the record was made.
- Sign and date every page
- Write down any action taken and keep all hand-written notes in a locked place, even if subsequently typed up.

These notes should be passed on to the Safeguarding Co-ordinator to assist them should the matter need to be referred to Adult or Children's Social Services or the police.

2.4 Action to be taken following a disclosure or suspicion of abuse

Under no circumstances should a volunteer carry out their own investigation into an allegation or suspicion of abuse. The procedures as set out below should be followed:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Evelyn Sharpe** (hereafter the "Safeguarding Co-ordinator") **Tel no: 07768661352** **evelyn@christchurchdunstable.org.uk** who is nominated by the Elders and Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- 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 **Pat Heath** (hereafter the "Deputy Safeguarding Co-ordinator ") Tel no **07870404063** **pat@christchurchdunstable.org.uk**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy Safeguarding Co-ordinator, then the report should be made in the first instance to Thirtyone:eight PO Box, 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111 or 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 the Safeguarding Co-ordinator will contact Adult Social Services or take advice from Thirtyone:eight
- The local Children's Social Services (LADO) office telephone number is 0300 300 4833
- The local Adult Social Services office telephone number is 0300 300 8585 or after hours 0300 300 8123
- Suspicions 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 contemporaneously and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight .
- The Elders and Trustees will support the Safeguarding /Deputy Co-ordinators in their role and accept that any information they may have in their possession will be shared in a strictly limited way, on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Elders and Members hope that individual employees or volunteers will use this procedure. If, however, the individual with the concern feels that the Safeguarding /Deputy Co-ordinators have not responded appropriately, or where they have a disagreement with them as to the appropriateness of a referral, they are free to contact an outside agency directly.
- All involved in an activity pertaining to safeguarding will be debriefed, protecting the confidentiality of those involved, with the Safeguarding team as above, to ensure accountability and shared

learning. The Safeguarding team will make any suggestions regarding further training requirements to the Elders and Trustees for consideration. Where appropriate additional meetings of the Safeguarding Team will be held to debrief and discuss specific incidents.

- The role of the Safeguarding Coordinator / deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.
- All notes or documents received by or made by the Safeguarding Coordinator will be signed, dated and given to the Church Administrator for an indefinite period to be kept in a secure place.

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE OF A CHILD

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

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

SUSPICIONS OR ALLEGATIONS OF SEXUAL ABUSE OF A CHILD

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

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

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE OF A VULNERABLE ADULT

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding or Deputy Safeguarding Co-ordinator 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 Safeguarding Adults Helpline (0300 300 8122) 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, Thirtyone:eight 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), the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will liaise with Children's Social Services in regard to the suspension of the volunteer whilst also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). Tel: 0300 300 4833

In addition to this, discussion will take place with the SA and/or LADO as to whether a referral should be made to the Disclosure and Barring Service.

3 Prevention

3.1 Safe recruitment

The Elders and Trustees 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 clearly defined job description / person specification for the post
- Those applying have completed a self-declaration form
- Those short-listed have been interviewed
- Safeguarding has been discussed at interview
- If required written references have been obtained, and followed up where appropriate
- A criminal records (DBS) disclosure 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 and support programme is provided for the successful applicant
- Where necessary the applicant has completed a probationary period
- The applicant has been given a copy of CCD's safeguarding policy and knows how to report concerns.

If a person is recruited and later found not to be safe to work with children and/or vulnerable persons, they will not be permitted to continue in such work.

Until a cleared Disclosure is received the person will not be allowed to be in contact with children and/or vulnerable persons in an unsupervised capacity.

3.2 Management of Volunteers

As CCD Elders and Trustees we are committed to supporting all volunteers and ensuring they receive support and supervision. All volunteers are given training and access to CCD Safeguarding policies. 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 which might allow a sexual relationship to develop with someone for whom they are responsible.

3.3 Young helpers

Thirtyone:eight suggests that the minimum age for a volunteer is 16. The Children Act 1989 defines a child as someone under the age of 18. Within CCD the minimum age of a volunteer is age 16 and the recruitment process of appointment is the same as for any other volunteer. However, the volunteer aged 16 or 17 will not be counted as a 'volunteer' when considering staff/child ratios.

Young people under 16 are sometimes used as “helpers” (young volunteers) within CCD; such helpers will be responsible to a named volunteer. They will never be in a position where they are providing unsupervised care of children and they will not be counted as a 'volunteer' when considering staff/child ratios. A thorough Risk Assessment will be completed for each area within which a person aged under 16 may be asked to help.

3.4 Overseas volunteers

All people (whether paid staff or volunteers) applying to work with children or adults at risk whether from overseas or not, will undertake the same recruitment process of appointment.

Enhanced Disclosures and Overseas Criminal Records Checks

For an overseas candidate or applicant for a position within CCD which requires a Criminal Records check, a criminal record disclosure check in the UK is unlikely to provide a complete picture of any past criminal history. This is because, ordinarily, the DBS cannot currently access criminal records held overseas.

To check an overseas applicant’s criminal record (together with up-to-date information on the costs involved), it is necessary to contact the Embassy or High Commission of the country in question. In a small number of cases, overseas criminal records are held on the Police National Computer and these would be revealed as part of a DBS check. It is possible to submit a DBS application while the applicant is still overseas, but verification of the applicant’s identity will still be required.

Contact details for Embassies and High Commissions in the UK may be found on the Foreign & Commonwealth Office (FCO) website: <http://www.fco.gov.uk/en/travel-and-living-abroad/foreign-embassy-in-the-uk/> Or call the FCO Response Centre Helpline on 020 7008 1500.

Certificates of Good Conduct

Where a DBS Disclosure would provide insufficient information for overseas applicants or candidates, CCD Lead Recruiter will endeavour to obtain a “Certificate of Good Conduct” in addition to any other references that may be available. The standard of foreign police checks varies, so to find out just how reliable they are and where to obtain these certificates, we will contact the relevant Embassy.

If someone with a substantial record of overseas residence applies to work in the regulated activity, CCD will still check the Barred Lists (Children and/or Adults at risk) via a DBS disclosure, even though little if

any criminal record information may be revealed. In these cases, the DBS and other disclosure checks will form only part of the overall recruitment process.

Right to Work in the UK

The DBS does not check whether an applicant is permitted to work (either in a paid or voluntary capacity) within the UK and therefore CCD accepts its legal responsibility to stop illegal migrants finding employment here. The entitlement to be employed in the UK will be checked, accepting that failure to do so may result in a civil penalty or criminal conviction.

Candidates will therefore be required to provide evidence of their right to work in the UK by producing original copies of documents specified by the UK Border Agency (UKBA) or by proving they are exempted from having to do so.

4 Pastoral Care

4.1 Supporting those affected by abuse

The Elders and Trustees of CCD are committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those affected by abuse who have contact with, or are part of, CCD. This pastoral care will usually be offered by the appropriate CCD church leaders or pastoral team relating to the individual requiring care but, in circumstances where this is not possible, assistance will be given to seek alternative pastoral care, or a referral made to an appropriate alternative such as professional counselling or other services.

4.2 Complaints / Allegations made against CCD volunteers

CCD will take seriously any complaints made by staff, volunteers, or outside parties against a CCD worker (whether paid or voluntary). All such concerns will be brought to the attention of the Safeguarding Coordinator who will discuss the complaint with an Elder. As a person engaged in work (whether paid or voluntary) on behalf of CCD, the Elders and Trustees have a responsibility to suspend a member of staff (which should be seen as a neutral act) from working until a complaint/allegation has been investigated by the statutory authorities.

4.3 Working with offenders

Anyone attending, or seeking to attend, a meeting or event arranged by CCD who is known to have abused children, or is known to be a risk to vulnerable adults, will be asked to attend a meeting with the safeguarding coordinator and a member of the pastoral team to discuss the following: boundaries of behaviour, pastoral care of the offender and supervisory arrangements.

If deemed appropriate, the Safeguarding Coordinator will invite a member of the offender's probation team or MAPPA (Multi-agency Protection Panel) team to attend the meeting.

Persons who are known to have abused children/young people, or confess to a weakness or temptation to do so, are not allowed to be involved in our children's or youth work in any way. They are required to sign an agreement which includes them sitting apart from children/young people, staying away from rooms where children/young people meet, declining hospitality where there are children/young people in the home, never being alone with children/young people, and never working with children/young people.

Names of such people will only be made known to the people who need this information.

5 Practice Guidelines

5.1 Code of Conduct

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

It is important that we build a culture of dignity and respect towards those being cared for and this can be achieved by volunteers:

- understanding CCD's safeguarding policy and good working practice
- listening to children, young people and adults at risk.
- respecting boundaries and privacy of those being cared for
- knowing how to deal with issues of discipline in line within CCD's guidelines
- developing an awareness of disability, equality and inclusion issues

5.2 Positions of Trust

All adults working with children, young people and adults at risk are in positions of trust. It is therefore vital that all workers (paid staff or volunteers) ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Volunteers and paid workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between a volunteer or paid worker and a child (under the age of 18) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

5.3 Avoidance of financial abuse

Financial abuse includes the theft or mishandling of a person's finance, borrowing from vulnerable adults, and any pressure regarding wills or financial transactions, or misappropriation of a person's benefits or possessions.

To avoid even the appearance of financial abuse, the following guidelines should be implemented:

- No leader or worker should agree to look after money for any Children, Young Person or Vulnerable Adult unless a completely transparent system is in place and parents and carers give their consent.
- Children, Young People & Vulnerable Adults with a severe learning difficulty or a psychiatric illness, may be easily persuaded to give money to a leader or worker, or be easily persuaded to spend money on items chosen by the leader or worker. Although we may have a duty of care to advise them, and to

help them with their money, leaders and workers should avoid making any suggestions on how their money should be spent which may be guided by selfish intentions.

- Leaders and workers should not lend money to Children, Young People or Vulnerable Adults. This can lead to difficulties in trying to recoup any money owed to a leader and accusations of unfairness.
- On no occasion, should a leader or worker ever borrow money from Children, Young People or Vulnerable Adults.
- Sadly, there may be circumstances in which Children, Young People & Vulnerable Adults attending Church are at risk of financial abuse from members of their own family, friends or strangers. It is the duty of all leaders and workers to report such concerns to the Church Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator.

Discrimination

Discrimination includes any form of racist, sexist or ageist verbal abuse, or verbal abuse with regards to sexual orientation or physical disability. It also includes withholding of any reasonable service on the grounds of race, sex, age, sexual orientation or disability.

Christ Church Dunstable recognises the need for every person to be treated as an individual, also the need to realistically consider the specific needs of a person, including any factors that may make an activity unsafe for them. It will never be the case that all those at Church can be treated in exactly the same way, but an effort should be made, as far as is reasonably practicable, to ensure that no-one is excluded from an activity or a Church Service because of their sex, age, race or disability.

6. SUPERVISION OF GROUPS AND ACTIVITIES

The Church Leadership will provide details of the supervision for each specific activity in the Church Practice Guidelines below:

Normally each regular activity will have one recognised leader; in some circumstances there may be joint leadership, but one worker must take ultimate responsibility. The leader's name will be recorded in the Church Handbook.

Wherever possible there should be a mix of male and female leaders.

On some occasions it may be appropriate to have parents, who have not been DBS checked or trained, to help supervise their own children during outdoor activities and/or toddlers' groups (i.e. a parent could help watch their own children playing, swimming or playing sports). These parents should be under the supervision of Church workers who have been DBS checked and trained by the Church. Parents are responsible for their own children during these activities.

6.1 Minimum worker/child ratios:

- Crèche (Children under 2 years)
2 adults for up to 6 children, 1 extra adult for every 1 to 3 children above the first 6
- Footsteps (Children 2 to 4 years)
2 adults for up to 8 children, 1 extra adult for every 1 to 4 children above the first 8
- Adventurers (4 to 6 years)

- 2 adults for up to 16 children, 1 extra adult for every 1 to 6 children above the first 16
- Explorers (7 to 11 years)
2 adults for up to 16 children, 1 extra adult for every 1 to 8 children above the first 16
- Frontline Nano (11 to 13 years)
2 adults for up to 20 children, 1 extra adult for every 1 to 10 children above the first 20
- Frontline (14 + years)
2 adults for every 20 children, 1 extra adult for every 1 to 10 children above the first 20

Those over the age of 18 years are deemed adults and are responsible for their own wellbeing, except for vulnerable adults receiving care, or with special needs. Church workers have a responsibility for their care and wellbeing during Church activities on or off Church premises.

Where workers know they will be absent from an activity, they should inform the group leader. Where the staff/child ratio will be breached, another DBS checked adult should be organised to cover and ensure staff/child ratios are met. Where this ratio cannot be met the activity must be cancelled, and parents informed that the group activity can no longer continue. Children should be collected by parents as soon as practicable.

A risk assessment form should be completed for activities such as:

Outdoor activities
High risk or dangerous activities
Providing meals for people with disabilities or special needs

Forms are available from the Church Office.

7. TRANSPORT

- Driving on organised trips should be restricted to those who have gone through the CCD selection procedures for workers. For children's activities it is generally the parent's responsibility to transport the child to and from that activity. It is inadvisable for a leader to be alone with a child or young person in a car but if this is unavoidable then the passenger should sit in a rear seat.
- All drivers must have read the CCD Safeguarding Policy and agree to abide by it.
- The driver should hold a full valid driving license; the vehicle must be adequately insured and the vehicle roadworthy.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then but arrange to meet them at a location where there are other adults around and with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist that those being transported stay in the same groups on the out-going and return journey. This will avoid anyone being left behind.
- The number of passengers should never exceed the number of seats. All passengers should wear seat belts and use child/booster seats if required.

8. PHOTOGRAPHY AND VIDEO

Care is needed in taking photographs or film footage of people, and how those images are used. This does not mean that photographs should not be taken, or filming prohibited, but there are certain protocols that must be followed to comply with privacy legislation.

- We will inform parents and carers that some photos and filming may take place at our activities and possibly used in Church published material.
- When using photographs which may include Children, Young People & Vulnerable Adults, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses or telephone numbers.
- Obtain written and specific consent from parents or carers before using photographs for publicity purposes, ensuring that they know how and where the photos will be distributed.

CCD will meet our obligations by ensuring that consent forms for our activities include a section which explains the possible taking of photos and film, and what use will be made of them, referring to the guidance above. All leaders will be made aware of any objections so they can prevent breaches of any requested confidentiality. The onus will be on the parent or carer to inform CCD if they have any objections, although the form will ask them to give signed permission.

Where possible it is better for leaders not to take photos unless they are to be used for a specific purpose. This helps to reduce any possible misunderstandings. Workers should also exercise great caution when uploading photos to social media sites to ensure that the above policy is adhered to. If in doubt check with the Safeguarding Co-ordinator.

Consent may be requested either in paper form or electronically.

9. ELECTRONIC COMMUNICATION

9.1 Modern Technologies and Safe Communication

A worker's Role Description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include guidance from the church leaders in relation to their use.

It is not appropriate to use these communication methods with school children 12 years and younger.

On the general consent form signed permission that the young person can receive such communications is sought from the parent or carer.

9.2 Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, mobile phones, texting, messaging services, and social networks. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

Any electronic communications that raise concerns should be passed on/shown to the safeguarding coordinator.

9.3 Email

Email is sometimes used by workers to remind young people about meetings. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to sign off.

9.4 Communicating using Instant Messaging and Facebook

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations as a text and keep a log of any significant communication stating with whom and when they communicated.

9.5 Mobile Phones and Tablets

- Particular diligence needs to be applied when workers use mobile phones to communicate with young people.
- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.

9.6 Social Networks

- A worker should not allow their personal site to be accessed by young people under 16;
- It is essential that all content, including photos, is acceptable for viewing by young people.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into any communication if needed to ensure transparency.