



SAFEGUARDING PROCEDURES

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Section 1 - Introduction

Sorted Church have adopted the Church of England Safeguarding Policy Statement. Our procedures are in line with this.

These procedures have been produced in accordance with the Department of Health and the Home Office Guidance on developing and implementing multi-agency policies and procedures to protect children and vulnerable adults from abuse, as laid down in the “No Secrets” and “Speaking up for Justice” documents. Guidance has also been sourced from the “Working Together to Safeguard Children” (2018); “Keeping Children Safe in Education” (2019), and the Bradford Safeguarding Adults Board.

Sorted Church operates zero tolerance concerning the abuse of children and vulnerable adults. This will include any or all of these types of abuse which may be perpetrated as the result of deliberate intent, negligence or ignorance. Incidents of abuse may be multiple, either to one person in a continuing relationship or service context or to more than one person at a time. In some instances, abuse will constitute a criminal offence. In this respect, vulnerable adults are entitled to rely on the same standard of legal protection as any other member of society.

A Staff/Volunteer Application Pack has been created to support the implementation of Safeguarding procedures.

SECTION 2 – CONDITIONS OF EMPLOYMENT AND VOLUNTEERING

SAFE RECRUITMENT

This checklist is available to everyone and fully discussed as part of an induction process.

1. All new members of staff (paid and unpaid) should be clear about their responsibilities and work to an agreed job description.
2. All prospective workers (paid and unpaid) must complete an application form which asks for details of their previous employment and for the names of two referees. These references should be followed up.
3. All prospective workers (paid and unpaid) should be interviewed to establish previous experience of working in an environment where there is contact with children and perceptions of acceptable behaviour.
4. All prospective workers (paid and unpaid) who are eligible should have a new Disclosure and Barring Service [DBS] check before they start employment with you –

- anyone who refused to do so should not be employed. Any concerns the Safeguarding Officer will seek further advice from the Diocesan Safeguarding Officer.
5. All prospective workers (paid and unpaid) must complete a Confidential Declaration form which builds part of the volunteer application form.
 6. Nobody should start work before references have been received. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment.
 7. All appointments to work with children and vulnerable adults should be subject to a probationary period;
 8. Everyone working with children and/or vulnerable adults must attend basic safeguarding training as part of an induction process and thereafter annually.

NB: There may be exceptional circumstances where a volunteer or employee may begin in post prior to the appropriate information received. This is at the discretion of the Chair of Trustees and will be discussed at confirmation of the post. Within these exceptional circumstances the worker/volunteer will be supervised at all times by a worker with an up to date police check.

HELPERS AGED UNDER 18

Young people aged under 18 are often a valuable source of assistance to community work. However, they should not be asked to take formal responsibility for work with children. Helpers aged 16 and 17 should be interviewed and asked to complete a confidential declaration and sign an agreement to follow the Child Protection procedures. They should not be asked for a DBS disclosure. They should never be solely responsible for a group and should always be supervised and supported by an adult. Once they reach 18 they should be treated as adults and asked to apply for a DBS disclosure.

DISCLOSURE AND BARRING SERVICE [DBS]

DBS checks will be completed at least every three years unless on the update system.

SAFEGUARDING TRAINING

All staff, trustees and volunteers will complete safeguarding training as part of our induction process and thereafter annually. All staff, trustees and volunteers must be familiar with our Safeguarding Policy and Procedures and will be required to sign a form to say that they have read and understood these.

We will ensure that all staff members, whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of abuse.

SECTION 3 – WHAT TO DO IN THE EVENT OF DISCLOSURES OR CONCERNS

Who can abuse?

- Those regarded as an abuser might be anyone, including family members, professional staff, paid care workers, volunteers and fellow service users, neighbours, friends and associates.
- There should be particular concern when abuse is perpetrated by someone in a position of power or authority who uses his/her position to the detriment of the health, safety, welfare and general well being of a vulnerable person. Sorted Church regards this abuse of trust as intolerable.
- Abuse may take place in any context - occurring when a vulnerable adult lives alone or with a relative, it may also occur within Nursing, Residential or Day Care settings, in hospitals, custodial situations, support services into people's own homes, and other places previously assumed safe, or in public places.
- Sorted Church not only has a responsibility to all children and vulnerable adults that it cares for where there is an allegation of abuse, but also to some alleged abusers or perpetrators of abuse. The roles, powers and duties of the charity is to the perpetrator will vary depending on who the latter is:
 - A member of staff or Service Manager
 - A member of the professional group
 - A volunteer or member of a community group
 - Another service user
 - A relative or member of the individual's social network
 - A carer, i.e. someone who is eligible for an assessment under the Carer's (Recognition and Services) Act 1996
 - A person who deliberately targets vulnerable people in order to exploit them.

MANAGING CHILDREN/YOUNG PEOPLE SAFEGUARDING CONCERNS

We need to be aware of the possibility that allegations of abuse will be made against members of our staff or volunteers. Allegations can be made by children, young people, vulnerable adults, parents, carers and they can be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place;

- The accuser can misinterpret your language or your actions because they are reminded of something else

We recognise that we have a duty to act on reports or suspicions of abuse. We also acknowledge that taking action in cases of abuse is never easy. However, **we believe** that the safety of the young person or vulnerable adult should override any doubts or hesitations.

Sexual abuse in particular is rarely disclosed at the time. Often individuals only talk about the trauma of this after much thought. They also choose the person to talk to very carefully. In a group situation this will usually be a leader whom they feel they can trust.

The following guidelines should be followed:

- Be aware to notify the named person at the earliest appropriate time (Who may notify the Diocesan Safeguarding Officer if appropriate).
- Initially talk to the child / young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?" Avoid leading questions.
- Listen carefully to what the young person has to say and take it seriously.
- Do not agree to keep secrets but do reassure the young person that information will only be shared with the appropriate person – be specific about whom and why.
- Provide reassurance and comfort. Reassure them that it is right to tell someone.
- Keep calm; try to keep your own feelings under control.
- Listen without interrupting. Don't add your own thoughts or experiences.
- Try to be non-judgmental.
- Do not ask too many questions. Open questions such as "What happened next?" can be asked but leading questions such as "Was it your dad?" must not be asked.
- Try to get significant information – name and address of anyone at risk; is the risk immediate?
- Immediately afterwards record the facts and sign and date. This can be on any available scrap of paper as the immediacy of putting the story down transcends finding a pristine piece of paper. There is a pro forma available in the event of passing on a concern (appendix).
- Pass on the recording to the named person. Do not lose this document as in due course it may need to be handed to Children's Social Care or the police. Please respect confidentiality and ensure that the recording is held securely until it can be passed on appropriately.
- Debrief and seek support. Staff care is important. Afterwards you will need to talk through what happened with a senior or designated member of staff. This is partly to share the information but also to allow you to begin to deal with the effect on you.

THINGS TO CONSIDER WHEN MAKING A REFERRAL (YOUNG PEOPLE)

- Before making a referral make sure that you have as much information to hand as possible but do not let a lack of detailed information stop you making the referral. Social Care will want to know what your concerns are and as much information about the child as possible. They will need details such as the name of the child/young person, age or date of birth and address. Details about siblings, if available will be helpful, and names of adults in the family home. However, do not let a lack of knowledge about some of these details inhibit your making a referral.
- Are there suspicions that a child/young person may be being abused? This should be discussed with the Named Person, and a cause for concern form should be filled out. Suspicions or concerns can also be aired with Children's Social Care without divulging a young person's identity if desired.
- Has a child/young person made an allegation/ disclosure of abuse? If so inform our Named Person as soon as possible. Then Inform the Social Care or the Police, depending on the immediate needs of the young person.
- Does the individual need immediate protection? If so, call the police (999) and then inform Social Care. Inform the Named Person as soon as possible.
- Does the child/young person need immediate medical attention? If so, call an ambulance (999) and then inform Social Care or the police.
- In the event that you make a report to Social Care, request a contact name so that you can follow up. Request also that they inform you of what they have done within 48 hours.

Social Care and the Police have the powers to investigate allegations of abuse. It is part of their function to decide when to investigate. It is not the job of **ourselves** to make this decision. Paid workers and volunteers must remember this for the following reasons:

- Inappropriate amateur investigation may well have very adverse effects on any subsequent investigation by the statutory agencies.
- It may put people's lives at risk.
- Passing concerns over to Social Care transfers responsibility and reduces one's own anxiety levels.

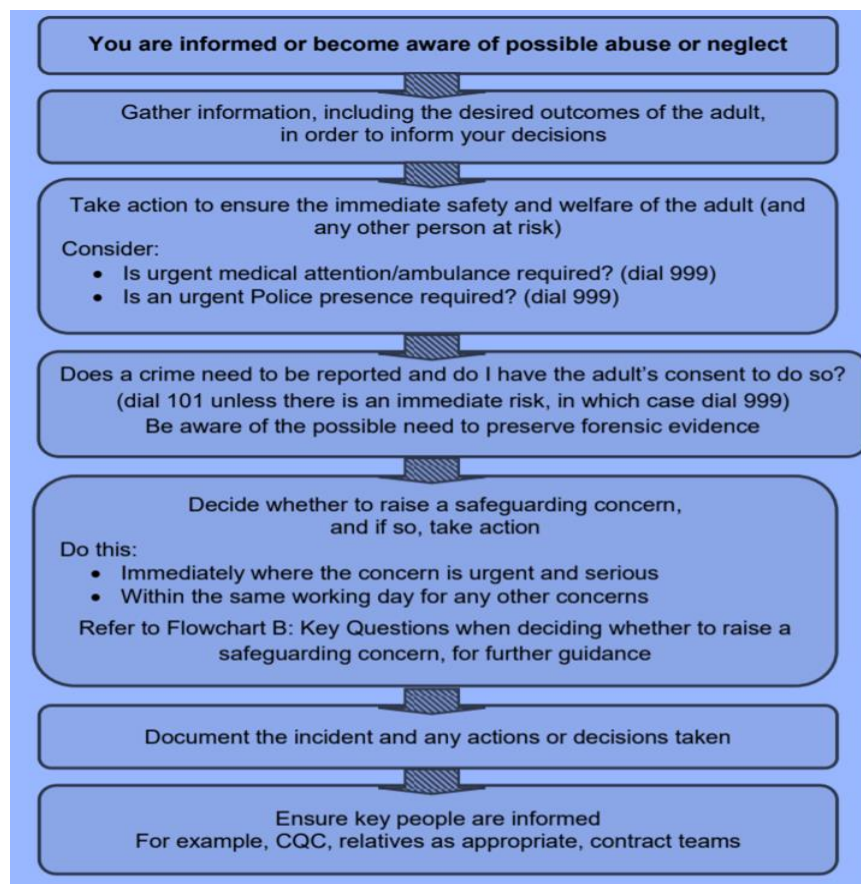
It is essential to remember that after a report is received the agencies will consider how to respond. There will not be any thoughtless or precipitous action.

Contacts with Social Care can remain anonymous or concerns can be discussed with them before giving any names.

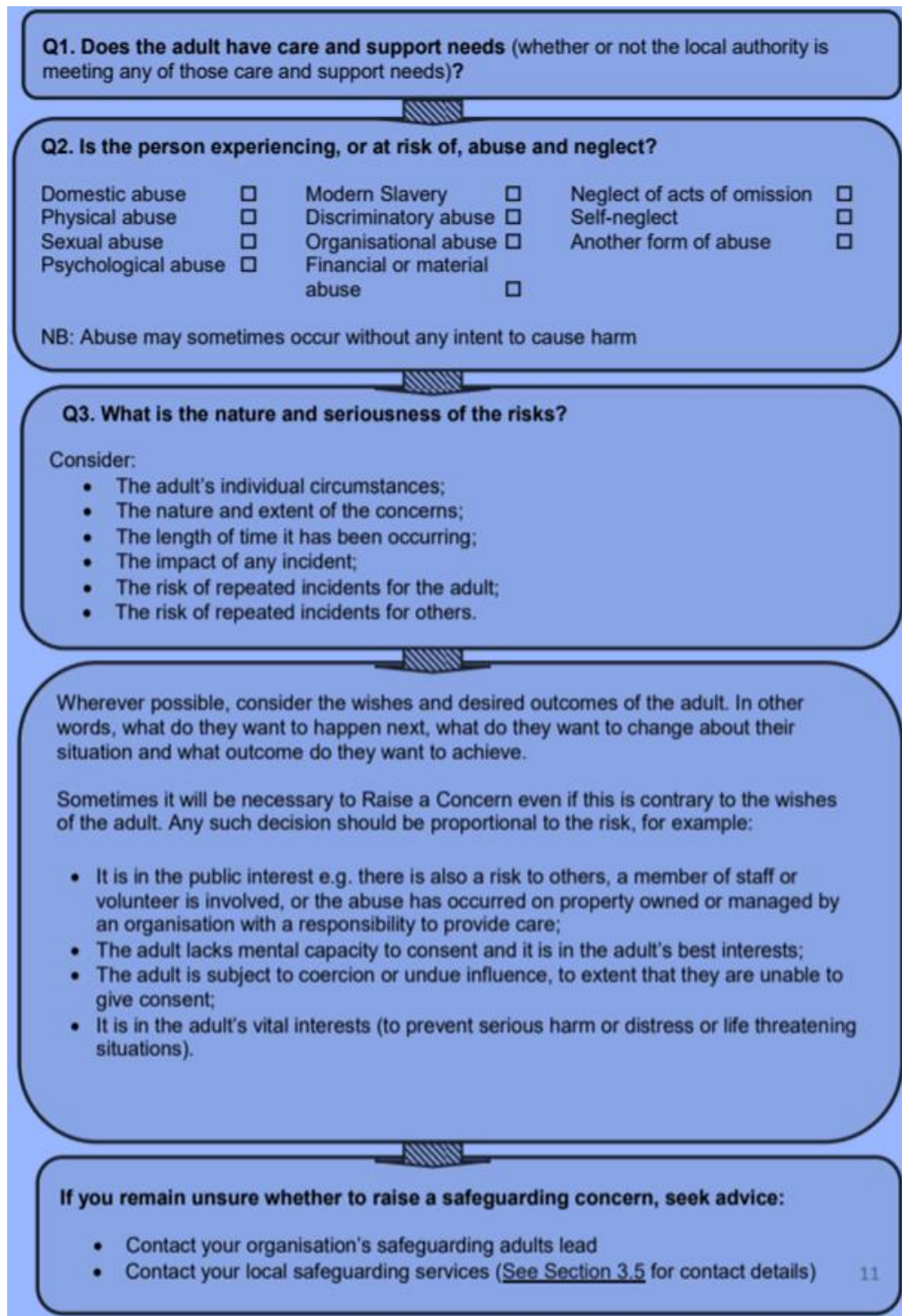
MANAGING ADULT SAFEGUARDING CONCERNS

Flowcharts A and B below respectively detail how to manage safeguarding concerns and what key questions to ask when deciding whether to report a concern.

Flowchart A: Managing Safeguarding Concerns Flowchart



Flowchart B: Key questions when deciding whether to report a safeguarding concern



Raising a Safeguarding Concern without Consent of the Adult at Risk Practitioners should wherever possible seek the consent of the adult before acting, taking into consideration their wishes and desired outcomes. However, whilst consent is an important consideration, it is not the only consideration. The following are examples of when a decision to Raise a Safeguarding Concern may still be appropriate, even without the consent of the adult:

A) It is in the public interest, for example:

- There is a risk to other 'adults at risk'; or
- The concern is about organisational or systemic abuse; or
- The concern or allegation of abuse relates to the conduct of an employee or volunteer providing services to adults at risk or children; or
- The abuse or neglect has occurred on property owned or managed by an organisation with a responsibility to provide care.

B) The adult lacks mental capacity to consent and a decision is made to raise a safeguarding concern in the adult's best interests (Mental Capacity Act 2005);

C) An adult is subject to coercion or undue influence, to the extent that they are unable to give consent;

D) It is in the adult's vital interests (to prevent serious harm or distress or in life threatening situations).

Any actions taken without the consent of the adult should be proportionate to the risk of harm. The adult should ordinarily be informed of the actions being taken, unless to do so may place the adult or others at further risk of harm.

AFTER A DISCLOSURE - SUPPORT TO THOSE AFFECTED BY ABUSE

We are committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending our activities who have been affected by abuse.

INAPPROPRIATE BEHAVIOUR BY YOUNG PEOPLE TOWARDS ADULTS

Children or young people can sometimes make suggestive approaches to an adult. They may have a crush or act inappropriately because of previous experiences. The behaviour may be a "cry for help".

If an adult feels uncomfortable about a child or young person's behaviour he or she must

- Make it clear to the child or young person, with sensitivity, that their language or behaviour is inappropriate.
- Speak with the Safeguarding Officer or a deputy. Agree what measures should be taken to prevent a recurrence.
- Record the incident in case accusations are made in the future. Sign and date the record and ensure it is placed with other confidential records.

IF THE ALLEGATION CONCERNS A STAFF MEMBER OR VOLUNTEER

For any concerns relating to children, the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the charity will follow this advice.

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts for details.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) if the charity withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a different position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test, or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification. The Sorted Directors have a subcommittee which whom are responsible to refer serious incidents.

The named person will work with the Diocesan Safeguarding officer for the above referrals, providing support and advice.

SECTION 4 - RECORDING AND MANAGING CONFIDENTIAL INFORMATION.

CONFIDENTIALITY

- In all matters relating to Safeguarding the highest degree of confidentiality must be maintained. However, this has to be balanced against the need to protect from abuse.
- Those who disclose abuse need to know that the information will be passed on to the Named Person and the appropriate statutory agency, either Social Care or the Police so that it can be properly investigated and the necessary help obtained.
- Information must not be passed on to any external individual or organisations.
- If there is a conflict of interest between the needs of a child, who is suspected of suffering abuse, and the needs of an adult, the welfare of the child is paramount.

We can often have deep conversations with young people and some things they tell us are ok to be kept confidential, however you must never promise confidentiality to a child before they tell you something. If they ask for confidentiality you must make it clear that if they tell you something that puts them or someone else at risk then you will have to pass that information onto somebody else. Unfortunately, this may prevent some cases of disclosure but reassure the child that there are those who will listen if they choose to disclose in the future. You must never force a child to tell you something, if they are not comfortable with it. It would be disturbing if the child then decided not to talk but it is important to remember that had the child been about to divulge abuse no help could have been offered if a promise of secrecy had been given.

SECTION 5 – HEALTH AND SAFETY

HEALTH AND SAFETY ISSUES

The physical environment in which we care for people across our setting is extremely important. The likelihood of a user being injured accidentally is much greater than that person being abused whilst on our premises. Risk assessments will therefore be completed for all groups and sessions we run. Our Health and Safety policy will be maintained at all times.

SECTION 6 – KEEPING YOUNG PEOPLE SAFE

SAFE WORKING PRACTICES

Work with young people should be organised so as to minimise situations where abuse may occur. This not only protects children/young people but also reduces the likelihood of false allegations being made against leaders. The following are good working practices:

- Sorted staff/volunteers must work as a team and there should be at least two adults at any group activity who will always aim to work within sight of another adult.
- All single gender groups must have at least one staff member of the same gender.
- A register of young people with name, address and telephone number should be maintained for all those groups, which meet on a regular basis.
- Parents should be informed of start and finishing times. These should be adhered to.
- Sorted team members must try to ensure that all members of the group feel valued and that favouritism is not shown.
- Team members should always act professionally and promote good practice and safety.
- Team members should not work in isolation. If a child wishes to speak confidentially, one staff member should always be in eyesight of this. When appropriate, we explain to the young person that we are safeguarding them by having a person present. We do not permit one to one meetings in any circumstances.
- Speech – Team members should use positive language when talking to and about young people. Making sexually suggestive comments about or to a young person, even in "fun", scapegoat-ing, ridiculing, rejecting or comments about a young person's attributes or attractiveness should not occur.
- Team members should under no circumstance physically harm a child as punishment. It is permissible to take physical action in an emergency to prevent personal injury to any child or other person or serious damage to property, two leaders should be present in the room if physical restraint is used.
- Team members should understand the concept of confidentiality but must not agree to keep secrets before hearing what a child wishes to tell them.
- Team members should not, if at all possible, arrange to meet children away from the usual group meeting place without another adult or parent being present.
- Parental consent is required to take young people anywhere.
- The premises used should be safe and secure so that strangers cannot gain access without team members being aware.

- Team members should adhere to the age ranges stipulated for any session and remain especially vigilant where older young people/ young adults may be present and in a position to influence younger participants. Communication should always remain open and appropriate. For example: A 'closed' conversation between a 12-year-old and 17-year-old should be monitored and, if necessary, discouraged.
- The suitability of the premises and equipment used should be assessed according to guidelines in our Health and Safety policy.
- Sorted staff will be aware of the contact details of the safeguarding lead.
- When possible, do not use a toilet which is shared by young people, this may mean using an accessible (disabled) toilet.
- Nobody should be under the influence of drug or alcohol whilst working for, or visiting, Sorted Church. It is down to the discretion of Project Leaders as to how to safety manage young people who attend under the influence.

PHYSICAL CONTACT

Within the world of working with young people there is a concern about touch. While it is necessary to keep young people safe, this need not involve keeping the young person at arm's length. Such an approach can be neglectful of young people's needs and demoralising to workers. However, young people need to be protected from inappropriate touching. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be construed as abuse. All volunteers must work with, or within sight of, another adult.

Children/young people are entitled to determine the degree of physical contact with others, except in exceptional circumstances such as when they need medical attention.

Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to challenge constructively a colleague if necessary. This issue should form a part of any review of our young peoples' activities.

Concerns about possible abuse should always be reported in accordance with the guidelines.

RESTRAINT

Very occasionally it may be necessary to restrain a child or young person who is harming him/herself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded with the details of any witnesses noted. The

information should be given to the Safeguarding Officer in accordance with the safe guarding procedure/policy.

ADULT CHILD RATIOS

Appropriate adult child ratios should be observed at all times. There should be a minimum of two adults for each group. Where it is possible, and particularly if the group are away from the usual venue, it is recommended to have three adults. Those under the age of 18 should not be counted in the requirement of the first two adults, but if they are 16 or over may count towards any further numbers of supervisors needed. With groups of mixed gender there should be both male and female workers where possible, and it is recommended that wherever possible one of the leaders should be female.

If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, providing the staffing ratios are adhered to, depending on the nature of the activity.

Age Group	Staff	Children
0-2 years	1 for every	3
2-3 years	1 for every	4
3-5 years	1 for every	8
5-8 years	1 for every	8
Over 8 years	1 for the first 8 children and then 1 for each additional 12.	

However, on no account should an adult be by themselves. Staffing ratios with all age groups should always take account of the need and nature of the group.

The following factors should always be considered in deciding how many adults are needed:

- Age and age range of the group.
- Special Needs, e.g. health, disability, behavioral problems.
- Provision for accompanying a child home or to hospital.
- Activities requiring workers with specific skills or qualifications.
- Activities requiring closer supervision.
- Layout of the building being used and proximity of adults to each other.
- Activities taking place outside the building.

Reporting Systems

Sorted use Lamplight to record session debriefs, including significant conversations with young people.

A manager should be informed as soon as practicable in the event of a disclosure, safeguarding concern, or accident. This should be by phone in the first instance (it should not be assumed that emails will be read urgently).

It should not be assumed that a record will be read by a manager if reported on Lamplight.

USE OF THE INTERNET, MOBILE PHONES AND SOCIAL MEDIA

Computers and mobile phones offer many benefits but it is important to be aware of the potential risks created by the use of these technologies.

There are risks if:

- Computers can be accessed by children or young people
- We run our own web sites / pages
- E-mail and text messages are used to communicate with young people

PROCEDURES

- Ensure all computers require passwords to prevent unauthorised use of the computers.
- Use filtering software which will govern whether sites can be accessed.
- Explain to children and young people using our computers the rules governing their use i.e. no accessing pornography, sites containing offensive and racist or illegal material and no chat rooms. These rules will be displayed and enforced (Appendix E).
- Young people should sign our computer usage agreement before accessing computers (Appendix F).
- If photographs are used, staff will need to check whether parents have refused consent on the relevant event/activity consent form and in information registered on Lamplight. Young people's names will not be displayed with these images.
- Images that staff may have taken during sessions on personal camera phones need to be uploaded to the server and deleted from their device at the earliest opportunity – preferably within 3 days.
- If leaders use e-mail, text messaging or social media, to communicate with children and young people, these will be recorded, and should always be done from the work

device. Personal devices should not be used for communicating with young people. You should always copy in your line manager or lead evangelist. We do not allow individual communication between staff and children/young people

- Care should be taken when using text messages and e-mails to communicate with young people as messages can easily be misinterpreted. If you have a concern about any message you receive - i.e. if sexual or abusive language is used - then inform your line manager.

SOCIAL MEDIA

We can never legislate for every kind of social media or the wide range of apps that become increasingly available and will be adopted by young people. We accept that young people will always want to communicate through social media channels, and we should be aware that the virtual world presents strong attractions to young people. We are committed to proactively engaging young people about their gaming and social media activities and creating open dialogue about the impact upon their lives and safety. We will also review social media use and current trends at regular intervals within staff In-house training.

- General points to be observed regarding all social media:
- Staff/Volunteers should not post photos of young people on their personal social media accounts e.g. Instagram / Facebook / Twitter etc.
- Staff/Volunteers should never comment on a young person or their family through their social media account.
- Appointed members of staff will promote and oversee safe and responsible use of our social media and networking with our audience on-line.
- We will exercise caution when advertising youth events/gatherings on line.
- We recommend that staff/volunteers do not use our social media accounts after 10pm in order to maintain a safe boundary between work and private life.
- We accept that as private individuals we can never ensure absolute privacy when we choose to make use of social media; and even when we think we are 'talking' privately there is always the possibility that this may not be so. Therefore, we advise all staff and volunteers to be vigilant about what they communicate through any social media account (personal or Sorted). You are at all times a representative of Sorted and therefore should not post (or comment) on content that could bring the reputation of Sorted into disrepute. You should maintain your position as a positive role model.

PRACTICAL RECOMMENDATIONS ABOUT SOME OF THE MOST USED APPS BUT IT ALSO APPLYS TO LESSER KNOWN SOCIAL MEDIA PLATFORMS.

Facebook

- Staff will not accept under 18's as friends on Facebook. (Exceptions to this will be where there is a close family link.) Once we have ceased to work with a young person, we recommend a 12 month window before accepting a young person as a friend.
- We recommend that staff adopt the highest level of privacy settings for their personal Facebook account.
- Staff should not message young people through Facebook or reply to any received messages. We will explain to young people that if they need to contact us through Facebook, this is only possible through our page and not through any worker's private account.

Snapchat

- We recommend that staff do not have a Snapchat account.
- If staff members choose to have a Snapchat account then extreme caution should be exercised with regard to friend lists and content.
- Staff members should never open a Snapchat from a young person. Settings should read that only 'My friends' can 'send me snaps' and 'read my story'.

TikTok

- We recommend that staff do not have a TikTok account.
- If staff members choose to have a TikTok account then extreme caution should be exercised with regard to friend lists and content.

Twitter

- Staff should never follow a young person on Twitter.
- Staff should block any young person who starts to follow their tweets and speak to the young person to clarify their understanding as soon as possible.

Instagram

- Account settings should be set as 'Private'.
- Staff should never accept a young person as a follower.

On line Gaming

- It is inappropriate for staff members to engage young people they work with in on line games due to the unaccountability of the context.

SECTION 7 - ADDITIONAL GUIDELINES FOR SPECIFIC YOUNG PEOPLE'S ACTIVITIES AND GROUPS

1. TRAVEL BY MINIBUS

- An adult who will be available to address discipline issues will accompany the driver.
- All young people should be made aware of the rules of the bus travel before travelling.
- Children aged 3-11 and are under 1.35m in height should wear an appropriate child restraint when traveling in the minibus. Where not available, an adult seatbelt must be worn. Children aged 12 or 13 or older children over 1.5m in height must wear an adult seat belt. It is the driver's responsibility to ensure all under 14's wear seatbelts.
- All drivers and companions should carry a mobile phone. If you need to make a call remember to park up and turn off the engine before use.
- The minibus must carry a first aid kit comprising specific items in a properly marked container.
- Travel in convoy (at least one car with two staff/volunteer members) for any emergency assistance which maybe required.

2. TRAVEL BY CAR

- Before being allowed to use their cars to transport young people workers will have to show their line manager a current MOT certificate for their vehicle.
- Drivers must also show evidence that their vehicle is suitably insured for this purpose and that they have a valid UK driving license.
- Where young people are to be routinely transported by car there should be two staff members present, or 2 cars in convoy if this is not possible. Seating should also be considered, such as young people sitting in the back-passenger seats.
- Children aged 3-11 and are under 1.35m in height should wear an appropriate child restraint when traveling in the minibus. Where not available, an adult seatbelt must be worn. Children aged 12 or 13 or older children over 1.5m in height must wear an adult seat belt. It is the driver's responsibility to ensure all under 14's wear seatbelts.

- All drivers should carry a mobile phone. If you need to make a call remember to park up and turn off the engine before use. MOBILE PHONES CANNOT BE USED WHILST DRIVING.
- Drop off most risky first.

3. DETACHED WORK / WORKING WITH HOUSEHOLDS

- All detached workers will carry a photo ID card.
- Workers will not work alone
- Workers will not enter the home of a young person if other members of the family are not present
- Workers will avoid any situations where they could be seen to be involved in any criminal activity
- Workers should carry a mobile phone along with the numbers of other workers who could be contacted in an emergency
- All workers must report back to a prearranged individual at the end of the session
- A log will be kept of each session detailing the number of young people contacted and any noteworthy events.

4. RESIDENTIALS

- A risk assessment should be completed before each residential and approved by the Lead Evangelist
- All sites used for events will have been previously checked for safety/health hazards and re-checked on arrival if there has been a significant gap since the booking.
- There will always be a minimum of two leaders with the group
- The leaders will establish the ground rules for the trip with the group
- Participants attending events will be registered. Parental or carers' consent will be given in writing for all those under age 18 taking part in residential events.
- All young people should complete a medical/allergy and dietary requirement details form.
- There will be a First Aider at each event.
- Only the First Aider or leader will issue medication, and only if acting 'in loco parentis'.
- All medicines will be locked away and available to under 18s only through the First Aider or Camp Leader. Participants will not be permitted to hold their own medicines during the event, the only exception being asthma inhalers.
- Relevant information on health concerns of participants will be noted.
- All participants at residential events will provide completed health forms.

- High standards of hygiene will be observed, to minimize the risk of illness. Particular areas of care will include toilet, kitchen and eating areas.
- Details of any accidents will be recorded in writing within the accident book
- No one will enter the sleeping accommodation of members of the opposite sex, except in emergencies.
- In the event of a fatality, the leader must immediately inform:
 - The Police (and ensure that they will be informing next of kin)
 - The Person appointed as emergency contact usually the youth work manager or an appointed director when further appropriate procedures will be decided, such as agreeing who will visit next of kin.
- At no stage will the leader, team member or participants enter into conversation with the Press, contact the diocese office on this matter.
- In the event of illness parents/carers or next of kin will be informed sooner rather than later. If taken to the doctor or hospital, the parents/guardians/or next of kin will be informed. Parents/carers or next of kin will be informed immediately of any overnight stay in hospital.
- In the situation where an infection affects a number of people at an event, it is recommended that a letter is sent to all parents at the end of the event.
- It is also wise to check with the local GP in case they want to refer it to the Environmental Health Officer. They may make a recommendation as to whether the event will be shut down.
- Searching on residential:
 - All persons attending residential will consent to having their pockets and their bags searched for the health and safety of themselves and other participants.
 - Consenting to having bags and jackets or other outer layer searched will be a condition of attendance to all residential events.
 - The search will only be carried out when leaders consider it necessary to do so, and will only be carried out with the consent of the young person and with consent from parent/guardian (via consent form).
 - The search will be confined to outer garments only, where the young person will be asked to turn out their pockets and to take off their jacket or similar in order that this item can be searched. This search will be carried out by a trained member of staff of the same sex as the young person and supervised by another member of staff.
 - Any prohibited items will be confiscated by staff and the appropriate course of action will be enacted.
- If providing any outdoor adventure activities as part of a group activity, you should check that the Centre or hostel being used has adequate risk assessments, insurance, qualified instructors and is licensed by the Adventure Activity licensing authority.

5. SMALL GROUPS

- There should always be two adults present in the building where a group involving under 18's takes place.
- All group leaders will:
 - Be given appropriate training before they begin to lead.
 - Be made aware of the need to follow child protection guidelines.
- In the event that the group has a peer leader, the leaders will sign a declaration stating they understand and will follow the child protection guidelines.
- Where single sex groups operate, there will be an adult of that sex present. At mixed sex groups at least one adult of each sex will be present or on call when possible.
- A risk assessment will be completed for the venue used for the meeting.
- When possible, groups for young people should not take place in a home, however when required 2 leaders will be present (as always these should be unrelated) and consent from parents received.

6. YOUTH DROP-INS

- Rules will be explained/displayed during drop-ins.
- The workers will make sure that young people understand and appreciate the need for the rules of the session
- Male workers will not enter the female toilets, neither will female leaders enter the male toilets, except in an emergency. When possible an accessible or staff toilet will be used.
- Whenever a worker needs to talk one to one with a young person they should make sure that another worker is made aware of the situation.
- Drop ins will always have at least two staff present on site.
- Stipulated age groups will be adhered to at all times
- In sessions with a wide age range, staff must be vigilant in monitoring the interaction between older and younger youth at all times. Any controlling or inappropriate behavior or communication should be addressed directly and then recorded in the session debrief form so that it can be monitored.

7. SCHOOLS WORK

- Workers in school settings will operate under the school's own policy and procedures for safeguarding.
- Workers must know who the Named Person(s) is within the school.
- Any disclosures and concerns should be referred to the Named Person within school in the first instance.
- Advice can be sought from our named person, who should be informed that a report has been made within school (without breaching confidentiality of the young person). This allows for the worker to be supported.
- Disclosures should be recorded appropriately.

SECTION 8 – UNACCOMPANIED CHILDREN

Sometimes children may attend without the knowledge of their parents. In these circumstances:

- Establish whether the child attends with their parents' knowledge, or at least without their parents' objections.
- Establish their full name, address and contact details, ring for confirmation that the correct details have been provided including stating the start and end times of a session for the carer/parent. Include them on the register. Provide information about the group for the child to take home.
- Seek to obtain parental consent to the child's involvement, preferably by direct contact with the parent rather than by using the child as an intermediary.
- Bear in mind the child may have some personal or family difficulty which they may not wish to disclose, which needs sensitive handling.
- Do not include the child on trips away from the usual place of meeting without explicit parental consent.
- If the child does not attend after having attended frequently it may be appropriate to undertake some level of outreach, but this should be done very carefully and after discussion with group leaders.

SECTION 9 – INFORMATION SHARING

Information sharing between organisations is essential to safeguard those at risk of abuse, neglect and exploitation.

Decisions about what information is shared and with whom, will be taken on a case-by-case basis by the Safeguarding Officer whether information is shared with or without the adult or person's consent, the information shared should be:

- necessary for the purpose for which it is being shared
- shared only with those who have a need for it
- be accurate and up to date
- be shared in a timely fashion
- be shared accurately
- be shared securely

Advice should be sought from local information sharing leads and reference made to local Safeguarding Board Information-Sharing Protocols where they apply.

SECTION 10 – WORKING WITH THOSE WHO MAY POSE A RISK TO CHILDREN

We realise that research indicates that a higher proportion of convicted offenders against children may be found in charity congregations than in the population generally. We recognise that it is probable that many congregations will have among their number people who have abused children, only some of whom will be known.

Not all of those presenting a risk will have been sexual abusers: some will have committed physical or emotional abuse, or neglect. The charity is a unique institution in that it has a duty to administer to all: this poses a particular responsibility with regard to offenders and ex-offenders. However, this duty must not compromise the safety of children; the protection of children is the paramount duty.

In addition to those with convictions for offences against children, there are other groups of people who may also pose a risk. These may for example, be those with convictions for violence or sexual offences against adults, adults who perpetrate domestic violence, those involved in drug or alcohol addiction, or those whose behaviour in a professional setting has caused them to be placed on the list barring them from working with children.

The following advice is designed to protect both the adult involved, and children in the parish. Evidence shows that when an offender is known, befriended and supported by a group of volunteers to lead a fulfilled life without children, the risk of reoffending is reduced

(though never eradicated). The charity has an important role to play in helping the individual in these circumstances.

When it is known that a member of the congregation has sexually abused a child or young person the Diocesan Safeguarding Adviser must be consulted, so that a safe course of action can be agreed in conjunction with any relevant statutory authorities. There are protocols in place with the statutory authorities to enable risk to be assessed and the parish advised as to how to manage the risk appropriately. The Safeguarding Officer should inform the Diocesan Safeguarding Adviser at the earliest indication of such a situation, including at the arrest of an individual: i.e. before conviction. It is expected that an agreement will be entered into with the offender. We must not attempt to manage this process without appropriate professional advice from the Diocesan Adviser.

If the offender's victim is a member of the same congregation the offender should be introduced to another congregation. Consideration must also be given to those who have been abused in the past.

The person should not be given any role or office in the Parish which gives them status or authority as a child or young person may deem that person to be trustworthy.

A frank discussion will be held with the offender, explaining that a small group of the congregation will need to know the facts in order to create a safe environment for him or her. If possible the membership of the group should be agreed. Those needing to know are likely to include the clergy, charity wardens, safeguarding children representative/ children's work leader, and any befriending volunteers.

It must be made clear that no one else will be informed without the offender's knowledge. The highest levels of confidentiality should be maintained.

The group should offer pastoral care, support and friendship as well as supervision. They should endeavour to keep channels of communication open.

Alongside the setting up of the small support group, if appropriate, consideration should be given as to whether the congregation should be told. This should be with the offender's agreement, and should only be undertaken after careful consideration of all the advantages and disadvantages of this course of action. Advice from the offender's supervising Probation or Police officer, if applicable, will be sought before any such disclosure takes place.

It will be necessary to establish clear boundaries, both for the protection of children and young people and to reduce the possibility of the adult being wrongly accused of abuse. An Agreement will be prepared with the offender which will include the following elements:

- attend designated services only
- sit apart from children
- stay away from areas of the charity where children meet

- attend a house group where there are no children
- decline hospitality where there are children
- never be alone with children
- never work, or be part of a mixed age group, with children
- further clauses will be added to reflect individual circumstances.
- the offender will be asked to sign the agreement.
- the agreement should be enforced, and no manipulation allowed.
- the agreement should be reviewed regularly and the Diocesan Safeguarding Adviser consulted, particularly if there is a need for a variation of the agreement.
- an agreement must remain in place for as long as the person is a member of the congregation, whether or not their name appears on the Sex Offenders Register.
- if the Agreement is broken, as a final resort the offender will be asked not to attend the charity, and other statutory agencies involved will be informed. If the person cannot be prevented from attending the charity because it is their parish charity, the Diocesan Registrar will be consulted. A high level of supervision should be maintained.

In some cases offenders only reveal their offending history after many years. In such situations great sensitivity will be required. It must, however, be remembered that there may still be a substantial risk to children. The offender will be expected to comply with an appropriate agreement, as above.

Anyone who seeks a position in the charity who's DBS check discloses that they are barred from working with children will be reported to the police by the DBS, as it is an offence for such a person to seek such work, or for an employer to knowingly offer the work. This applies to both voluntary and paid positions.

SECTION 11 - NAMED PERSON(S) FOR SAFEGUARDING

If you are concerned that someone might be at risk or is actually suffering abuse, you should tell the named person for safeguarding. You may also wish to speak to the Diocesan Safeguarding Adviser.

The Trustees have appointed an individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will be available for workers to consult with.

We advise that the following numbers are saved to staff mobile phones, for ease of access.

Named Person for Safeguarding:

Deputy

Tracy Milne

Emergency contact no: 07805248305 Robert Johnson 07395 006288

OTHER KEY CONTACTS

The **Diocesan Safeguarding Officers** can be contacted on 0113 353 0257, and their contact details are up to date on line: <https://www.leeds.anglican.org/safe>

In an emergency situation, contact Social Services or the police directly:

Children's Social Care Bradford

nb: if a possible victim of abuse lives in another Local Authority area, it is that area's social care service that should be contacted.

Office hours' team 01274 435600

Emergency Duty Team 01274 431010

Safeguarding Adults

nb: if a possible victim of abuse lives in another Local Authority area, it is that area's social care service that should be contacted.

Office hours' team 01274 435400

Emergency Duty Team 01274 431010

Email safeguarding.adults@bradford.gov.uk

Appendices

DEFINITIONS OF ABUSE (CHILDREN)

An abused child is a boy or girl under the age of 18 who suffers or who has suffered neglect, physical, emotional or sexual abuse caused by another.

An adult at risk is someone who (a) is over 18 years old (b) needs care and support (c) is being abused or neglected, or is at risk of being abused or neglected (d) cant protect themselves from abuse or neglect.

An adult at risk may also be an unpaid carer, looking after friends or family.

An abuser is someone who causes the abuse or in the case of adults having custody, charge or care of the child knowingly fails to prevent it. 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.

The categories of abuse can be defined as:

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.

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse does not, therefore, necessarily involve the child being touched.

Emotional abuse is the persistent emotional ill treatment 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 feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It may also involve persistent scapegoating, criticism, bullying, harassment, belittling, over-protection, ignoring or showing exaggerated favoritism. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Children who witness domestic violence are also victims of emotional abuse.

Bullying is deliberately harmful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms: the main types are physical (hitting, kicking, theft from the victim), verbal (racist or homophobic remarks, threats, name-calling) and emotional (isolating an individual from activities and/or social acceptance of their peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development, or, at the extreme, causes them significant harm (including self-harm). Bullying can be committed by both children and adults.

All settings in which children are provided with services should have in place rigorously enforced anti-bullying strategies.

Organised Abuse or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children 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.

PLEASE NOTE: A child may suffer more than one category of abuse.

DEFINITIONS OF ABUSE (ADULTS)

An adult at risk is someone who (a) is over 18 years old (b) needs care and support (c) is being abused or neglected, or is at risk of being abused or neglected (d) cant protect themselves from abuse or neglect. An adult at risk may also be an unpaid carer, looking after friends or family. **An abuser** is someone who causes the abuse. Adults with care and support needs can be the victims of many types of abuse and neglect including:

Domestic abuse - Controlling and coercive behaviour, forced marriage, female genital mutilation or honour-based violence.

Discriminatory abuse - Ill-treatment or harassment based on a persons' age, sex, sexuality, disability, religious beliefs or ethnic group – disability hate crime.

Financial or material abuse - Financial scams (in person, on line, by post or telephone); theft; fraud coercion over wills; misuse of someone's money, property or other belongings without their agreement.

Institutional abuse - Through rigid regimes, systematic poor care; poor organisational culture; lack of resources; denial of choice; lack of dignity and respect for service users.

Physical abuse - Hitting; burning; pushing or kicking someone; rough handling; unreasonable restraint (including misuse of medication); locking someone in a room.

Neglect or acts of omission - Neglect or acts of omission by people responsible for giving care including; ignoring medical, emotional or physical care needs; failure to provide access to the appropriate health, care and support or educational services; withholding necessities of like such as medication, adequate nutrition and heating.

Sexual abuse - Rape; inappropriate touching; forcing or grooming someone to take part in or witness any sexual act against their will.

Psychological or emotional abuse - Intimidation; bullying; shouting; swearing; taunting; threatening or humiliating someone; grooming; manipulation; or inciting someone to carry out a criminal or terrorist acts.

Self-neglect - Neglecting to care for oneself or environment.

Slavery - Trafficking; forced labour and domestic servitude

PLEASE NOTE: An adult may suffer more than one category of abuse.

KEY INDICATORS OF ABUSE IN CHILDREN

PHYSICAL ABUSE:

- Bruising in unusual hard to bruise areas
- Nail, hand or bite marks
- Burns or scalds
- Unexplained injuries or injury inconsistent with explanation
- Bald patches
- Withdrawn behaviour
- Lack of emotion in response to pain
- Nervous or aggressive behaviour
- Fear of parents or care giver / avoids going home
- Fear of being touched
- Unaccountable covering of limbs
- Violence and aggression towards others

EMOTIONAL ABUSE:

- Withdrawn
- Low self-esteem - over-reaction to mistakes, self-deprecation
- Behavioural problems – attention-seeking, disruptive
- Overly eager to please
- Isolated
- Confused or anxious
- Bullies or is being bullied.
- Fantasies
- Delayed physical, mental and emotional development
- Inappropriate emotional responses
- Neurotic behavior – rocking, head-banging, tics etc
- Running away
- Self-harming – including drug or solvent abuse
- Fear of parents being contacted

SEXUAL ABUSE:

- Physical signs – genital bruising, infections
- Sexualized behaviour
- Withdrawn
- Aggressive
- Sexual knowledge beyond developmental age
- Child's conversation

NEGLECT:

- General appearance – dirty and unkempt; pale/dull complexion
- Hunger
- Developmental delay and poor concentration
- Non-attendance at school, dental or doctor's appointments, persistent lateness
- Inappropriate clothing for weather
- Lack of supervision
- Untreated illness or injury
- Scavenging and compulsive stealing

SEXUAL EXPLOITATION:

- Missing / truanting
- Drug / alcohol abuse
- Links to older men
- Secretiveness
- Hostility or defensiveness
- Health problems - thrush; persistent stomach aches
- Persistent tiredness and inability to concentrate
- Self-harm (including substance abuse) and eating disorders
- Depression and isolation from peers
- Unexplained gifts and money
- Violent behaviour
- Loss of confidence or self esteem
- Chaotic lifestyle
- Inappropriate sexual relationships or knowledge for their age
- Inappropriate sexual behavior – open masturbation, touching others

ADDITIONAL CAUSE FOR CONCERN

Responses from Parents/Carers

The following responses from parents/carers may suggest a cause for concern across all four categories:

- An unexpected delay in seeking treatment that is obviously needed.
- An unawareness or denial of any injury, pain or loss of function (i.e. a fractured limb).
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to his/her age and development.
- Reluctance to give information or failure to mention other known relevant injuries.
- Frequent presentation of minor injuries.
- Unrealistic expectations or constant complaints about the child.
- Alcohol misuse or other drug/substance misuse.
- Parents request removal of the child from home.
- Violence between adults in the household.

Children/Young People with disabilities

When working with children/young people with disabilities, workers need to be aware that additional possible indicators of abuse and/or neglect may also include:

- Bruising in a site that might not be of concern on an ambulant (travelling) child, such as the shin, might be of concern on a non-mobile child.
- Not getting enough help with feeding, leading to malnourishment.
- Poor toileting arrangements.
- Lack of stimulation.
- Unjustified and/or excessive use of restraint.
- Rough handling, extreme behaviour modification (i.e. lack of liquid medication, food or clothing, disabling wheelchair batteries, etc).
- Unwillingness to try to learn a child's means of communication.
- Ill-fitting equipment (i.e. callipers, sleep boards, inappropriate splinting, misappropriation of a child/young person's finances, etc).
- Invasive procedures.