

**SAFEGUARDING
CHILDREN YOUNG
PEOPLE AND
VULNERABLE ADULTS
POLICY**

**Freedom Church
January 2023**

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SECTION 1: Church Details

Freedom Church

Mill Road, Great Barton

Bury St Edmunds, Suffolk. IP31 2RU

Tel: 01284 788032 Email: hello@freedomchurch.org.uk

Charity Number: 1151616. Company Number: 8364261

Insurance Provider:

Access Insurance Services, Selsdon House, 212-220 Addington Road, South Croydon, Surrey, CR2 8LD.

Tel: 020 8651 7420

Policy underwriting by AXA - PolicyNumber: SC BDX 7080775/19646433

Cover includes: Employers Liability: £10M. Public / Products Liability: £5M. Personal Accident: £10K.

Freedom Church is associated by informal relationship with:

Skylark International, 4 Hanbury Road, Chelmsford, Essex CM1 3AE

Tel: 01245 255775 Email: info@skylarkinternational.org

Freedom Church seeks to be primarily a place of Christian worship and teaching open to all members of the community and does not hold a formal membership register.

This is achieved through Sunday services and small groups in homes with age-appropriate teaching and activities.

Freedom Church also provides mid-week social and teaching activities for all ages including parents with toddlers through to teens and adults groups meeting on church premises and in private homes.

Freedom Church also makes its premises available for other community groups and activities who will be responsible for having their own safeguarding policies and procedures in place.

Our commitment

The Trustees and Staff of Freedom Church recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse and neglect.

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

The Policy and Practice Guidelines are based on the ten Safe and Secure safeguarding standards published by the Thirtyone:Eight (formerly CCPAS) and prepared in consultation with Skylark International.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the Practice Guidelines.

- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- not allow the document to be copied by other organisations.

It has been written in reference to:

- - The Children Act 2004 – Sections 10, 11, 12 and 13, 1989 – Sections 17 and 47
- - The ten safeguarding standards published by thirtyone:eight, the independent Christian safeguarding charity.
- - Working together to safeguard Children – July 2018
- - The Protection of Freedoms Act 2012
- - Human Rights Act 1998
- - Prevent Strategy 2011
- - Domestic Violence, Crime and Victims Act 2004
- - Female Genital Mutilation Act 2003
- - The Munro Review 2011 and 2012
- - UK Council for Internet Safety: Online safety guidance for practitioners – February 2019
- - NSPCC Safeguarding Standards and Guidance – 2017
- - Arrangements for Managing Allegations of Abuse Against People Who Work with Children or Those who are in a Position of Trust, Suffolk Safeguarding Board

This document is reviewed annually and formally adopted by the Trustees.

All workers (paid and voluntary leads) are required to read this policy annually and sign to say it has been read and understood.

Specifically:

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

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers (paid and voluntary) are trained appropriately and adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Following organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting those in Freedom Church affected by abuse.

We recognise:

- Suffolk Social Care Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our partner agencies in the relevant country.
- Safeguarding is everyone’s responsibility. If you have any concerns for a child then speak to one of the following safeguarding co-ordinators for this organisation.

Names & Addresses of Safeguarding Co-ordinators and other agencies

Freedom Church Safeguarding Committee:

Trevor Harrington – Trustee i/c Safeguarding (trevor.harrington@me.com, 07587 292925)

Aimee Van Holland – Designated Safeguarding Lead (a.pummell@yahoo.co.uk, 2 Lapwing Close, Thurston, IP31 3PW, 07853 826789)

Kirstie Land – Safeguarding support, Assistant Safeguarding Lead. (jklandy@googlemail.com, 07801 903535)

Lizi Long – Church Leader, Assistant Safeguarding Lead. (lizilong@live.com, 07834 074406)

Nicki Lancaster – Church administrator (hello@freedomchurch.org.uk, 01284 788032)

Thirtyone:eight (Independent charity that works with churches nationally to assist with safeguarding needs)

PO Box 133, SWANLEY, Kent BR8 7UQ Tel: 0303 003 1111 Email: info@thirtyoneeight.org

Helpline Number : 0303 003 1111

<p>Suffolk County Council Safeguarding Children Board:</p>	<p>Local Area Designated Officer (LADO)</p>
<p><i>Customer First</i> Customer Service Direct PO Box 771 Needham Market Ipswich IP6 8WB Tel: 0808 800 4005 during normal working hours www.onesuffolk.co.uk/scb Outside normal office hours phone is automatically diverted.</p>	<p>Local Designated Officers, Rennie Everett and Dian Campbell, can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk</p>

Multi-Agency Safeguarding Hub (MASH)

Professional Consultation Line: 0345 606 1499 Forge Community Church Safeguarding Policy 2022

Police Station Contact:

Tel: 101 and ask for Police Child Protection Team or in an emergency 999

Charity Commission

102 Petty France

Westminster

LONDON SW1H 9AJ

Tel: 0300 066 9197 www.charity-commission.gov.uk

Section 2: Prevention

Safer Recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- A member of the interview panel for paid staff to be 'Safer Recruitment' trained.
- Where appropriate, safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate
- Gaps in employment history to be identified, and reasons for these gaps verified
- A Disclosure Barring Service (DBS) check has been completed
- Qualifications where relevant have been verified
- A suitable training and induction programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy(s) and knows how to report concerns.

As a church, Freedom Church also utilises the skills of volunteers. Not all its volunteer posts will require the applicant to complete an application form or be given a role profile, however, where that is appropriate these steps will be taken. All the volunteers who work with children and young people will be required to read the Safeguarding policy, complete the application forms contained within and attend a training session. References will be taken up and an enhanced DBS disclosure applied for. Enhanced DBS checks are completed every 3 years as a matter of good practice.

Management of Workers – Codes of Conduct

We are committed to supporting all workers and ensuring they receive support and supervision. All workers (paid and voluntary) have been issued with a code of conduct towards children & young people. Freedom Church undertakes to follow the principles found within 'Arrangements for Managing Allegations of Abuse Against People Who Work with Children or Those who are in a Position of Trust' by the Suffolk Safeguarding Partnership. It is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow an inappropriate or sexual relationship to develop for as long as the relationship of trust continues.

Section 3: Practice Guidelines

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

Working in Partnership – local & global

Freedom Church is committed to working in partnership with other local and global organisations. Whilst undertaking work overseas, we acknowledge, that due to differing cultural values, safeguarding policies and procedures can vary. We make every effort to work alongside local organisations in the following ways:

- Use the UN Convention of the Rights of the Child (UNCRC) as the basis for safeguarding children.
- Distinguish clearly between children in need of protection due to poverty, conflict or crisis, and specific acts of maltreatment towards children.
- Ensure all trip participants sign a code of conduct to adhere to appropriate and proper behaviour based on local sensitivities.
- Resolve through a process of dialogue and discussion, any differences between what is acceptable behaviour locally, and what is acceptable under this safeguarding policy.
- Discuss with the local organisation a clear mechanism for evaluating the existence and effectiveness of local child welfare/judicial infrastructure, and a clear process for deciding whether or not to work with it.
- When mission personnel are seconded to a local partner, we make them aware of the local partner's safeguarding policy (if a safeguarding policy does not exist locally, we will work with the local partner to assist in developing a policy).
- Ensuring that there is a partnership agreement between us and the local organisation that states clearly what the reporting mechanisms are to be used both locally and in the UK.

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

Section 4: Recognising and responding appropriately to an allegation

Abuse is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or another child or children.

Specific Types of Concern:

4.1 Domestic Incidents/Abuse

The Government defines domestic abuse as; *“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality.”* The legal definition of “significant harm” to children was extended in January 2005 to include harm suffered from seeing or knowing of the abuse of another, particularly in the home.

A referral must be made direct to Customer First / Children’s Social Care if it seems reasonable to suspect that:

1. a) a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed, and
2. b) the non-abusing parent will not be able – for whatever reason – to ensure the safety and wellbeing of their child without significant professional assistance and support.

It needs to be noted that the child themselves may be the perpetrator of domestic violence resulting in their own and other’s safety being in question.

Referrals should be made with the agreement of a parent unless the child’s best interests are not served by seeking or obtaining consent. Non-consent should not be a barrier to referral if there is reasonable cause to suspect that the child may suffer significant harm or otherwise not have significant needs met.

A disclosure or allegation by a victim is not a pre-requisite for referral of concerns regarding a child.

Concern about the effects of domestic abuse on a child may be triggered in other ways – for example, by hidden or inadequately explained injuries to a parent or carer, or damage to the home or personal property, or by the behaviour of parents, or concerns expressed by the child, or concerns about the child’s wellbeing.

4.2 Female Genital Mutilation

‘Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 (“the 2003 Act”). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.’

Section 5B of the 2003 Act places a statutory duty upon regulated health and social care professionals and teachers to report ‘known’ cases of FGM in under 18s which they identify in the course of their professional work to the police. Staff and volunteers at Freedom Church should follow the normal safeguarding procedures for any safeguarding concerns in relation to FGM and discuss the case with the Designated Safeguarding Lead to agree an appropriate a course of action.

4.3 Preventing Radicalisation

From 1st July 2015, professionals have a duty under the *Counter Terrorism and Security Act 2015* to have due regard to the need to prevent people being drawn into terrorism - The Prevent duty. Within a childcare context these requirements include;

- Childcare providers are expected to assess the risk of children being drawn into terrorism, including the support of extremist ideas that are part of terrorist ideology.
- The Prevent duty builds on existing local partnership arrangements.
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

- Childcare providers must ensure that children are safe from terrorist and extremist material when accessing the Internet under our care.

Any concerns must be referred to Designated Safeguarding Lead. Referrals are then made, when it is appropriate, to the **Channel** programme, which focuses on providing support, at an early stage, to people identified as being vulnerable to being drawn into terrorism. The Department for Education has set up a telephone helpline (020 7340 7264) to enable people to raise concerns directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk.

The DSL and an ASL should undergo Prevent training.

4.4 On-line safety

Children and Young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones, online gaming and social networking sites.

Where it is suspected that a young person is at risk from abuse on the internet or cyber bullying, we will report our concerns via our normal safeguarding procedures.

It is best practise that children and young people are supervised when accessing the internet whilst in our care.

Be aware that young people may take or share photos of their private body parts; these photos would likely, in a legal context, be considered to be indecent images of children. If you are aware of indecent images of a child, do not print, forward, save or share these images (this is illegal); report concerns immediately to your designated safeguarding lead.

The following agencies can provide advice and support in relation to on-line safety issues:

- Professionals Online Safety Helpline – Advice and support for professionals working with children with any online safety issues children in their care may face – 0344 381 4772 or helpline@saferinternet.org.uk
- NSPCC helpline – Advice and support for anyone who is worried about a child or needs information about child protection – 0808 800 5000

4.5 County Lines

'County Lines' and the supply of drugs is effectively a gang of at least three people who have established a drug market in a rural town, with origins to an urban city location. For Suffolk, it is likely to be a gang from London with them moving into local towns, predominantly Ipswich, Bury St Edmunds and Lowestoft to transport/sell class A drugs (specifically crack cocaine and heroin). Gangs typically use vulnerable young people to deliver drugs to customers and this can include deception, intimidation, violence, and/or grooming. The nature of this activity causes disputes with other gang members or local drug dealers for the custom and hence many violent incidents occur because of this.

Where it is suspected that a young person is involved or at risk from County Lines involvement, we will report our concerns to the appropriate agency via our safeguarding procedures. Professionals working with young people and children can contact the MASH (Multi-Agency Safeguarding Hub) consultation line on 0345 606 1499.

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

4.6 Mental Health

Freedom Church has an important role to play in supporting the mental health and wellbeing of those that attend the Church. Where it is identified that a young person has a mental health concern that is also a safeguarding concern this should be reported to the DSL. Appropriate support to be put in place to protect the young person and prevent concerns from escalating.

SEE APPENDIX 1 FOR MORE INFORMATION ON RECOGNISING ABUSE.

Responding to allegations of abuse or a concern about a child or vulnerable adult:

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The steps below should be followed:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to one of the Safeguarding Leads. Everyone has a duty to report a concern or allegation regardless of whether you think it has already been reported or not.

The Safeguarding Lead will:

- Support the person referring to complete a Record of Concern form as soon as possible (within 24 hours).
- Meet with reciprocate of allegation to explain the process and ensure correct support is in place.
- Discuss the concern with another member of the Safeguarding Team, for support.
- Contact thirtyone:eight, the MASH or Customer First for advice if needed.
- Action the Record of Concern, including submitting a MARF, contacting other professionals including police if needed.
- If the child is under 18 contact to be made with parents if appropriate and safe to do so.
- If a significant concern, inform the Trustee i/c safeguarding of the nature of concern. Trustees are required to report a 'Serious Incident' to the Charity Commission. Advice would need to be sought from the Charity Commission as to whether, or not, Freedom Church insurance company would need to be informed and when.

If the suspicions implicate one the Safeguarding Leads, the initial report should be made to the Designated Safeguarding Lead or Trustee i/c Safeguarding. If the suspicions implicate all the Safeguarding Co-ordinators, or none are contactable then the report should be made to Trevor Harrington, Trustee responsible for safeguarding or direct to Customer First or the MASH.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

It is essential that any allegation of abuse made against a person who works with children and young people also known as a person in a position of trust, are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child or young person, and at the same time supports the person who is the subject of the allegation.

The framework for managing cases set out in this procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. It also applies to cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children. It should be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child; or
- behaved in a way that indicates s/he is unsuitable to work with children.

In compliance with the Local Safeguarding Board's Allegations Management guidance, the following procedures will be followed;

If an allegation is made against a member of staff or volunteer of Freedom Church the allegation must be reported immediately, at least within one working day, to the Designated Safeguarding Lead. If the allegation is against the Designated Safeguarding Lead, then the allegation must be reported to the Trustee i/c Safeguarding. The Designated Safeguarding Lead (or Trustee i/c Safeguarding) must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

LADO's details – 0300 123 2044 / Complete a LADO Referral form and send this to LADO@suffolk.gov.uk.

Initial consideration

The Local Authority Designated Officer (LADO) will discuss the matter with Freedom Church Designated Safeguarding Lead (or Trustee i/c Safeguarding) and, where necessary, obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded. If the allegation is not patently false and there is cause to suspect that a child or young person is suffering, or is likely to suffer,

significant harm, the LADO should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve Freedom Church.

Action following initial consideration

Where the initial evaluation decides that the allegation does not involve a possible criminal offence, it is dealt with by Freedom Church Designated Safeguarding Lead (Trustee i/c Safeguarding). In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days. Where further investigation is required to inform consideration of disciplinary action, the Designated Safeguarding Lead (or Trustee i/c Safeguarding) will discuss who will undertake that investigation with the LADO. The investigating officer should aim to provide a report to Freedom Church within 10 working days. On receipt of the report of the disciplinary investigation, the Designated Safeguarding Lead (or Trustee i/c Safeguarding) should decide whether a disciplinary hearing is needed within two working days, and if a hearing is needed it should be held within 15 working days.

Suspension

The possible risk of harm to children posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the child/ren or young person/s involved in the allegation and any other child/ren in the individual's home, work or community life. A member of staff or volunteer must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. In making the decision, the Trustee i/c Safeguarding must consider whether the person should be suspended from contact with children for the duration of the investigation, or until resolution has been reached. Advice should be sought from the LADO.

Responsibilities of the Designated Safeguarding Lead

The Designated Safeguarding Lead will implement their safeguarding functions in a way that ensures that the child or young person is safeguarded from harm and promotes their welfare. In the case of allegations made against Freedom Church member of staff or volunteer, the Designated Safeguarding Lead will work with the LADO and must follow the organisations procedures as identified above. In cases of actual or suspected abuse, the Designated Safeguarding Lead in consultation with the LADO will ensure the Police and/or other statutory bodies like Social Services are informed. The victim must be protected from further abuse while the Police / external agencies conduct their own investigation.

Any information held either electronically or in hard copy will be held securely in a password protected document or sealed envelope in a secure, locked cabinet/drawer.

If Freedom Church removes a member of staff or volunteer in regulated activity with children (or would have, had the person not left first) because the person poses a risk of harm to children, Freedom Church must make a referral to the Disclosure and Barring Service to consider whether to add the individual to the barred list.

More information can be found on the LSCB's 'Arrangements for Managing Allegations of Abuse Against People Who Work with Children or Those who are in a Position of Trust' Feb 2019 – 2022 and the Gov's 'Working Together to Safeguard Children' July 2018.

Section 5: Care & Support

Supporting those affected by abuse

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

Care & Support will be delivered, if required, by the most appropriate people for the task which may be members of the Trustees, staff or wider team. Support could be practical, spiritual or emotional and could take the form of a mentoring/coaching relationship or stand alone meetings. We may also refer for support from external organisations. A copy of a referral made is to be kept in the safeguarding files at Freedom Church and this is the responsibility of the DSL to ensure these are completed and monitored.

Working with offenders

When someone attending the Freedom Church is known to have abused children, the Leadership will supervise the individual concerned and offer care and support, but in its safeguarding commitment to the protection of children and vulnerable adults, will set boundaries for that person which they will be expected to keep. This is likely to be the creation of a contract, with advice on the boundaries such a contract would contain being sought from CCPAS who have shown their expertise in this area. Such a contract will be tailored to an individual's circumstances and informed by an internal risk assessment as well as advice from statutory agencies.

Different people will be used to offer care and support so that at no time will any one person be involved in offering care and support to both an abuser and someone affected by that abuse.

APPENDIX 1 Cause for concern: action and monitoring form

Name of Worker:

Date of Reporting:

Date of Incident/Disclosure:

Name of young person / vulnerable adult:

DOB:

Cause for concern: *please be as detailed as possible*

Action taken by you (*i.e. informing line manager / safeguarding team member, monitoring etc.*)

Signed:

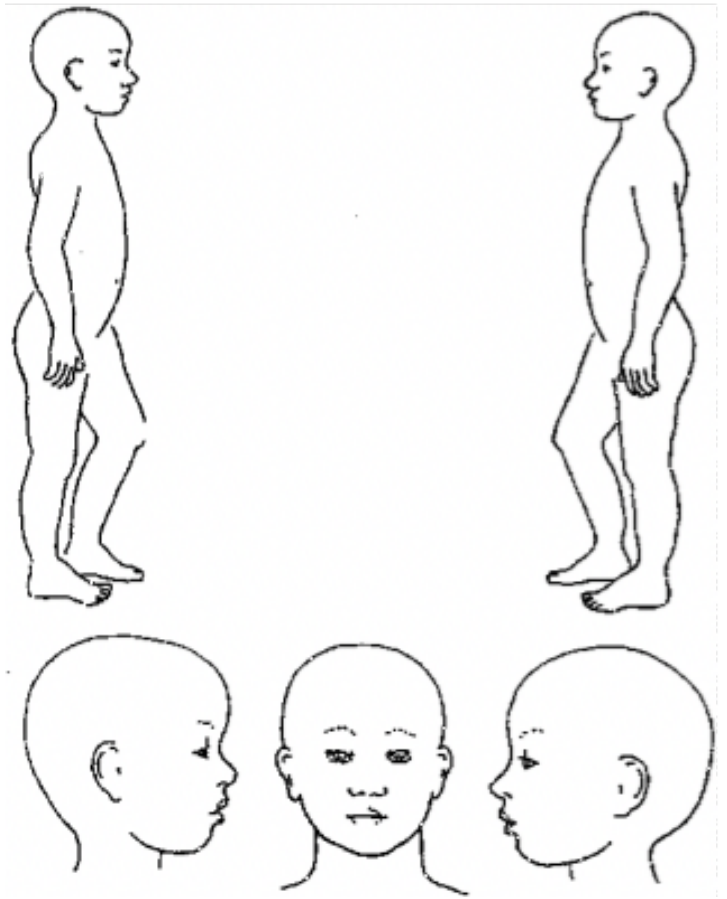
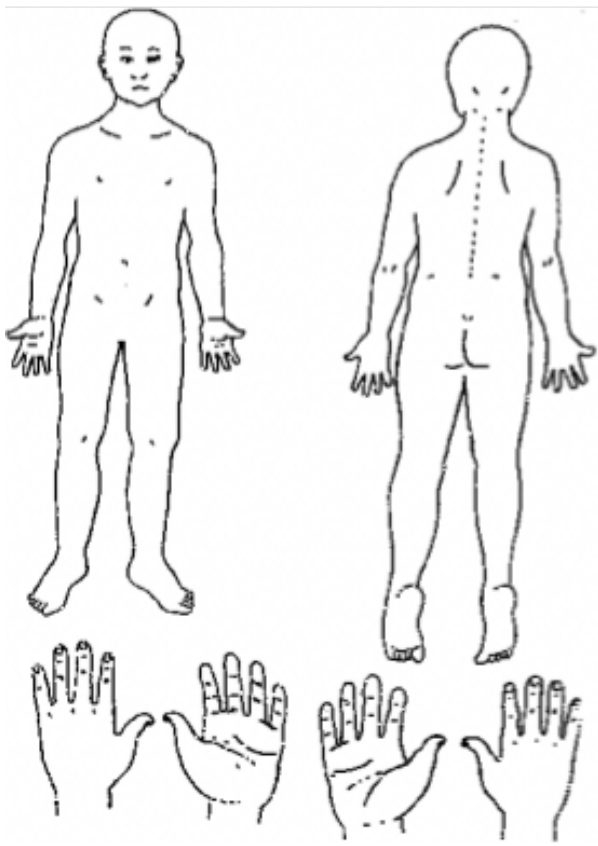
Date:

Safeguarding Lead (*parent informed – reasons why not, further action taken – date, contact details*)

Further action / monitoring needed:

Signed:

Date:



APPENDIX 2 Recognising Abuse

The following behavioural signs *may* be indicators of child/young person or vulnerable adult abuse, but care should be taken in interpreting them in isolation.

Physical abuse signs

If a young person or child or vulnerable adult regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported. Physical abuse symptoms might include:

- Bruises
- Broken or fractured bones
- Burns or scalds
- Bite marks
- The effects of poisoning, such as vomiting, drowsiness or seizures
- Breathing problems from drowning, suffocation or poisoning.

Emotional abuse signs

As children and young people grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. This can also be true of a vulnerable adult. Emotional abuse symptoms might include:

- Use language you wouldn't expect them to know for their age
- Act in a way or know about things you wouldn't expect them to know for their age
- Struggle to control their emotions including having extreme outbursts
- Seem isolated from their parents
- Lack social skills or having few or no friends.

Neglect signs

Having one of the signs doesn't necessarily mean a child or young person or vulnerable adult is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Neglect symptoms might include:

- Poor appearance and hygiene: being smelly or dirty; being hungry or not given money for food; having unwashed clothes; having the wrong clothing, such as no warm clothes in winter.
- Health and development problems: anaemia; body issues, such as poor muscle tone or prominent joints; medical or dental issues; missed medical appointments, such as for vaccinations; not given the correct medicines; poor language or social skills; regular illness or infections; thin or swollen tummy; tiredness; untreated injuries; weight or growth issues.
- Housing and family issues: living in an unsuitable home environment, such as having no heating; being left alone for a long time; taking on the role of carer for other family members.
- Change in behaviour: becoming clingy; becoming aggressive; being withdrawn, depressed or anxious; changes in eating habits
- displaying obsessive behaviour; finding it hard to concentrate or take part in activities; missing school or appointments; showing signs of self-harm; using drugs or alcohol.

Sexual abuse signs

Sometimes children and young people or vulnerable adults won't understand what's happening to them is wrong. Or they might be scared to speak out. Sexual abuse symptoms might include:

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know or that is different to their normal.
- Having nightmares or bed-wetting.
- Alcohol or drug misuse.
- Self-harm including developing an eating problem.

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a

leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) signs

CSE and CCE can happen in person or online. An abuser will gain a child's trust or control them through coercive behaviour, violence or blackmail before moving onto sexually abusing or criminally exploiting them. This can happen in a short period of time. Whilst this is labelled as being against a child, similar signs may be there for a vulnerable adult. Symptoms might include:

- Unhealthy or inappropriate sexual behaviour
- Being frightened of some people, places or situations
- Being secretive
- Having money or expensive items they can't or won't explain
- Physical signs of abuse, like bruises or bleeding in their genital or anal area
- Recurrent UTIs or STIs
- Alcohol or drug misuse
- Pregnancy
- Staying out late or overnight
- Having a new group of friends
- Missing from home or care, or stopping going to school or college or appointments
- Hanging out with older people, other vulnerable people or in antisocial groups
- Involved in a gang or criminal activities like selling drugs or shoplifting

Female Genital Mutilation (FGM) signs

A child or young person who's at risk of FGM might ask you for help, but some might not know what's going to happen to them or that it's not acceptable. FGM abuse symptoms might include:

- A relative or someone known as a 'cutter' visiting from abroad
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'
- A female relative, like a mother, sister or aunt has undergone FGM
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays
- A girl has an unexpected or long absence from school
- A girl struggles to keep up in school
- A girl runs away – or plans to run away - from home

County Lines signs

Vulnerable adults and young people are frequently used, and in some cases, criminals have taken over their properties to do the dealing from. This is known as 'cuckooing'. The vulnerable could be current drug users, addicts, young people who maybe in care or missing from home, pupils absent from school or people with mental health issues or dementia. County Lines abuse symptoms might include:

- Truancy from school or poor results
- Going missing for long periods of time or staying out unusually late
- Having access to more money than usual – including new trainers/mobile phone/clothes
- Showing signs of a change in behaviour/mood/absences
- Talking differently – new slang or language with an aggressive tone
- Substance or alcohol abuse
- Committing crimes such as shoplifting

Appendix 3: How to respond to someone wanting to talk about abuse or concerns

It can be very hard for children and young people or a vulnerable adult to reveal abuse or a safeguarding concern. Often, they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. Children and young people value being believed and, as the adult they have chosen to tell, it's vital that you act on what you've been told.

If you're in a situation where someone discloses abuse to you, there are a number of steps you can take:

- **Listen carefully to them.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause them to 'shut down', retract or stop talking.
- **Don't ask leading questions.** Good sentence starters include: 'Tell me ...', 'Explain ...', 'Describe ...'.
- **Let them know they've done the right thing.** Reassurance can make a big impact to someone who may have been keeping the abuse secret.
- **Tell them it's not their fault.** Abuse is never the victim's fault and they need to know this.
- **Say you will take them seriously.** People keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what you have been told could make the situation a lot worse.
- **Explain what you'll do next.** If age appropriate, explain that you'll need to report the abuse to someone who will be able to help and let them know you cannot keep this information a secret.
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the disclosure the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly. Take notes immediately (after the young person/child/vulnerable adult has left) to help you recall the key information.

For more information about how to react to a disclosure, visit the NSPCC - <https://www.nspcc.org.uk/what-you-can-do/report-abuse/what-to-do-child-speaks-out-about-abuse/>

Appendix 4 – Working Safely

4.1 Home visits

Children's and Youth workers/leaders may need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. Staff may also visit adults at home linked to various projects at Freedom Church ie CAP, dementia café. It may be useful for staff to use their business cards as formal identification.

Guidelines for visiting:

- Inform someone of the proposed visit.
- Never go into a child or vulnerable adult's home alone or if a parent/carer is absent.
- Keep a written record of the visit on a 'Record of Contact' form detailing the following: Purpose, time, who was present, what was discussed.
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.

4.2 Unexpected attendance at activities

Sometimes children will want to join in with church activities without the knowledge of their parents. Freedom Church recommends the following:

- Welcome the child/children and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware where they are, and what time they are expected home.
- Make contact with parent/carer to introduce yourself and the activity.
- Suggest the child seeks the parent/carer's permission to return the following week.
- Find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

4.3 Church-Based Young Persons Peer Group Activities

The Children's Act 2004 and the notes of guidance, makes it clear child protection applies to children and young people up to the age of 18. Young people can be victims of abuse. Sadly some are perpetrators. All youth activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures. Whilst there may be a valid argument for groups of age 16+ to be led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. The following points should also be taken into consideration:

- If there are children/young people under 16yrs at an activity, adults should be present or within earshot.
- No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children.
- Young people who assist with caring for other children/young people should be subjected to the same recruitment process as adults.

4.4 Praying / Talking and Listening to Children

Prior to praying, always make sure you have the child's permission, and always pray in an open area where other leaders and/or children are around. If there is a general invitation for people to come forward to pray, it would be wise to have children's workers available. Ask the child what they are requesting prayer for and remember to listen to their reply. If they do not have specific needs, just ask God to bless them. If a child becomes distressed while praying, stop, calm them and gently ask them what has caused the distress.

When praying with a child, be practical. Consider your body language, try to be level with them not towering over them. Use clear uncomplicated language, keep it short and simple.

If a child wants to talk:

- Suggest where you might meet
- Offer the child/young person privacy but remember their and your safety
- Remember not to promise confidentiality
- A child/young person may not be wanting to talk about abuse
- Be aware of how to respond if a child/young person does disclose abuse

4.5 Children with Additional Needs

Children and young people who have a disability may need extra help in such areas as communication and mobility or learning support. They may require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, have limited understanding and behave in a non-age appropriate way. It is therefore important to set appropriate boundaries that take their needs into account, but also protect workers from false accusations.

Freedom Church should:

- Ask the child, young person or carer attending an activity, how their needs might best be met.
- Ideally ensure that a worker of the same gender assists with toileting needs etc.
- Whatever the level of disability, children of a very young age may need nappies changing. Initially attempts should be made to contact the parent or carer to perform this task. If they are unavailable team members may perform this task. Ideally two team members should be present and the parent / carer informed that this task has been performed upon collection.

4.6 Working with Disruptive Children

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. Our recommendation is that parents are informed as soon as possible and asked to support their child, and the worker records what has happened as soon as possible. This paperwork should be given to the team leader or one of the safeguarding team for support.

If a child/young person is being disruptive:

- Ask them to stop.
- Speak to the child to establish the cause(s) of upset.
- Inform the child that they will be asked to leave if the behaviour continues.
- Warn the child that if they continue to be disruptive, this might result in longer term exclusion from the group.

4.7 Young helpers

Thirtyone:Eight suggests that the minimum age for a worker is 16 (the Children Act 2004 defines a child as someone under the age of 18). Whether the minimum age is 16 or 18, the process of appointment should be the same as any other worker.

Young people under 16 are frequently used as helpers. It is advisable that such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children. They should not be counted as a 'worker' when considering staff/child ratios. In these circumstances the full recruitment procedure need not be applied, though the church would be expected to acquire basic information about the individual and take up personal references. DBS checks would not normally be required, but can be applied for, if it is deemed appropriate.

4.8 Adult:Child Ratios

Below are suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These recommendations are based on guidance from the NSPCC.

- aged *under* 2: at least one member of staff for every 3 children.
- aged 2 to 3: at least one member of staff for every 4 children.

- aged 4 to 8: one staff member for every 6 children.
- aged 9 to 12: one staff member for every 8 children.
- aged 13 to 18: one staff member for every 10 children.

Following a risk assessment, this ratio would need to be increased for outdoor activities and more so if that activity is considered high risk or dangerous, or catering for children with disabilities/ special needs. We may also decide to lower these ratios in some situations, such as Youth Cafe due to the nature of the activity. Each of our activities involving children and young people are risk assessed and copies available.

4.9 Parents/Carers Staying with Children's Groups

As part of Freedom Church's activities, parents are regularly encouraged to be with their children for activities and there may also be occasions where parents ask if they can stay to watch the children's group's activity. Freedom Church does not want to operate in a way that seems guarded, but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake a DBS check as outlined in this policy.

Parents should be encouraged to engage with their own children, but not others, unless a clear agreement has been made between families.

4.10 Lone Working

There should be restricted opportunities for lone working as there is a team ethos in Freedom Church. However, when an adult is alone with a young person, perhaps the young person has asked to meet with them, sensible safeguards should be put in place e.g. speaking to them alone but in an open space where others can see you, meeting in a coffee shop, not closing the door to a room whilst making sure others are in the vicinity. These parameters will protect both worker and child alike.

4.11 Duty of Care, Position of Trust and Abuse of Trust

There is a duty on all those who work and serve within Freedom Church to provide a safe environment which promotes wellbeing. This means that all who work and serve within Freedom Church should treat those they are caring for with respect and dignity as well as demonstrate competence and integrity. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All adults working with children, young people and vulnerable adults, whether paid or as volunteers, are in a position of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers, whether paid or as volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be reported to one of the Safeguarding Leads.

Abuse of trust:

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in, or watch, sexual activity.

This may have implications for young adult youth leaders who may seek to form a relationship with a young person who is under the age of 18. If any worker or volunteer has any concerns about their own behaviour, or the behaviour of others in this area they must report their concerns to a member of the safeguarding team.

4.12 Vulnerable adults

Some of the adults supported by Freedom Church can be as vulnerable as the children and young people we support, including adults visiting the dementia café, CAP clients, adults with learning difficulties or mental health needs. It is paramount that the needs of any vulnerable adult are seen and understood and in order for us to engage in the right level of support. A Record of Contact log needs to be kept for any 1:1 meetings and support offered, including within the church building and home visits. Care should be taken to follow lone working guidance and all safeguarding concerns be reported.

4.13 Internet & Mobile Phone Communication Advise with young people

Youth workers need a balanced approach to using the internet when communicating with children & young people, together with a means of accountability.

Keep a log of when you have talked to a young person by via an app on the internet or by phone on Freedom Church's record of Contact.

- Freedom Church recommends that the cut off time for communicating with young people on the internet is 10pm
- Keep communication in the public domain. Group messages offer a way of keeping messages public.
- Snapchat is not recognised as an appropriate method of communication

As the use of mobile phones increases this area of advice will need to be constantly reviewed. Currently:

- It is advisable for leaders to text only those young helpers/ people who are of the same gender
- No leader should take individual pictures of young people via their phones
- If the 'tone' of texts becomes inappropriate advise a member of the safeguarding team.

Online working is best used in conjunction with face to face sessions. Online only support is permissible under certain extenuating circumstances. For example, government enforced lockdown due to global pandemic.

- All sessions to be conducted using Zoom / Teams. In the event of a young person/ young people not being able to access this service, other software may be used following adequate risk assessment and with permission from DSL/ASL.
- Sessions must be conducted in a professional manner where staff and volunteers maintain all professional boundaries as if working face to face with a young person.
- In group settings online, the comments tab to be monitored by a staff member or volunteer at all times. If inappropriate comments appear, the chat facility to be closed and the comments referred to person leading the session at the end to decide further actions.
- It is the staff/volunteer members duty of care to ensure the young people are ready for the session e.g. they need to be fully awake, dressed and in an environment conducive to the session.
- Where practicable, ensure your environment is quiet and distraction free. Special attention must be given to ensure confidentiality can be maintained. Headphones can be worn to limit the chance of confidential information being overheard.
- Young people may not wish to be "on camera" for the session. However, you must ensure every young person in the session can be identified. Send direct invites to email addresses or mobile phones, never post publicly or to a group. Encourage YP to turn on their camera briefly so you can verify it is them. If you are not certain of the identity of a member of the session you must either remove them from the session or end the session to ensure the confidentiality and safety of all participants.
- Notes must be recorded as normal for all one to one sessions on Record of Contact log.

4.14 Filming and taking photos

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used and what you will be using it for.
- If images are being taken at an event attended by large crowds, such as a community event, this is regarded as a public area and permission from a crowd is not necessary.

- If photographs or recordings of children's/ youth groups are made and individual children cannot be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details.
- When using photographs of children and young people, it is preferable to use group pictures.

4.15 Handling of Disclosure Information (relating to applications for paid/voluntary work)

Storage and access Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties. Within Freedom Church this is the trained DBS recruiters and members of the safeguarding team.

Handling In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with 31:8 (as umbrella body) and/or the Disclosure and Barring Service. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

4.16 Transporting Children or Young People

These guidelines should apply to all drivers involved in the transportation of children and young people, organised by or on behalf of Freedom Church. They do not apply to private arrangements for transportation made between parties with parental responsibility.

Advice on transporting children is as follows:

- Only those who have gone through Freedom Church recruitment procedures for workers or volunteers should transport children and young people.
- All drivers should have read Freedom Church safeguarding policy and agree to abide by it.
- Parental consent should be given and all journeys should be carried out with the knowledge of a line manager or team leader. This permission should be confirmed & saved in a written email or letter.
- Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If Freedom Church uses a mini-bus and the children/young people are asked to make a contribution towards the trip, there is a legal requirement to obtain a Section 9 permit from the Department of the Environment, Transport & the Regions. CCPAS recommends that when using minibuses for transporting children, seatbelts should be fitted for all passengers.
- The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence.

- The driver should hold a full driving licence, have insurance and the vehicle should be road worthy. The use of the appropriate car seats must be adhered to for younger children.
- Having checked drivers, (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child but is a useful guideline.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver further, the driver should arrange to meet the child at a suitable supported time.
- If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved, and not Freedom Church's.

Appendix 5 – Code of Conduct

Code of Conduct for Freedom Church and Freedom Cafe - Staff and Volunteers

Purpose

This code of behaviour is there to make sure everyone who takes part in Freedom Church or Freedom Cafe activities knows what is expected of them and feels safe, respected and valued. As an organisation it is our responsibility to make sure all our staff and volunteers have seen, understood and agreed to the following code of conduct, and that they understand the process of what will happen if there is deemed to be inappropriate behaviour.

- This code of conduct aims to outline the behaviour expected from all our workers at Freedom Church and Cafe, both staff and volunteers. This includes both behaviour inside and outside our organisation and behaviour that takes place online.
- The code of conduct aims to help protect vulnerable adults, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.
- This code of conduct aims to create an environment whereby staff, volunteers and participants can thrive; an environment of respect, care, responsibility and integrity across our organisation.

This document is to be read and used in conjunction with our Freedom Church and Cafe Safeguarding Policy and Procedures.

The role of workers (staff and volunteers)

When working with children and young people or vulnerable adults, you are acting in a position of trust for Freedom Church. You will be seen as a role model and must act appropriately.

Good practice for working with children, young people and vulnerable adults

Do treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.

Do work in a responsible, transparent and accountable way.

Do prepare to challenge unacceptable behaviour or to be challenged.

Do listen carefully to those you are supporting.

Do avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).

Do seek advice from someone with greater experience when necessary.

Do work in an open environment – avoid private or unobserved situations.

Do follow policies, procedures and guidelines and report all disclosures or concerns to the safeguarding co-ordinator.

Do explain to the individual what you intend to do and don't delay taking action.

Unacceptable behaviour

Don't withhold concerns or delay reporting concerns.

Don't take unnecessary risks.

Don't make inappropriate promises particularly in relation to confidentiality.

Don't behave in a disrespectful, intimidating or abusive manner.

Don't develop inappropriate relationships.

Don't show favouritism or exclusion – all people should be equally supported and encouraged.

Failure to comply

This code of behaviour is part of Freedom Church and Freedom Cafe's process for making sure everyone who takes part in our activities gets the support they need and that we protect the vulnerable adults, children and young people in our care. If you have behaved inappropriately the following procedure will apply, particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate.

Step 1 - If you behave in a way that doesn't follow our code of conduct, our staff or lead volunteers will have a conversation with you about your behaviour and work together with you to plan any changes that are needed. Step 2 - If the behaviour continues, or is deemed of a serious nature, you will be given a formal warning by the person leading the activity. They will make a record of what happened and inform the designated safeguarding lead. Depending on the incident we may also discuss with you further steps which need to be taken, such as restricting your from taking part in certain activities or a time-bound break from your role.

Step 3 - If the support we give isn't helping you to change your behaviour in your role, we may ask you to step down from your position. We will not make this decision lightly and this will always be done in conversation with yourself. If there is any concern that your behaviour may present harm to a vulnerable adult, child or young person Freedom Church and Freedom Cafe's Safeguarding Procedures will be followed. If this is required, we will talk this through with you unless it is deemed to put someone at further risk. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS.

If you become aware of a breach of this code, you should share your concerns with your line manager or the safeguarding coordinator.

This code of behaviour is not meant to be restrictive, instead give you the freedom and accountability needed to carry out your role to the best of your ability, whilst also protecting you and the vulnerable adults, children and young people that you work with. If you wish to discuss this document further before signing, please feel free to talk to our designated safeguarding lead or one of the leadership team.

Declaration

I agree to follow the expectations outlined in this Freedom Church and Freedom Cafe's Code of Conduct and I confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:



Appendix 6 - Freedom Family, Children and YP Registration Form

Please note that the information on this form is for the use of the Children and Young People's leaders at Freedom Church and is not available to any other individuals or groups. This means that we will not disclose your e-mail address, mobile number or any other details to another church, community group or individual without your permission.

Contact Information and Details of Child / Young Person -

Parent/Guardian Names _____

Address _____

_____ Post Code _____

Email Address _____ Telephone Number _____

Child's Name _____ Gender: _____ Child's

Date of Birth ____/____/_____

Emergency Contact Details :

In the event of an emergency relating to your son/daughter please provide information below which we can use to contact you.

Adult Emergency Contact Name _____

Emergency Contact Telephone Number _____

Medical Information / Additional Information -

Are there any medical conditions or additional needs (i.e. allergies, epilepsy, asthma, diabetes, autism, travel sickness etc.) which we should be aware of?

Please give any details of special dietary needs we should be aware of (e.g. food allergies)

Is your child on any medication? Yes No (please tick) If yes, please give details:

Is there anything else you would like us to know about your child or how we can best support them in our activities? Please use the space below:

—



Permissions:

Permission to receive emergency medical treatment:

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor, hospital or dental treatment including an anaesthetic.

Yes No (please tick)

Permission to View Films and DVDs:

I give permission for my child to view films or DVDs rated U / PG and I understand that all material will be previewed by a leader to check suitability.

Yes No (please tick)

Permission to be Photographed or Filmed:

I give my permission for my child to be photographed or filmed. I understand that the images may be displayed in church publications, around the church buildings or on our Freedom Church website. I understand that as a precaution my child’s name will not be published or linked with photographs and images will not be used on social media without seeking specific consent.

Yes No (please tick)

Permission to participate in Freedom Church Activities:

I agree to my child participating in Freedom Kids/Young People and the activities run by the team. I understand that every care will be taken to ensure the health, safety and welfare of my child. I realise and accept that in the event of my child’s behaviour adversely affecting the safety of the activity, the organisers reserve the right to ask parents/guardians to come collect their children from the group.

Yes No (please tick)

Name _____ Signature _____

Date ___/___/_____

Thank you for taking the time to fill in our Freedom registration form. Lizi Long, Senior Leader
On behalf of Freedom Church



Appendix 8 - Code of Conduct Signed Consent for Online Meetings

Since the start of COVID-19 we have seen an increase in the use of online sessions to conduct youth work, this is primarily done via Zoom, but does not exclude the use of other platforms. To safeguard young people and our leaders we expect all participants and their parents to read the following and agree to this standard in taking part in online sessions.

- Our preferred online platform for all sessions is Zoom. Zoom terms of use state that anyone under 16 should not have their own Zoom account, however they are ok to connect to a session via a provided link. Please ensure this is being adhered to.
- Young people are to be ready for the session e.g. they need to be fully awake, dressed in an appropriate manner (as if you were meeting in person and in public) and in an environment conducive to the session. Where possible ensure the area is distraction free. If in a bedroom, please keep the door open. Headphones can be used if that is helpful.
- Young people are responsible for their own behaviour. All young people and youth leaders will behave in a respectful, considerate and kind manner to one another and show respect for the opinions of others in a group setting.
- Disruptive or abusive behaviour towards anyone will not be tolerated at any level.
- Young people may not wish to be on camera” for the session. However, you must ensure that you can be identified and we know it’s you on there. ie. your Zoom name needs to be your actual name. If we can’t identify it’s you on the call, you may be removed from the call.
- It is at the leader’s discretion if the chat facility is active, any abuse of this function won’t be tolerated and you could be asked to leave the call. It is not permissible for anyone to take screen shots of the call.
- If a leader notices anything inappropriate during a video call, Freedom Church usual safeguarding procedures will be followed.
- There will be two leaders in a group session with young people at all times. All leaders will have done DBS checks and have had appropriate safeguarding training. Leaders will use the waiting room facility to ensure no young person is on a call alone.
- Primarily all zoom use will be for group calls.
- At times there may be a need to record the session, these will be kept securely for one month and then deleted. If this has to change for any reason, those on the call will be informed. Participants will be informed if the session is being recorded.

I have read and understood the code of conduct related to online sessions for my young person and discussed this with them.

Parent/Guardian signature

Young person signature

Date

Appendix 9

Freedom Church Safeguarding Team Terms of Reference (November 2022)

PURPOSE

The purpose of this group is to ensure that safeguarding is embedded in the organisation and to give strategic steer to all matters of safeguarding.

RESPONSIBILITIES

- Safeguarding is a collective responsibility across all of Freedom Church, and as a group we are to support one another so that it doesn't rely on any one individual.
- To ensure the implementation of the safeguarding policy and processes and review the policy annually.
- Ensure that safeguarding referrals and concerns are considered and addressed effectively and that the recording of these are sufficient.
- Identify any trends in safeguarding referrals and feed this back to relevant parties/organisations.
- To ensure that a training programme is in place and actioned for all staff and volunteers.
- To ensure that the organisation responds appropriately to changes in relevant legislation.

EVALUATION

- Spot checks to take place of safeguarding records by the Trustee responsible for safeguarding and the Designated Safeguarding lead before each Safeguarding Team Meeting, and a written record provided.
- Monitoring to confirm that the safeguarding protocols are being followed consistently.
- Effective relationships with other agencies, including Social Care Services, MASH, Suffolk Safeguarding Board, Police.
- Positive feedback from users of Freedom Church.

MEMBERSHIP

Trustee responsible for safeguarding – Chair (Trevor Harrington)

Designated Safeguard Lead (Aimee Van Holland)

Church Leader – Assistant Safeguarding Lead (Lizi Long)

Assistant Safeguarding Lead (Kirstie Land)

Others may be invited in on occasion.

FREQUENCY

The group will meet quarterly. Additional meetings may be called by the Chair if necessary.

ACCOUNTABILITY AND RECORDING

- The Safeguarding Team is accountable to the Board of Trustees.
- The chair of the Safeguarding Team is responsible for communication between the team and the Trustees.
- The Designated Safeguarding Lead will provide a quarterly written report for the Trustees.
- Minutes of each meeting will be taken by the chair, or someone nominated by the chair, and circulated to the group within a week of the meeting date.

REVIEW

The terms of reference of the Safeguarding Team will be reviewed annually as part of the policy review.