



Scripture Union

HASTINGS CHRISTIAN TRUST **AND PROCEDURES FOR** **SAFEGUARDING CHILDREN**

Hastings Christian Trust

Hastings Christian Trust Address: Elim Church Centre, Elphinstone Avenue, Hastings, TN34 2DJ

Revised and approved: 20th March 2018

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

Definitions

Adult at risk of harm	A person who is aged 18 or over and who has care and support needs as defined by the Care Act 2014
Child	Anyone under the age of 18
DBS	Disclosure and Barring Service (formerly CRB – Criminal Records Bureau)
DBS Processor	The Trustee authorised to process on-line applications.
Designated Safeguarding Lead	The appropriately trained person who is the designated lead for safeguarding on an Event
Event	Any event where <i>Hastings Christian Trust</i> takes responsibility for participants who are under the age of 18 years or is an adult at risk of harm.
First Aider	Person with current, appropriate qualification to administer first aid.
Junior Team	Those younger than 18 who may assist on an event but who will not have unsupervised responsibility for, or undertake regulated activity with, anyone under the age of 18 years.
Leaders	People who have been given overall responsibility for an event through an appointment procedure.
Participants	Those who attend an event.
Person Designated for Emergencies	The person on duty for emergency cover (including outside normal office hours), who will usually be one of the above or <i>the Chair of the Management Committee</i>
Person Responsible for Safeguarding Issues	The Trustees will designate and provide training for one of their members or a member of the Management Committee to have responsibility for overseeing all Safeguarding Issues and ensuring that this policy is adhered to.
Regulated Activity	As defined by the Protection of Freedoms act 2012, Regulated Activity involves a substantial degree of contact with children including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being (this applies to most people working with, or responsible for, children in a church situation including youth leader, pastor, minister, vicar).
Team	Leaders, team members and helpers.
Team members	Others over the age of 18 who are involved in the event.
Workers	Anyone engaged in <i>Hastings Christian Trust's</i> ministries, either as employees or volunteers.

A. Policy Statement for Safeguarding Children

Hastings Christian Trust is a movement made up of volunteers and paid staff. We believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do.

Therefore:

- We commit ourselves to the nurture, protection, and safekeeping of all, especially children, young people and adults at risk of harm. In doing so we will work, in partnership as appropriate, with parents, carers, statutory agencies and other organisations.
- It is the responsibility of each one of us to protect children, young people and vulnerable adults from physical, sexual and emotional abuse, and to report any abuse suspected or discovered.
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children, young people and vulnerable adults. We will provide appropriate supervision and recognise mutual accountability and commit to an annual review of our safeguarding policy, procedures and practices.

Hastings Christian Trust has adopted the above principles; all volunteers and staff are presented with a copy of the full Procedures for Safeguarding Children document and are expected to follow the procedures and guidelines as set out therein.

(This Policy Statement was Modified and Approved by the Trustees of Hastings Christian Trust)

B. Statutory Compliance for *Hastings Christian Trust*

The standards in this policy build on and incorporate legislation and government expectations for children and adults at risk of harm. This includes:

- HM Government 'Working Together to Safeguard Children (2015)' and new safeguarding duties under the Care Act 2014. The guidance is for statutory agencies and voluntary organisations alike and covers all the expectations of government in relation to safeguarding children in England.

1) Adopt a policy statement on safeguarding the welfare of children and adults at risk of harm.

The policy statement included in this document has been adopted following approval by the Trustees of *Hastings Christian Trust*. It is reviewed annually and is available on request for public scrutiny.

NOTE: In most instances *Hastings Christian Trust's* activities covered by this policy relate to work conducted with children and young people (under 18 years of age). In some instances this work may include young adults at risk of harm. Throughout this document, unless otherwise stated, all statements referring to children and those working with children are applied to young adults at risk of harm if such are participating in activities provided by *Hastings Christian Trust*.

2) Plan the work of the organisation so as to minimise situations where the abuse of children may occur.

We have established and will maintain and review clear procedures to fulfil this policy. They are set out in detail in this document and are under constant review, with any updates necessary given in writing at least annually.

3) Introduce a system whereby children may talk with an independent person.

Our procedures discourage the formation of exclusive relationships, and our activities are organised in such a way that children have access to a number of people.

Hastings Christian Trust could not, by definition, provide a person who was independent of the organisation. We publicise relevant contact numbers.

See Appendix B

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

4) Apply agreed procedures for protecting children to all paid staff and volunteers.

We have established minimum procedures and training for all workers and comprehensive procedures for workers in direct contact with children. All workers receive a copy of the policy statement.

Appendix C contains more informal advice on Good Practice

5) Give all staff and volunteers clear roles.

All paid staff have a written job description and all volunteers are given a clear written role profile.

6) Use supervision as a means of creating a safeguarding culture across the organisation.

All workers plan and review their work with the person to whom they are accountable.

7) Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.

We have comprehensive application and selection procedures for all workers.

8) Gain at least two references from people who have experience of the applicant's paid work or volunteering with children.

We require a reference from at least two people (church leaders or equivalent) for each applicant, seeking information which includes character and relationship assessment. We inform referees if work involves direct contact with children. Volunteers who work with children annually for short periods only are required to fill in a form each year and to name two referees on each occasion.

We appreciate that some of our volunteers are young adults wanting to begin work with children, and therefore it may not be possible to gain references which relate to relevant experience. However, young leaders may be able to get a good character reference from a teacher etc.

9) Explore all applicants' experience of working or contact with children in an interview before appointment.

All staff, and volunteers for leadership positions, are interviewed prior to appointment.

General team members on short-term placements are not normally interviewed but see (11) below.

10) Find out whether an applicant has any conviction for criminal offences against children.

All workers are required to sign a declaration disclosing criminal conviction or caution. Annual short-term volunteers with children are required to do so annually. This includes, subject to certain exceptions, disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Under DBS filtering rules there are some exceptions to this legislation and we will provide applicants with a copy of the filtering guide so that they can determine whether a conviction, caution, reprimand or warning should be discussed.

Applicants for roles involving regulated activity are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

11) Make paid and voluntary appointments conditional on the successful completion of a probationary period.

While the short-term nature of much of our volunteer work makes probationary periods inappropriate, we are aware that many volunteers will have limited experience. Appropriate support is provided for each circumstance. In practice, this may mean sharing of responsibility, rather than having unsupervised responsibility, for children.

Team leaders have the authority to ask team members to leave an event if it is in the best interest of the children.

We have a system of specific and general induction for staff, leading into a six-monthly interim work review, and an on-going review process. The on-going review process applies to all workers with children, young people and adults at risk of harm.

12) Issue guidelines on how to deal with a disclosure and/or suspicion of abuse.

Comprehensive guidelines are established and reviewed annually. They are held by the Person Responsible for Safeguarding Issues who is responsible for ensuring they are implemented and reviewed annually.

13) Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

We provide and give access to training for the safe care of children, including increasing understanding of the prevalence of abuse, along with the signs, symptoms and indicators of abuse.

C. Safer Recruitment

Note: Throughout this section Enhanced Disclosures are only undertaken in respect of the adults at risk of harm workforce, when it is known that individuals will be entering into Regulated Activity with such adults.

- All those who anticipate employment with *Hastings Christian Trust* as paid staff or volunteers and whose work is likely to involve regulated activity with children, young people under 18 years of age and vulnerable adults are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS)
- Potential Trustees of *Hastings Christian Trust* are required to apply for an Enhanced Disclosure before their appointment is confirmed. On appointment Trustees DBS checks will be carried out every three years thereafter.
- Some staff in key managerial positions (where there is a responsibility for the selection or supervision of those working with children, young people and vulnerable adults) are also required to apply for an Enhanced Disclosure.
- Those with criminal convictions, cautions, cases pending, reprimands or bindovers are not necessarily unable to take up positions with *Hastings Christian Trust*, which abides by its policy on 'Employing People with a Criminal Record'.
- *Hastings Christian Trust* has the benefit of using Scripture Union's contracted agreement with a Registered Body (currently Atlantic Data) for all its DBS checks.
- *Hastings Christian Trust* abides by the Code of Practice established by the DBS
- Trustees and members of the Management Committee are required to apply for an Enhanced Disclosure from the DBS on appointment and every three years thereafter.
- Verification of identity and countersigning of applications by prospective trustees is carried out by the DBS Processor.
- All staff are required to apply for Enhanced Disclosures on appointment and every three years thereafter.
- Job applicants are advised of the need for an Enhanced Disclosure before an application is submitted.
- *Hastings Christian Trust* must, every three years, sign a statement of intent to work according to Scripture Union's policies and procedures, including those concerning safe care of children and employing people with a criminal record.
- Hastings Christian Trust must ensure that it has appointed a Trustee or Member of the Management Committee as a Person with Responsibility for Safeguarding Issues who may also be the DBS Processor.

Volunteers

- All volunteers who are expected to undertake regulated activity with children are required to apply for an Enhanced Disclosure on appointment and every three years thereafter.

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

Update Service

- Those requiring Disclosures for work with *Hastings Christian Trust* are required to apply to the DBS via Scripture Union.
- Where an individual has registered a disclosure certificate with the DBS Update service, *Hastings Christian Trust* will accept registered disclosure certificates that comply with the following criteria:
 - The disclosure is for the 'Child Workforce' category and
 - It is an 'Enhanced Disclosure'.
- Where the online disclosure check contains information about cautions, convictions, reprimands or warnings or other relevant information the procedure below on handling disclosure information will be followed.

Handling Disclosure Information

- Disclosures must be seen by Specified Trustees, normally this will be the Chair and Vice-Chair of the Trustees and the Person Responsible for Safeguarding Issues.
- If the Disclosure is not clear, advice on how to proceed is sought by the Specified Trustees from Scripture Union Disclosure personnel.
- Information recorded on the Disclosure may be shared by Specified Trustees only with those directly involved in the particular employment decision.
- Information recorded on the Disclosure is only shared if it is likely to affect the employment decision, which is then made in accordance with *Hastings Christian Trust's* policy on Employing People with a Criminal Record.
- If additional information is received by letter from a police force, action follows the procedure outlined in the letter and is not shared with the applicant or anyone other than those making the employment decision, and only with those people if the police letter received does not forbid it.
- The Disclosure number and date is recorded in Scripture Union's DBS system.
- In extreme circumstances, when a disclosure check has not been successfully completed prior to the start of an event, and the individual is not registered with the update service, a risk assessment must be completed to determine what role, if any, that individual may take in the event. That risk assessment must be signed off by the Chair of Trustees on the advice of the Person Responsible for Safeguarding Issues.

Renewal of Disclosures

- Disclosures are normally renewed on a rolling three-year basis.
- For disclosures registered with the update service, these will be checked on a rolling 3-year basis.
- If in the intervening years online declarations completed by those working with children suggest changed circumstances, a new Enhanced Disclosure is requested.

D. Events Run By *Hastings Christian Trust*

1. Team Application Procedures

- *Hastings Christian Trust* will undergo careful recruitment and selection procedures as stated in this policy. Applicants are appointed (or excluded from service) at the discretion of the Person Responsible for Safeguarding Issues and, where appropriate, in communication with other members of the Trust.
- A new applicant is one who has not worked on an event before. Team members who have had a break in service of more than one year will be treated as new applicants unless the event leader has remained in sufficiently close contact to be assured that their personal circumstances remain unchanged. A break of two years would mean they would be treated as new applicants without exception.
- All new leaders and team members must complete an application form, which may include questions on the following:
 - Details of any criminal record
 - Mental and physical state of health of the applicant

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

- Details of driving offences, and
- Details of two referees.

The application form will also contain two statements:

- An explanation that applicants will be required to request an Enhanced Disclosure from the Disclosure and Barring Service
 - The fact that *Hastings Christian Trust* has a policy on Employing People with a Criminal Record and that the existence of a criminal conviction does not necessarily rule out acceptance of an applicant.
- Two references will be required for each new applicant. If there are concerns about either or both of the references, a third reference will also be taken up. Communication with referees will include a statement about the significance of the information being requested, the importance of the role of the team member and the paramount importance of the safety of children, young people and adults at risk of harm.
 - Once an application form has been received and the person deemed suitable for placing on a team, a Disclosure will be requested from the DBS. Once the Disclosure has been processed and deemed satisfactory, the applicant's place on a team is confirmed.
 - Individual cases will be considered on merit, but as general guidance convictions or cautions in the categories listed below exclude an applicant from appointment:
 - Any form of abuse involving children, young people and adults at risk of harm
 - Sexual offence involving children, young people and adults at risk of harm
 - Any types of serious violence, and
 - Recent offences involving misuse of substances such as drugs or alcohol.
 - Some forms of physical, emotional or mental illness may make an applicant unsuitable for service.
 - Applicants from overseas or those living in England and Wales for a short time may not be eligible for a Disclosure from the DBS. Every effort will be made to take whatever measures are available according to the comparative methods in their own country, but where there is any doubt as to the availability of a thorough check the application will be refused.
 - Returning members of short-term teams will confirm online whether or not their circumstances have changed since their original application. If changes have occurred, the application may be reconsidered.
 - It is acknowledged that some team members may have little or no experience of working with children, young people and adults at risk of harm, while others may have plenty. An agreed set of safety guidelines and expectations of team behaviour will be communicated by the leader prior to the event.
 - Each event will designate an individual, who is appropriately trained to be the safeguarding lead person for the event. *Hastings Christian Trust's* safeguarding policy will be outlined to all team members by the Designated Safeguarding Lead or the overall Team Leader.

Support team

- On some events, a few people provide key supporting roles such as catering for the team. If these people are participating in the event on a residential basis they are engaged in regulated activity and, as such, will require an Enhanced Disclosure for the Child Work force. If they are not participating in the event on a residential basis they will not require an Enhanced Disclosure check unless it is anticipated that to enable the smooth running of the event they will become engaged in regulated activity.

Junior team

- Young people, normally under the age of 18, who help on an event are sometimes referred to as 'junior team members.' If an event runs a junior team scheme, structured training should be given to this group. This scheme must be registered with Scripture Union's National Office.
- Junior team members should complete a junior team application form online which includes any health issues and parental consent.
- Those under 18 are not permitted to have unsupervised responsibility for the care of young people on an event.

Missions

- On a non-residential event, team members may require accommodation. If junior team members stay with someone who is not on the team, the host is not required to fill in any *Hastings Christian Trust* application forms, except the CRB Disclosure application.

Visitors

- At no time is an ad-hoc volunteer (e.g. Parent, visitor) to be given unsupervised responsibility for a group of young people. They are asked to sign a visitors' register.
- Any volunteers or visitors staying on site more than 24 hours or staying overnight would be expected to complete a support team form and complete a DBS check as per DBS regulations. Leaders are responsible for the safety and well-being of visitors.

E. Code of Conduct

- All those working with children and vulnerable adults on behalf of *Hastings Christian Trust* will treat them with respect and dignity, which should be reflected in attitude, behaviour and speech.
- *Hastings Christian Trust* accepts a duty of care for a child or adult at risk of harm booking onto a *Hastings Christian Trust* event.
- Teams on mixed events will include male and female members, and organisation of activities within the events will reflect this balance wherever possible.
- Teams will aim to work in groups and in public areas so that contact between participants and team is in sight of others.
- Teams will avoid forming exclusive relationships or those which could be seen as showing favouritism to individual participants.
- Wherever a team member finds themselves involved in a potentially lengthy counselling situation, they should seek to involve another member of the team at an early stage. Promises of confidentiality will be avoided and items shared with leaders or adults with relevant experience.
- It is normally inappropriate for adults to initiate physical contact with participants, and team members should be cautious of contact initiated by participants, except in exceptional circumstances such as the need for medical attention or to prevent harm.
- The use of any corporal punishment is strictly prohibited. I.e. Any form of physical discipline is not acceptable.
- Any physical contact with children, young people and adults at risk of harm in the area of discipline will be purely in terms of an intervention which prevents one exercising violent, or other inappropriate, behaviour and is prevented from hurting themselves or others. Minimal force will be used and be used for the minimum time necessary and witnessed by another team member.

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

- If it is necessary to send a child or vulnerable adult home from an event early, they will either be collected by a parent/guardian/carer or accompanied home so that the responsibility for their welfare is clearly transferred, unless other arrangements are agreed with the child's parents/carers ideally in writing or by email.
- On residential events, the Designated Safeguarding Lead is responsible for establishing the detailed protocol regarding any access required to children's sleeping accommodation by team members. They will take into consideration the commitment to the protection and general welfare of children, the specific features of the event's setting and the whole of this Code of Conduct.
- Team leaders and members are in a 'relationship of trust' with participants and will take care that an abuse of that trust does not occur. Any behaviour which might allow a sexual relationship to develop between a person in a position of trust and the individual(s) in their care must be avoided.
- This relationship of trust is also in place outside the actual event in any communication between team and participants, whether in person, by letter, email, telephone, text messaging or any other means. Any communication or direct contact with a young person will therefore be characterised by transparency and integrity and must operate within *Hastings Christian Trust's* policy on safeguarding children.
- Team members will not normally be expected to communicate outside of the event with participants other than those for whom they have been given particular responsibility.

F. Understanding Abuse and Neglect (Children)

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

1. What is abuse and neglect

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

Physical abuse

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

Emotional abuse

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

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily

involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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

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

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

2. Reporting suspicion of abuse

Whilst working on *Hastings Christian Trust* events, team members may be told about various personal situations which the participants they work with have experienced. In the majority of situations, being prepared to give the time to listen and care without being judgmental will be of great value and assistance. In some cases it may be possible and appropriate to offer advice and prayer.

However, workers and volunteers must understand the importance of safeguarding and understand that it is possible that the nature of our work may increase the likelihood of participants disclosing and issue which put them 'at risk' or suggest that they have been or are being abused. Such disclosures require more than a caring response and a sympathetic ear, and the following procedure must be followed by the team member:

- Give the person time to talk freely but without fear of being overheard. Treat them with respect and acceptance. Always accept what is being said at this stage. Do not ask questions other than to clarify what is being said. Never put words into the person's mouth and be careful with your tone of voice so as not to appear shocked or angry or to show disbelief.
- Do not promise to keep the disclosure 'secret'. Explain that you must share this information with the leader of the event who may in turn call upon other people who will be able to help.
- Stay with the person until you feel they have said all they want to say. Try to avoid leaving them in a distressed state.
- Inform the event's Designated Safeguarding Lead of the disclosure as soon as possible.
- Make a written report of what happened on the Safeguarding Concern Form as soon as possible (not in the participant's presence). Do not interpret, only record what was said as verbatim as possible.
- Designated Safeguarding Leads and overall event leaders will be aware that members of the team involved in handling these situations may also need appropriate help throughout the process and afterwards. Counselling support may be appropriate; the Scripture Union National Office should be contacted regarding this (Appendix B)

Once disclosure or allegation of abuse is made, *Hastings Christian Trust* is required to take action. The Designated Safeguarding Lead for each event is required to take action consistent with the appended process diagram (Appendix A). The advice of CCPAS is to be followed.

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

- If contact with the person making the disclosure continues during the event, try to ensure that this is as 'normal' as possible, and avoid drawing attention to the situation or repeatedly referring to it unless the person initiates further discussion.
- If an allegation is made against any member of the event team or its leader, the same process must be followed except that it must exclude the individual who is the subject of the allegation. The team member or leader will normally be asked to leave the event immediately until the investigation has been carried out. It cannot, though, be assumed that this is the course of action which it will be required to be followed in every circumstance.
- Any team member who is concerned about the way an allegation or disclosure has been handled will contact the Leadership Team member who is the operational lead for safeguarding
- At every stage, procedures will show respect for people and will involve careful consultation, not hasty reaction.

G. Responsibilities At Scripture Union's National Office

The Board of Trustees of Scripture Union is responsible for the approval of Scripture Unions' safeguarding policy.

A named trustee (currently Clive Beard) is the designated lead person for safeguarding. This trustee chairs a Safeguarding Advisory Group, the aim of which is to consider and support Scripture Union on all matters relating to safeguarding policy and practice.

A named member of the Leadership Team (currently Keren Mallinson) is the operational lead for safeguarding matters and for reporting, as necessary, individuals to the DBS. Day to day delegation of tasks may be delegated to the Head of Mission Event Operations (currently Jo Morley) who has responsibility for the running of the national office events helpline.

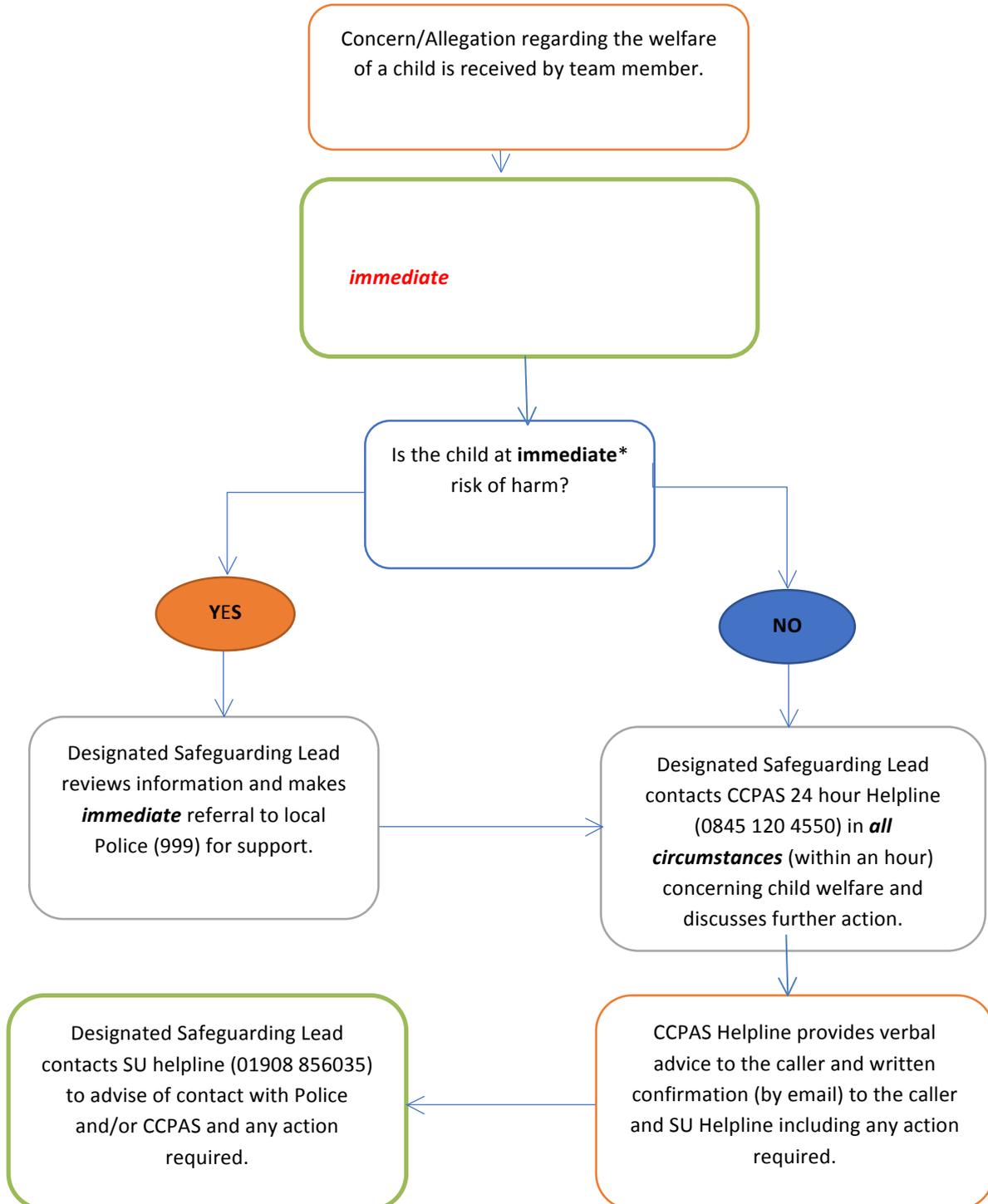
Each Scripture Union event will have a named and appropriately trained safeguarding lead.

The Scripture Union Company Secretary (currently Sue Winning) is responsible for reporting notifiable cases to the Charity Commission.

Appendix A.

FLOWCHART FOR REPORTING INFORMATION CONCERNING THE WELFARE AND PROTECTION OF A CHILD

Note: This may relate to a welfare concern occurring at an event, including the actions of children or adults or concerns regarding the welfare of a child outside of an event.



**Immediate* is used to describe any situation where if the child were to remain in their current environment there would be an ongoing risk of harm (i.e. posed by another person with whom they have contact). This also applies if a child were to leave or be taken from the environment by a person who may cause them harm.

APPENDIX B: USEFUL ADDRESSES AND NAMED INDIVIDUALS

SU National Office: Trinity House, Opal Court, Opal Drive, Milton Keynes MK15 0DF
Tel: 01908 85600
Fax: 01908 856111
Emergency Number: 0845 2733060 or 01908 856035
Leadership Team Safeguarding Lead: 01908 856029

CCPAS helpline: Tel: 0845 1204550 Option 2 or 01322 517817
Email: info@ccpaa.co.uk

Non-Emergency NHS: Tel: 111

East Sussex Social Services Duty and Assessment Team (Ocean House, St Leonards): Tel: 01424 724144

East Sussex Police Child Protection Team: Tel: 101 and ask for the Hastings Team

Person Responsible for Safeguarding Issues Chair of Management Committee

Designated Safeguarding Lead To be nominated for specific events

Person Designated for Emergencies To be nominated for specific events

DBS Processor Chair of Management Committee

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

APPENDIX C: Good Practice Procedures & Guidelines

Good Practice Guidelines

You should

- Treat all children, young people and vulnerable adults as individuals, with the respect and dignity that befits their age.
- Be thoughtful about your language and tone of voice.
- Be especially careful of all these when children are showering, toileting or changing.
- Learn to control and discipline children without using any physical means (other than – in extreme cases – restraint by holding to prevent injury).
- Try to find a place that is open and visible for any counselling situation where privacy and confidentiality are important.

You should not

- Ever engage in any of the following:
 - Invading the privacy of children or young people,
 - Rough, physical or sexually provocative games,
 - Inappropriate or intrusive touching of any form,
 - Any scapegoating, ridiculing or rejecting of a child.
- Allow youngsters to involve you in excessive attention-seeking behaviour, especially any that is overtly sexual or physical in nature.
- Allow yourself to be alone with a child where you cannot be seen by others.

On-going contact

- Remember that you are in a position of trust which continues outside the period of the event. Any communication or direct contact with a young person therefore needs to be characterised by transparency and integrity and must operate within *Hastings Christian Trust's* policy on safeguarding children.

Guidelines on using social networking sites

ADVANTAGES

- Free to use
- Easy Access
- Personable (to make your own profile very much about you and your lifestyle)
- Open (communication if kept on walls is very open to all, easy way to stay in touch openly)
- Fun
- Networking (great opportunities to share ideas & meet new people with same interests)

DISADVANTAGES

- Identity/Integrity (if you act in an irresponsible manner, this can affect people's opinions of your integrity and thus of your beliefs and of God.
- Pictures/Videos – these can be manipulated by people and if inappropriate pictures/videos are used it will question the value of your integrity.
- Young people are open to seeing your lives: some people are uncomfortable with young people being able to see every element of your lifestyle.
- Accountable: You are ultimately accountable for what is on your social networking pages and need to ensure it is regularly checked to ensure it is 'clean'.

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

Photos/Videos

Don't tag unless permission obtained from parents. Many young people especially teenagers can choose to tag themselves or may upload photos/videos themselves. You should not expose their identity if they have not consented to this.

Keep your FB profile 'clean'

Regularly check information on your profile, including what your friends have added/uploaded. Would you be happy for Jesus to be looking at your profile?

Communication (messages)

Should be open and not misleading; use unambiguous language, avoid using abbreviations where it could be misinterpreted for example 'lol' - could mean 'laugh out loud' but also 'lots of love'. Consider the age of the person you are communicating with and the appropriate boundaries you have set in your communication with them.

Branding

Remember the *Hastings Christian Trust's* good reputation, don't damage it. Especially when putting photos/videos onto *Hastings Christian Trust's* event groups where anyone can access them. Ultimately remember it is God's name who you need to honour.

Groups

Keep private/secret if these are for current leaders and the purpose is just to communicate with a select group or team. For other groups you need to determine the purpose and whether to make them private/open access. Young people tend to set up their own, so rather than taking control just monitor what happens in the group! Excellent way of promoting your event!

Act responsibly

- Educate young people/children on your events; inform them how to use the social networking sites safely and advise them not to make themselves vulnerable online. (A great resource is www.kidsmart.org.uk)
- It is a great way of staying in touch but are your reasons for staying in touch genuine and honourable? Are you being Christ-like?
- Remember you are in a position of trust which continues outside the period of the event. Any communication or direct contact with a young person therefore needs to be characterised by transparency and integrity and must operate within SU's policy on safeguarding children.

Discipline

A *Hastings Christian Trust* event is a temporary demonstration of a Christian community. Our responsibility is to show that it is possible to live together happily and healthily with mutual care and understanding for one another. The basis of the discipline that we instil is our common submission to the discipline of Christ; only as we are seen to be under authority ourselves shall we be in right authority over those in our charge.

This authority should not be authoritarian. Good relationships between adults and children, and the high staffing ratio, should ensure an effective framework without being restrictive. We should aim for a minimum of rules, each of which is self-evidently for the community's good (e.g. Respect for each other's personal property). Young people should know clearly what the rules are, and leaders should see that they are kept.

During the time of the event we have a duty of care towards all participants and therefore must exercise reasonable supervision in such matters as attendance at meals and general participation in the life of the community. This includes all aspects of the programme including the teaching sessions.

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

The use of corporal punishment is prohibited and any physical contact with children, young people and vulnerable adults in the area of discipline must be purely in terms of restraint so that the one exercising violent behaviour is prevented from hurting themselves or others. This restraint should use minimal force and be used for the minimum time necessary and should be witnessed by another team member in case of allegations being made against the team member exercising the restraint.

On occasions a child's behaviour may be so disruptive as to seriously impair the smooth running of the event either by seriously affecting the experience of others attending or by proving to be such a strain on the leader / team that their resources are over-stretched. In these instances, the leader should apply a virtual two-fold yellow and red card approach to sanctions. Firstly, warn the child (yellow card) that continued behaviour will result in you having to inform the parents and send them home. (You may wish the parents to speak directly with the child.) Secondly, if there is no change in behaviour, the child should be sent home (red card) and the National Office should be informed and relevant details passed on. Of course, as in football, it may be a cumulative number of minor offences that lead to a yellow card or one major incident leading directly to the red card.

In this situation, young people should either be collected by a parent/guardian or they should be accompanied home where the responsibility for the welfare of the young person is clearly transferred. Never send someone home unaccompanied. If applicable, expenses should be reclaimed from parents who should be advised of these costs beforehand. The *Hastings Christian Trust* person on emergency cover should be informed whenever a child is being sent home.

Leaders should never consider the sending home of a child to be a failure. Some children require more levels of supervision than we are able to provide and our duty of care to team members and others attending outweigh our concern for one difficult individual. For leaders on specific events where more significant behavioural issues can be anticipated, further guidance on handling such behaviour is available from the national office.

Counselling and contact with children / young people

We need to ensure that we are not only above suspicion but that we are seen to be above suspicion in all our dealings with children, young people and vulnerable adults. It is important that all team members have seen the 'Safeguarding Children' leaflet and that they adhere to its implementation (which they have agreed to on their application forms).

Team members need to be aware of the position of trust in which they find themselves and ensure that this is not abused. They should avoid any manipulation of participants, including any unhealthy intensity or emotionalism. Any behaviour which might give rise to the development of a sexual relationship between a team member and a young person is not permitted. Counselling should be mixed and take place in a public place / room with unrestricted access; it should not take place late at night. It is important to remember that team members are not trained counsellors and if a difficult issue arises, they should be encouraged to call upon more experienced team at the earliest opportunity. The leader should particularly help young members of the team to be aware of how any attention they give to teenagers may lead to misunderstanding.

Team members need to be educated about 'good contact.' This means that all contact should be appropriate to the age and gender of the young person and should not give rise to any hint of inappropriacy. No team members, leaders or young people should enter the sleeping accommodation of members of the opposite sex, except in emergencies or during organised group times. Team members do need to be sensitive to entering sleeping accommodation / changing rooms / showers where children / young people are changing but do need to supervise these times. Where showers are being used by team / young people it is wise to allocate time slots to each.

Under no circumstances should an exclusive relationship be allowed to develop between a team member and a young person. On older teen events where it may be possible that such a relationship exists before the event, the

***Hastings Christian Trust* Policy And Procedures For Safeguarding Children**

leader should talk through the implications of such with both parties and agree an acceptable code of behaviour for the duration of the event.