

Safeguarding Policy

Covering children and young people from birth until their 18th birthday and vulnerable adults



**King's Church Centre Norwich,
King's Centre Facilities Norwich**

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Section 1

Details of the place of worship / organisation

Name of Place of Worship / Organisation: King's Community Church Norwich

Address:

King's Community Church Norwich (City Centre)
The King's Centre
King Street
Norwich
NR1 1PH

Tel: 01603 765795

King's Community Church Norwich (Mile Cross)
King's Venue
The Norman Centre
Bignold Road
Norwich
NR3 2QZ

Tel: 01603 419767

King's Community Church Norwich (City West)
St Peter's Church
Park Lane
Norwich
NR2 3EQ

Tel: 01603 765795

Email address: hello@kings-norwich.com

Website: www.kingsnorwich.com

Membership of Denomination/Organisation: New Frontiers (Relational Mission)

Charity Number: 1083049 (KCCN)

Company Number: 3986517 (KCCN), 7307755 (KCCFN)

Regulators details (if any): None

Insurance Company: WRS Insurance Brokers Limited, Cadman House, Off Peartree Road, Stanway, Colchester, Essex, CO3 0NW. Tel: 01206 760780. Public Liability Insurance with Ansvar Insurance.

Introduction

The following is a brief description of our place of worship / organisation and the type of work/ activities we undertake with children and adults who have care and support needs:

King's is a church with community at the heart...King's Community Church. We have a passion to reach Norwich with the good news of Jesus and see this transform people's lives.

Our vision

'To build a church of 1000+ followers of Jesus who are serving the city through multiple ministries in multiple locations and resourcing the region through active involvement in apostolic mission.'

Our values

Gather – in friendship and community

Grow – in character and gifting

Go – in mission and service

At the moment King's Community Church meet in three locations; City Centre at the King's Centre, Mile Cross at the Norman Centre and City West at St Peters Church, Park Lane. Our vision is to meet in more locations throughout the City.

As part of our vision we have a growing work with children, young people and vulnerable adults; including Sunday morning children's work, outreach to families, holiday clubs, youth work, serving the city's homeless and disadvantaged people through a drop-in facility and money advice. In all this work we seek to honour God, serve those we are working with to the very best of our ability, enable our staff and volunteers to work safely and plan to continue to grow in these areas of ministry.

King's Community Church is led by a team of six elders (leaders). We also have a pastoral team, who help support our LIFE Group leaders, and help with pastoral support.

King's Community Church is a member of the Evangelical Alliance and partners with Relational Mission, which is part of Newfrontiers; a worldwide family of over 800 churches in over 60 nations. To find out more about the Evangelical Alliance visit www.eauk.org. To find out more about Relational Mission visit www.relationalmission.com.

Key Terms

Elders

The term 'elder' refers to a person appointed to lead King's Community Church.

King's Community Church is currently led by a team of six elders (leaders): Toby Skipper (leads the eldership team), Andy Hopley, Goff Hope, Marcus Tutt, Simon Oldfield and Stuart Jones.

Safeguarding Coordinator

Refers to a person appointed to be responsible for safeguarding in King's Community Church. The Overseeing Safeguarding Coordinator is Alison Venn & the Deputy Safeguarding Coordinators are Dave Howes, Tracy Scott and Jude Hatton, covering the 3 sites ([Appendix 1](#))

Department Leaders

Anyone responsible to oversee the leaders of a particular area of church life.

Team Leaders

Anyone leading a team within King's of staff and volunteers.

Session Leaders

Team leaders are not always present at week to week activities run for children, young people or vulnerable adults. Leading the team is delegated for these sessions to team members referred to in this policy as 'Session Leaders'. Session Leaders hold responsibility for running the session and following the guidance given to ensure the smooth running of the activities and the wellbeing of children, young people or vulnerable adults present.

Team Members

In this policy 'team members' refers to those over the age of 18 serving on teams working with children, young people or vulnerable adults.

Young Helpers

In this policy 'young helpers' refers to those under the age of 18 serving on teams working with children, young people or vulnerable adults. It is a requirement that these helpers are members of Radiate, the current name for the youth work at King's.

Pastoral Core Team

A team of elders and leaders who oversee the pastoral care of individuals and development of training of leaders within King's

Church Member

A person who has attended a Connect course and has committed to be part of the church family.

LIFE Group Leader

A LIFE Group Leader leads a small group of people within King's and holds some pastoral responsibility for the members of that group.

Church Database

The ChurchSuite is an online tool used by King's Community Church. It also holds records of all church members and attendees, if they have signed up to the system, including children and young people. Access to these records is restricted and those of children and young people under 13 can only be seen by those approved to work with them. Adults and young people over 13 set their own privacy settings.

Throughout this policy 'King's' is used to refer to King's Community Church Norwich (KCCN) and King's Church Centre Facilities Norwich (KCCFN).

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and 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 attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with them ([Appendix 2](#))

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 operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 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
- ensure ‘Safeguarding is a priority here’ posters are displayed clearly at our venues
- the Leadership agrees not to allow the document to be copied by other organisations.

The Leadership Safeguarding Statement ([Appendix 3](#)) is agreed and signed.

Section 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy:

- Definitions of abuse for children and vulnerable adults: [\(Appendices 4 & 5\) - In Focus: Statutory Definitions of abuse](#)
- Signs and symptoms of abuse: [\(Appendix 6 - In Focus: Signs of possible abuse\)](#)

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake in house safeguarding training, based on CCPAS guidelines on a regular basis.

The Leadership will also ensure that children and adults with care and support needs 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.

Responding to allegations of abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful Responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't say

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

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Alison Venn using a Response Sheet ([Appendix 7](#)) (hereafter the "Safeguarding Co-ordinator") tel no: 01603 340304, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator, or if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Dave Howes (hereafter the "Deputy") tel no: 07403 677454. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Adult and Children's Social Services (Norfolk County Council Multi-Agency Safeguarding Hub (MASH) office telephone number is 0344 800 8020.

The non-emergency Police Protection Team telephone number is 101.

Domestic abuse advice number - 0845 2412171 (Leeway)

The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern. For example:

- the Elders to log that a safeguarding concern is being dealt with,
- the insurance company to log that there is a possibility of a serious incident concerning safeguarding, or
- a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.

The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

The following sections are the detailed procedures for various groups.

1. Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

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

Allegations of sexual abuse

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

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

2. Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions

3. Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the

DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

4. Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 3

Prevention

Safer recruitment

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

- Those applying have completed an Application form (Appendix 8) and a Self Declaration form (Appendix 9)
- Safeguarding has been discussed at interview (responsibility of Team leader)
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Suitable training is provided for the successful applicant (provided in-house)
- The applicant is directed to either Church Data Base or is aware of where a copy of the organisation's safeguarding policy/guidelines is held at their relevant site and knows how to report concerns.
- Contract – for over 18s (Appendix 10), for under 18s use checklist and Young Person's Contract (Appendix 11)
- The applicant has completed an appraisal period (Appendix 12)

Management of Workers – Guidelines

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with Guidelines (Appendix 19) towards children, young people and adults with care and support needs.

See the Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust' (Appendix 13)

Section 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, 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 the place of worship / organisation.

King's Community Church is committed to supporting victims of abuse and encouraging them in their faith:

- Viewing them without prejudice
- Helping them come to terms with the past
- Helping them come into a right understanding of the love, grace and mercy of God and growing in Him.
- Helping them in their relationships with others

Support will be offered in the following ways;

- The first point of contact will always be the safeguarding co-ordinators who will deal with any unreported allegations.
- Safe guarding co-ordinators can then refer those affected onto the King's Community Church Pastoral Core Team for support. All referrals will be made through Dave Howes
- If allegations have already been reported then a referral can be made directly to Dave Howes.

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

King's Community Church has a welcoming, 'open-door' policy to the community. As such, it is possible that someone who has abused children and/or young people and/or known to be a risk to vulnerable adults will start to attend regularly and may even come into church membership. Whilst extending friendship to the individual and helping them in their Christian walk, the Safeguarding Coordinator and another delegated person, in their commitment to the protection of children, young people and vulnerable adults will;

- Undertake a frank discussion with the individual
- Maintain a regular dialogue with the individual
- Establish contact with the individual's probation officer and expect that they supervising officer will reciprocate on any issue relating to the safety of children and young people.
- Information is shared on a need to know basis with relevant individuals and always with the knowledge of the ex-offender.

- Whatever is decided, it is essential that key people (e.g. Co-ordinator, Deputy-Co-ordinator, Children's Workers, Youth Workers, any specific Team Leaders etc.) are told that the individual must not be allowed to have contact with children, young people or vulnerable adults.
- Under no circumstances should the individual be left alone with children and/or young people.
- An elder and another person (such as another elder, safeguarding co-ordinator or member of the Pastoral Core Team, but more than one person) must meet with the individual and establish boundaries of conduct that the individual will be expected to keep. These will be documented in the form of a written contract. The contract should involve the individual's family/ partner who will need to be informed (see Appendix 14)
- The Pastoral Core Team will provide pastoral care for the individual to help them integrate into the church family, by arranging regular meetings to discuss progress and challenges.
 - If the individual breaks the agreed contract, then the Elders or the delegated person will consider whether the individual should be 'barred' from attending. In circumstances where there are concerns and the individual leaves and goes elsewhere, the Elders should inform the relevant statutory agencies and other local churches/organisations as appropriate.

Section 5

Practice Guidelines

As an organisation / place of worship working with children, 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 or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

1. Children's Work (birth to the end of school year 6)

The following are practice guidelines for those working with children.

General

Children should be treated with respect. No child will be subject to any form of verbal, physical or sexual abuse. In addition, team members will positively encourage appropriate concern for others amongst the children and actively prohibit bullying behaviour.

Team members must not place themselves in situations where they are alone with a child out of sight of other people. If confidentiality or privacy are important, then the worker must ensure that other team members know and the conversation with the child should be undertaken in a place which, although private, is still visible to others.

Team members should be clear with children about confidentiality and never promise to keep anything a secret. If a child asks for a secret to be kept, team members should explain gently that they are always ready to listen to the child, but cannot promise to keep anything a secret. Team members should explain to the child that if they tell them something that is hurting or harming them or someone else, the team member will have to ask another adult for help.

In order to supervise activities with children safely it is necessary to have sufficient adult leaders and helpers. It is up to the team leader to set these ratios, depending on the situation and surroundings in which the activity is taking place. It is up to the whole team to ensure that these ratios are met, by making sure that they are present when required to be.

Minimum ratios are as follows;

- at least two team members must be present at each activity, then;
- For children under two years –1 leader for every 3 children
- For children aged two years –1 leader for every 4 children
- For children aged three to eight years –1 leader for every 8 children
- For children over eight –1 leader for every 10 children

We seek for all team members to know what to do in an emergency situation, e.g. in the event of fire, if a child is hurt or injured or if there is an allegation of abuse.

Photography/Video

All team members should remember that permission must be obtained from parents or carers before a photograph or film footage of a child is taken. It should be clear what the photograph or film will be used for and where it will be shown (**Appendix 15**). Under no circumstances should a team member take a photograph of a child on their own camera or mobile phone and keep the pictures. All pictures or film footage of children should be saved on an appropriate drive with restricted access on the King's computer system (not the 'general' drive, desktop, or personal computers)

Health and Safety

Team leaders are responsible for making sure that a documented risk assessment has been done for any activities they undertake, as well as asking session leaders to do a check of the room before the start of any activity. Buildings used for groups and activities should be properly maintained and electrical equipment should have undergone PAT tests.

Where you are serving food and drink please ensure that team members follow good personal hygiene, all food and drink is stored appropriately, children are properly supervised and you are aware of any allergies.

A properly stocked First Aid box will always be available at all children's venues. All team members will know where to find it, be familiar with its contents and with basic advice about administering first aid to children.

In the event of an accident or injury, the incident will be recorded (no matter how small) and the parent/carer informed.

Registration and Records

When a child first starts attending an activity run by King's a parent/carer must complete a Registration Form (**Appendix 15**) and return it having given contact details, medical and other details. This form should be renewed annually.

If a child arrives at an activity without their parent or carer it is important to welcome them, but to gain consent from their parent or carer for them to attend.

Each activity must have a sign in/sign out system or similar. A register of the names and numbers of children and workers present at each activity should be kept and this information recorded and kept in a safe place.

Registration information about children may be kept electronically on a secure drive on the King's computer system (such as the children's drive).

Registration information about the children of church members is stored on ChurchSuite. This is the King's online community. Children's records on this system are restricted and can only be viewed by authorised people or by the child's own parents.

Working with parents and carers

There may be occasions where parents ask if they can stay and watch a children's group activity. Parents can be permitted to stay and take part at the discretion of the team leader or session leader. There are a number of activities undertaken at King's where parents may stay with their children and are encouraged to be part of what is going on.

It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to stay, consideration could be given to them becoming a team member and so follow the same recruitment procedure.

Be aware of special cases such as children with special needs who may need their parent/carer to stay with them for an extended period. Such cases should be considered on an individual basis.

When a parent/carer makes a complaint or a suggestion about any activity it should be taken seriously. It is a good idea to refer them to the team leader first who should endeavour to solve the matter. If either the team leader or parent feels that the matter is still not resolved they should speak to the department leader or overseeing elder.

Rules, Warnings and Rewards

The boundaries or rules, and the consequences for breaking them should be made clear to the children in the group.

Rules should be followed consistently and it should be noted when a child has received a warning or had trouble with the rules in the session.

If there are concerns about a child's behaviour the issue should be raised with a parent/carer.

If someone is being disruptive ask them to stop, try to establish the cause, inform them of the consequences if their behaviour continues.

If need be remove the child from the area and ask their parents/carers to collect them. Only use physical restraint if necessary to protect the child from harm or from harming themselves or others. Preferably any physical restraint should be carried out in the presence of another worker or responsible adult.

Giving of gifts and rewards may be part of an agreed policy for supporting positive behaviour and recognising achievement. Gifts should be given openly and not based on favouritism, with the methods and criteria for selection always transparent and subject to scrutiny.

Illegal and Harmful Substances and Practices

There is a no-smoking policy at all indoor King's activities and a no-alcohol policy at all activities run specifically for children. If workers find children in possession of tobacco products or alcohol they cannot confiscate it, but they can ask the child to leave the activity and inform parents/carers.

It may be necessary to inform parents/carers about concerns that a child has been drinking, particularly if there is concern over immediate harm to the child or others. This decision should be made in consultation with the session leader and the child should be informed that this is going to happen in order to keep them safe.

It is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. King's have a zero tolerance policy on all illegal substances and will work with the local police to deal with such situations as they arise.

If a child is found using or possessing illegal substances at an activity they will be asked to stop and warned of the consequences, parents/carers will be informed, a course of action discussed and the incident recorded.

If you are concerned about any of these issues or concerned that a child may be becoming involved in illegal practices, including those such as gang activity which are often linked to illegal practise please contact a safeguarding co-ordinator for advice.

Special Needs and Disabilities

Team members should be aware that any child attending an activity who has a special need or disability may need extra help in areas such as communication and mobility, and may behave in a non-age appropriate way.

Parents/carers need to be asked how the child's needs can best be met and all workers involved need to be aware of these expectations of care.

Make buildings and activities accessible where possible and encourage integration within the group.

Touch

Touch should be related to the child's needs (not the team member's), should be age-appropriate and generally initiated by the child not the team member.

Avoid any physical activity that is or may be construed as being sexually stimulating to the adult or child.

Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misconstrued. Concerns about abuse should always be reported.

If a child (in this case probably 6 years old or younger) wants a cuddle because they are upset and need to be comforted, then this should be welcomed by both male and female workers as normal and healthy. With older children, try and encourage the child to give you a 'sideways' or 'open' hug, rather than wrapping their arms around you! All cuddling should be in full view of the rest of the group. If a child is upset or wants to share something embarrassing, it may be necessary to draw to one side, but stay in the room.

In all cases, team members must ensure that the child is treated with dignity and respect in terms of ensuring, for example, that the child's clothing is arranged so as not to reveal their underclothes, that the worker's hands are placed on appropriate parts of the child's body.

Toilets

Young children may require help with personal care (e.g. toilets). If this is the case, team leaders must make team members aware of this and make sure they follow the guidelines below.

The toilet door should be left ajar so that the child feels that their privacy and dignity has been maintained, but the child is protected from possible danger and both the child and worker are protected from suspicion and allegation.

Team members should inform those they are serving with what they are doing before they take a child into the toilet.

If in a situation where the toilets are out of sight of the room the activity is taking place in and are likely to be in use by adults outside of the team or members of the public, if a child is not confident they can be accompanied by a team member who will stand outside of the toilets. Again the team member should inform others they are serving with where they are going.

Only those who have been DBS checked through King's Community Church may accompany children to the toilets.

Prayer Ministry

Team members must ensure that, in their enthusiasm they do not coerce a child into receiving prayer ministry –the child’s wishes and dignity must be respected at all times.

If praying with one child or a small number of children male team members should pray with boys and female with girls (or, if praying in pairs, there should be at least one person there of the same sex as the recipient).

Team members should ensure that, if they lay hands on the child, they should first ask the child, that their touch is light, gentle and non-threatening and on appropriate parts of the child’s body (back, shoulders, arms). Remember, you don’t have to lay hands on for prayer to be effective.

Trips, Sleepovers and Residential Holidays

If a day trip, visit or activity not taking place inside the normal times and locations of the group are taking place, parents and carers must complete and sign a Consent Form ([Appendix 16](#)) A risk assessment should be carried out and all team members should know what to do in event of an emergency. During the outing or trip it is essential that the team leader for the session has a fully charged mobile phone, all the records and equipment needed (e.g. emergency contact details for parents/carers, first aid kit) and that, if appropriate, children are assigned to group leaders for the duration of the activity.

On an outing a DBS checked team member must always accompany a child (male leaders accompanying boys and female leaders accompanying girls) who needs to use a public toilet to ensure the safety of the child (but again be mindful of the need to protect both the child’s dignity and themselves from allegation and suspicion)

If children are being transported via transportation organised by King’s the driver must have followed the same recruitment process as other team members and hold a full driving license. The vehicle must be adequately insured and road worthy. The route should be carefully planned and parents/carers clearly informed about times and locations for picking up and dropping off, with workers aware of procedures should a parent/carer not be present at the designated time and place. Drivers should not spend unnecessary time alone in the vehicle with any child.

Sleepovers should be discussed and arranged in advance by the workers so that arrangements can be made on the best way of caring for the children given the venue, number of children, age and gender mix, etc ([Appendix 17, concerning positions of trust](#))

Sleeping arrangements on residential holidays must be carefully considered. Boy’s and girls’ sleeping quarters must be separate with only male team members having access to boy’s quarters and only female team members access to girl’s. Team members should sleep wherever possible in separate quarters to children. If this is not possible then two team members of the same gender should be in quarters with a group of children of that gender, never a team member with one child on their own.

Questions about any of these issues should be directed to a safeguarding co-ordinator in advance of the event.

Home Visits

Team members conducting home visits should always do this with another team member, or if this is not possible, with another responsible adult.

Home visits should be agreed with the Team Leader and feedback given.

No team member should enter a home where a child has been left alone, unless the child would be at risk of significant harm if they did not do so. If a team member is concerned about the child’s safety and well-being, they should contact a safeguarding co-ordinator.

If the parent/carer is absent when team members visit, some means of identification and explanation of the visit should be left so that it can be given to them.

Internet Safety

Information Communication Technology (ICT –including use of the internet, mobile phones, games consoles, use of emails, social networking and other communications technologies) offer excellent resources and effective communication tools but team members should be aware of the risks it carries and have an understanding of e-safety (electronic safety).

When the subject comes up, team members should use the opportunity to give children guidelines about e-safety including never disclosing personal information such as their full name, age, address or school to anyone else online and never meeting up with someone who has contacted them online. Offer parents guidance on this too.

Social networking sites such as Facebook often have an age limit for users or members. Do not accept a contact or friend request with a child or young person who is too young to use the site. If concerned contact a safeguarding co-ordinator for advice.

Team members can send emails to children, but should make the child's parents aware that they will be doing so and be clear about the purpose of the email. Emails should be sent to pass on information about activities taking place in the program rather than on any pastoral subject. If possible, they should copy the parent of the child in on the email so that they can see what was said.

Photographs of activities involving children, which are posted on a website should be of groups rather than individuals and must never include any means of identifying the child such as a name tag or school jumper. Remember that a parent/carer's permission must be gained before taking a photo of a child.

If web access is provided for children filtering software should be used to prevent access to inappropriate sites and parent/carer's permission should be gained for the child to use the service.

If you have a concern about the use of technology in regards to working with children, please speak to a safeguarding co-ordinator as soon as possible.

2. Youth work (school year 7 – aged 18)

The following are practise guidelines for those working with young people.

General

Young people should be treated with respect. No young person will be subject to any form of verbal, physical or sexual abuse. In addition, team members will positively encourage appropriate concern for others amongst the children and actively prohibit bullying behaviour.

Team members must not place themselves in situations where they are alone with a young person out of sight of other people. If confidentiality or privacy are important, then the team member must ensure that other team members know and the conversation with the young person should be undertaken in a place which, although private, is still visible to others.

Team members should be clear with young people about confidentiality and never promise to keep anything a secret. If a young person asks for a secret to be kept, team members should explain gently that they are always ready to listen to the child, but cannot promise to keep anything a secret. Team members should explain to the young person that if they tell them something that is hurting or harming them or someone else, the team member will have to ask another adult for help.

In order to supervise activities with young people safely it is necessary to have sufficient adult leaders and helpers. It is up to the team leader to set these ratios, depending on the situation and surroundings in which the activity is taking place. It is up to the whole team to ensure that these ratios are met, by making sure that they are present when required to be.

Minimum ratios are as follows; at least 2 team members must be present at each activity, then 1 team member for every 15 young people. (If young people are engaged in an activity classed as 'high risk' by Norfolk County Council this ratio changes to 1 appropriately trained leader for every 10 young people).

All team members should know what to do in an emergency situation, e.g. in the event of fire, if a child is hurt or injured or if there is an allegation of abuse.

Photography/Video

All team members should remember that permission must be obtained from parents or carers before a photograph or film footage of a young person is taken. It should be clear what the photograph or film will be used for and where it will be shown. Under no circumstances should a team member take a photograph of a young person on their own camera or mobile phone and keep the pictures. All pictures or film footage of young should be saved an appropriate drive with restricted access on the King's computer system (not the 'general' drive, desktop or personal computer).

Health and Safety

Team leaders are responsible for making sure that a risk assessment has been done for any activities they undertake, as well as asking session leaders to do a check of the room before the start of any activity. Buildings used for groups and activities should be properly maintained and electrical equipment should have undergone PAT tests.

Where you are serving food and drink please ensure that team members follow good personal hygiene, all food and drink is stored appropriately and you are aware of any allergies.

A properly stocked First Aid box will always be available at all young people's venues. All team members will know where to find it, be familiar with its contents and with basic advice about administering first aid.

In the event of an accident or injury, the incident will be recorded (no matter how small) and the parent/carer informed if the young person is under 16 or it is deemed necessary by the session leader.

Registration and Records

When a young person first starts attending an activity run by King's a parent/carer must complete a Membership Form and return it having given contact details, medical and other details. This form should be renewed annually (Appendix 18)

As is likely, if a young person arrives at an activity without their parent or carer it is important to welcome them, but either send them away with a registration form to be signed (follow this up with a phone call or home visit) or get the telephone number for a parent or carer and gain permission, checking with the parent whether the young person has any allergies or anything else you should be aware of.

Each activity must have a sign in/sign out system or similar. A register of the names and numbers of young people and team members present at each activity should be kept and this information recorded and kept in a safe place.

Registration information about young people may be kept electronically on a secure drive on the King's computer system (such as the children's drive).

Registration information about the children of church members is stored on ChurchSuite. This is the King's online community. Records of young people under the age of 13 on this system can only be viewed by authorised people or by the child's own parents

Working with parents and carers

There may be occasions where parents ask if they can stay and watch a young person's group activity. Parents can be permitted to stay, at the discretion of the team leader.

Be aware of special cases such as young people with special needs who may need their parent/carer to stay with them for an extended period. Such cases should be considered on an individual basis.

When a parent/carer makes a complaint or a suggestion about any activity it should be taken seriously. It is a good idea to refer them to the team leader first who should endeavour to solve the matter. If either team leader or parent feels that the matter is still not resolved they should speak to department leader or overseeing elder.

Rules, Warnings and Rewards

The boundaries or rules, and the consequences for breaking them should be made clear to the young people in the group.

Rules should be followed consistently.

If there are concerns about a young person's behaviour the issue should be raised with the young person and if necessary with a parent/carer.

If someone is being disruptive ask them to stop, try to establish the cause, inform them of the consequences if their behaviour continues.

If need be ask the young person to leave.

Giving of gifts and rewards may be part of an agreed policy for supporting positive behaviour and recognising achievement. Gifts should be given openly and not based on favouritism, with the methods and criteria for selection always transparent and subject to scrutiny.

Illegal and Harmful Substances and Practices

There is a no-smoking policy at all indoor King's activities and a no-alcohol policy at all activities run specifically for young people. If workers find young people in possession of tobacco products or alcohol they cannot confiscate it, but they can ask the young person to leave the activity and inform parents/carers.

It may be necessary to inform parents/carers about concerns that a young person has been drinking, particularly if there is concern over immediate harm to the young person or others. This decision should be made in consultation with the session leader and the young person should be informed that this is going to happen in order to keep them safe. In these circumstances it may be best to encourage the young person to talk to their parents themselves with a team member's support.

It is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. King's have a zero tolerance policy on all illegal substances and will work with the local police to deal with such situations as they arise.

If a young person is found using or possessing illegal substances at an activity they will be asked to stop and warned of the consequences, parents/carers will be informed, a course of action discussed and the incident recorded.

If you are concerned about any of these issues or concerned that a young person may be becoming involved in illegal practices, including those such as gang activity which are often linked to illegal practise please contact a safe-guarding co-ordinator for advice.

Special Needs and Disabilities

Team members should be aware that any young person attending an activity who has a special need or disability may need extra help in areas such as communication and mobility, and may behave in a non-age appropriate way.

The young person and if necessary their parents/carers need to be asked how the young person's needs can best be met and all team members involved need to be aware of these expectations of care

Make buildings and activities accessible where possible and encourage integration within the group.

Touch

Touch should be related to the young person's needs (not the team member's), should be age-appropriate and generally initiated by the young person not the team member

Avoid any physical activity that is or may be construed as being sexually stimulating to the adult or young person.

Young people have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misconstrued. Concerns about abuse should always be reported.

Where a hug is required for consolation etc, it should always be done in full view of the rest of the group, although it may be necessary, if the person is upset and wants to share something embarrassing to withdraw to one side (but still in view).

In all cases, the team member must ensure that the person is treated with dignity and respect in terms of ensuring, for example, that their hands are placed on appropriate parts of the body, etc.

In general our advice would be for leaders to avoid physically rough play or activities that could possibly be construed as sexually provocative.

Prayer Ministry

Team members must ensure that, in their enthusiasm they do not coerce a young person into receiving prayer ministry – the young person’s wishes and dignity must be respected at all times.

If praying with one young person, or a small number of young people, male team members should pray with boys and female with girls (or, if praying in pairs, there should be at least one person there of the same sex as the recipient).

Team members should ensure that, if they lay hands on the child, they should first ask the child, that their touch is light, gentle and non-threatening and on appropriate parts of the child’s body (back, shoulders, arms). Remember, you don’t have to lay hands on for prayer to be effective.

Trips, Sleepovers and Residential Holidays

If a day trip, visit or activity not taking place inside the normal times and locations of the group are taking place, parents and carers must complete and sign a Consent Form (Appendix 16) A risk assessment should be carried out and all team members should know what to do in event of an emergency. During the outing or trip it is essential that the team leader for the session has a fully charged mobile phone, all the records and equipment needed (e.g. emergency contact details for parents/carers, first aid kit) and that, if appropriate, young people are assigned to group leaders for the duration of the activity.

If young people are being transported via transportation organised by King’s, the driver must have followed the same recruitment process as other team members and hold a full driving license. The vehicle must be adequately insured and road worthy. The route should be carefully planned and parents/carers clearly informed about times and locations for picking up and dropping off, with team members aware of procedures should a parent/carer not be present at the designated time and place. Drivers should not spend unnecessary time alone in the vehicle with any young person

Sleepovers should be discussed and arranged in advance by the team members so that arrangements can be made on the best way of caring for the young people given the venue, number of young people, age and gender mix, etc. (Appendix 17 regarding positions of trust)

Sleeping arrangements on residential holidays must be carefully considered. Boy’s and girls’ sleeping quarters must be separate with only male team members having access to boy’s quarters and only female team members access to girl’s. Team members should sleep in separate quarters to young people.

Questions about any of these issues should be directed to a safeguarding co-ordinator in advance of the event.

One-to-ones and Mentoring

Any one-to-one work should be done with the express permission of the young person’s parent or carer (written or verbal), with indication given about what the meeting will involve.

The meeting should take place in a designated public place and at a time which the parent is aware of and the team member has informed their team leader or department leader about.

If a more long-term mentoring relationship is taking place, this must be arranged in conjunction with the team leader and permission must be granted by the parent/carer. The parent/carer should be informed about the dates, time and locations of all meetings which will take place.

The team member should ensure that they and the parent/carer have made arrangements for the young person to be safely transported to and from the place of meeting.

A record should be kept by the team member of the meeting time and date

Home Visits

Team members conducting home visits should always do this with another team member, or if this is not possible, with another responsible adult. Formal identification should be worn.

Home visits should be agreed with Team Leader and feedback given.

No team member should enter a home where a young person has been left alone, unless the young person would be at risk of significant harm if they did not do so. If a team member is concerned about the young person's safety and well-being, they should contact a safeguarding co-ordinator.

If the parent/carer or young person is absent when team members visit, some means of identification and explanation of the visit should be left so that it can be given to them.

Internet Safety

Information Communication Technology (ICT –including use of the internet, mobile phones, games consoles, use of emails, social networking and other communications technologies) offer excellent resources and effective communication tools but team members should be aware of the risks it carries and have an understanding of e-safety (electronic safety).

When the subject comes up, team members should use the opportunity to give young people guidelines about e-safety including never disclosing personal information such as their full name, age, address or school to anyone else online and never meeting up with someone who has contacted them online. Offer parents guidance on this too.

Social networking sites such as Facebook often have an age limit for users or members. Do not accept a contact or friend request with a young person who is too young to use the site. Friend requests or similar on these sites should only be accepted where the team member has met the young person in 'real-life' first.

Team members can send emails to young people, but should be clear about the purpose of the email and carefully consider the content. If you are unsure discuss this with your team leader or a safeguarding co-ordinator.

All communication via social media, mobile phone and email should be made responsibly focussing on exchanging information or arranging meetings, but not to discuss in-depth pastoral matters. If you are unsure about any of these issues please contact the overseeing safeguarding co-ordinator to discuss.

Photographs of activities involving young people that are posted on a website should be of groups rather than individuals and must never include any means of identifying the young person such as a name tag or school jumper. Remember that a parent/carer's permission must be gained before taking a photo of a young person.

If web access is provided for young people filtering software should be used to prevent access to inappropriate sites and parent/carer's permission should be gained for the young person to use the service.

If you have a concern about the use of technology in regards to working with young person, please speak to a safeguarding co-ordinator as soon as possible

3. Working with Adults with additional care and support needs (vulnerable adults)

The following are practise guidelines for those working with vulnerable adults. (For the purposes of this section vulnerable adults are referred to as guests).

General

Everyone will be treated with respect. No one will be subject to any form of verbal, physical or sexual abuse.

Team members, if possible, should not place themselves in situations where they are alone with a vulnerable adult out of sight of other people. If confidentiality or privacy are important, then the team member must ensure that other team members know they are meeting them privately.

Team members should be clear about confidentiality and never promise to keep anything a secret. If someone asks for a secret to be kept, team members should explain gently that they are always ready to listen, but cannot promise to keep anything a secret. Team members should explain that if the person tells them something that is hurting or harming them or someone else, the team member will have to get a named safeguarding co-ordinator involved.

All team members know what to do in an emergency situation, e.g. in the event of fire, if someone is hurt or injured or if there is an allegation of abuse.

All team members should remember that permission must be obtained from the person before a photograph or film footage is taken of them. It should be clear what the photograph or film will be used for and where it will be shown.

Befriending

Befriending vulnerable adults is one of the main purposes of the activities we run for them. We encourage all appropriately vetted team members to build friendships with our guests. However, we ask the team members to follow these guidelines;

Team members seek to befriend members of the same gender only, especially when going beyond face-to-face contact in a group setting at one of our activities.

Team members should keep their team leaders informed of the contact they are having with guests outside sessions.

Team members should not attempt to meet the needs of vulnerable adults by themselves, as doing so would create dependency and would be unsustainable. Instead signpost people to the relevant services.

The friendships should be established gradually, building mutual trust.

Team leaders should keep the safeguarding co-ordinators aware of the guests being befriended, in case there are any safeguarding issues with particular guests.

Health and Safety

Team leaders are responsible for making sure that a risk assessment has been done for any activities they undertake, as well as asking session leaders to do a check of the room before the start of any activity. Buildings used for groups and activities should be properly maintained and electrical equipment should have undergone PAT tests.

Where you are serving food and drink please ensure that team members follow good personal hygiene and all food and drink is stored appropriately.

A properly stocked First Aid box will always be available at all venues. We will endeavour to have a qualified first aider on hand. For those activities taking place at the King's Centre during office hours this will be a member of the King's staff team. Otherwise Team Leaders will call for emergency assistance as needed.

In the event of an accident or injury, the incident will be recorded (no matter how small).

Registration and Records

Each activity must have a record of attendees. A register of the names and numbers of guests and team members present at each activity should be kept and this information recorded and kept in a safe place.

Rules and Bans

The boundaries or rules, if in existence and the consequences for breaking them, should be made clear via Team Leaders or Team Manuals.

Rules should be followed consistently, unless a session leader or the team leader deems it appropriate to make an exception.

Listen to people's concerns or difficulties and do not talk down to them, but explain why a rule is there and ask them politely to keep it in order to help everyone.

If someone needs to be banned from an activity the session leader or team leader must be the one to decide this. They must then inform the guest of the ban, clearly stating the length and reason for the ban. This must all be recorded in the logbook or feedback form system.

Illegal and Harmful Substances and Practises

There is a no smoking or vaping policy at all indoor King's activities. If team members find someone smoking, or vaping they can ask the guest to leave the activity.

There is a no-drinking policy at all activities aimed specifically at children, young people and vulnerable adults.

If a guest brings alcohol to the King's Care Drop-In they may enter if they are willing to give the alcohol to a team member to be stored securely until the guest wishes to leave, at which point it will be returned to them.

If a guest arrives in an inebriated state the team leader/session leader will decide whether it is safe to let them enter. If they are allowed, the team member will also monitor their behaviour closely.

It is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. King's have a zero tolerance policy on all illegal substances and will work with the local police to deal with such situations as they arise.

If a guest is found using or possessing illegal substances at an activity they will be asked to stop and warned of the consequences, a course of action will be discussed and the incident recorded.

If you are concerned about any of these issues or an individual's involvement in illegal practises, including those such as gang activity which are often linked to illegal practise please contact a safe-guarding co-ordinator for advice.

Special Needs and Disabilities

Team members should be aware that any guest attending an activity who has a special need or disability may need extra help in areas such as communication and mobility, and may behave in a non-age appropriate way.

The guest, and, if necessary, a carer need to be asked how the guest's needs can best be met and all team members involved need to be aware of these expectations of care.

Make buildings and activities accessible where possible and encourage integration within the group.

Difficult Encounters

If a vulnerable adult discloses the information that they are being abused or a team member is concerned about a vulnerable adult being abused then the team member should follow the procedures laid out in Section 1.

If a team member is concerned about a person's mental health they should speak to a session leader, team leader or safeguarding co-ordinator who may need to refer them to the local mental health crisis team.

Prayer Ministry

Team members must ensure that, in their enthusiasm they do not coerce anyone into receiving prayer ministry – the person's wishes and dignity must be respected at all times.

Where possible pray in groups, but if 1 to 1 always with someone of the same sex as the person and in a public place.

Team members should ensure that they ask permission from the person before they lay hands on them. Team members should make sure that if they do lay hands on someone, their touch is light, gentle and non-threatening and on appropriate parts of the body (back, shoulders, arms). Remember, you don't have to lay hands on for prayer to be effective.

Make sure you follow all the advice given to you by your team leader.

Home Visits

Before going to visit a vulnerable adult, team members should check that their team leader is happy for them to conduct the visit and guidelines should be discussed.

Where possible, and always in the case of non-church members, visits should be conducted by two team members or a team member and another responsible adult.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and form a case by case partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards. Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Working in Partnership with Agencies Abroad

1. If an individual member of King's Community Church is partnering with another organisation abroad, it is the responsibility of the individual and not King's Community Church to make sure the organisation has clear safeguarding guidelines and risk assessment procedures in place.
2. If a member of King's Community Church is partnering with another organisation on behalf of or as part of a team from King's Community Church, safeguarding implications should be discussed with Safeguarding Coordinator and specific guidelines in line with our policy will be set in place.

Appendix 1

King's Safeguarding Co-ordinators

Overseeing Elder: Toby Skipper



Overseeing Trustee: Alison Hopley



Overseeing Safeguarding Co-ordinator:

Alison Venn

Tel: 01603 765795/01603 340304

Email: safeguarding@kingsnorwich.com

City Centre

Safeguarding Co-ordinator:

Alison Venn

Email: safeguarding@kingsnorwich.com

Deputy Safeguarding Co-ordinator:

Dave Howes

Email: safeguarding@kingsnorwich.com



Mile Cross

Deputy Safeguarding

Co-ordinator:

Tracy Scott

Email: safeguarding@kingsnorwich.com



City West

Deputy Safeguarding Co-ordinator:

Jude Hatton

Email: safeguarding@kingsnorwich.com



Appendix 2

Staying Safe & Secure

(see link ccpas.co.uk/documents/StayingSafeAndSecure.pdf)

Appendix 3

Leadership Safeguarding Statement

The Leadership of King's Community Church, Norwich [hereafter referred to as Leadership] recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: _____

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

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 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 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 adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- 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 adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- 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 all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

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 agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

_____ Safeguarding Coordinator

_____ Deputy Safeguarding Coordinator

A copy of the full policy and procedures is available from Alison Venn.

Signed by leadership/organisation

Signed _____

Date _____

Appendix 4

Infocus

Statutory Definitions of Abuse (Children)

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. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

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

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.

Appendix 5

Infocus

Statutory Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act. [Link to Care Act](#)

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 6

Infocus

Signs of Possible Abuse (Adults)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16yrs.

Sexual abuse

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self harming

Psychological abuse

- Alteration in psychological state eg. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care

Organisational abuse

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs

Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 7

**CONFIDENTIAL
Response sheet**

Name of Church: King's Community Church, Norwich

Name of Group:

Name of Person Reporting Incident:

Date: / / Time:

Name of Child/Young Person/Vulnerable Adult:

Date of Birth: (If child or young person) / /

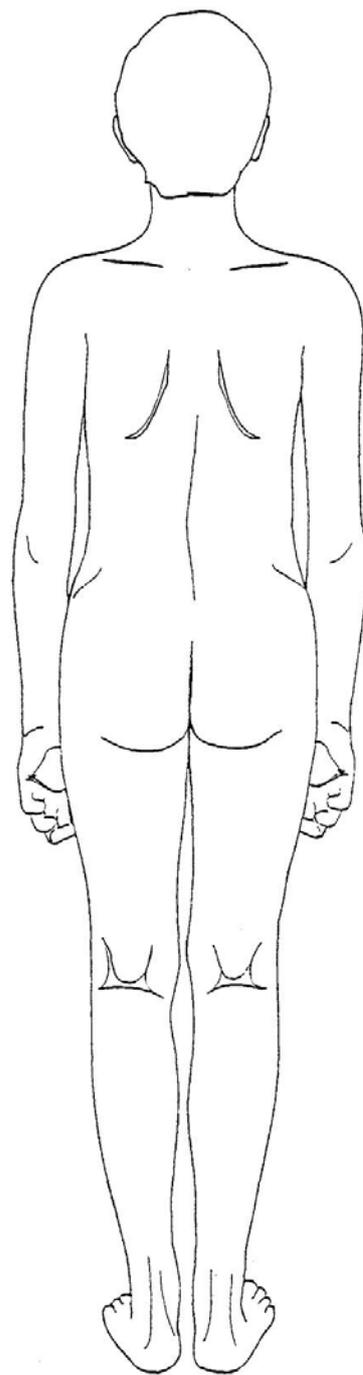
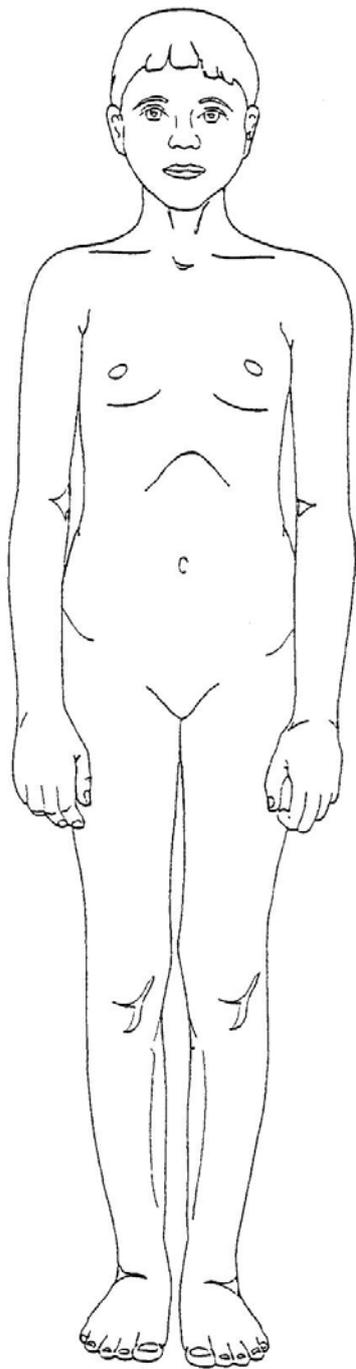
Please write what happened in the box below (writing down exactly what the child, young person or vulnerable adult said and when he/she said it, what you said in reply and what was happening immediately beforehand – use the body chart overleaf where appropriate). If you need more space please use the back of this sheet.

Action Taken:

Name of Person Contacted:

Date: / / Time:

Notes:



Appendix 8

Application form for paid or voluntary work with Children, Young People and Vulnerable Adults at KCCN/KCCFN

We ask all prospective workers with children, young people & vulnerable adults to complete this form.

If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by King's Community Church Norwich unless requested by an appropriate authority.

Personal details

We may need to see birth/marriage or documents regarding a change of name.

Full Name: _____

Maiden/Former Name: _____

Date and place of Birth: ___/___/___ _____

Home Address: _____

Postcode: _____

Daytime Tel No: _____ Mobile Tel No: _____

Evening Tel No: _____

Email address: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates:

From/To ___/___/___ ___/___/___ From/To ___/___/___ ___/___/___

Previous Address _____

Previous Address _____

Postcode: _____

How long have you been a Christian? _____

Previous church attended (if any) _____

Are you a member of King's Community Church? YES NO (Please tick)

Have you been/are you involved in other King's activities? YES NO (Please tick)

If yes, please give details

Have you previous experience of any work with children, young people or vulnerable adults?

YES NO (Please tick)

If yes, please give details

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES NO (Please Tick)

If yes, please give details

Have you any qualifications in this area? YES NO (Please tick)

If yes, please give details

Have you any appropriate training in this area? YES NO (Please tick)

If yes, please give details

Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details

Name of Organisation: _____ Contact Person: _____

Address: _____

_____ Tel No: _____

Details of duties _____

Do you hold a current First Aid certificate? YES NO (Please tick)

If yes, please provide a copy.

If you are applying to become a King's Care team member, have you been immunised against Hepatitis B? YES

NO (Please tick)

References (if we require them)

Please give details of two people who know you well and who would be able to give a personal reference. We reserve the right to take up any character references from any other individuals deemed necessary.

Name:

Name:

Address:

Address:

Tel:

Tel:

Relationship:

Relationship:

Email address:

Email address:

PLEASE COMPLETE the attached Self Declaration form, place it in a sealed envelope and address it to Alison Venn with whom you are welcome to discuss any aspects of this procedure.

I agree to a Criminal Records (DBS) Disclosure being requested should I be appointed to a post involving working with children, young people or vulnerable adults.

I CONFIRM that the submitted information is correct and complete. I have attended or will be attending King's Safeguarding Training, am aware of the location of the King's Community Church Safeguarding Policy and agree to abide by its contents. I understand and agree to the conditions involving a DBS Disclosure and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed: _____ Date: _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 and all appropriate Acts in relation to Criminal Records Disclosures (see Self Declaration form)

Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope.**

To: Alison Venn

Address: The King's Centre, King Street, Norwich, NR1 1PH

Appointment applied for: _____

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s) Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick) If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____

Of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checkingserviceguidance/eligibility-guidance>

Appendix 10

Contract for paid or voluntary work with Children, Young People and Vulnerable Adults at

KCCN/KCFN

1. To be completed by the Team Leader:

Name of team member: _____

Name of team: _____

Description of role in team: _____

Name of team leader: _____

We are committed to helping you give the best possible service to those you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed by team leader: _____ Date: _____

2. To be completed by the team member:

I confirm that I have attended or will be attending King's Safeguarding Training, have read the Guidelines and am aware of the location of the King's Community Church Norwich Safeguarding Guidelines (appropriate to the group I am working with).

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child/young person/vulnerable adult I will check with the appropriate leaders.

If there are any changes in my circumstances relating to Safeguarding in regard to children or vulnerable adults I will advise the Safeguarding Co-ordinator immediately.

I will follow guidelines on safe working practice and the code on discipline.

Signed by team member: _____ Date: _____

3. To be completed by team member's LIFE Group Leader:

(If you are a LIFE Group Leader, please ask your LIFE Group Overseer to complete. If you are not in a LIFE Group please speak to your Team Leader about an appropriate person within King's Community Church Norwich who could complete this section.)

Name of LIFE Group Leader: _____

I confirm that the person named above is part of my LIFE Group.

I support them in the work they are undertaking with children, young people and/ or vulnerable adults.

Signed by LIFE Group Leader: _____ Date: _____

Appendix 11

Contract for young person (under 18) helping with Children or Young People's Work at King's

Your name: _____ Date of birth: ___/___/_____

Your address _____

Your home telephone number _____

Name of the team you will be helping on: _____

Thank you for agreeing to help on the team above. We very much value and appreciate your willingness to serve God in this way. Your team leader will give you a job description for your role and make clear the task you will need to help them and others with. Above all help those you are working with to have lots of fun, but make sure that you have fun yourself.

Try and have a happy smile and be gentle with the children. Give praise for their achievements, but help and encourage them with consideration when they find things difficult. Above all show them God's love in all you do. Never be aggressive, angry or unfriendly towards the children.

Your team leader is responsible for giving you care, personal supervision and guidance in relation to your role on the team. Please feel free to ask them questions or ask any other leader for help. Also feel free to talk to the leaders about anything that is going on even if it is not related to the role you are playing. Remember that you are part of the team and we are doing this together.

Please make sure you inform the team leader or session leader if you are unable to attend a session.

Finally, avoid too much close physical contact, children may wish to cling to you or constantly sit on your lap or jump on you whilst rolling around on the floor. Instead just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you are never alone with children. We will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the session leader or other leaders.

To be completed by you:

I _____ commit regularly to attend and help at _____ for the agreed period of time with the exception of sickness.

Signed _____ Age _____ Date _____

Travel arrangements for getting home: I have made travel arrangements after _____ particularly during the dark evenings, and these are as follows _____

Approved by: please get your parent or carer, Radiate Leader and Team Leader to sign this section

Print Name _____ Sign _____ Parent/Carer

Print Name _____ Sign _____ Radiate Leader

Print Name _____ Sign _____ Team Leader

Appendix 12

Six month appraisal form for new team members

To be completed by the team leader:

Name of team member _____ Team Leader _____

Name of team _____

Description of role in team _____

1. In serving with the person named above I have noted the following strengths _____

2. We have discussed the following areas in which they can grow _____

3. I am satisfied that they are following guidelines on safe working practice and the code on discipline.

Signed by Team Leader _____ Date _____

.....

To be completed by the team member:

I am happy to continue in my role in the team named above.

I would benefit from training in the following areas _____

Signed by Team Member _____ Date: _____

Signed by TeamLeader _____ Date: _____

Appendix 13

Home Office Guidance – ‘Abuse of Trust Caring for Young People Vulnerable’

([www.education.gov.uk/publications/eOrderingDownload/Caring for Young People and the Vulnerable.pdf](http://www.education.gov.uk/publications/eOrderingDownload/Caring%20for%20Young%20People%20and%20the%20Vulnerable.pdf))

Appendix 14

Template for King's sex offender Personal Conduct Contract

(Please complete with details specific and appropriate to the individual)

1. Personal Details

Full Name: _____

Maiden/Former Name: _____

Date of Birth: __/__/_____

Place of Birth: _____

Home Address:

Postcode: _____

Telephone Number

Day: _____

Night: _____

2. Details of pastoral support being offered

3. Contract Details

- I will never allow myself to be in a situation where I am alone with those under 18
- I will attend meetings/LIFE groups as directed by the church leadership
- I will sit where directed in church meetings and will not place myself in the vicinity of children and young people
- I will not enter certain parts of the building designated by the church leadership, nor any areas where children's/young people's activities are in progress
- I will decline invitations of hospitality where there are under18s in the home
- I accept that _____ and _____ will sit with me during church activities, accompanying me when I need to use other facilities. They will know that I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act

- I accept that contact will need to be made with my probation officer, who will meet with church leaders, or individuals delegated by church leaders, as and when necessary
- I accept that _____ will provide me with pastoral care as above
- I understand that if I do not keep these conditions, I may be barred from attending the church, and in such circumstances, the leadership may choose to inform the statutory agencies (e.g. probation and social services) and any other relevant organisation, and the church congregation
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed every 3 months and remain for an indefinite period

Church Leader _____ Signature _____ Date __/__/_____

Individual _____ Signature _____ Date __/__/_____

King's Kid's Sample Registration Form

Child's Details

Surname:
 First Name: Male / Female
 Date of Birth:
 Home address:
 Postcode: Telephone:
 Email address:

Emergency Contact Details

Name:
 Relationship:
 Telephone:
 Mobile:

Medical Information

Does your child have any dietary needs, do they suffer from any illness, allergies, medical conditions or take any medication? If so, please specify.

.....

If necessary, are you happy for one of our qualified First Aiders to give your child basic First Aid, e.g. give them a plaster, or a bandage?

Yes [] No []

Arrival and departure

Children must be picked up by a responsible person. Please give the names of adults who may collect your child and the names of anyone who is not to pick up your child.

Name of persons collecting your child:	Name of persons NOT to collect your child:
1.	1.
2.	2.

Photography Permission & Data Protection

I understand that participation in King's Kids grants permission for photographs to be taken of the child named above for the purposes of publicity, the King's website (www.kingsnorwich.com) or notice boards. No child will be named. Data collected on this form is covered by the Data Protection Act (1998) and is used solely for King's Community Church events. No details will be made available to any third party. We may use these details to contact you regarding relevant future events and programs.

Please tick here if you **do not** give permission for photos to be taken of your child []

Signed: **Parent / Guardian (please delete)**

Print: **Date:**

Appendix 16

King's Community Church, Norwich Consent form for Activities & Day Visits

Proposed visit or activity.....

Date from..... to.....

Venue/desitnation.....

Departure place & time.....

Return place & time.....

Cost (cheques payable to KCCN).....

Transport arrangements.....

Items to be brought (eg. Coat, swimming kit, packed lunch, money).....

.....

Please reply by..... to.....

Contact for Safeguarding concerns.....

Emergency contact.....

Reply slip

Full name of child/young person.....

Address.....

.....

Please give details of any medical conditions (eg. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity.

.....

.....

Telephone number for emergencies

Day..... Evening.....

I have read the above information and I give permission for.....

to take part in this activity.

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

I enclose a cheque or cash to the sum of £.....

Signed (parent or adult with parental responsibility).....

Date.....

Consent for transporting children

I give my permission for my child/ren to be transported to and from the the activity.

I have been advised whom I need to contact to report any concerns.

Name of child.....

Date of birth.....

Address.....

.....

Signature.....Printed.....

Appendix 17

Safe & Secure Manual

Section 5.2 - Positions of Trust

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

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

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

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

At the present time, non-statutory organisations are not included in the legislation on this issue within the Sexual Offences Act. However, we believe that good practice dictates that boundaries need to be in place to ensure that the safeguarding of vulnerable groups is not compromised and that there are clear expectations about appropriate behaviour of leaders.



Appendix 18

Membership form

Young person’s first name.....

Surname.....

Male.....Female.....

Date of birth.....

School Year.....

Home address.....

.....

.....

Telephone number.....Mobile.....

Contact email address.....

How did you find out about Radiate?.....

Signature..... Date.....

Parent/Carer’s Name(s).....

Parent/Carer’s Tel no.....Mobile.....

Parent /Carer’s email.....

Emergency contact number during Radiate events.....

Please advise any special needs, allergies or medical conditions.....

.....

Signature..... Date.....

Photography Permission & Data Protection

I understand that participation in Radiate grants permission for photographs to be taken of the child named above for the purposes of publicity, the King’s website (www.kingsnorwich.com) or notice boards. No child will be named. Data collected on this form is covered by the Data Protection Act (1998) and is used solely for King’s Community Church events. No details will be made available to any third party. We may use these details to contact you regarding relevant future events and programmes.

Please tick here if you **do not** give permission for photos to be taken of your child []

Safeguarding Guidelines
King's Church Centre Norwich
King's Centre Facilities Norwich

September 2017

Guidelines taken from full Safeguarding Policy. Page numbers refer to Policy

What is Safeguarding?

Safeguarding is a term which relates to the action taken to promote the welfare of children and vulnerable adults and to protect them from harm. Safeguarding is everyone's responsibility.

The Safeguarding Team at King's is composed of Toby Skipper, who is the Overseeing Elder for Safeguarding and Alison Hopley who is the Overseeing Trustee. Dave Howes and Alison Venn oversee the Safeguarding for all 3 sites. Then there are the Co-ordinators for each site - for City Centre it's Alison Venn, for Mile Cross, Tracy Scott and for City West, Jude Hatton.

Vision of Safeguarding

It's important to remember why we are doing this, why we have a safeguarding policy and why we need to be trained. In some ways the answer is simple – we are required for insurance purposes and because we are a registered charity to have safeguarding policies and procedures and to train our staff and volunteers. But our vision for safeguarding is not to just do the bare minimum.

All of this feeds into our vision for safeguarding which is;

- To honour God – we want to give God our very best – safeguarding is most definitely not an exception.
- To serve the people we work with well – we want to be serving people the very best way we can.
- To equip leaders – we want to send you away from tonight released to work confidently with children, young people and vulnerable adults knowing how you should be handling different situations.
- To plan for growth – we want to be putting procedures, policies and practise in place that will allow us to grow in the work we are doing with these groups and in the number of sites and ministries that we run.

Protecting children and all who are vulnerable, weak and oppressed is central to God's character. Jesus demonstrated that children are to be cherished, valued and protected. He taught that they have a special place in his kingdom, and his followers throughout history have worked and prayed for a future in which they are secure in the Father's love.

What is abuse?

We want you to be aware of what abuse is and how to deal with it, if you suspect abuse, or if someone makes an allegation of abuse.

Definitions of abuse

One definition of abuse is - 'the violation of an individual's human and civil rights by any other person or persons'. It may consist of one single act or repeated acts.

This list of the different definitions of abuse in children and adults is not exhaustive, but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- Physical abuse
- Domestic violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

Some of these are the obvious ones we think of when we think of abuse – physical, sexual, neglect, etc. But others may be ones you haven't considered. Bullying, for example, is a form of abuse.

If you want to find out more, the definitions are in Appendices 4 & 5 of our Safeguarding Policy, copies of which are on the table for you to take home with you.

Of course most of you are probably aware from watching the news that with the growth of the internet and communication technology, there seem to be more risks for vulnerable groups. Be aware that things such as sexting or grooming and the issue of abusive images of children, are also areas of abuse.

Who is at risk?

Well, really anyone is at risk of being abused, but we recognise that certain groups may not be able to stand up for themselves, may be convinced that it is ok for them to be treated this way and may be threatened into not telling anyone.

The biggest and most obvious group is children and young people. This is anyone under the age of 18. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his/her status or entitlements to services or protection.

Obviously the differences between a 2 year old, a 10 year old and a 17 year old are huge and we have different practice guidelines for them, but they are all still classed as children and are still in need of protection.

With vulnerable adults, the definition is a little less clear cut. In the Care Act of 2014 a vulnerable adult is referred to as an 'adult at risk of harm' and defined as 'any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.'

Most of us would recognise that these situations or circumstances make that person vulnerable. But there has been some rethinking of the term in light of Paralympic athletes. For example, we can't just label everyone with a disability as a vulnerable adult or 'adult at risk of harm'. Currently, King's does not have any services which are specifically for vulnerable adults, but we do have adults who are in vulnerable circumstances attending activities that we put on. These are people who need to be protected.

Signs of abuse

We are telling you about these things so that you can be aware of them and if you see them without a good explanation you can report them. However, this isn't a checklist. Some people may be victims of abuse and not show

any of these signs, and just because a sign is there it doesn't necessarily mean that the person is being abused - so don't jump to conclusions. Some of these are common sense and some of them are maybe harder to see.

The important thing for you to take away today is that if you see any of these things or you have any concerns about a child, young person or vulnerable adult, that you report it to a Safeguarding Co-ordinator. Don't worry about whether it's just a little thing or a 'sense' about something, as it may be part of a bigger picture. Use good sense and trust your instinct.

Other things to consider

- Racial, cultural and religious factors – people live differently and may see abuse differently but everyone has a right to be protected from harm
- Emotional abuse and neglect are a matter of degree
- Communications technology - abusive images of children, cyber bullying, 'sexting', grooming
- Concerns about other team members/leaders – these need to be treated in the same way – if you have any concerns that you feel unable to share with a safeguarding co-ordinator call CCPAS instead for advice – we'll let you know their number in a minute.

What to do?

If you are concerned about a child or vulnerable adult or the behaviour of another adult what do you do next? We're going to go through the steps of this with you now. The key things to remember are;

- It is **never** your responsibility to investigate a suspicion or allegation of abuse.
- Never question the child or any adults involved.

Your responsibility is to report your concerns by simply stating the facts. You might feel that what you're writing is not enough, but don't worry about that. If you are concerned then talk to a Safeguarding Co-ordinator.

Steps - with the person

1) Listen to them!

This is really important – make sure that they know that you are listening to them by the attention that you give them and your body language – **don't react to what they tell you** just tell them that you value them telling you –you might say 'thank you for telling me'.

2) Don't ask leading questions –

These could be questions like; has so-and-so hurt you? Does mum go out and leave you by yourself for a long time? Sometimes this is hard – you might not be very clear on what they are telling you – you might want more information – but if you ask the question it will be harder for an allegation to go through the whole legal process as it could be said that you had put the idea in the child's head. Instead of asking questions just repeat what they have told you back to them.

3) Reassure them that they were right to tell you

Remember that they may have been threatened about telling people what has happened to them – if they decide part way through telling you that they don't want to anymore don't press them to tell you – just let them know that it's ok and that you are always ready to listen.

4) Don't promise confidentiality

You can't keep an allegation of abuse a secret.

- explain that you are not going to tell their friends or lots of other people, but because it is something that is hurting or harming them (or hurting or harming other people if they are telling you about something that is happening to someone else) you have to get another adult or another person involved – if possible say who that person is and what their role is.
- You do have to remember that with vulnerable adults or an adult who has disclosed abuse which happened to them as a child that you need their permission to report the concern – however, you can report the allegation or suspicion to a Safeguarding Co-ordinator, not mentioning any names, so that they can get advice as to whether the person who has made the allegation is in a position to make that decision or not.

5) Explain to the person what you will do next

If the Safeguarding Co-ordinator is on site, and it's appropriate to do so, maybe ask the person to come and speak to the Safeguarding Co-ordinator with you.

- 6)** Of course you may not need to do any of these steps. The person may not tell you, but you may see some of the signs mentioned and be concerned. If so you just follow these steps which are coming up.

Steps – reporting the abuse

Contact a Safeguarding Co-ordinator – you can do this by calling the King's Safeguarding number (01603 340304) or by speaking to us face to face – we have tried to make sure that there will be a Co-ordinator there at your site on a Sunday morning.

If you feel that it's a concern but not an urgent one then you can email any of us and again our email addresses will be in your notes.

Don't tell anyone else about what's happening – not your team leader, your best friend or your husband or wife and especially not anyone who has been mentioned, or who might be involved, or any relative of the person. This is partly to protect the person's dignity and partly to ensure that no evidence of the abuse is destroyed and that the person is not threatened or further threatened to stay quiet about it.

If something has happened and you have to make phone calls or speak to someone you can just simply say "something's happened and I need to tell someone, but I can't tell you what it is".

- 1) As soon as possible, preferably within an hour of the incident happening, you need to make notes of the whole conversation, using a Response Sheet. If you are a team leader you will find Response Sheets in the Safeguarding Resources Group on CCB, copies of which are in your notes. If you do need to fill out one of

these sheets please put it in the envelope, put the name of the person on it and then get it to a Safeguarding Co-ordinator (again as soon as possible).

There are a number of ways you can do this. You can hand it to the Co-ordinator at your site on a Sunday, or you can leave it for Alison in her pigeonhole which is in reception at The King's Centre. It is really important that you make a record and doing it quickly will ensure that you don't forget any of the details. We will be practising this later.

- 2) Seek further support if you need it – dealing with this sort of thing can be really hard. Hopefully whoever you talk to will ask you if you are ok, but do seek support from someone if you need it. Just make sure that you keep the details (names, ages, situation) confidential. If you're unsure how to go about getting support then talk to the Co-ordinator that you passed the issue onto in the first place.

Concerns

You may have a concern which you feel does not come under the heading of abuse. This may be related to alcohol or drug abuse, gang violence or mental health issues. You can speak to a Safeguarding Co-Ordinator about any of these issues. If it is something that occurs regularly in your setting there may already be a plan in place. Ask your team leader.

When we receive a report from you about a child or vulnerable adult, generally we will:-

- if someone else on the team knows the situation better, discuss with them the next course of action.
- call CCPAS to ask for advice (tel. 01322 517817)
- if it's an emergency, or we know something illegal has happened, we would call the police.
- if we, like you, are concerned for that person's safety and well-being then we'd call the Multi Agency Safeguarding Hub or MASH and refer the matter to them.

You can come back to us about it if you have concerns and definitely if the person tells you anything else that you're worried about. You can also speak to Toby if you think we're not handling a situation properly. But usually we would say to you what our next step is going to be, partly because we might need more information from you.

Safe practise

General

- Common sense!
- All children, young people and vulnerable adults should be treated with respect
- Don't put yourself in a situation where you are alone with a child or a vulnerable adult ever (must always be a public place)
- Don't take photos of an activity using your own camera or mobile phone
- Make sure you know what to do in an emergency situation

Toilets

- Working with under 11s – your team leader should know the procedure. Depending on venue.
- Some basic rules to follow –
- only those over 18 and holding a DBS certificate can take children to the toilets.
- if possible don't take a child alone
- if they need help keep the door ajar – protect their dignity but also protect yourself

This would also apply to working with young people or vulnerable adults.

Touch

- Touch includes things like hugs or having a child sit on your lap.
- In every setting touch should be appropriate, done in a public place.
- It should be initiated by the child, young person or vulnerable adult except in an emergency situation for example if someone needs first aid.
- There is **no** 'no touch' rule – you can receive hugs from a child who wants to hug you – receive and release policy!
- Sitting on a worker's lap should be always done in a public place.
- Important to monitor each other as a team – bring questions to your team leader, department leader or a Safeguarding Co-ordinator.

Prayer

- Make sure that anyone you are praying for – particularly under 11s – wants to be prayed for.
- Pray in a public place.
- Pray in pairs or if that is not possible with men praying with men/boys and women praying for women/girls.
- Only lay on hands if someone has given you permission to do so and then only on appropriate parts of the body.
- Follow any guidance given to you by your team leader on what this looks like in your setting.

Home visits, one-to-one and befriending

- Why are these in the same group? Because they are all things which take place outside of the normal setting of the activity.
- If you are doing any of these things it is important that you do so with the knowledge of your team leader.
- Make sure you follow team guidance.
- Use common sense.

Information Communication Technology

- A great way of communicating if we use it safely. Social networking sites such as Facebook often have an age limit for users or members. Do not accept a contact or friend request with a young person who is too young to use the site. Friend requests or similar on these sites should only be accepted where the team member has met the young person in 'real-life' first.
- Follow team guidance.
- If you have any concerns speak to your team leader or a Safeguarding Co-ordinator.

Additional Information

Recruitment

There are guidelines for Team Leaders on recruitment of volunteers (see page 13 of Safeguarding Policy)

Pastoral Care

In liaison with official bodies we will provide support to individuals as best we can as non-professionals, using the Safeguarding Coordinator and the Pastoral Core Team (see page 14 of Safeguarding Policy)

Working with offenders

This is dealt with by Dave Howes and Toby, in conjunction with the Police or Probation Office, on a need to know basis, because of legal confidentiality. This includes a Contract of Behaviour (Appendix 14 of Safeguarding Policy) If you need more detail, please speak to Dave or Toby.

Notes:

Appendix 20

Current Activities (from September 2017)

Current Activities run by King's for Children, Young People and Vulnerable Adults but are not limited to:

Name of Activity	Age Group	Day of the Week	Time (24 hrs)	Site	Team Leader
Sunday Meeting King's City Centre	All age	Sunday	10.00 – 12.00	City Centre	Toby Skipper
Sunday Meeting King's Mile Cross	All age	Sunday	10.45 - 12.45	Mile Cross	Simon Oldfield/ Clive Cernik?
Sunday Meeting King's City West	All age	Sunday	15.00 – 17.00	City West	Steve Hope
Generate CC	4-11 (Reception – School Year 6)	Sunday	10.45 - 12.00	City Centre	Helen Drew
Sparklers & Twinklers CC	0-4 (Birth – Reception)	Sunday	10.45 - 12.00	City Centre	Kat Faithorn
Frantik Sundays	4-11 (Reception – School Year 6)	Sunday	11.30 - 12.45	Mile Cross	Debs Oldfield? Emma Hughes?
Footsteps MC	0-4 (Birth – Reception)	Sunday	11.30 - 12.45	Mile Cross	James Scott
The Spark CW	4-11 (Reception – School Year 6)	Sunday	15.45 - 17.00	City West	Liz Porter
Twinklers CW	0-4 (Birth – Reception)	Sunday	15.45 - 17.00	City West	Charis Jarvis/ Beth Lotinga
Radiate Sundays CC	School Year 7-9	Sunday	10.45 – 11.45	City Centre	Simon Oldfield
Radiate Sundays MC	School Year 7-9	Sunday	11.45 – 12.45	Mile Cross	Simon Oldfield
Radiate Sundays CW	School Year 7-9	Sunday	16.00 – 17.00	City West	Simon Oldfield
King's Care	Over 18s	Sunday	14.00 – 16.00	City Centre	Linda & Ralf Bowes
King's Money Advice	Families	Daily	Daytime	Multi-site	Mike Lamb
King's Lounge	Over 55s	Monday	12.00 – 14.00	City Centre	Pete & Faith Consterdine
Loose Change Youth Theatre	School Year 7-13	Tuesday	17.00 – 18.30	The Venue, Mile Cross	Tim Hughes
Baby & Toddlers	Preschool with parents	Wednesday/ Thursday	10.00 – 12.00	City Centre	Lynn Lamb
King's Football	School Year 12-13 & over 18s	Monday/ Saturday	19.00 – 20.00 09.45 – 12.30	UEA Itinerant	James Wilson
Radiate Friday	School Year 7-13	Friday	19.30 – 21.30	City Centre	Simon Oldfield
Footsteps Fridays	Preschool with parents	Friday	10.00 – 11.30	Mile Cross	Tanya Stagg
Frantik Holiday Club	Reception – School Year 6	Seasonal	13.45 – 16.00	Mile Cross	Emma Hughes
Mile Cross Mum's Run	Mums	Mondays	7.30 -8.30	Mile Cross	Jen Clarke
Club with no name	Mums	Monday	9.30 – 11.00	Mie Cross	Debs Oldfield

Appendix 21 Safeguarding Flow Chart

