

Garstang Free Methodist Church Safeguarding Policy, Procedures and Practices for work with Children, Young People and Adults with care and support needs

A Christian Community Discipling All Generations

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SAFEGUARDING POLICY

Garstang Free Methodist Church is committed to the safeguarding and protection of all children, young people and adults. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. All who work in a paid or voluntary capacity for the Church are given power to influence the lives of children, young people and adults and need to exercise the greatest care in their use of that power and must avoid taking advantage of trust.

The purpose of this Policy is to promote a code of practice for all work with children, young people and adults with care and support needs which acknowledges the responsibilities which we have as Christians for those in our care to make sure that such work is undertaken to the highest standards possible. This will enable the Church not only to conform to the requirements of the law, but also enable children, young people and adults with care and support needs and their leaders to live and work within a safe and caring Christian setting. This is encapsulated in our church mission statement 'A Christian Community Discipling All Generations.'

This policy is intended to be used as a training tool and guidance booklet to ensure proper procedures are in place and leaders are clear about roles and responsibilities when working with children, young people and adults with care and support needs. For the purposes of this policy the following definitions will apply:

Children: Those under 13 years of age (up to and including end of school Year 7)

Young People: Those between 13 and 18 years of age (school Year 8+)

Adults in need of care and support: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

The Policy follows Thirtyone:eight Guidelines and as such accepts the UN Universal Declaration of Human Rights and the International Covenant of Human Rights and the Convention on the Rights of the Child. We would seek to endorse and follow all national and local safeguarding legislation and guidance and to work constructively with statutory and voluntary agencies involved in safeguarding. We believe that good practice means that:

1. All people are treated with respect and dignity
2. Leaders and helpers are recruited, supported and supervised in accordance with government guidance on safer recruitment
3. Safeguarding training is provided for those involved in working with children and young people and adults with care and support needs on a regular basis. Additional training needs will be met as appropriate and necessary.

This policy will be reviewed annually by the safeguarding team who will meet regularly to discuss safeguarding issues. The safeguarding team will consist of the children's, youth, adults and seniors directors, pastoral staff, DBS recruiter, the safeguarding children adviser and the church safeguarding officer. Any amendments and adaptations must be authorised by the Elder Trustee Board. The policy and any amendments to be circulated to all leaders.

SAFEGUARDING PROCEDURES

Who and what is covered by this policy?

We are committed to the safeguarding of all children, young people and adults with care and support needs who attend or come into contact with our church. This may be through Sunday Services, regular activities (listed below) or through other events/circumstances.

Children (under 13): Sunday Clubs, Footprints (note, this group can include those of Children & Young People age), Sunday Creche, Kids Klub (School Years 1 to 4), Toddle In, Connect (School Years 5 to 7), Holiday Club, Light Party, Kirkham residential Weekend

Young people (13 – 18 years, School Years 8+): Friday Youth, Youth worship group, Youth cell groups, Mentoring, Youth residential weekend, Use of social media

Adults: Life and House groups, Monday Adults' Craft Café, Friday Focus, Pastoral visiting, Men's Fellowship. It is certain that at times there will be **adults with care and support needs** who attend these groups or who come into contact with the church. None of us is invulnerable but there is a need for particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. We recognise that this increased vulnerability may be temporary or permanent and may be visible or invisible.

Creating a safe setting

Church Premises

The church premises will be assessed for safety for children, young people and adults with care and support needs and the risk assessment report will be given annually to the Elder Trustees in written form. This will include fire safety procedures. The Elder Trustees will consider the extent to which the premises and equipment are suitable or should be made more suitable.

Group leaders should make a visual check of room/s and equipment before use and any hazards, such as equipment left out by previous users, addressed. The Fabric Director should be informed of any longer-term issues with the premises, such as repair/removal of damaged equipment.

Other groups on church premises

The Elder Trustees will consider the needs of existing users of the building in agreeing to any lettings.

Events

Where organized events happen on or off church premises, event organisers are responsible for ensuring they have permission from the Elder trustees for the event and, where a Risk Assessment is required, are responsible for producing a Risk Assessment which should be agreed in advance and signed off by the Chair of Health and Safety and/or the Premises Director.

Staffing: for work with children/young people

Whenever possible, leaders (a DBS cleared adult) will not work on their own. With all church groups a minimum of two leaders will work together. At no time will anyone under 18 years of age act as a leader, but, when appropriate, a person under 18 years of age may act as an

assistant under the supervision of a recognised leader. Within all groups it is hoped to attract and recruit both male and female leaders, but with mixed groups for those young people over 10 years of age, the aim will be to ensure, when possible, that both a male and female leader is present.

At times when the numbers of leaders is unexpectedly low (e.g. leaders fail to turn up due to illness) the remaining leader(s) must, if necessary, change or reduce the activities planned in order to maintain control of the session. If possible a parent could be asked to stay in such an emergency or be asked to contact another recognised leader. Where it is either necessary or appropriate for a leader to work alone with a group or in a one-to-one situation (e.g. counselling or confidentiality); the arrangements must be reported to the Pastor and, where appropriate, be agreed with the parent/carer.

The following ratios will be followed with all church groups:

(An adult is a DBS cleared person aged over 18)

0 to 2 years	1 adult to 3 children
2 to 3 years	1 adult to 4 children
3 to 8 years	1 adult to 8 children
8+	1 adult to 10 children

In particular circumstances, such as vigorous sports, trips, group visits etc. the ratios may need to be higher. The group leaders will recruit additional helpers for such one-off situations. In order to cater for those children and young people with particular special needs and to provide adequate care and supervision, the leadership ratio will need to be higher, allowing, where possible and appropriate, individual carers. These will be agreed with the parent/carer.

Staffing: for work with adults with care and support needs

Those who act of behalf of the Church should not meet or work alone with an adult with care and support needs where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept, noting date, time and place of visit.

Each worker will be expected to undergo basic safeguarding training. This should include that members of the caring ministry team should not handle cash for the person they are visiting. However, in circumstances where the visitor is put on the spot, for example asked to do some shopping for someone who is unwell, they should feel able to carry out this task but should make a written note and inform the pastor or team leader as soon as possible. Where an adult in our congregation needs help with toileting or other personal care, a care support plan will be drawn up and agreed. Additional training needs of each worker will be considered on a case by case basis (e.g. food hygiene, first aid)

Transport: Children and Young People:

Where it is necessary to transport children and young people to activities, transport arrangements must be included on the Parental Consent Form (**Appendix D**). Ideally, if cars are being used there should be another adult in the car as well as the driver. Seat belts must be worn at all times and it is the driver's responsibility to ensure that each passenger is provided with a seat belt. If it is not possible for another adult to travel in the car, the group could travel in convoy so that assistance is close at hand if necessary. Each driver is responsible for the insurance of his/her vehicle and must agree for its use for a group activity. When transporting children under 11 or under 1.35metres in height a car seat must be used. The only exception to this is in a medical emergency.

If a child is awaiting a lift home there must always be two leaders present (please see *Practices* document 'Lifts' for further information).

When a mini-bus is used it is important to ensure that seat belts are fitted and in use. At all times another adult must travel in the vehicle with the driver. The use of mini-buses is only allowed where drivers are suitably qualified and have a full clean driving license. All employed members of the Church must be insured on their car for business purposes if they are transporting children.

Transport: Adults with care and support needs

Private arrangements. For example, if an elderly person asks someone to shop for them as a regular thing or transport them to medical appointments, this is a private arrangement and does not involve church, even if they both attend. However, if the church asks people to be transporters to medical appointments or to a church meeting and this is part of your church role then you can have an enhanced DBS check but not a check against the barred list. The DBS check is only required if the activity takes place more than 4 times in 30 days, so giving someone a lift weekly would fall into this category but occasional lifts would not.

Fire Regulations

It is important that the fire regulations are understood and enforced. All group leaders will be informed of the fire regulations and the procedures should there be a fire and shown the positions of the fire extinguishers and the fire exits. The assembly point from the church building is marked within the Church Car Park. It is the responsibility of the Fabric Director to ensure that the fire exits are not obstructed and that they are left unlocked during group sessions and that the fire equipment is checked regularly and that the emergency procedures are displayed. There are fire exits in the building which all lead to the car park.

First Aid

There will be a First Aid kit for use by all groups positioned in the kitchen. It is the responsibility of the Health and Safety Committee to ensure that this is checked and restocked as necessary at regular intervals. All leaders will be aware of the location of the First Aid kit.

The Health and Safety Executive recommend that:

1. The minimum First Aid provision for a visit is a suitably stocked first-aid box and a person appointed to be in charge of First Aid arrangements.
2. First Aid box contents comply with current advice.
3. All minibuses are required by law to carry a First Aid kit.
4. All accidents and incidents requiring first aid or the administration of medication must be recorded on an Accident Report Form (see **Appendix A**).
5. The Church Office will maintain an up to date list of qualified first aiders. Training will be updated every 3 years.
6. The Leader responsible for any outing should ensure a first aid kit is taken. A portable first aid kit is available, kept in the kitchen.

If possible, there will be a trained First Aider on hand and, in the event of an accident within a group at the time of a church service; assistance from other members of the congregation with the particular expertise can be sought. Particular care will be taken about the storage and administration of any drugs or medication for children and young people. If it is necessary to administer drugs or medication to any child or young person, permission and instructions in writing will be asked for from the parent/carer, as will agreement to 'no liability' of the leaders. In no circumstances will drugs or medication be administered otherwise.

Any accidents will be recorded on an Accident Form (see **Appendix A**) and be collated in the Church office by the Church Administrator, including details of those involved and treatment/action taken. Entries will be signed and dated.

If a child has an accident which requires professional medical treatment this should be reported to the Church Administrator. They should then decide whether or not the RIDDOR form needs to be completed and the phone number contacted. For further guidance please view the procedures on www.hse.gov.uk/riddor

Parental Consent: Children and Young People

Consent forms will be used in the following circumstances:

1. When the group is meeting outside its normal meeting time and/or place.
2. When the group may be involved in a potentially hazardous activity.
3. When the topic for the meeting could be deemed to be controversial or outside the normal remit of the group's programme.

Parental consent will be required for any events and activities where children and young people unaccompanied by their parent/carer may be present. Adults willing and able to act in loco parentis will need to be identified and agreed with the parents/carers in writing. 16-18 year olds do not require a consent form for a regular church activity, however if they are going on a trip/attending an event outside of usual church activity a consent form must be completed and signed by their parent/carer. In some circumstances, e.g. group visits to a Theme Park, attendance at celebrations or events, being part of a Festival; it will not always be practical or possible to maintain constant supervision. For such events parent/carers will be informed of the arrangements and understand the level of supervision that can be provided. Parental/carer consent forms will be used for each appropriate activity.

Please note: Parents/carers will be asked to complete a registration form at the beginning of each academic year for the groups with which their child/children is/are involved. Copies of Parental Consent Forms will be kept by the Church Office and made available to groups as and when necessary. Copies of the forms to be used are included in this document in **Appendices B & C**. For any off site visits a separate consent form is required which can be found in **Appendix D**.

Creating a clear framework

Recognising and responding appropriately to an allegation or suspicion of abuse

In order to safeguard those in our care attending GFMC we affirm the statement in the Book of Discipline that “*Free Methodists openly rebuke anything in law, persons, or institutions which violate the dignity of persons created in the image of God.*” Detailed definitions, and signs and indicators of abuse in children and young people can be found in **Appendix E**. There is clear guidance on what constitutes abuse, who abuse is reported to and how in the Contact Card detailed in **Appendix F**. This is given to all group leaders to ensure they have easily accessible necessary details. Definitions of abuse and signs of possible abuse in adults are given in **Appendix H**.

Monitoring of all roles offering access to the under 18s

The DBS recruiter has a list of roles of those with access to under 18s which is reviewed regularly to ensure the necessary procedures are in place in each team. This is collated by the Church Administrator and reviewed annually.

Transition between groups

Group membership is determined by age, but the children and youth Directors have discretion to waive this expectation in order to best meet the needs of the child or young person; balancing this with the need to maintain the integrity of the group.

Record Keeping

There will be a confidential file with any concerning information on specific individuals. This file will be kept in a locked filing cabinet in the church office. Only the pastors, the Safeguarding Adviser, the Safeguarding Church Contact and the administrator will have access to the file.

Digital records may also be used, providing that security, confidentiality and data protection principles are met and strictly adhered to and procedures approved by the Elder Trustees.

Role Descriptions

Each person undertaking work with the under 18s or with adults at risk will have a clear verbal role description which will be provided by the Group Leader, setting out the key features of what that role involves, how this relates to other volunteers and to whom the person is responsible. When new appointments are made role descriptions will be part of the interview/appointment process. We are putting in place written role descriptions.

Regular Reviews

The leaders of each church group will meet together regularly to discuss and review their work. Arrangements for these meetings will be the responsibility of the overall leader for each group.

Training

All leaders of church groups will be given copies of the Policy and Procedures and opportunity to familiarise themselves with the content. The Director's for Children, Young People, Adults and Seniors will ensure that leaders and workers in their area who are new will receive an induction explaining the Procedures. At this meeting they will be given their own copy of the Policy and Procedures and an initial induction to their specific role within the group and to make sure that they are familiar with the procedures.

Attendance Records

Records of children and young people attending church groups will be kept in registers. The information in the registers will include names, addresses, telephone numbers, date of birth and an emergency contact number.

A copy of an Annual Registration Form can be found at **Appendix B** for Youth and **Appendix C** for Children. It is the responsibility of each leader to keep the attendance record of the children and young people with whom they work. If appropriate, any young adults (under 18's) who are included as helpers must also be included in the register. Children 'visiting' (e.g. with grandparents/friends, etc.) must be registered with name, responsible adult if appropriate, and marked at the side as 'visitor'. Any unaccompanied children must be registered and marked at the side as 'unaccompanied'.

Confidentiality

Garstang Free Methodist Church will co-operate in the sharing of appropriate information based on the following principles, with reference to the 'No Secrets' document, Section 5.6:

- a) Confidentiality will not be confused with secrecy;
- b) information will only be shared on a 'need to know' basis when it is in the best interests of the individual;
- c) informed consent should be obtained but, if this is not possible and other children are at risk, it may be necessary to override the requirement;
- d) it is inappropriate to give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations when other children may be at risk.

Working with those who have suffered abuse

The Church would seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care and working with statutory agencies as appropriate. This would be under the guidance of the pastors.

Working with offenders and those who may pose a risk

When someone attending GFMC is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Code of Conduct for those working with children and young people

The church leadership team undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Risk Assessments

These should be completed by the children/youth director for each existing regular group. Additional risk assessments should be completed by the group leader when an off site visit takes place as this needs to be thoroughly considered to ensure the safety of the children and young people involved. A Risk Assessment Form and a guide on how to complete this can be found in **Appendix L**. Any risk assessment completed needs to be approved by the Chair of Health & Safety Committee and read and signed by all those leading the group to ensure collective responsibility is taken.

Safer Recruitment of new leaders

Procedure for appointments

All adults taking up new roles with the possibility of access to under 18s (and / or adults at risk with care and support needs) will be required to comply with the Church's appointments procedure. It is the responsibility of the person recruiting to follow this procedure and make sure that a volunteer does not assume a leadership role until this procedure is completed.

All leaders require an application form and DBS and may require references (see application forms in Appendix I).

Helpers do not require application forms as they will always work under supervision, but may require DBS (Group leader to confirm with DBS recruiter).

Following an expression of interest:

1. Group leader has brief informal interview with the volunteer in which they:

- a. Set out the vision of the team for which they are applying;
- b. Inform them what is expected of both leader and volunteer, including information on the GFM Safeguarding Policy
- c. Inform them of the contact details of the DBS Lead Recruiter and explain that he/she must contact the DBS Lead Recruiter and arrange for a DBS check.

c. Give them the Application Form - Appendix Ia (under 18's) or Appendix Ib (adults)

Completed forms to be returned to the group leader.

2. The Group Leader informs the DBS Lead Recruiter of the name of the volunteer who will be contacting them for a DBS check.

The onus is on the volunteer to contact DBS Lead Recruiter, to make an online application for a DBS check and supply the required identification in a timely manner.

3. On receipt the completed application form is checked and signed by the Group leader then given to the Safeguarding Lead for secure filing. If references are required, the relevant Ministry Leader will send out the requests using the letter in Appendix Ic and once satisfactory references have been received will pass these on to the Safeguarding Lead for secure filing.

4. Whilst the DBS process is in progress, the volunteer may visit a group on agreed limited occasions under the supervision of a leader. If someone is able to provide a recent DBS clearance (within 2 years) from another context and have returned a completed Application Form, then they can come to the group and lead as long as they are supervised by an existing leader, for a period of up to 12 weeks, while awaiting the return of completed documentation.

5. The DBS Lead Recruiter will inform the Ministry and Group Leader of the outcome of the DBS check. If satisfactory, the volunteer is then able to begin working unsupervised with children and/ or adults with care and support needs and is informed of the 6 month probation period by the Leader.

6. All references (if required) and DBS (if required) must be received and verified as satisfactory within 3 months.

7. When the 6 month probation period is passed, and both leader and volunteer are satisfied, the volunteer is then clear to work with children (and or adults with care and support needs) until their DBS form needs renewing in 3 years.

Concerns

If there are any concerns about an individual the Pastors in conjunction with Thirtyone eight and the Safeguarding Children Adviser when needed, will make a decision about the suitability of the individual and a record will be made in that person's file of any actions, advice, reasons or justifications which they regard as appropriate. They may make recommendations as to the nature of the role or specify training requirements. In the case of

a person deemed to be unsuitable due to Safeguarding concerns, any records on file will be kept secure in the locked filing cabinet for any appropriate future reference.

Frequency of DBS Checks

All employees of GFM who are required to have a DBS check will have one on appointment and subsequently every 3 years thereafter. All volunteers who require a DBS check will have one on Appointment and subsequently every 3 years. DBS check may be requested by the Pastors and Safeguarding Lead at any time within these time frames if required for safeguarding reasons. **In the event of a blemished DBS follow procedure in Appendix K**

SAFEGUARDING PRACTICES

This practice guidance is for youth and children's group leaders and does not apply to personal arrangements made separately with the knowledge and consent of parents/carers. This also applies to youth group and children's leaders in respect of their contact with children under the age of 18 who are helpers within the group.

General Contact

If a child or young person wishes to contact a leader who does not wish to share his / her contact details with that child, communication may be done via the Church Office staff, who can pass on any messages while keeping contact details private.

It must be noted by all leaders that the less contact that is had via the means listed below the safer it will be for both leader and child. The more openness and accountability that is exercised with others, the safer it will be for both leader and child.

Social Media

(including but not limited to: Facebook, Instagram, MSN, WhatsApp, Google+, Snapchat)

We are happy for leaders to be "friends" with children aged 13 and over (once they join youth). This is the age limit for use on Facebook. If a leader is friends with any of the youth they must be mindful of the content they are displaying, whether directly or from a third party that appears on their timeline. If leaders wish to have further guidance on this please discuss with one of the pastors.

Do not put any photographs, videos or tag any young people on any social media site or public web domain. In some circumstances photos may be published in a closed group with parental consent.

WhatsApp should only be used once a child has reached 16 as this is the minimum legal age for using the app. This is also the age that our young people begin more formal mentoring and become part of our house group (crucible). WhatsApp is based on a person's phone number and so parental consent must be given prior to exchanging WhatsApp details.

Text messages, emails, and any form of messaging

Church email addresses are in place for each age group:

children@garstangfmc.org.uk

youth@garstangfmc.org.uk

lifegroups@garstangfmc.org.uk

seniors@garstangfmc.org.uk

Snapchat (or any other messaging platform that has disappearing messages) is not to be used at any time between a leader and a youth member. Any messages sent on this platform are not recorded and so there is no record of contact.

In most cases, any form of direct messaging should be used sparingly and for information only, such as arrangements for youth groups and must not be used for prolonged conversations of a personal nature. There is a big difference between a message that wishes a young person well in an exam and one that engages with, for example, relationship issues.

If a young person initiates a personal issue via any messaging means the leader, where possible, should suggest a suitable face to face meeting (e.g. at youth on Friday) and share this with the overall group leader or pastor. If the young person is not keen on a face to face, but it is important to talk about an issue, the leader will recommend messaging via the Garstang Youth Instagram account which is visible by other youth leaders, which brings transparency. If it is a delicate issue that the young person is not comfortable sharing with a number of leaders, messaging can be done through private accounts, but only once the young person has agreed to at least one other leader being part of the conversation thread.

Leaders must be aware and refrain from using language that could be misinterpreted. e.g. using “luv” at the end of a message. As a general principle, if the young person’s parents were to see the message, would they understand it and find it appropriate? If not, don’t send.

Video conferencing

1. When physical gatherings are not possible some events will take place via video, for example but not limited to: Zoom, instagram live.

If an event is being held via video, each meeting will have a unique meeting number and password and a waiting room in operation. This allows the leader to monitor who is entering the event and to keep a register. No young person will be allowed to enter the meeting until 2 leaders have logged in. Each leader takes responsibility for the camera environment they are presenting i.e. dressed appropriately, not lying in bed etc. Where possible the meeting will be recorded and kept on file

2. As a part of mentoring, and communications with a young person, it may be appropriate to video call rather than messaging.

1-1 video calls with anyone under the age of 16 are not allowed. If the need arises, and a young person feels they need / would like someone to talk to, a 2:1 video call can be arranged with 2 youth leaders. This will be done via Zoom and it will follow the same guidelines as with a regular group call (see above).

Once 16, the young person will have access to Whatsapp and 1-1 mentoring calls can be arranged (if face to face meetings are not possible) with parental consent.

Mentoring / face to face meeting

As a church we believe firmly in the benefit of mentoring relationships and so actively seek to establish mentoring relationships.

If you are in a mentoring relationship with a young person (under age 18) any personal contact must be established as a pattern and this must be agreed by the parents. It is advisable that meetings take place in a public setting which ensures privacy, which also provides safety for the leader and young person as they will not be alone. Any mentoring relationship must be formalised with a pastor.

The mentor should be aware of the church’s procedure with regards to reporting safeguarding issues which may be disclosed. Where possible the mentor and mentee will be of the same sex.

Lifts

It is not generally encouraged to give children lifts home as this is the responsibility of the parent/carer. If a child is awaiting a lift home there should always be two leaders present. However if for any reason it becomes in the best interests of the child to receive a lift home for their safety then it is advised that 2 leaders where possible should take the child home. If a leader in an emergency situation has to take a child home on their own for the child's safety, they must inform another leader or a parent when they have left to take the child home, and inform of their safe arrival. The leader will be of the same sex of the young person where possible.

Cell groups

If there is a young person aged less than 18 years old attending a cell group without the supervision of their parent/carer there must be at least one named DBS cleared adult who will take responsibility for the young person during those sessions.

Photographs

Photographic permission is given for Church purposes only, which means they can be used only for specific church events or publications, i.e. those for which the Church has ultimate oversight and responsibility. Please do not take personal photographs of young people in your care. Do not put any photographs of young people on Facebook, tag them or publish them anywhere on the web.

Praying with Children and Young People

Children are easily frightened and are very susceptible to suggestion. They may also be upset by shouting and may easily believe that they are bad, wicked or corrupt. A child must NEVER be shouted at or be told that they are demonized, possessed or oppressed by the devil, evil spirits, etc.

It is very important not to miss problems arising from behavioral issues, learning difficulties, mental health problems, copied or unconventional behaviours which will usually be the cause of the child's difficulties.

Those praying must never pray with, or be on their own with, a child or young person in an unsupervised situation. Therefore all prayer between children and young people should be in a public setting or if taking place in the prayer room with the door propped open.

All prayer ministry with children and young people must take place under proper leadership supervision.

Leaders should pray with a person of the same sex where possible. If a leader is of the opposite sex the leader should not lay hands on the child.

If you are doing prayer with laying on of hands with a child, this child should be of the same sex where possible, and this must be done only with the permission of the child, and only with a light touch on the arm or shoulder of the child.

If you feel you have a word of knowledge for a child please discuss this with a leader or parent prior to any discussion with the child.

Touch

Touch or physical contact between adults and children can be quite healthy and acceptable in public places but discouraged in circumstances where an adult and child are on their own.

Keep everything in public, a hug in public is acceptable but this is not acceptable behind closed doors.

Touch must be related to a child's needs and not the leaders. Touch must therefore be age appropriate and initiated by the child rather than the leader.

Avoid any physical activity that is, or may be thought to be, sexually stimulating to the child or adult.

Children are entitled to privacy to ensure their personal dignity.

Children have the right to decide how much physical contact they have with others, except in exceptional circumstances, for example personal safety or to prevent serious harm.

When giving first aid, encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

Leaders must monitor one another in the area of physical contact. They must be free to help each other by challenging anything which could be misunderstood or misconstrued.

If a child initiates unusual levels of physical contact it is appropriate to gently deflect this so that contact then becomes appropriate. If this persists discuss this with a leader.

Concerns about abuse must always be reported to a suitable person.

Discipline

It is reasonable for leaders to expect children and young people to show respect in the way they speak to and treat each other and the leaders, in sitting still and listening where appropriate, and in following instructions and joining in with activities.

We need to take into account the age of the children and young people we are working with. Expecting a child to sit still and listen quietly for more than a couple of minutes may be reasonable if the child is ten. It is not reasonable if they are two years old! Bored children are much more likely to misbehave – think about the programme and make sure it is suitable and appealing for your group.

Our discipline policy must aim to encourage and build up our children and young people. At the same time, we must remember that the children and young people themselves will have a better experience if they participate appropriately. This will sometimes mean being firm in requiring children or young people to follow the rules of the group.

It is unacceptable to physically reprimand a child for example in smacking a child. However, reasonable restraint may be used in the event of a child's uncontrolled behaviour placing themselves or others at risk of harm.

Disruptive children.

- Take the child aside and give them a warning – be clear what your expectations are and what consequences will follow if they are not met. A child who does not know the rules cannot be blamed for breaking them.
- If disruptive behaviour continues, give the child a “time-out” where they are sat at the side of the room for a few minutes (the length of time can vary according to the child's age). This is to give the child time to calm down and realise that their actions have consequences. At no point must a child be left in a separate room alone or humiliated in front of the other children.
- Remind the child how they must behave and return them to the group
- If disruptive behaviour still continues, warn the child that you will have to tell their parents. If they then continue to misbehave you **MUST** talk to parents about their behaviour, otherwise you are making empty promises
- As a last resort contact a child's parents to come and collect them early, or contact a steward who will return the child to church
- In **exceptional** circumstances, parents may be requested not to bring the child to the next session. If this is thought to be necessary, contact the Children's Director before approaching parent/carer. Children must not be “banned” from a group for more than one week.

Group leaders are responsible for deciding, with the Children's Director, what is and isn't acceptable behaviour in their group context and making this clear to all leaders and children in the group. It may be that individual children have particular needs which mean that their behaviour must be handled differently – speak to the Children's Director for advice.

Teenagers – Further Guidelines

Discipline issues with this age group are often based around respect – for buildings, other group members and leaders - and safety issues. Young people are generally able to understand these issues, and hence discipline becomes about explaining and calling them to account for not upholding these values.

Group leaders are responsible for deciding, with the Youth Director, what these values are and what is and isn't acceptable behaviour in their group context. Including teenagers themselves in value-setting and rule-making can bring a greater ownership of these values and make calling them to account easier. Any discipline consequences need to be acted upon if they are to carry weight, so be sensible about what you promise!

Often, a firm and quiet 'word' with a young person that appeals to their understanding of the group values and safety risks will do, but occasionally other measures may be necessary. Removal of privileges for the young person or group as a whole, e.g. no tuck shop, can help quell general rowdiness. At certain times, it may be necessary to warn young people further that the continued behavior may result in a word with their parents / carers, and there may be cases where young people need to be removed from the group for the rest of the session and parents / carers called to collect the young people early. In extreme cases, young people can be banned from a group for a session, but such a decision should be made by the Youth Director.

Youth Code of Conduct can be found in **Appendix B**. This will be given to young people and parents at the beginning of the year and needs to be signed and returned as a condition of membership.

Responding to concerns/allegations of abuse

The Signs and Symptoms of Abuse are detailed in:

- **Appendix E** for children and young people
- **Appendix H** for adults

If any volunteer or member of the church has a concern about any aspect of safeguarding and wishes to talk to someone there is always someone available to talk to no matter how small the query.

Referral procedures for allegations of abuse: Children and Young People

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible. The process of referral for children and young people is clearly outlined in the Contact Card (see **Appendix F**) and includes how to talk to the child involved and what needs to be recorded. Also outlined is a list of those who can be contacted and their contact details. Those who should be contacted are listed below:

Lead Pastor Ian Heath	07922 933 406
Children Safeguarding Adviser Mary-Jayne Carter	07736 315 374
Paula Wells for under 13s GFMC	07969 125 771
Lois Taylor for over 13s GFMC	youth@garstangfmc.org.uk

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Should a concern be of such significance that you feel a child is at immediate risk and you are unable to contact any of the above then you must contact the Social Services or the police (for contact details see the Contact Card, **Appendix F**).

When an incident needs to be recorded, this should be recorded using the referral form (**Appendix G**) and given to The Safeguarding Church Contact. The Pastors will then work with the Safeguarding Adviser to collate and clarify the precise details of the allegation or suspicion and seek appropriate advice and where necessary pass this information on to statutory agencies where necessary that have a legal duty to investigate.

Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Church Contact, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- liaise with Children's Social Services in regards to the suspension of the worker;
- make a referral to Tim Booth – (Local Authority Designated Officer LADO), Lancashire County Council Safeguarding Unit, Room B16, County Hall, Preston, PR1 8RJ.
Email: tim.booth@lancashire.gov.uk Tel - 01772 536694.

Disclosures of historic abuse

If an adult discloses they were abused when they were a child then the person to whom the information was disclosed has a responsibility to:

- a) Inform the adult that if they disclose the name of the alleged abuser they may have to take further action
 - b) Encourage the individual to disclose the name of the alleged abuser as to do so may protect other children from being at risk of harm
 - c) Ensure that the individual who has disclosed this information is cared for pastorally
- Share the information disclosed following the process of 'how to complete a referral' listed above and the guidance outlined in the contact card (**Appendix F**)

Referral 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.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible. Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Below is a list of church contacts. Should a concern be of such significance that you feel the adult is at immediate risk and you are unable to contact any of the church contacts then you must contact the Emergency Services.

Lead Pastor Ian Heath	07922 933 406
Paula Wells Church Safeguarding Lead	07969 125 771
Martha Woodward for adults GFMC	0774 888 6867
Sharon Henriques for seniors GFMC	07765 846 318

If there is concern about any of the above, Safeguarding Church Contact/Deputy will:

- Contact the Adult Social Care Team Tel 0300 123 6721 or on line, who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight 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.

If there is a concern regarding spiritual abuse, Safeguarding Church Contact will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

The Safeguarding Church Contact will:

- Liaise with Adult Social Services in regards to the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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.

Appendix A

First aid reports are made and filed using First Aid books

YOUTH & CHILDREN'S WORK ACCIDENT / INCIDENT REPORT

A copy of this form needs to be returned to the Office Administrator at the Church Office and (if necessary, e.g. a bump to the head) given to the parent(s) or carer(s) of those involved in the incident.

Dear

We are writing to inform you of an accident / incident (delete as appropriate) that occurred involving your child whilst at:

Date:

Time:

Description of accident or incident, including causes:

Details of any injury and treatment given / details of action taken to deal with the incident:

Any other comments or information

Yours sincerely,

Print name and sign

Leader who dealt with accident / incident

Print name and sign

Leader in charge of group

Appendix B

**Registration Form
for Regular YOUTH Group Meetings**

Please complete this form in full and return it to the Garstang Free Methodist Church Office or the youth leader.

Date Completed: _____

YOUR CHILD'S DETAILS

Name _____

Date of birth _____

Address _____

Postcode _____

School year _____

School / college _____

YOUR DETAILS:

Name _____

Relationship to child _____

Address _____

Postcode _____

Mobile no _____

Home no _____

Work no _____

Email _____

EMERGENCY CONTACT DETAILS:

Please provide two alternative contact numbers to those listed above.

Name _____

Address _____

Postcode _____

Contact number 1 _____

Contact number 2 _____

MEDICAL INFORMATION:

GP's name _____

Address _____

Postcode _____

Phone no _____

Does your child suffer from any of the following conditions?
Please circle where appropriate.

Asthma
yes/no

Bronchitis
yes/no

Chest Problems
yes/no

Diabetes
yes/no

Epilepsy
yes/no

Fainting
yes/no

Heart Trouble
yes/no

Migraine
yes/no

Raised Blood Pressure
yes/no

Tuberculosis
yes/no

If YES to any of the above, please provide details

Does your child suffer from any other condition requiring medical treatment, including medication?

Yes/no

If YES, please provide details

Is your child allergic or sensitive to any medication (eg penicillin) insect bites, food, plasters or anything else?

Yes/no

If YES, please provide details

Has your child been immunised against Tetanus?

Yes/no

Is your child taking any form of medication on a regular basis?

Yes/no

If YES, please give full details, indicating the type of medication and dosage.

Does your child have any special dietary needs?

Is there anything else the group leaders should be aware of?

For example: any special educational needs, family circumstances etc?

I agree to my child being given any medical, surgical or dental treatment, including general anesthetic and blood transfusion, as considered necessary by the medical authorities present.

INSURANCE COVER

I understand that the group is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser, I also understand that any extension of insurance cover is my responsibility.

DECLARATION

I consent to my child, named on this form, taking part in youth activities at Garstang Free Methodist Church. I declare that they are in good health and physically able to participate in all activities, other than what I have already declared.

Photos of children (unnamed) may be used for Garstang Free Methodist Church communication purposes from time to time. Please tick if you **DO NOT** consent to the following:

Church internal notice boards

Church Website

Church audio-visual presentations

I am aware of the levels of insurance cover.

I am aware that I am responsible for the arrival and collection of my child at the group meeting times.

I will ensure that any changes in circumstances will be notified to the organiser.

Signed _____

Date _____

Name _____

GFMC will only retain and process information to which GFMC has a legitimate interest. GFMC will not divulge Personal Information to a third party unless that party has a legal right to the information. Our Data Protection Policy is available to view on request.

Youth code of conduct

Below is a list of rules that all attendees must follow. Failure to do so will result in either a strike or an immediate ban from the group for a few weeks or indefinitely.

1. **RESPECT** | Members of the Youth group are to respect leaders and other members of the Youth group. We also ask that you respect and value other people's beliefs. During our talks we ask everyone to be respectful and think of those around them.
2. **LANGUAGE** | Please can all members of the Youth group refrain from using swear words and 'oh my God'.
3. **BEHAVIOR TOWARDS OTHERS** | Individuals are responsible for their actions and will not harass, intimidate, or bully others.
4. **ILLEGAL SUBSTANCES** | Alcohol, drugs, tobacco, nicotine or other substances illegal for minors are not permitted to use or be in possession of.
5. **WEAPONS** | Possession of weapons are not permitted on the property (e.g. pocket knives, lighters, etc.)
6. **PROPERTY** | Individuals are responsible for respecting the church building inside and outside of the property. While at Youth, individuals are required to remain on the premises until the end (20:00-21:30).
7. **SOCIAL MEDIA** | Do not take pictures, videos or recordings of leaders or youth members without their consent including uploading onto social media.

Consequences can include but not be limited to:

- Conversation with Youth leader
- Conversation with parent/guardian
- Being sent home, with your parent/guardian called to pick you up
- Suspension from Youth

Youth Leader's Code of Conduct

1. Respect, at all times, all members of Youth and all other leaders involved in the evening.
2. Listen, and respond appropriately, to any instructions given by the night's 'Responsible Person'.
3. Only music with clean lyrics and content to be played at any point immediately before, during or after a youth event.
4. Leaders are expected to act in the best interests of Youth members at all times, ensuring that they are in a safe and secure environment from start to end of meeting whenever a prearranged Youth meeting is taking place.
5. Leaders are expected to have read and understand the Garstang Free Methodist Church Safeguarding Policy for work with Children and Young People.
6. Leaders are expected to fulfill their allotted role for the evening, as prearranged at Youth planning meetings including any relevant preparation prior to the meeting in question.

Parental / Carer Registration & Consent Form for Regular **CHILDREN** Group Meetings

*Please complete this form in full and return it to the
Garstang Free Methodist Church Office or the group leader*

<p><i>Please tick the groups your child will attend during the academic year</i></p>	<p>Sunday Church groups</p> <p><input type="checkbox"/> Sunday Clubs</p> <p><input type="checkbox"/> Sunday Creche</p> <p><input type="checkbox"/> Footprints</p>	<p>Midweek groups</p> <p><input type="checkbox"/> Kids Klub</p> <p><input type="checkbox"/> Connect</p> <p><i>Children come to Toddle In with their parents or carers – those groups have a separate registration system.</i></p>
SECTION A – YOUR CHILD’S DETAILS		
Your child’s name _____		
Child’s date of birth _____		
Their home address _____ _____		
Postcode _____ Home tel. no. _____		
School Year _____ School/Nursery _____		
SECTION B – YOUR DETAILS		
Your name(s) as parents/guardians _____ _____		
Your relationship to the child _____		
Mobile no. _____ Work no. _____		
Email. _____		

2. EMERGENCY DETAILS

- a) I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- b) I may be contacted by telephoning the no(s) given on page 1, or the following no(s)

My address (if different to child's) _____

c) Please state an alternative contact point

Name of contact _____

Address of contact _____

Telephone no(s) _____

d) Family Doctor (name) _____ Doctor's phone no _____

Doctor's surgery address _____

3. MEDICAL INFORMATION

Does your child suffer from any of the following conditions? *Cross out the YES or NO which does not apply*

Asthma	yes/no	Bronchitis	yes/no
Chest Problems	yes/no	Diabetes	yes/no
Epilepsy	yes/no	Fainting	yes/no
Heart Trouble	yes/no	Migraine	yes/no
Raised Blood Pressure	yes/no	Tuberculosis	yes/no

If YES to any of the above, please provide details _____

Does your child suffer from any other condition requiring medical treatment, including medication? Yes/no

If YES, please provide details _____

Is your child allergic or sensitive to any medication (eg penicillin) insect bites, food, plasters or anything else? Yes/no

If YES, please provide details _____

Has your child been immunised against Tetanus (lock jaw)? Yes/no

If YES to tetanus, please give date (if known) _____

Is your child taking any form of medication on a regular basis? Yes/no

If YES, please give full details, indicating the type of medication and dosage.

Do you give your consent to this medication being administered to your child? Yes/no

Please ensure that you supply adequate supplies of medication and dosage to the person in charge,

Does your child have any special dietary needs? _____

Is there anything else the group leaders must be aware of, eg any special educational needs, family circumstances etc?

4. INSURANCE COVER

I understand that the group is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser, I also understand that any extension of insurance cover is my responsibility.

5. DECLARATION

I consent to my child, named on this form, taking part in such activities and declare my child to be in good health and physically able to participate in all activities, other than what I have already declared.

Photos of children (unnamed) may be used for Garstang Free Methodist Church communication purposes from time to time. **Please tick if you DO NOT consent to the following:**

- Church internal notice boards,
- Church website,
- Church Group audio-visual presentations

I am aware of the levels of insurance cover. I am aware that I am responsible for the arrival and collection of my child at the group meeting times. I will ensure that any change in the circumstances will be notified to the organiser.

- I consent to my child's nappy being changed by a leader of this group.
- I consent to my child being assisted in toileting where necessary and when requested.

Signature of Parent / Carer _____

Date _____

Name in block letters _____

PRIVACY STATEMENT

GFMC will only retain and process information to which GFMC has a legitimate interest. GFMC will not divulge Personal Information to a third party unless that party has a legal right to the information. Our Data Protection Policy is available to view on request.

Appendix D

Parental / Carer Consent Form for OFF SITE and NON-REGULAR Activities

Please complete this form in full and return it to one of the youth leaders at
Garstang Free Methodist Church

Outing/event:	Named trained first aiders are:	Named drivers are:
SECTION A – YOUR CHILD’S DETAILS Your child’s name _____ Child’s date of birth _____ Their home address _____ _____ Postcode _____ Telephone no _____ Any significant changes since the annual registration form was completed Any further information that may be relevant for this specific trip; _____ _____		
SECTION B – YOUR DETAILS Your name(s) as parents/guardians _____ _____ Your relationship to the child _____ Emergency Contact Details 1) _____ 2) _____ I hereby consent to the above mentioned child to take part in this activity Signed _____ Date _____ <i>GFMC will only retain and process information to which GFMC has a legitimate interest. GFMC will not divulge Personal Information to a third party unless that party has a legal right to the information. Our Data Protection Policy is available to view on request.</i>		

Appendix E

Signs and Symptoms of Abuse: Children & Young People

What is child abuse? When a child is hurt or harmed by another person in a way that causes *significant harm* to that child and which may have an effect upon the child's health, development or well-being, via acts of **omission** or **commission**.

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.

Physical Abuse

- Not all bruising or marks are causes for concern.
- No failsafe checklist exists.
- Focus on facts but be wary of leading questions.
- What and where e.g. linear, outline, several / recurrent, parallel, soft tissue?
- Are explanations consistent e.g. child, parent?
- Patterns? Circumstances? Life events / changes / behaviour?
- Act promptly – see contact card for who to speak to.
- No photos! Clear records. Skin maps can be helpful.

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 they are aware of what is happening. The activities may involve physical contact, including assault by penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

- There may be physical signs or injuries (e.g. infections, pregnancy, bleeding, bruising etc).
- There may be subtle changes to a child's emotional or social presentation.
- Age-inappropriate or sexualised behaviour.
- A refusal or inability to respond to boundaries around such behaviour.
- A preoccupation with intimacy which isn't balanced by 'natural' curiosity about everything else in the child's world.
- Behaviour which causes other children to complain.
- Children associating developmental play, intimacy etc with the use of aggression, force, coercion
- Children may abuse positions of power that they hold within the peer group e.g. prefect, best fighter, excellent sportsman.

Emotional Abuse

The *persistent* emotional maltreatment of a child such as to cause *severe and persistent adverse effects* on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve frequently causing children to feel afraid or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, but it may occur alone.

This can mean for a child:

- Persistent ridicule, rejection, or humiliation.
- Living in atmosphere of fear and intimidation.
- Being allowed no contact with other children.
- Inappropriate expectations being imposed.
- Low warmth, high criticism.
- Being bullied, made a scapegoat.

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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

For a child this could mean:

- Lack of adequate nourishment / shelter.
- Not receiving medical attention when necessary.
- Lack of interest in the welfare of the child.
- Inappropriate clothing. No boundaries, limits in terms of actions and behaviour. Child's needs not recognised / prioritised by parents.

Contact Card

Do:

- Keep an Open Mind
- Reassure the child that they are right to tell
 - Listen carefully
 - Work at the child's pace
- Ask only open questions – if you must ask them, clarify the facts, don't interrogate
 - Explain what you need to do next
 - Record accurately and quickly using their words
- Pass on to the Pastors, Mary-Jayne, Paula or Andrew on the same day

Don't:

- Make false promises about confidentiality
 - Interrupt
 - Interrogate or investigate
- Make assumptions – e.g. this child tells lies
- Make suggestions about what is being said
 - Speculate or accuse anyone
 - Show anger, shock etc
- Tell the person to go and speak to someone else
- Forget to record accurately and / or pass on to the Pastors, Mary-Jayne, Paula or Andrew

Recordings need to:

- Be written as soon as possible (and certainly within 24 hours)
 - Be written in ink, signed and dated
- Differentiate clearly between fact, opinion (if one is offered) and interpretation
- Use the child's language wherever possible (if you use quotation marks, be very clear and precise)
 - Be given to the appropriate person (Pastors, Mary-Jayne or Paula) as a matter of urgency

Telephone Numbers:

- | | |
|--|-----------------------------------|
| ○ Lead Pastor Ian Heath | 07922 933 406 |
| ○ Mary-Jayne Carter | 07736 315 374 |
| ○ Paula Wells | 07969 125 771 |
| ○ Police | 101 |
| ○ Local Authority children | 0300 123 6720 |
| ○ LA adults | 0300 123 6721 |
| ○ Emergency duty team | 0300 123 6722 (children & adults) |
| ○ Churches' Child Protection Advisory Service (31:8) | 0303 003 1111 |

Young person safeguarding concern / incident report

Date report made: _____ Reported by: _____

Person involved in incident: _____ DOB: _____

Address: _____

Family situation: _____

Date + time of incident _____ Location of incident: _____

Details of incident: (avoid making judgements or interpretations, state facts and use language and words used by the person involved where possible)

Actions taken: _____

Spoken to group leader Contacted parents Spoken to safeguarding lead
Spoken to pastor Other (specify) _____

Actions to be taken / follow up required:

Ongoing monitoring of situation Contact parents Seek advice from Mary Jane
Referral to an organisation Other (specify) _____

Further comments / views of incident: _____

Signed:

Leader entering this report: _____ Print: _____ Date: _____

Date record filed: _____

If you need any help or advice with filling in this form or next steps
Lois Taylor (safeguarding youth): youth@garstangfmc.org.uk
Paula Wells (safeguarding children, church safeguarding lead) paula.wells@hotmail.co.uk 07969 125 771

Appendix H

Signs & Symptoms 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 wellbeing, as defined in Section 1 of the 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

Signs of Possible Abuse in 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

Spiritual Abuse

Spiritual abuse is NOT a category of abuse recognised in statutory guidance. It is a matter of great concern, however, both within and outside faith communities. It was, for example, discussed and defined in Protecting All God's Children (2010), a Church of England document. There is said that:

“Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries.”

Appendix Ia

Confidential Application and References Form Children & Young People

This form is for volunteer leaders who are likely to be in regular and direct contact with children and young people under the age of eighteen. This includes all Kids Klub, Connect, Youth and Sunday Club and Footprint leaders and the overall leader for Creche and Toddle In. Helpers, those who will not take charge of planning and leading and will always work under supervision of leaders, are not required to complete an application form but will need to complete a DBS.

This form is strictly confidential and, except under compulsion of law, will only be seen by those responsible for the appointment, and when appropriate, the child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998 and any subsequent legislation.

Position applied for:

Please enter your personal details here.

Title

Forename(s)

Surname.....

Address

Town

Post Code

Telephone

Email

1. What previous experience do you have of looking after or working with children and young people Please express your reasons for wishing to do so.

2. Do you have a relevant qualification or undertaken appropriate training?
If yes, please give details.

3. Are you willing to ask for and receive training, instruction or advice
in children's and young people's work / adult care and support if
you need it?

Yes / No

4. If you are applying for a role with children and young people do you believe you can provide warm and consistent care for children and young people? Yes / No

5. Will you, to the best of your ability, respect the background and culture of children in your care Yes / No

6. Are you committed to treating all children and young people as individuals and with equal concern? Yes / No

7. To your knowledge, has it ever been alleged that your conduct has resulted in any harm to a child in your care or an adult at risk? Yes / No

If yes, please give details, including the dates(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result

8. Have you any health problem(s) which might affect your work with children or young people under the age of eighteen? Yes / No

I have been regular in attendance at GFMC for 3 or more years Yes / No*

***If yes**, you have been attending GFMC for 3 years or more, please now complete the form by signing and dating below and returning it to the appropriate leader.

***If no** you have been attending GFMC for less than 3 years, then 2 personal references are required to support your application. Please complete the additional reference form and return it with your signed and dated application form.

Declaration

I declare that all the information on this form is accurate and complete to the best of my knowledge.

I agree to provide all necessary information in order for the church to obtain a DBS Certificate if required.

Signed Date:.....

Please return to the Ministry Director: Lois Taylor (for Youth groups), Pastors (for children's groups), at the following address:

CONFIDENTIAL
Garstang Free Methodist Church
Windsor Road
Garstang
Preston
Lancashire
PR3 1ED

GFMC will only retain and process information to which GFMC has a legitimate interest. GFMC will not divulge Personal Information to a third party unless that party has a legal right to the information. Our Data Protection Policy is available to view on request.

References in support of an application

Please provide the names and addresses of two unrelated people who have known you for at least two years who would be able to provide a personal reference.

Once completed, please return this form with your completed, signed and dated application form.

Referee 1

Title

First name

Surname

Address

Town

Post Code

Tel No

Email

Referee 2

Title

First name

Surname

Address

Town

Post Code

Tel No

Email

Signed

Date

Appendix Ib

Confidential Application and References Form **Adults**

This form is for volunteer leaders who are likely to be in regular and direct contact with adults at risk. Helpers, those who will not take charge of planning and leading and will always work under supervision of leaders, are not required to complete an application form but may need to complete a DBS.

This form is strictly confidential and, except under compulsion of law, will only be seen by those responsible for the appointment, and when appropriate, the Safeguarding protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998 and any subsequent legislation.

Position applied for:

Please enter your personal details here.

Title

Forename(s)

Surname.....

Address

Town

Post Code

Telephone

Email

1. What previous experience do you have of looking after or working with adults at risk?
Please express your reasons for wishing to do so at GFMC.

2. Do you have a relevant qualification or undertaken appropriate training?
If yes, please give details.

3. Are you willing to ask for and receive training, instruction or advice
in adult care and support if needed? Yes / No

4. To your knowledge, has it ever been alleged that your conduct has resulted in any harm to a child in your care or an adult at risk? Yes / No

If yes, please give details, including the dates(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result (continue overleaf if required)

5. Have you any health problem(s) which might affect your work with children or young people under the age of eighteen? Yes / No

I have been regular in attendance at GFMC for 3 or more years Yes / No*

***If yes**, you have been attending GFMC for 3 years or more, please now complete the form by signing and dating below and returning it to the appropriate leader.

***If no** you have been attending GFMC for less than 3 years, then 2 personal references are required to support your application. Please complete the additional reference form and return it with your signed and dated application form.

Declaration

I declare that all the information on this form is accurate and complete to the best of my knowledge.

I agree to provide all necessary information in order for the church to obtain a DBS Certificate if required.

Signed Date:.....

Please return to the Ministry Director: Martha Woodward (for adult groups) or Sharon Henriques (for Senior adult groups) at the following address:

CONFIDENTIAL
Garstang Free Methodist Church
Windsor Road
Garstang
Preston
Lancashire
PR3 1ED

GFMC will only retain and process information to which GFMC has a legitimate interest. GFMC will not divulge Personal Information to a third party unless that party has a legal right to the information. Our Data Protection Policy is available to view on request.

References in support of an application

Please provide the names and addresses of two unrelated people who have known you for at least two years who would be able to provide a personal reference.

Once completed, please return this form with your completed, signed and dated application form.

Referee 1

Title

First name

Surname

Address

Town

Post Code

Tel No

Email

Referee 2

Title

First name

Surname

Address

Town

Post Code

Tel No

Email

Signed

Date

Appendix J

Checklist for Safer Recruitment of New Leaders

Volunteer

Ministry Leader/ Leader.....

All adults taking on new roles with the possibility of access to under 18s or to adults at risk will be required to comply with the Church's appointments procedure.

All leaders require an application form and DBS and may require references (see application forms in Appendix Ia and Ib).

Helpers do not require application forms as they will always work under supervision, but may require DBS (Group leader to confirm with DBS Lead recruiter)

It is the responsibility of the person recruiting (referred to as "Group leader") to follow this procedure and make sure that a volunteer does not assume a leadership role until this procedure is completed.

Task	Date Completed	Initials
<p>1. Informal interview Following an expression of interest, Group leader has brief informal interview with volunteer in which they:</p> <ul style="list-style-type: none"> i). Set out the vision of the team for which they are applying ii) Inform them what is expected of both leader and volunteer including reference to the GFM Safeguarding Policy iii). Follows the procedure for DBS, Application forms and References 		
<p>2. DBS procedure The Group leader confirms with the DBS lead recruiter whether a DBS is required. If required the Group leader:</p> <ul style="list-style-type: none"> i) Informs the DBS Lead Recruiter of the name of the prospective volunteer who will be contacting them for a DBS check ii) Informs the volunteer of the contact details of the DBS Lead Recruiter and explains that he/she must contact the DBS Lead Recruiter and arrange for a DBS check. iii) The DBS Lead Recruiter informs the Ministry and Group leaders of the outcome of the DBS application. <p>If satisfactory the volunteer is then able to begin working unsupervised with children and / or adults with care and support needs and is informed of the six month probation period by the Group Leader. In the event of a blemished DBS follow procedure in Appendix K</p>		
<p>3. Application procedure If required, the Group leader:</p> <ul style="list-style-type: none"> i) Gives the volunteer an application form (Appendix Ia (under 18's), Ib (adults) ii) The completed application form is received back, checked and signed by the Group leader and given to the Safeguarding Lead for secure filing. 		
<p>4 References. If references are required (if applicant has not been a regular attender at GFMC for at least 3 years) then the Ministry leader:</p>		

<p>i)Applies for the two personal references using the proforma reference request letter in Appendix Ic (Under 18's) or Id (adults). ii)Informs the Group Leader when satisfactory references have been received iii) Gives the references to the Safeguarding lead for secure filing</p>		
<p>PLEASE NOTE References (if required) and DBS (if required) must be received and verified as satisfactory within 3 months</p>		
<p>When the 6 month probation period is passed, and both leader and volunteer are satisfied, the volunteer is then clear to work until their DBS form needs renewing in three years time.</p>		

Thirtyone:eight - Blemished Disclosures Advice

What is a Blemished Disclosure?

When the applicant has received the DBS/relevant criminal records certificate. This will mean that there is either a caution or conviction/s listed on the certificate or notes on the certificate where a concern has been raised. It is possible that when the applicant applied and completed a self-declaration form they disclosed previous convictions or cautions and therefore the Lead Recruiter will be aware at an early stage that there is a concern.

Why action is needed.

It is the responsibility of the Lead Recruiter to see and review the certificate and the information contained on it because it may mean that the applicant is unsuitable to work with children and/or adults.

How to take action.

The individual should have completed a self-declaration form. It is important to compare what information was provided on the form with what information is given on the disclosure so the honesty and integrity of the individual can be ascertained. If the person hasn't completed an application and self-declaration form it is difficult to ascertain whether they deliberately chose not to disclose information in the hope that it wouldn't appear on the certificate.

If the applicant is on the 'Barred List' and has applied for a position, they should not in any circumstance be allowed to undertake a role working with children or adults at risk of harm. If this situation arises the organisation should contact the CCPAS Helpline or statutory agencies and seek advice.

NB - if an individual believes the information on the disclosure is inaccurate they have redress through the DBS/SCRO and Access NI disputes system.

In order to help the organisation make a decision as to whether the applicant is suitable for the position a risk assessment should be completed. You may have to meet with the applicant to answer some of these questions. Any risk assessment based on a blemished disclosure should cover the following:

The nature of the post/position

- Does the role involve 'one to one' contact with children or adults at risk and are there long periods where the person is unsupervised? NB: Drivers by virtue of the post are likely to have one to one contact.
- How much supervision will be given for the post?
- Does the post involve providing any personal or intimate care?
- Does the post involve any direct responsibility for finances?

Information contained on the disclosure

- Has the individual committed a criminal offence, and how serious was this? An indication can be seen with the name of the offence, and disposal at court- though this isn't always the case.
- The length of time since the offence was committed.
- Was the offence committed whilst the individual was a juvenile?
- Has the offence been decriminalised by parliament, or been re-classified?
- Where was the offence committed? (Some activities are offences in some parts of the UK, whilst not in others).
- How relevant is the offence to others safety, (this can include certain driving offences, drug related offences as well as those of a sexual or violent nature)?
- Is there a pattern of offending, or an escalation of offending?

Help with Completing the Risk Assessment Form.

Special Activity: List all aspects of the activity / activities that the group will undertake where there is risk to either the participants or other members of the public (think beyond the main activity, e.g. accessing vehicles in a car park on route to a sports event needs risk assessing as much as the event itself).

Hazard: State the nature of the risk and to whom it applies.

Control Measures: List all measures put in place to eliminate or control the risks posed that will make the activity safe for those undertaking it.

Risk Factor:

There are two fundamental factors to consider when calculating the significance of a particular risk:

- The level of risk and the severity of its consequences (**impact**).
- The likelihood of the risk occurring in the period covered by the risk assessment (**frequency**).

Indicate as low, medium or high risk. E.g. swimming is a high risk activity because of the dangers of drowning, supervision of participants in public swimming baths, etc. Walking round a museum, on the other hand, carries far fewer risks that can be much more easily controlled, and hence would be low risk.

When risk assessing, consider the following areas (these are not exhaustive but should help you to consider all bases):

1. People: What risks are there to group participants, supervisors, and other members of the public?

Things to think about:

Group members (consider extra risk posed by medical needs / special educational needs / behavioural difficulties)

Staffing (responsibilities, capabilities) and ratios

Interaction with, and risk to or from, other members of the public

Emergency procedures – contacting emergency services (mobile access needed?), supervision of young people in an emergency, consent forms, first aid access

2. Equipment: What equipment will be used? Is it in good working order? Who will be using it?

Things to think about:

Qualifications or levels of competency needed to use the equipment

Supervision levels required

Quality and checking – is the equipment fit for purpose? Are there any special safety requirements / regulations to be aware of? Do you have adequate insurance cover?

3. Venue / Environment: Where is the activity taking place? What risks are posed within or by the venue? Is it suitable for the activity? What about outside environmental factors like, weather, landscape, etc?

Things to think about:

Emergency exits and procedures in case of, e.g. a fire

Stairs, multi-tier venue?
Access to fire extinguishers, first aid kits?
Ease of access to and from the buildings both for participants and for members of the public
Landscape features nearby that pose a risk, e.g. lake, buildings, public houses, busy roads
Weather conditions – do these alter the risk, e.g. risk of walking up a mountain is very different on a sunny day to a wet and windy day

4. Travel: What risks are posed to those travelling? Include planned stops, e.g. toilet break at service station

Things to think about:

Appropriate licensing and insurance - legal and safety requirements, driver competency (MIDAS for minibus use), child seats, safety belts.
Emergency procedures, e.g. in a road accident - travel in convoy? On-route stops and risks associated with them? Consent forms and medication for those in vehicles, leader ratios

5. Emergency procedures: How will you manage in an emergency?

Things to think about:

First aid responsibilities (qualified and / or designated person)
First aid kit and accident report forms
Base contact, e.g. member of staff who can be contacted at home in an emergency and who can help contact parents / carers
Consent forms
Medications, allergies and medical needs (e.g. asthma – have people got their inhalers? Allergies, e.g. peanut, anaesthetic, penicillin?)
Ratios of supervising adults to young people should an emergency arise
Notifying church staff in the event of any serious injury requiring medical intervention

Guidance on completing a Risk Assessment

The following must be taken into consideration. This is not an exhaustive list.

The type of visit/activity and the level at which it is being undertaken.

The location, routes, mode of transport.

The competence, experience, qualifications of the staff involved.

The ratios of staff to children. This must include an assessment of those who have an Enhanced DBS Disclosure and can have unsupervised access and those who do not and must not have unsupervised access. In the case of a residential visit no adult must be present who does not have an Enhanced DBS Disclosure.

The group members age, competence, fitness and temperament for the activity.

Any special medical needs of participants.

Conditions, weather etc.

The quality, suitability of equipment.

Qualifications, insurance etc. of any organisation or group who will be involved in the activity. It is not good enough to assume that because a group offers to carry out an activity it is qualified or insured to do so.

Emergency procedures.

Who will provide First Aid if it is needed.

Means of coping if a child becomes unwell.

Ways of monitoring risks throughout the activity.

The information provided to the Chair of Health & Safety Committee must also include:

Information provided for parent/carers (a parental consent form is required for each visit. These can be found in **Appendix D**)

Transport arrangements and details of the contact person, not involved in the visit, who will hold lists of those being transported.

Supervision ratios (young people under 18 do not count and must be included in the numbers to be supervised). There is a need to assess the male/female makeup of the group. High risk activities e.g. swimming need higher ratios.

Some activities are designed to allow participants to be independent. Where remote supervision is part of the visit it is essential to ensure that parents have agreed to it. (e.g. A trip to Camelot may well involve young people being allowed to wander in the park - this does not reduce the responsibility of the group leader.)

The Risk Assessment must be read and signed by all those involved in leading and supervising the visit. It is the responsibility of the Group Leader to ensure this task is completed.