



The Redeemed Christian Church of God RCCG.

Croydon Tabernacle Church: Croydon Tabernacle Parish (CT)

38/40 Pearsons Mead,

West Croydon.CR0 3SL

### Safeguarding Policy and Procedure

#### FOREWORD

The Redeemed Christian Church of God affirms that children and young adults are the heritage of the Lord. The church is committed to nurturing, enhancing and respecting the dignity of all children in the care of the church or using our services.

We acknowledge that children, young people and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect. The church aims to provide a safe haven for children in our churches as we demonstrate love and respect and live out our Christian commitments for the next generation.

This handbook contains principles, safeguarding policy and procedures that are an indispensable resource for good practice for all that are involved in the ministry of children and vulnerable adults.

It is our belief that our children, through whom we share our faith and have responsibility to protect, will flourish. We are optimistic that they will fulfil their potential as we adhere to the guideline in this publication and nurture them in our churches, while safeguarding ourselves from pitfalls in the discharge of our responsibilities.

Likewise, our church should be welcoming and safe for adults and a place of sanctuary to all.

RCCG UK

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We accept the UN Universal Declaration of Human Rights and the International  
Covenant of

#### RCCG POLICY STATEMENT

Details of the place of worship / organisation

Name of Place of Worship / Organisation: Croydon Tabernacle Parish (CT)

Address: 38/40 Pearsons Mead, Cr0 3sl

Tel No: 02086888466

General Email address: admin@croydontabernacle.org.uk

Parish Pastor: Pastor Sola Babalola

Contact Telephone / Email: 07846472715 / sola.babalola@croydontabernacle.org.uk

Safeguarding Lead Name: Omosigho Eboreime

Safeguarding Lead Contact Telephone / Email: 07773550232/

[safeguarding@croydontabernacle.org.uk](mailto:safeguarding@croydontabernacle.org.uk) / [omosighoeboreime@yahoo.co.uk](mailto:omosighoeboreime@yahoo.co.uk)

Membership of Denomination/Organisation:

Denomination / Organisation Safeguarding Officer:

Contact Details for Denomination / Organisation Safeguarding Officer:

Charity Number:

Company Number:

Regulators: Ansvar

Insurance Company:

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

Our Commitment to Safeguarding

This policy statement sets out the means by which the Redeemed Christian Church of God (RCCG), Croydon tabernacle Parish CT aims to ensure that every precaution is taken to care for, nurture and protect children in their care.

We recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

At the RCCG Croydon tabernacle Parish (CT) we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are

committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten 'Safe and Secure' safeguarding standards published by Thirty-one: eight (formerly CCPAS).

#### Guidelines for the Policy

The Board of Trustees the Redeemed Christian Church of God, Central Office UK, should ensure that:

☐ All workers understand their legal and moral obligations to protect children and young people and vulnerable adults from harm, abuse and exploitation.

☐ Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

☐ Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.

☐ Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

☐ Support the Safeguarding Officer(s) in their work and in any action they may need to take in order to protect children and adults at risk.

☐ A parish develops best practice in relation to the recruitment of all workers, paid staff and volunteers.

☐ It provides opportunities for all newly appointed workers, paid and voluntary, through the provision of induction training, which gives an overview of the organisation's purpose, values, structure and services.

☐ All workers in a parish understand their responsibility to work to the standards and procedures detailed in their safeguarding policy and procedures.

☐ All workers understand their obligations to report care or protection concerns about a child/young person, and vulnerable adults to the churches designated safeguarding officer.

☐ All procedures relating to the conduct of workers are implemented in a consistent and equitable manner.

- ☑ The designated Safeguarding Officer understands his/her responsibility to refer any protection concerns to the statutory child protection agencies (i.e. police and/or children's social care / social work department).
- ☑ Opportunities are provided for all workers, paid and voluntary, to develop their skills and knowledge particularly in relation to the care and protection of children and young people and adults at risk of harm.
- ☑ Children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures and the safeguarding coordinator.
- ☑ Endeavour to keep up to date with national developments relating to the care and protection of children and young people and vulnerable adults.

Safeguarding Team

Date: 27<sup>th</sup> Dec 2025

## RCCG SAFEGUARDING POLICY & PROCEDURES

The Parish shall appoint a Safeguarding Officer. This person should ensure that the guidelines produced by RCCG, Croydon Tabernacle Parish (CT) in relation to safeguarding child and vulnerable adults are adhered to.

Recognising and responding appropriately to an allegation or suspicion of abuse

## UNDERSTANDING ABUSE & NEGLECT

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue.

A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting.

Very often the abuser is known or in a trusted relationship with the child or vulnerable adult. In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to



protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

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

Article 19, UN Convention on the Rights of the Child Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment. Article 5, UN Universal Declaration of Human Rights NB. Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in the appendices of this policy.

#### SAFEGUARDING AWARENESS

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate safeguarding training on a regular basis, which should cover signs and symptoms of abuse and how to respond as a minimum.

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

#### RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

(Name) Omosigho Eboreime

(Position) Safeguarding Lead

(Contact Details) 07773550232 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Lead or, if the suspicions in any way involve the

Safeguarding Lead, then the report should be made to:

(Name) Steve Shosinde

(Position) Deputy Safeguarding Lead

(Contact Details) 07535035799 if the suspicions implicate both the Safeguarding Lead and the Deputy, then the report should be made in the first instance to:

(Name) Sola Babalola

(Position) Parish Pastor

(Contact Details) 07846472715 if the suspicions implicate both the Safeguarding Lead, the Deputy and the parish pastor then the report should be made in the first instance to: Thirty-one: eight (formerly known as CCPAS,) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0303 003 1111. Alternatively contact your local Social Services or the Police.

- Where the concern is about a child the Safeguarding Lead should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from THIRTYONE: EIGHT (FORMERLY CCPAS) as above.

Croydon Children's Social Services single point of contact (SPOC)

Phone: 020 8255 2888

Monday to Friday from 9am to 5pm

Out-of-hours Emergency Duty Team: 02087266400

For Adult at risk

Tel: 020 8726 6500 or make a referral:

<https://www.croydon.gov.uk/adult-health-and-social-care/report-abuse-adult>

The Police Child Protection Team telephone number is 999.

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

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

- The Leadership will support the Safeguarding Lead /Deputy in their role, and accept

that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead /Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead as to the appropriateness of a referral, they are free to contact an outside agency direct.

We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead / deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. It is not the role of the Safeguarding Lead to investigate allegations and concerns.

#### Detailed procedures where there is a concern about a child: ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

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

## ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Lead /Deputy will:

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

Detailed procedures where there is a concern about a vulnerable adult:

### Suspicious or Allegations of Physical or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Lead /Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under the Care Act 2014 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, thirty-one: eight can be contacted for advice.

Detailed procedure where there is an allegation against a person who works with children:

## 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 Lead will without delay inform:

- the local Children's Social Services (following the Local Safeguarding Children Board (LSCB) procedures) in regard to the suspension of the worker, and discuss

- also making a referral to Croydon Local Authority Designated Officer (LADO) as follows:

Jane Rowe (Formerly Jane Parr)

(Name)

0208 726 6000 ext. 24817 or 0208 726 6500

(Contact Details)

LADO@Croydon.gov.uk

(Email)

NB. There may also be a requirement under law to make a referral to make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred.

#### ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Lead /Deputy will:

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

Detailed procedures where there is a concern about a vulnerable adult:

#### Suspicious or Allegations of Physical or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Lead /Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under the Care Act 2014 and government guidance, 'No Secrets', to investigate allegations

of abuse. Alternatively, thirty one: eight can be contacted for advice.

Detailed procedure where there is an allegation against a person who works with children:

#### 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 Co-ordinator will without delay

inform:

- the local Children's Social Services (following the Local Safeguarding Children Board (LSCB) procedures) in regard to the suspension of the worker, and discuss
- also making a referral to a Local Authority Designated Officer (LADO) as follows:

Jane Rowe (Formerly Jane Parr)

(Name)

0208 726 6000 ext. 24817 or 0208 726 6500

(Contact Details)

LADO@Croydon.gov.uk

There may also be a requirement under law to make a referral to make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

You may also be required to report in the case of a Serious Incident to the Charity Commission.

#### ALLEGATIONS OF ABUSE AGAINST A PASTOR OR MINISTER

If a Pastor or a Minister is the subject of an allegation, RCCG Croydon Tabernacle (CT) Parish's Safeguarding Lead and the Administrator of must also be consulted for advice.

You are advised, that in consultation with RCCG Croydon Tabernacle (CT) Parish Child Protection Lead, any serious incident should be reported to your insurers. This enables the insurance company to be prepared should any claim arise.

All communication must be handled in a sensitive manner and should be steered by RCCG Croydon Tabernacle CT Parish's pastor.

Should a journalist or broadcaster make an enquiry, you must refer them to RCCG Croydon Tabernacle CT Parish's pastor office.

#### Dos and Don'ts in allegations of abuse

The following are procedures to follow in dealing with disclosures of child abuse that might arise as a result of working with children and young people.

Do:

- a. Explain that you cannot be asked to keep a secret in an abuse incident.
- b. Listen patiently to the child or young person, let them express their feelings and emotions without interruption, accept what is said verbatim.
- c. Reassure the child or the young person that they have done the right thing in telling someone.
- d. Explain that the information received will be passed on in the interest of the child or young person.
- e. Ensure that you make notes of your conversations with the child and if possible such notes should be in the exact words of the child.
- f. Speak to the Parish Pastor or Parish Safeguarding Officer.
- g. Refer to RCCG National Child Protection Adviser.
- h. Seek advice from Thirty-one: eight on 0303 003 1111.
- i. If the subject of the allegation is the Parish Pastor contact the RCCG Safeguarding Lead and the Administrator of RCCG Croydon Tabernacle CT Parish.

Do not investigate any allegation

DO NOT:

- a. Show shock or disbelief.
- b. Agree to keep the disclosure a secret.
- c. Make a suggestion that you can stop the abuse.
- d. Ask suggestive queries, or ask for further details or clarifications as this might contaminate the evidence.

- e. Investigate any allegation. This is the role of competent and professionally trained people.
- f. Contact the alleged person responsible for the abuse.
- g. Make any comment to the media.

#### Prevention - Safer Recruitment

Having in place a range of mechanisms and understood practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we have the opportunity to prevent those we would not want working with children and vulnerable adults from doing so at the earliest point.

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

- a. There is a written job description / person specification for the post
- b. Those applying have completed a standard application form and a self-declaration form
- c. Those short listed have ALL been interviewed
- d. Roles and attitudes regarding safeguarding have been discussed at interview
- e. Written references have been obtained for ALL candidates, and followed up verbally where appropriate
- f. A Disclosure & Barring Service (DBS) disclosure is completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commences employment
- g. Qualifications where relevant have been verified
- h. A suitable induction training programme (including safeguarding & workers training) is provided for the successful applicant.
- i. The successful applicant completes a probationary period
- j. The applicant is aware of the safeguarding policy and knows how to report concerns.



Safer recruitment practices should be used regardless of the setting or activity where workers are working with either children or vulnerable adults.

For further information on safer recruitment practices, please see the Thirty one: eight Practice Guide Publication and the government's guidance 'Working Together to Safeguard Children 2023.

## MANAGEMENT OF WORKERS – CODES OF CONDUCT

As a Church we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and vulnerable adults. The Leadership 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.

A code of conduct towards children, young people and vulnerable adults should be drawn up which all workers agree to follow. It is important that there is a culture of dignity and respect towards those being cared for. This can be achieved by workers:

- understanding the organisation's safeguarding policy and good working practice
- listening to children, young people and vulnerable adults.
- respecting boundaries and privacy of those being cared for
- knowing how to deal with issues of discipline in line within the organisation's code of conduct
- developing an awareness of disability issues as well as issues of equality and inclusion

For further information on Codes of Conduct see 'Safe & Secure' Standard 4.

## DBS Disclosures

RCCG UK Central Office will process all DBS disclosures for RCCG churches in the UK. For information on how to process same please contact [legal@rccg.co.uk](mailto:legal@rccg.co.uk)

## Management of Workers – Training and Supervision

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. When this happens workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for.

Safeguarding training for volunteers and paid staff involved in working with children should be arranged on a three-year rolling programme. The RCCG Croydon Tabernacle CT Parish Safeguarding Lead should keep a record of attendance. New employees/volunteers will be individually briefed. All workers, paid or voluntary, will be given a copy of the policy to ensure consistency of approach.

#### Management of Workers - Team Meetings (Leadership Meeting)

The leadership recognises the importance of team meetings. These should be convened on a regular basis and should provide an opportunity for ideas and issues to be aired, concerns expressed and feedback given.

#### Management of Workers - Whistleblowing

In addition to effective management of allegations against staff, there needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998.

Further information and advice can be obtained from Public Concern at Work:

Public Concern at Work

Suite 301,

16 Baldwins Gardens,

London

EC1N 7RJ

Tel: 020 3117 2520,

Website: [www.pcaw.co.uk](http://www.pcaw.co.uk)

See also Appendices 4, 5 and 6.

#### PASTORAL CARE

##### SUPPORTING THOSE AFFECTED BY ABUSE

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse, who have contact with or are part of the place of worship / organisation.

Pastoral care is varied by nature, and you should ensure that you have appropriate support and permissions before you embark upon supporting somebody with the often complex issues created by past abuse. If you are concerned about your ability to

provide appropriate pastoral care and/or counselling to individuals in these circumstances, you should contact the Thirty one: eight Helpline 0303 003 1111 option 2. Thirty one: eight are able to provide limited support and may be able to suggest organisations or individuals who may be able to assist further.

Alternatively, you should contact the Association of Christian Counsellors (ACC)

(<https://www.acc-uk.org/>) who will be able to put you in contact with trained individuals who may be able to offer support. ACC also produce a Pastoral Skills training course that can be delivered in your church/organisation by somebody experienced in pastoral care.

## WORKING WITH OFFENDERS

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. This may involve the use of risk assessments and supervision agreements. Pastoral care will be offered without prejudice to all those who require it. This may also include a known offender. Where pastoral care is offered to both the person affected by abuse and the known offender, this should be offered by different people who are able to support those concerned impartially and effectively.

For further information about working with offenders - contact RCCG Central Office and thirty-one: eight for their resources including their 'Help' booklets and practice guides.

## SAFEGUARDING IN SPECIFIC CIRCUMSTANCES

Safeguarding children where there is abuse as a result of a belief in witchcraft or spirit possession.

Over recent years there have been several high-profile criminal cases involving child cruelty associated with witchcraft and spirit possession. These include cases of children receiving severe beatings, torture and even murder. Victoria Climbié is one of such cases and the fairly recent well reported discovery of a mutilated body of a two-year-old African child is thought to be associated with practices in a small minority of faith communities connected to a belief in witchcraft and spirit possession. The blend of faith and traditional practices has led to a number of children being at risk in the UK.

Children and young people have a right to be protected in all circumstances. Where it is suspected that a child is being harmed as a result of a belief that the child is a witch or the child is possessed this should be reported to the police and/or children's social

care. Government commissioned research in 2006 showed that children with a difference are at greatest risk of being harmed as a result of being accused, for example a child with a disability.

See Appendix 9 for extract from Working Together.

## Discipline

### Guidelines for discipline

- ☒ Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- ☒ Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- ☒ Take care to give the quieter and/or well-behaved attention and resist allowing the demanding individuals to take all your time and energy.
- ☒ Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- ☒ If children and young people in particular are bored they often misbehave, so review your programme regularly.
- ☒ NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- ☒ Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- ☒ Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- ☒ Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis. For those who are continuously disruptive:
  - ☒ Have them sit right in front of you or get a helper to sit next to them.
  - ☒ Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
  - ☒ Challenge them to change their behaviour whilst encouraging their strengths.
  - ☒ Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

## Private fostering and trafficking

Child Trafficking - The trafficking of human beings is happening world-wide and should be understood in this context. It is not the domain of one particular nationality or ethnicity. There are no accurate national statistics as to the prevalence of child trafficking purely because of the concealed nature of this criminal offence.

The reason for trafficking is complex and cannot be disassociated from migration generally. It is not always for criminal exploitation, it can purely be for a child to receive what is perceived to be a better life or education. Trafficking is often linked to 'private fostering'. The trafficking of a child is a criminal offence and must be reported to the police or Children's Social Services.

Private Fostering - The law on private fostering is covered by a number of pieces of legislation including the Children Acts 1989 and 2004 together with the Children (Private Arrangements for Fostering) Regulations 2005. See Appendix 12

Some children and adults come to the UK in the belief that they will have a better life than in the country they have come from and find themselves involved in domestic servitude. Where this is suspected this should be reported to the safeguarding officer who will report the matter to the police.

## Good Practice Guidelines

The following good practice guidelines should be adopted by all parishes and churches. The reality is that no two churches provide the same activities and groups and may require additional practice guidelines and protocols. As part of the partnership arrangement with the Churches Child Protection Advisory Service (CCPAS), each parish is encouraged to become a member of CCPAS in order to undertake DBS disclosures through their Disclosure Service. The benefit of membership is that they provide a 24 hour telephone helpline for churches when faced with a safeguarding issue. They also provide advice by telephone on any policy and safeguarding practice issue.

In addition CCPAS' Safe and Secure manual is available online and contains many additional policies, procedures and protocols. There is a search facility and the full manual and each section is available for download. There are also various forms for download such as application form, self declarations form, request for references, consent forms etc. The following are recommended guidelines on good practices:

**Adult / child ratios: Recommended** guidelines for good practice for the following age groups:

2 to 3 years – 1 leader to every 4 children (1:4)

4 to 8 years – 1 leader to every 8 children (1:8)

over 8s – 1 leader for the first 8 children followed by 1:12

N.B: We would advise 2 workers that are DBS checked and safely recruited.

#### Toilet facilities

The ideal is 1 toilet and 1 hand basin per 10 children.

#### Warm and clean

Halls or meeting rooms should be warm, and adequately lit and ventilated. The meeting rooms should be in good hygienic condition, and also spacious to accommodate the strength capacity of children.

#### Entrances and exits

Entrances and exits should be well lit and easily accessible.

#### Registration

Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required. All workers who are involved in children ministries must register with the Independent Safeguarding Authority (ISA) , Vetting Barring Scheme effectively from July 2010.

#### More than one leader

There should always be more than one leader for any age group. If possible have at least one male and one female leader if the group is mixed.

#### Time alone

Avoid spending time alone with a child or young person. Accountability between team members is vital and reasons for isolation with a minor should be made known to the team members. Try never to be behind a closed door but if necessary, tell someone that you are there.

#### Administration

Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific medical history (such as asthma, epilepsy, diabetes, allergies and medication etc.).

#### Touch

Touch is an important part of human relationships: touch is sensitive and suggestive, and team leaders should consistently clarify any pastoral care that might entail touching a child or a young adult with his or her consent.

The following should be considered:

- x Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- x Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- x Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- x Avoid any physical activity that may be sexually stimulating.
- x All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- x When giving first aid (or applying sun cream etc), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- x Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- x Concerns about abuse should always be reported.

#### Good practice for workers

- x Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.
- x Avoid invading the privacy of children when they are showering or toileting.
- x Do not engage in rough, physical or sexually provocative games.
- x You must not engage in sexually suggestive comments about or to a young person, even in fun.
- x Inappropriate and intrusive touching of any form are potential litigation grounds.
- x Do not engage in isolating, ridiculing, or rejecting a child or young person.
- x Avoid using physical means in the control and discipline of children.
- x Do not let youngsters involve you in excessive attention-seeking that is overtly sexual

or physical in nature.

x Do not invite a child or young person to your home alone: invite a group, or ensure that someone else is in the home. It is suggested that home visits should not be encouraged.

x Do not share sleeping accommodation with children or young people if you take a group away or while visiting.

#### Good practice with colleagues

x If you notice any team members whose behaviour can be potentially misconstrued or about whom you have concerns, you are encouraged to raise your concerns with the team leaders. Team leaders should encourage mutual support and accountability within the group to foster openness and sincerity in discussing issues of concern.

#### Casual visitors

x Casual visitors or guest who have not being authorised by the ... Parish should not have access to children without the presence and consent of the designated team leaders or carer.

#### Health and Safety

x All team leaders should be aware of where the telephone is in case of an emergency situation.

x Health and Safety regulations on fire procedures should be adhered with. Fire drills should be observed at defined schedules and fire extinguishers should be provided at designated areas. Fire exit doors should at all times be checked regularly and kept free from obstruction.

x Children or young adults with any infectious disease should not attend meetings to protect the health of other attendees.

x A no smoking policy operates where children are meeting.

x The health assessment form of the church should be submitted to the church before any activity within or outside the church takes place. This is a precautionary measure to assist medical personnel in case of any emergency.



- x Provision of a first aid kit is essential at all indoor and outdoor activities, with the presence of a trained first aider.
- x One of the team leaders of any event within or outside the church should be a first aider.
- x No medication should be administered without written parental consent.
- x The premises utilised by the children should be opened before the arrival of the children by a responsible adult. This includes ensuring that the heating facilities are functional.

#### Transport

- x If a child is to be transported in a car or minibus the leader/ driver must ensure that they are covered by appropriate insurance and if a minibus is used the person driving is authorised, holds an appropriate licence and has passed the required test. Health and Safety Regulations must be complied with. If at all possible do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Seat belts must be worn.

#### Insurance

- x The Board of Trustees should have a record of any other activities that may take place and it must be ascertained that insurance cover is adequate.

#### Volunteers

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

#### Communication

The Administrator, the Safeguarding Officer and parents should be clearly informed of all the activities in which children and young people may take part on RCCG Croydon Tabernacle CT premises or through RCCG Croydon Tabernacle CT Parish in any way.

#### Insurance

The Board of Trustees of RCCG Croydon Tabernacle CT Parish should ensure that the church has Public Liability Insurance with a reputable insurance firm. The observance of 'reasonable care' is a standard insurance condition. The policy holder has a duty to adopt 'best practice'.

#### Use of office premises

RCCG Croydon Tabernacle CT Parish administrator should ensure that the Guidelines on the Safeguarding Policy in relation to groups who hire the Conference Hall is implemented through the lettings policy of RCCG Croydon Tabernacle CT. Casual users should sign and agree to abide by RCCG Croydon Tabernacle CT Parish Child Protection Information. Long-term and regular users/hirers, which include termly or longer, shall sign that they will abide by the Safeguarding Policy of RCCG Croydon Tabernacle CT Parish. RCCG Croydon Tabernacle CT Parish's Safeguarding Policy should be given to such a client.

#### Monitoring

The implementation of the policy (supervision, registers, registration forms) will be monitored on a minimum basis of twice yearly during the Autumn and Summer Term.

#### Evaluation

To ensure accountability RCCG Croydon Tabernacle CT Parish Safeguarding Lead should present an evaluation report to the Board of Trustees of the local church at the first meeting of each year.

## APPENDICES

### Appendix 1

#### Definition of a child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows

young people from age 16 to make certain decisions for themselves (e.g. getting married),

but safeguarding legislation applies to anyone under the age of 18 because this is the legal

definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern

Ireland similarly define a child as someone under 18.

Throughout this manual when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

#### Definition of adult at risk

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Vulnerable adults are also known as 'adults at risk'.

Throughout this manual we will use the terms vulnerable adults and adults in need of protection interchangeably.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone: 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

In Scotland, the Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who is:

- x unable to safeguard their own well-being, property, rights or other interests,
- x at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
- x at risk of harm if another person's conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

### Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation.

Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

### Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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

### ENGLAND AND WALES

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children 2018'. What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or

neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet.

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

#### Physical abuse

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

#### Emotional abuse

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

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

preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Neglect

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: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

### SCOTLAND

In 1998 and 2000 The Scottish Office, now the Scottish Executive, published a guide to interagency co-operation 'Protecting Children – A Shared Responsibility'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

## Categories of Abuse

For recording all cases, the following are standard categories of abuse. Although these are represented as discrete definitions, in practice there may be overlap between categories. In such cases local authorities should enter the name on the Child Protection Register under one main category of abuse although for the purposes of individual case management, the case conference may identify combinations of abuse which the child protection plan will need to address. It may also become necessary to change the category of abuse under which a child is registered as the case progresses.

### Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

### Sexual Abuse

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or no the child is said to have initiated, or consented, to the behaviour.

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve Non-Organic Failure to Thrive. Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established. Emotional Abuse -Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

### Physical Neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child.

## NORTHERN IRELAND

The following definitions of child abuse are recommended as criteria in Northern Ireland by the Department of Health, Social Services and Public Safety in the document 'Co-operating to Safeguard Children (2003).

### Types of Abuse

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional setting by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

### Physical Abuse

Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

### Emotional Abuse

conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve causing children to feel frightened 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, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact, including penetrative or nonpenetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways\*.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include non-organic failure to thrive.

### Significant Harm

The legislation defining the circumstances in which compulsory intervention in family life is justified in the best interests of children is based on the concept of 'significant harm'.



The relevant Articles in the Children Order are Articles 2(2) and 50(3). There are no absolute criteria for judging what constitutes significant harm. However, they may include the degree, extent, duration and frequency of harm. Sometimes a single traumatic event may constitute significant harm e.g. violent assault, sexual assault, suffocating or poisoning. More often, significant harm is a series of events, both acute and longstanding, which interrupt, change or damage the child's physical and/or psychological development. Some children live in family and social circumstances where health and development are neglected. For them, it is the corrosiveness of long term emotional, physical and/or sexual abuse that causes impairment, sometimes to the extent of constituting significant harm.

\*Sexual activity involving a child who is capable of giving informed consent on a matter, while illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category is a sexual relationship between a 16 year old and her 18-year-old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police.

'Abuse is a violation of an individual's human and civil rights by any other person or Spiritual harm. The term spiritual abuse does not have a statutory definition and should be carefully qualified. thirty-one: eight have put forward the following definition "Spiritual Abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour." thirty-one: eight practice guide Understanding .

Spiritual Abuse.

Domestic abuse

It has been observed over time by local authorities that children who live in homes where there is domestic abuse are often susceptible to such abuse.

Definitions of a vulnerable adult from the Safeguarding Vulnerable Groups Act (2006), section 43

A person is a vulnerable adult if he has attained the age of 18 and—

- (a) he is in residential accommodation,
- (b) he is in sheltered housing,
- (c) he receives domiciliary care,

- (d) he receives any form of health care,
- (e) he is detained in lawful custody,
- (f) he is by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43),
- (g) he receives any service or participates in any activity provided specifically for persons who are elderly; has any form of disability; has a physical or mental problem of such description as is prescribed; or is an expectant or nursing mother.
- (h) payments are made to him in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c. 15), or
- (i) he requires assistance in the conduct of his own affairs.

It is of note that 'welfare services' for vulnerable adults includes services which provide support, assistance, advice or counselling to individuals with particular needs.

**Statutory Definitions of Abuse (Vulnerable Adults)** The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000): persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

#### Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

#### Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

### Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

### Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

### Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## APPENDIX 2

The Parish's Safeguarding Lead responsibilities are as follows:

- Liaise with the Pastor in charge of the parish and administrator, for new employees/volunteers to ensure they are safely recruited including undertaking a DBS disclosure where appropriate.
- Ensure that each role within the church has a job description which reflects child protection issues.
- Provide leaders responsible for recruiting volunteers with volunteer application forms.
- Provide Offences Disclosure and DBS forms to each volunteer referred to him/her.
- Check the evidence of address/identity provided by the volunteer.

- Send the form for DBS check.
- Receive back from the DBS the outcome of the check.
- Keep personal information on paid staff and volunteers in a secure place.
- In conjunction with statutory agencies' requirements, decide on appropriate course of action in event of a positive disclosure.
- Keep a record of dates of DBS checks of all volunteers and paid staff with regular updates every three years.
- Ensure that there is a place where records can be stored securely and confidentially. Retention of Offences Declaration forms must be indefinite and the Parish's Safeguarding administrator will be responsible for the long-term storage.

## APPENDIX 3

### CARING FOR CHILDREN WITH SPECIAL NEEDS POLICY

Reason this policy is important:

RCCG Parishes should be committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the numbers of children with chronic health conditions such as asthma, allergies, and diabetes increases, as well as the number of children with emotional or behaviour issues, the ability of RCCG Children Church to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the child care experience for all staff, and children and families of enrolled children.

#### Special needs

Where possible, in consultation with children, parents or carers as within an individual parish it may not always be possible for accommodate every disability adequate provisions should be made with respect to children with special needs.

Volunteers must be trained to meet the need of every child especially those with special needs such as autism, Asperger, Attention Deficit Hyperactive Disorder, etc.

We acknowledge the Disability Discrimination Act 1995 and current legislation Disability and Equality Act 2010 and recognise that a percentage of our children may have a special need related to their wellbeing, Emotional or Behavioural Difficulties,

Sensory Impairments or Physical Disabilities. Therefore, all children with SEN should have their needs met.

Children with SEN should be offered full access to a broad, balanced and relevant

Attention. The views of children with SEN should be sought and their views taken into account. Parents have a vital role to play in supporting their child's wellbeing at church.

The Parishes operate within the structure of their Local Authority or Borough SEN and Inclusion Policies and the SEN Code of Practice. Parishes should access this from their Borough. In the light of our Mission Statement, we aim to provide an holistic welfare where children can achieve their best, irrespective of challenges.

Procedure and Practices, including responsible person(s):

1. Children with special needs will be accepted into our program under the guidelines of the Disability and Equality Act 2010, Children and Families Act 2014.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Omosigbo Eboreime will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
4. Omosigbo Eboreime will ensure that when a child with a special need is identified on the Child Care Application Form, the family will be given a Special Health Care Plan and Emergency Information for Children with Special Needs Form to be filled out by the family and health care provider collaboratively with a member of the child care program staff.
5. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible.
6. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.
7. The individual written plan of care for children with special care needs will be followed in emergency situations. Exclusion within the group should not be permissible under the law in the provision of facilities. This includes facilities such as disabled access and toilet facilities.

## APPENDIX 4

### Who needs a DBS check ?

Any person who is regularly responsible for caring for children or is in constant contact with children or young adults is a potential risk and will therefore require a DBS disclosure. Examples of positions in church where there is likely to be a need for a DBS disclosure include:

- Sunday School teachers
- Youth leaders/teachers
- Choir leaders
- Children's advocates
- Pastors & Ministers

Thirtyone: eight (formerly known as CCPAS) act as our umbrella body to obtain DBS disclosures for those working with children and vulnerable adults. They have extensive experience of who qualifies for checks and will be able to clarify what role and position will require a DBS disclosure check.

## Appendix 5

### Procedure for dealing with a blemished disclosure

In order to comply with the Rehabilitation of Offenders Act 1974 an organisation must ensure that all those applying to work whether in a paid or voluntary position are treated fairly. This means that having a criminal record should not necessarily mean an individual cannot work for the organisation.

As part of the DBS / SCRO and Access NI code of practice, it is expected organisations will have suitable procedures in place to assess blemished disclosures. Thirtyone: eight is available to assist RCCG Croydon Tabernacle CT Parish when a blemished disclosure is received. It is incumbent upon the church to determine the risk that people with previous convictions might pose, especially if a DBS reveals convictions or behaviour relating to harm to a child or young person.

When a blemished disclosure is received within a parish, further consultation should take place with the Safeguarding Lead of RCCG Croydon Tabernacle CT Parish for initial

assessment and enquiries to be made. When a blemished disclosure is received, the thirty-one: eight Disclosure Service will send the certificate to the organisation and, depending on the seriousness of the information would advise that they contact thirty-one: eight on a dedicated number to discuss the situation. Whilst the recruitment decision lies with the organisation, thirty-one: eight will confirm its advice in writing based on details provided by the organisation. It is important therefore the blemished disclosure is to hand when thirty-one: eight is contacted.

The individual should have completed a self-disclosure 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.

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

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 vulnerable adults 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?
- An individual may have committed one offence, or a series of offences.
- What is known of the circumstances of the offence
- Has the person's circumstances changed significantly which make the change of reoffending less likely?
- Has the person expressed remorse, and demonstrated a commitment to change?
- Does the individual blame others for their actions, minimise the offence(s) or is dismissive of the consequences of their actions?

A disclosure at enhanced level can include information disclosed at the discretion of the Chief Constable from local Police Forces. This non conviction data should have the above criteria applied to it as would be given to conviction data. Be aware that whilst ordinarily social services information is not available on a criminal records disclosure, where the police have been involved in a child protection matter concerning an individual, a disclosure at enhanced level may include information released by the police concerning children's social services e.g. where following a police investigation a child has been placed on the child protection register.

## Appendix 6

### Recruitment of Ex-offenders

The RCCG is committed to a non-discriminatory policy because of a conviction or other information revealed in a blemished disclosure of an applicant.

#### Guidelines on the Policy:

1. The Redeemed Christian Church of God, Rock Of Redemption CHParish, adheres to the Code of practice of the Disclosure & Barring Service (DBS) that all registered organisations must treat disclosure applicants who have a criminal record fairly. The church does not and will not discriminate unfairly against any subject of disclosure on the basis of information revealed.
2. The organisation is committed to fair treatment of its staff, prospective employees, volunteers, service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.



3. The church is committed to equal opportunities for its staff and prospective employees. Applications are welcome from a broad range of applicants including those with criminal records. Selection for interview is based on candidates' professional competence, skills, educational attainments and experience.

4. The church is committed to a disclosure based on the report of risk assessment for such a position within the organisation. For positions within the church for which disclosure is required, adequate information about the requirement will be included in the application forms, job adverts and job briefs should a prospective employee or volunteer be offered the job.

5. In the organisation's recruitment process, where a disclosure is required, applicants called for interview are encouraged to provide the organisation with details of their criminal record voluntarily through the disclosure form. This form is strictly confidential and is sent to a designated officer and we affirm that this information will only be seen by appropriate personnel during the recruitment process.

6. Based on the Rehabilitation of Offenders Act 1974, we only ask questions about "unspent" convictions except when the position applied for allows the organisation to ask for the entire criminal record.

7. The recruitment team should be well acquainted with the guidelines and training in relevant legislation regarding the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

8. All applicants should be provided with a copy of this policy before recruitment.

9. The offer of employment can be withdrawn if the applicant failed to disclose the subject of any offences or any matter that might relate to the position applied for in the organisation.

10. A copy of the DBS Code of Practice is made available on request by applicants.

11. Details of disclosure are discussed with an applicant before the withdrawal of a conditional offer of employment.

## Appendix 7

### Contact Template for Parishes

#### Parish Safeguarding Officer

Name:

Telephone Number:

#### RCCG Croydon Tabernacle Parish Safeguarding Lead

Name:

Telephone Number:

RCCG Croydon Tabernacle Parish Administrator

Name:

Telephone Number:

Police

Name: Croydon Police Station

Telephone Number: 020 8667 1212 / 020 7609 1603

Local Children's Social Care / Social Work Department (contact your local authority for information)

Name: Croydon children's social services

Telephone Number: Call 0208 255 2888 (Monday to Friday, 9am to 5pm).

## Appendix 8

Safeguarding Policy Statement for the church of RCCG Croydon Tabernacle CT parish.

This statement was agreed at the Safeguarding meeting held on: 27/12/2025

1. As leaders and members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
2. We have collective responsibility to prevent the physical, sexual and emotional abuse of children and young people and vulnerable adults and to report any abuse discovered or suspected.
3. We recognise that the protection of children and young adults is the responsibility of the whole church.
4. RCCG Croydon Tabernacle CT committed to supporting, resourcing and training those who work with children and young people and to providing supervision.
5. The parish adopts good practice guidelines.
- 6 The church ensures that children's workers/leaders and young people are well acquainted with the guidelines and undertake to follow them. Each shall be given a copy of the parish's agreed procedures and Good Practice Guidelines.
7. Children and young people are an important part of our church today. They have much to give as well as to receive. We will listen to them as we nurture them in worship,

learning, and in community life. We will respect the wishes and feelings of children and young people. As part of our commitment to children and young people and vulnerable adults, the leadership of RCCG Croydon Tabernacle CT appointed Omosigho Eboreime to be the safeguarding Lead. Children and young people should contact the safeguarding Lead if they have a concern.

## Appendix 9

Working Together to Safeguard Children: Child abuse linked to belief in possession, witchcraft, spiritual or religious belief.

The following extract is taken from Working Together to Safeguard Children 2010

Sections 6.49 to 6.53 Child abuse linked to belief in 'spirit possession'

The belief in 'possession' and 'witchcraft' is relatively widespread. It is not confined to particular countries, cultures or religions, nor is it confined to new immigrant communities in this country. The number of identified cases of child abuse linked to accusations of 'possession' are small, but the nature of the child abuse can be particularly disturbing, and the children involved can suffer damage to their physical and mental health, capacity to learn, ability to form relationships and self-esteem. There are a number of common factors which put a child at risk of harm, including rationalising misfortune by attributing it to spiritual forces and when a carer views a child as being 'different', attributes this difference to the child being 'possessed' or involved in 'witchcraft', and attempts to exorcise him or her. A child could be viewed as 'different' for a variety of reasons such as disobedience; independence; bedwetting; nightmares; illness; or disability. The attempt to 'exorcise' may involve severe beating, burning, starvation, cutting or stabbing, and/or isolation, and usually occurs in the household where the child lives.

Agencies should look for these indicators, be able to identify children at risk of this type of abuse and intervene to prevent it. They should apply basic safeguarding children principles including sharing information across agencies; being child focused at all times; and keeping an open mind when talking to parents and carers. They should follow the guidance set out elsewhere in Working Together in their work with all children and families, ensure they liaise closely with colleagues and make connections with key people in the community, especially when working with new immigrant communities, so that they can ascertain the different dimensions of a family's cultural beliefs and how this might impact upon child abuse.

Good practice guidance for agencies, Safeguarding Children from Abuse Linked to a Belief in Spirit Possession was published in April 2007.

## Appendix 10

### Definition of Private Fostering Arrangement

The following definition is contained in the DFES, National Minimum Standards for private fostering: Every Child matters published by the DCSF (Department for Children, Schools and Families)

A private fostering arrangement is essentially one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family such as a cousin or great aunt. However, a person who is a relative under the Children Act 1989 i.e. a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child. The period for which the child is cared for and accommodated by the private foster carer should be continuous, but that continuity is not broken by the occasional short break.

Exemptions to this definition are set out in Schedule 8 to the Children Act 1989.

The private foster carer becomes responsible for providing the day-to-day care of the child in a way which will promote and safeguard his welfare. Overarching responsibility for safeguarding and promoting the welfare of the privately fostered child remains with the parent or other person with parental responsibility.

The following is from the Children (Private Arrangements for Fostering) Regulations 2005 (Statutory Instrument 2005 No. 1533 Children and Young persons, England)

#### Notification of proposal to foster a child privately

1. A person who proposes to foster a child privately must notify the appropriate local authority of the proposal
  - (i) at least six weeks before the private fostering arrangement is to begin; or
  - (ii) where the private fostering arrangement is to begin within six weeks, immediately.
2. Any person who is involved (whether or not directly) in arranging for a child to be fostered privately must notify the appropriate local authority of the arrangement as soon as possible after the arrangement has been made.
3. A parent of a child, and a person who is not a parent of his but who has parental responsibility for a child, who is not involved (whether or not directly) in arranging for the child to be fostered privately but who knows that it is proposed that the child should be

fostered privately must notify the appropriate local authority of the proposal as soon as possible after he becomes aware of the arrangement.

4. Notification given under paragraphs (1) to (3) must contain such of the information specified in Schedule 1 as the person giving the notification is able to provide.

## APPENDIX 11

### Recognising possible signs of abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

#### PHYSICAL SIGNS OF ABUSE

Any injuries not consistent with the explanation given for them. Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.

Injuries that have not received medical attention.

Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.

Reluctance to change for, or participate in, games or swimming.

Repeated urinary infections or unexplained tummy pains

Bruises, bites, burns, fractures etc which do not have an accidental explanation

Cuts/scratches/substance abuse

Fear of going home to parents or carers

#### INDICATORS OF POSSIBLE SEXUAL ABUSE

Any allegations made by a child concerning sexual abuse

Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play

Sexual activity through words, play or drawing .

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Eating disorders - anorexia, bulimia

Unaccounted for sources of money

Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse.

## EMOTIONAL SIGNS OF ABUSE

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes

clinging.

Also depression/aggression, extreme anxiety.

Nervousness, frozen watchfulness

Obsessions or phobias

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying

## APPENDIX 12

Model Supplementary e-Safety Policy for churches/places of worship/Christian organisations

including an Acceptable Use Policy.

(To be read in conjunction with, or incorporated within the main safeguarding policy.)

CCPAS e-safety definition: e-safety – or electronic safety is the collective term for safeguarding involving the use of mobile (cell) phones, computers (laptops, netbooks, tablets) and other electronic devices including games consoles, to communicate and access the Internet, emails, texts messages (SMS), Instant Messaging (IM), social networking sites (SNS) and other social media; often referred to as Information and Communications Technology (ICT). The technology is constantly advancing bringing with it additional safeguarding considerations. An e-safety policy should be adopted and adapted to reflect all communications between church/organisations workers and children (those under 18 years of age) recognising the merging between online and offline worlds and the distinctiveness and difficulties within faith based organisations of defining clear boundaries for everyone.

## Policy Rationale

### Responsible Internet Use

#### Children

Where using a network or similar I will only use my own login and password which will be kept secret, I understand that I must not bring software into the church/organisation without permission.

I am responsible for e-mail that I send and for contacts made. I will only send messages which are polite, sensible and free from unsuitable language. I will ensure that they are carefully written. I will not send any attachments which are hurtful, abusive or offensive. This responsible Internet Use statement helps to protect children by clearly stating what use of the computer resources is acceptable and what is not.

The e-safety policy should include guidance on both fixed and mobile internet technologies. e.g. PCs, laptops, tablets, web cams, digital video equipment, mobile phones, personal digital assistants (PDAs), digital cameras and portable media players. This material includes information that may be inaccurate, abusive, profane, sexually oriented, racist or illegal.

If I receive anything, see anything or come across a website which may be unsuitable or makes me feel uncomfortable I will immediately tell...

[Name/title of worker].

I understand that I must never give my home address, phone number, send photos, give out personal information, or arrange to meet someone who contacts me over the internet.

I will not send anonymous messages, and I know that chain letters are not permitted.

I understand that if I deliberately break these rules, I will not be allowed to use the Internet and/or e-mail and that my parents/carers will be informed.

The church / organisations commitment to e-safety:

We will exercise our right to monitor the use of the computer systems. This will include access to websites, the interception of e-mail and the deletion of inappropriate material where it believes unauthorised use of the computer system is or may be taking place, or the system is or may be being used for a criminal purpose or for storing unauthorised or unlawful text, images or sound.

The following can be added / expanded to in any agreement:

In order to guard young people from any inherent dangers, it is the joint responsibility workers and the parent or guardian to educate children about their responsibility when using the Internet

This agreement should be signed by the child, their parent/carer and the church/organisation.

When a child joins a group, club or activity, a rider should be included on the general consent form the parent/carer signs, i.e. that ICTs are operating and may be used to communicate with their child. The church / organisation's e-safety policy should be attached to this consent form. If the parent/carer requests their child is not communicated with via ICTs, this must be respected and an alternative found.

When using a computer or electronic device with Internet at the church / organisation children should not:

Search for and/or enter pornographic, racist or hate-motivated websites; Download, forward-on, copy or burn onto CD any music, images or movies from the internet where permission has not been granted by the copyright holders; Disclose any personal information e.g. addresses (postal, email or messenger), telephone numbers, bank details. This includes personal information about another person; Send or display offensive messages or pictures; Use obscene language; Violate copyright laws; Trespass in others' folders, work or files (i.e. enter without permission); Retrieve, send, copy or display offensive messages or pictures; Harass, insult, bully or attack others; Damage computers, computer systems or computer .

## Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved. Parent/carer agreement  
As the parent or legal guardian of [name of child], I grant permission for my son / daughter to use electronic mail and the Internet. [state other forms of communication]

I understand that children at [name of church / organisation] will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter / son to follow when selecting, sharing and exploring information and media. Child / young person's agreement. As a user of the Internet [state any specific means of



communication], I agree to comply with [name of church/organisation] rules on its use. I will use such media in a responsible way and observe all the restrictions that may apply. Where a church/organisation provides access to computers as part of their activities e.g. where running a cyber café or similar. E-mail Children must not reveal details of themselves or others, such as address or telephone number or arrange to meet anyone in e-mail communication. The forwarding of chain letters is banned. Content of emails is monitored to ensure that these conditions are met. Ensure all messages can be viewed if necessary by the worker's supervisor and this policy is explained to children and young people. Although unlikely to happen, this can help deter bullying, insulting or abusive emails.

When using email to communicate with children and young people, workers should:

Obtain parental agreement before they use email services to communicate with a child or young person; and Use clear, unambiguous language to reduce the risk

of misinterpretation (e.g. workers should never use terms such as 'luv' to round things off). Confidentiality Clause in emails Any views or opinions presented are solely those of the author and do not necessarily represent those of (insert name of church/organisation) unless otherwise stated. If there is a concern, e.g. that the sender or someone else, particularly a child, may be at risk of serious harm, we may need to share those concerns.

In such circumstances we would inform the sender giving details of who would be contacted and what information would be given. Giving advice and confidentiality Children can find it easier to communicate via email as nobody is physically present. This means the child may be more willing to share personal and sensitive information about themselves or a given situation than they would face to face. Whilst it is entirely appropriate to offer general advice and support, counselling should only be done by those qualified to give it. In any event it is advisable to add a rider to the bottom of any email stating the level of confidentiality.

## Use of Mobile phones

Workers:-

Where appropriate use group rather than individual texting. Not every child or young person has the use of a mobile phone and, even if they do, parents may not want the worker to have the number. It is important therefore to have alternative means of

Communication.

Take care with the language they use, avoiding ambiguous abbreviations such as 'lol' which could mean 'laugh out loud' or 'lots of love' and always end with their name. Any

texts or conversations that raise concerns should be saved and passed on/shown to the worker's

supervisor. Any images of children taken on a mobile phone should be downloaded to the church / organisations' computer and kept securely. Workers should not keep images of children on their mobile phone. Workers should not as a general rule give out their personal mobile number to children. The church / organisation recognise that this may be needed at times (with the agreement of the parents and leaders). As well as ensuring that calls / texts are not sent after 9pm also ensure that calls and texts are not sent whilst the child is at school / college (stipulate times), as this may be against the educational establishment's rules.

Workers should enable a password/lock on their phone for data protection and do not allow unauthorised access. Consider the use a software texting package rather than a personal phone for texting. It is advisable that a worker be supplied with a work-dedicated phone. This way all calls and texts can be accounted for via an itemised phone bill. It also protects the worker's right to personal life outside work. Equally workers should make it clear that a work phone is what it says it is and not divulge their personal mobile number to the children/young people they work with. Add mobile phone usage (e.g. not texting after a certain time at night) to your e-safety policy. Many mobile phones have digital cameras. Workers should ensure that they only take photographs of children and young people in accordance with your e-safety policy on photography e.g. ensure that consent is obtained and all images are stored in accordance with Data Protection Act principles. Recognise that text messaging is rarely an appropriate response to a young person in a crisis situation or at risk of harm.

### Chat & Messenger Services

Instant Messaging and Social Media, Workers should ensure that all communications using these platforms adhere to the following: Communication will not take place between the hours of 9pm and 9 am (to be decided by the church / organisation)

Workers should ensure that they enable settings when using IM services which allows for conversations to be saved as text files. Children should be made aware that conversations will be recorded and kept (via text files or similar).

x All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.

x Text and any other media posted shall be subject to the acceptable use policy.

x All interaction on social media groups shall be recorded for safeguarding purposes.

x Any private messages shall be recorded for safeguarding purposes.

x Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding coordinator.

x All users of social media must be above the minimum age limit i.e. 13 for Facebook, 16 for What's app

x Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group

x All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Generally, maintain good and open relationships with parents and carers regarding communication with them and their children

Use an appropriate tone: friendly, but not over-familiar or personal

Be warm and friendly, but do not suggest or offer a special relationship

Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications

Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.

Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number

If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed. Only make contact with children for reasons related to the work of the church / organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting

x Generally it is not appropriate for workers to have private non-work-related contact with children they are working with, in the format of electronic communication. The church/organisations e-safety policy should reflect this, so as to protect the worker from accusations of impropriety and children from the risk of grooming.

Where possible use only equipment provided by the church / organisation to communicate with children. Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed

Ensure your church / organisation domain name / logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church / organisation while conducting business on the Internet.

Email should only be used to communicate specific information. (e.g.: times and dates of events). It should not be used as a relationship building tool.

Email History should be kept and dated.

When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.

Use of skype and any other web camera or visual communication via the internet is generally not permitted. Workers should refrain from using such methods on a one-to-one basis as they cannot be recorded. (It can be used for conference call and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes and has clear aims and objectives for its use).

#### Use of social networking sites

Workers should not add children to their personal social networking page if they are involved with your children's/youth work activity and are under the age of 18.

Workers should consider setting up a Facebook group / Fan page for the church/organisation and invite children to be members. (If they are over the required minimum age limit i.e.: 13 for Facebook)

Workers should only use an agreed social networking account for contact with children with whom they are working. This should normally be an account set up specifically for this purpose on behalf of the church / organisation rather than an individual.

Workers should seek to ensure that their personal profiles on any social networking sites should be set to the highest form of security to avoid children accessing personal information or seeing any pictures of a personal nature.

Use of social networking sites by workers makes it harder to boundary their private life, and also opens the possibility of relationship between 'friends' who are children and 'friends' who are from the workers' adult personal world

There are risks both for children and also for workers, who may find images and text appearing on their profiles which can be damaging to their reputations and positions as role models.

Responding to e-safety concerns.

Where concerned that there may be an e-safety incident ensure that this is reported to your designated safeguarding officer in your church / organisation. They can then determine if the matter should be reported to the statutory authorities or other appropriate agencies e.g. CEOP.

Follow the e-safety flow chart for assistance with this. Filtering software should be installed on all computers used at the church / organisation. On church / organisations websites ensure that details are prominently displayed as to where to find help online including having the CEOP button on the web site.

Churches and organisations may provide cyber café or similar. To ensure the integrity of the system and to protect children ensure that filtering software, firewalls etc are enabled.

## Appendix 13

thirty-one: eight ten safeguarding standards in summary are:

Standard 1 - Safeguarding Policy Every church open to, or likely to have contact with children, young people and vulnerable adults should adopt a formal Child Protection Policy.

Standard 2: Training and Awareness Every church in contact with children, young people and vulnerable adults must develop awareness of safeguarding issues and provide appropriate training.

Standard 3: Safer Recruitment Every church open to children, young people and vulnerable adults should adopt a formal recruitment policy for all workers, both paid and voluntary.

Standard 4: Management of Workers In every church that is open to, or where services are provided for children, young people and vulnerable adults, all workers, paid and voluntary, should be appropriately managed, supervised and supported.

Standard 5: Working Safely All churches involved with children, young people or vulnerable adults must ensure they adopt a safe working practice in every area.

**Standard 6: Communicating Safely** The church should ensure that all those involved with children, young people and vulnerable adults know how to communicate effectively with those with whom they come in to contact.

**Standard 7: Responding to Concerns** Every church that is in contact with, or provides services for children, young people or vulnerable adults must be able to respond appropriately to concerns or allegations of abuse.

**Standard 8: Pastoral Care** Every church that is open to, or provides activities for children, young people and adults, should ensure pastoral care and support is available to all those effected by abuse.

**Standard 9: Managing those who pose a risk**

Churches must have strategies in place to supervise and manage individuals who pose a risk to, have committed or been accused of sexual or other crimes against children, young people and adults

**Standard 10: Working in Partnership** Churches working with or through partner organisations or agencies involving children, young people and vulnerable adults must ensure appropriate safeguarding policies and procedures are in place.

