



Woodford
EVANGELICAL CHURCH

Safeguarding Guidelines

For Adults Working with Children, Young People and Vulnerable Adults

Revised October 2018

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1 SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Introduction

This policy sets out a framework by which WEC will manage its responsibilities in working with children and their families with particular reference to child abuse.

They have been produced in response to contemporary concerns in regard to child protection. They are likely to need up-dating from time to time as more knowledge and experience is gained in this field.

It gives guidance to the church leaders on:

The responsibilities of the church and its workers in relation to children and young people's activities; and

The appointment of workers to children's and young people's group's activities.

It also contains guidance to church workers working with children on procedures to be followed where child abuse is suspected;

The policy should be read in conjunction with WEC's 'Children and Young People's Work Good Practice Statement' that sets out principles for safe, sensible and responsible ways of dealing with children.

2 Statement of Intent

As Christians at WEC we are concerned for all people, regardless of age, sex, ethnicity, disability, culture and other difference, although these are recognised. We believe that the foundation of all right relationships is a right relationship with God.

We want to encourage each individual to develop a relationship with God through Jesus Christ based on forgiveness of sin, achieved by his life, death, resurrection and ascension.

It is our individual and collective responsibility to protect the children in our care from Neglect, Physical, Emotional and Sexual Abuse, and these guidelines reflect our commitment to that responsibility.

The church at WEC will seek to support prayerfully and practically all those involved in working with children, whilst also discouraging unsuitable people from engaging in that activity.

3 The Appointment of Children's Workers

Procedure

- 3.1 No-one should be invited to be involved in any work with children who are between the ages of 0-18 without the approval of the WEC Safeguarding Team.
- 3.2 When considering a person's suitability for working with children, time will be allowed to get to know them.
The process should include:
 - a) Interviewing the possible worker to find out about previous experiences and attitudes;
 - b) Talking to others who know the person – elders, friends, parents including, where appropriate, ministers of previous churches
 - c) Checking under the Disclosure and Barring Service (DBS)
- 3.3 The WEC Safeguarding Team may give permission for a person to commence as a church worker even though the checking of the person under Disclosure Procedure has not been completed.
- 3.4 Upon any appointment of a person as a worker:
 - a) They will be attached to a more experienced worker as a mentor for an introductory period of say three months, such period depending on the nature of the Organisation in which the person is a worker.
 - b) The progress and suitability of the new worker will be reviewed by the WEC Safeguarding Team at a meeting with the new worker and the person acting as mentor

4 Dealing with Potential Child Abuse

Each person has a responsibility to consider any incidents of potential child abuse and decide whether a referral should be made to the appropriate local authority social services department. In the case of Redbridge, the department is the Redbridge Children and Families Service Department. Those working in the various children's activities run by WEC must use the procedures outlined below. Other members of the church may wish to use these procedures where appropriate. The guidelines, on which much of the procedures for making referrals is based, are contained in the Home Office Publication, 'Working Together to Safeguard Children'. These guidelines include the following criteria for making referrals. "If somebody believes that a child may be suffering, or may be at risk of suffering significant harm, then they should always refer their concerns to the local authority services department."

- 4.1 Church workers, particularly those involved with families and children may receive information or allegations, or witness concerns, suggestive of the need for a child protection investigation under Section 47 of the 1989 Children's Act.
- 4.2 The role of the church in the circumstances, set out in 4.1 above, (*except in the case of medical emergency – see 5.3) is to collect and clarify the precise details of the allegation or concern and where considered appropriate provide information to the Redbridge Multi Agency Safeguarding Hub or other Local Authority Children and Families Service Department whose task it is to conduct any investigations.
- 4.3 Whilst the church worker will normally consult with the WEC Safeguarding Team (see *Appendix 5*) before reporting incidents or suspicions of child abuse to the Redbridge Social Services Department, the absence of such contact should not delay a referral. In the event that no member of the WEC Safeguarding Team is available, the church worker should contact an elder or deacon. Should there be any disagreement between the worker and the church leader as to the appropriateness of such a referral, the church worker retains the same responsibility that a member of the public has to report serious matters to the Redbridge Children and Families Service Department.
- 4.4 Information suggesting the need for a child protection investigation may come in a variety of ways and will need to be handled appropriately. The information may come anonymously, from a parent or child directly, from a known source or by direct observation of the child. In cases of alleged or suspected child sexual abuse it is important to be aware that precipitous action may place the child at risk, and regard must be taken of the sensitive approach required.

The role of the Church is not an investigative one

4.5 Procedure

- a) Full notes of all incidents and conversations should be made, with time and date and signature. Copies to be given to the WEC Safeguarding Team (*see Appendix 5*)
- b) The church will establish a Safeguarding Team of three, to include an elder or deacon and a woman. The members of the WEC
- c) In cases where urgent medical attention is required, the church worker must seek this immediately, having sought parental consent. If parents refuse to give consent, the church worker will immediately refer to the Redbridge Children and Families Service Department or the police. If the parent or parents are not available, the church worker must not delay in seeking immediate medical treatment and inform the Redbridge Children and families Service Department.

All WEC organisations working with children are to keep up to date registers of children attending, with contact telephone numbers where possible.

The Redbridge Children and Families Service Department telephone number is 020 8708 3885: the telephone service is available between 8.30am and 5.00pm.

Outside office hours an Emergency Duty Team Social Worker can be contacted.

The emergency number is not generally available. Accordingly, if there is a need to contact the Redbridge Children and Families Service Department outside office hours the emergency number can be obtained from a member of the WEC Safeguarding Team. In their absence, access to the Emergency Duty Service can be made via the police.

4.6 Third Party/ anonymous referral or allegations

- a) Where any member of the church receives from a third-party allegations of physical abuse, sexual abuse, emotional abuse or neglect of a child not known to the church they have the same responsibility that any other member of the public may have to report such matters to Redbridge Children and Families Service Department or the police. In these circumstances such church member may find it helpful to discuss the matter with a member of the WEC Safeguarding Team as to the course of action that they may adopt. Advice can always be sought from the church's Child Protection Advisory Service (*see Appendix 4*) or the Redbridge Children and Families Service Department.
- b) Where a church worker or member suspects from either direct observation, from a third party, from the child, or from a parent/carer, that a child known

to the church is suffering or has suffered sexual abuse the matter must be referred immediately to the WEC Safeguarding Team.

- c) Should a child allege sexual abuse by anyone, to a church worker or member of the church, the parents should not normally be informed, and the matter would usually be referred to the Redbridge Children and Families Service Department.
- d) Where a parent/carer alleges sexual abuse by another person, the parent should be advised the following:
 - i not to inform the alleged perpetrator
 - ii to inform the appropriate social services immediately and;
 - iii that the person who has received the allegation will notify the WEC Safeguarding Team so that the Redbridge Children and Families Service Department can be informed.
- e) Should a church worker consider physical abuse, emotional abuse or neglect exists, the matter should be immediately discussed with the WEC Safeguarding Team who will refer the matter to the Redbridge Children and Families Service Department, if appropriate. The church worker may inform the parent that they, the worker, have in certain circumstances a duty to refer such concerns to the Redbridge Children and Families Service Department and the probability of an interview by that department.

The different procedures regarding sexual abuse as compared with other forms of child abuse should be noted.

The Redbridge "Local Safeguarding Children Board" (RLSCB) has issued procedures that reflect their view about the best system for protecting the children in the London Borough of Redbridge. The procedures are based on the guidance offered in 'Working together to safeguard children' and comply with the Children's Act 1989 as its associated guidance.

5 Action after referral to Redbridge Children and Families Service Department

- 5.1 The church worker, with the WEC Safeguarding Team, will clarify with the Redbridge Children and Families Service Department what the role of WEC, if any, will be during the course of any investigation by Redbridge Children and Families Service Department.
- 5.2 The church worker will confirm the referral in writing to the Redbridge Children and Families Service Department within 48 hours, providing a copy to the WEC Safeguarding Team.
- 5.3 The church worker, in consultation with the WEC Safeguarding Team, will provide a written report on the background to the suspicion or allegation in preparation for attendance at an initial Child Protection Conference arranged by Redbridge Multi Agency Safeguarding Hub, which would normally be held within 15 days of the referral.
- 5.4 The church worker involved in making the referral will normally attend the initial Child Protection Conference with, if possible, a member of the WEC Safeguarding Team. The invitation may be to attend the meeting to contribute or as a support to a parent. It is important to clarify expectations in advance.

6 Action after initial Child Protection Conference

- 6.1 The church worker may be sent a copy of the minutes. On receipt of the initial Child Protection Conference minutes, the church worker will check the accuracy of the minutes and inform the Chair of the Conference immediately if they consider there are any errors or omissions. Minutes must, if retained, be kept securely. The recipient must preserve confidentiality. Minutes must not be passed on to anyone else or copied.
- 6.2 If dissatisfied with the outcome of the Conference, the church worker will discuss this with the WEC Safeguarding Team, who may consult with the Chair of the Conference.

7 Notes

This Policy has been prepared on the basis that any referrals are to the London Borough of Redbridge. It is recognised that although WEC is in the London Borough of Redbridge, situations could arise involving Children and Families Service Departments in other boroughs.

8 E-SAFETY POLICY

Our Commitment to E-Safety

WEC is committed to taking all the necessary steps to ensure that we are E-Safety aware and competent.

E-Safety is the collective term for safeguarding involving the use of mobile phones, computers (including laptops, netbooks, tablets) and other electronic devices including games consoles, to communicate and access the internet, emails, text messages, instant messaging, social networking sites and other social media.

It is necessary to be aware that those who wish to abuse young people often start with electronic communications and then attempt to lure young people into an unprotected face to face meeting. Therefore:

- a) We welcome the development of new technologies for communicating and will use them wherever they are appropriate to enhance our work with children and young people at WEC.
- b) We recognise our responsibility to take all reasonable measures to ensure that the risks of harm to young people's welfare are minimised and, where there are concerns about a young person's welfare, to take appropriate actions to address those concerns.
- c) We recognise the need to protect staff and volunteers from inappropriate conduct from young people in their personal lives and from situations that may make them vulnerable to allegations of wrongful conduct.
- d) We acknowledge that working with WEC Youth and Children's Ministry requires appropriate conduct in public spaces outside our work and in our personal lives and that this includes electronic communication.

The Scope of This Policy

This WEC E-Safety Policy is intended to inform and equip Youth and Children's Ministry staff and volunteers on the acceptable use of communication via social media and technology.

This policy aims to:

Clarify how staff and volunteers should use social media and technology as a tool for communication.

Encourage staff and volunteers to model good practice in their own online usage

Equip staff and volunteers to use social media and related tools in an appropriate and effective manner for the ministry involved

Keep staff, volunteers, children and young people safe online

This policy is intended to be followed in conjunction with WEC Safeguarding Policy.

8.1 Introductory Information

Today, safeguarding embraces interaction online as well as traditional offline communications. We should be teaching children and young people how to stay safe online as well as offline. We need to be well informed in order to help children and young people navigate the online environment using new digital technologies and social media safely.

8.2 Email

Email involves sending a message from one email address to another. This can include links, images and attachments.

8.3 Text messages

Text messages are an electronic communication sent and received by mobile phone. Texts can be sent anywhere and at any time.

This is probably the most used method of communication amongst children and young people. 33% of 7-8 year olds have a mobile phone rising to 90% of 11-16 year olds.

8.4 Sexting

Sexting is the act of sending sexually explicit messages, photographs or videos online, primarily between mobile phones.

Once made public, sexts are very difficult to remove. Apart from causing acute embarrassment and distress, a recent change in the law now makes it a criminal offence to send explicit photos and videos – even of one's self.

Young people need to understand that they could be charged with child pornography and be put on the sex offenders register for sending explicit photos of themselves or anyone on their phone.

8.5 Social media

Social media includes websites and applications that enable users to create and share content or to participate in social networking, interacting with others online.

Social media sites include WhatsApp, Facebook, Instagram, Snapchat and Twitter.

They are constantly changing and evolving.

It is important for Youth and Children's Ministry staff and volunteers to keep in touch with how young people are communicating and to use these new forms when appropriate to communicate, having applied the principles below.

8.6 Cyber bullying

Cyber bullying is no different from ordinary bullying except the child in question uses digital technologies to bully another. However, if an adult bullies a child, it is defined as cyber-stalking and is taken even more seriously.

Cyber bullying may involve the use of visual images and videos, texts, phone calls and messages on social media.

8.7 Key Principles

Staff and volunteers should model how to use technology, social media and other online media to children and young people. It is part of how we disciple them and demonstrate a Christ-like life online. Our behaviour should match this.

Do not write anything to children and young people that you wouldn't be happy for others to read. Accountability and responsibility are of paramount importance.

General

When discussing technology and social media with children and young people, they can sometimes raise a concern or an allegation. Please consult the WEC Safeguarding Policy, promising sensitivity but not secrecy.

Any communication made to a child or young person should be done during appropriate times of the day. Staff and volunteers should not initiate or respond to contact with a young person between 9:00pm and 9:00am unless the young person is at risk and there is no alternative means of communication.

When communicating with a child or young person, use a friendly but not over-familiar or personal tone. Never finish a message with one or more 'x'. Be sure to use appropriate emojis in conversation and do not overuse them.

Never enter into a deep and meaningful conversation online or by text. Use online and social media communication only for a transfer of information, for example an invitation to a church event or to confirm a one-to-one meeting in public etc.

8.8 Social media

Leaders must not use their personal social networking or instant messaging accounts for contact with young people, except where there are family links or previous friendship outside WEC Youth Ministry, with parent's permission.

Where it makes sense for communication via Facebook, Instagram, Twitter and other social networking sites, we will obtain parental permission for communication to be made to the child or young people through the WEC profiles and not the leader's personal account.

All social media communication should be done through the official WEC profiles. Currently, Toddler Group has Facebook page, but none exist on Instagram and YouTube.

Anyone no longer serving as a staff member or volunteer will be removed from any online ministry groups following their leaving.

If a staff member or volunteer is contacted by a young person on a social networking site on their personal account, they should not respond by messaging that young person, even to inform them that contact in this way is prohibited. This should instead be followed up in person at the next appropriate gathering. However, if you feel that the content requires you to respond sooner than your next meeting, advice should be sought from the WEC Eldership or Safeguarding Officer.

Do not befriend a child or young person on any personal social media profiles. Do not send an invite and do not accept an invite.

Staff and volunteers should ensure that the content of their social networking accounts, including images, are appropriate. Comments and other content must not be derogatory towards those with whom WEC is working, including young people, staff, volunteers and other organisations.

Other social networking apps, such as Snapchat and others which have temporary-messaging features, should not be used in contact with young people. No record of communication can be traced.

Any communication made using the WEC social media profiles should be clear and unambiguous. Social media and online communication are best used for information rather than conversation.

Skype, Facetime or Google Hangouts can be used with young people who are away at boarding school. Be aware of their school's policy, timetable and time boundaries. If they are under 18, permission needs to be gained from their parents for one-to-one contact via live video. Inform the Pastor or Assistant Pastor before making any arrangements.

8.9 Email

Staff and volunteers should only use an agreed email account for email contact with young people with whom WEC is working. Staff and volunteers must not use their personal email accounts for contact with young people. If an email is sent to a young person, their parents or the Pastor/Assistant Pastor should be copied into the email. Leaders should observe the same care in language used as detailed above.

A record of emails sent and received should be backed up electronically for reference and made available to the Pastor/Assistant Pastor if required.

8.10 Mobile phones

Staff and volunteers should not give their mobile phone number to any children or young people, unless parental consent is received (though this would be unusual). They should not request mobiles numbers from young people with whom WEC Youth and Children's Ministry is working, unless they are acting in loco-parentis.

If a valid need arises where this becomes necessary, then they should speak with a member of the WEC Safeguarding Team (*see Appendix 5*) who will log this information. Once the loco-parentis role has ended leaders should delete any young person's mobile number from their phone.

Six out of 10 teenagers say they have been asked for sexual images or videos. Be prepared to talk about sexting in the wider conversation about relationships with children and young people in an age-appropriate way.

8.11 Images

WEC obtains parental permission to take photographic images or videos of young people for advertising purposes only and not for personal use. Therefore, please ensure you only take photographs if you have been requested to do so. These images should then be passed onto the WEC elder or member responsible for the relevant advertising and removed from your device immediately. Where possible, camera phones should not be used.

8.12 Concerns

Communication and behaviour online should be no different from offline or in person. If you feel uncomfortable about any communication or behaviour, whether it be online or offline, contact a member of the Safeguarding Team immediately.

If you become concerned about the content of conversations on online or social network sites, you should follow the guidelines in the WEC Safeguarding Policy.

9 SAFEGUARDING VULNERABLE ADULTS

9.1 Introduction

The aim of this document is to provide guidelines for the protection of vulnerable adults who are members of our congregation or part of our ministry and outreach work. The information provided is also intended to protect members of our clergy, staff team or congregation who work with or are regularly in contact with vulnerable adults.

This document also sets out the steps that need to be taken if we have any concerns about a vulnerable adult or suspect that they may be at risk.

9.2 Definition

A vulnerable adult is someone aged 18 or over:

- a) Who is, or may be, in need of community services due to age, illness or intellectual or physical disability or substance misuse;
- b) Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation;
- c) Also includes someone who has suffered personal adversity making them in particular need of pastoral care e.g. due to bereavement, abuse or trauma.
(Definition from the Department of Health 2002).

9.3 The Prospects 'Principle of Personal Value' (PPV)

These principles are based on the belief that God has created each person with body, mind and spirit and that each facet needs to be enjoyed and developed. These principles should be borne in mind specifically when working with/ supporting adults with learning disabilities.

Individuality

Each person should be valued and affirmed as an individual and enabled to express and develop their God-given uniqueness.

Empowerment

Vulnerable adults should be free to initiate choices and at all times be enabled to participate in decisions which affect their lives.

Spirituality

People with learning disabilities have spiritual needs and the right to spiritual fulfilment. They should have opportunity for personal spiritual growth.

Dignity

People with learning disabilities should be valued and respected with due acknowledgment of their age and life experience.

Independence

People with learning disabilities should be encouraged and supported to move towards greater independence with increasing control over their lifestyle choices.

Inclusion

People with learning disabilities should be enabled to participate in their local and wider communities where they so wish and be supported to understand their rights and responsibilities as citizens.

9.4 Abuse which we need to be aware of

- Physical abuse, including hitting, slapping, pushing, punching, burning, choking, kicking, restraint, or inappropriate sanctions;
- Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;
- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from supportive networks;
- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Neglect and acts of omission, including ignoring physical, emotional or spiritual care needs including failing to provide access to appropriate health or social care or deliberate withholding of necessities of life e.g. medication, food or heating;
- Discriminatory abuse, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

9.5 Steps to be taken by those working with vulnerable adults to minimise risk

Physical or sexual abuse or allegations thereof

- Team members who have unsupervised interaction (e.g. drivers) or an oversight role must obtain a DBS check or equivalent;
- Do not be alone with members other than the one(s) you normally bring to the group or support;
- Do not assist anyone to the toilet (care staff should provide this help if needed);
- Do not use physical restraint of any sort;
- Do not give lifts to someone you do not know.

Psychological or discriminatory abuse or allegations thereof

- Always use positive, inclusive and age appropriate language;
- Always be kind and tolerant in the way you speak to people;
- Never respond to verbal abuse with verbal abuse;
- Keep calm, speak quietly and gently;
- Never lose your temper;
- Have fun, but not at somebody else's expense.

Financial or material abuse or allegations thereof

- Always ask somebody what assistance they need with their belongings – don't 'do for' but 'assist with';
- Never go into somebody's purse or bag where they can't see you;
- If somebody asks you to get some money out of their purse or wallet to pay for something, then always show them and someone else what money you are taking out.

Neglect and acts of omission or allegations thereof

- When someone new joins, have a carer (staff, friend or relative) stay with the person until you know them well enough to communicate effectively with them;
- Make yourself aware of any specific medical needs, e.g. epilepsy, diabetes, so you can be prepared to support people appropriately;
- Do not get involved in dispensing medication.

Refreshments

- Make yourself aware of any special dietary needs;
- Provide tables for people to rest drinks/plates on;
- Do not overfill cups/mugs;
- Provide special crockery/cutlery as necessary.

If someone wants to 'share' something

- Never promise to keep a secret. The vulnerable adult needs to know that we may need to tell someone in order to protect their safety;
- Ideally never listen alone – if the vulnerable adult insists on confidentiality then listening should ideally be undertaken in an open/observable space and another member of staff or volunteer should be alerted so that they can support from a distance;
- Record in writing anything that is said that is of concern;
- Record any evidence of physical abuse - draw a simple outline of a body and illustrate where marks are evident with a description.

9.6 Transporting vulnerable adults on behalf of the church

Drivers

- All those who drive vulnerable adults on church-organized activities should have held a full and clean driving licence for over two years.
- Drivers who do not otherwise work with vulnerable adults should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the WEC Safeguarding Officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport vulnerable adults for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; and not under the influence of medicine which may induce drowsiness.

Private cars

- All cars that carry vulnerable adults should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars that carry vulnerable adults should be in a roadworthy condition.
- At no time should the number of vulnerable adults in a car exceed the usual passenger number.

9.7 When there are Concerns

If anyone has any concerns regarding a vulnerable adult they should:

- Take any emergency actions necessary to alleviate any immediate risk to life or limb.
- Contact the WEC Safeguarding Officer (unless it involves that individual, in which case they should contact a WEC Elder). They will talk through your concerns and, together with you, decide on the most appropriate course of action (within 24 hours).
- Ensure that everything relating to the cause for concern is recorded in writing (within an hour if possible). Date and sign records.
- Take no action without firstly talking to the vulnerable adult. We need to recognise that the individual may not wish a particular incident or disclosure to be further investigated or reported to the police or social services. Adults who are able to make informed decisions have the right not to have the matter pursued and this may determine whether the police become involved. However, you may be faced with a conflict between your duty to report suspected criminal offences and your duty to respect the confidentiality of the vulnerable adult.

Where the individual states that they do not want the situation disclosed further, or reported to the police or social services, consideration should be given to the seriousness of the suspected abuse, the involvement of staff or volunteers and whether anyone else is being put at risk. A decision not to report the matter to the police or social services should be talked through with great care with the vulnerable adult and recorded. The implications for him/her, and possibly others, should be explored and discussed in an appropriate way.

- Inform a member of the Clergy team if action needs to be taken. We have a legal duty to report any suspicions of abuse involving paid or voluntary staff.
- Any abuse should be reported without delay and within 24 hours.

10 WEC CHILDREN AND YOUNG PEOPLE'S WORK 'GOOD PRACTICE STATEMENT'

WEC seeks to prayerfully and joyfully endeavour to be a Worshipping and Evangelising Community of God's people.

The members of WEC seek to achieve this in the Children and Young People's work by:

- Providing a loving and caring environment in which to reach out to children and young people.
- Teaching the children and young people the Gospel, so that they will know and understand it, and be able to respond to it.
- Discipling children and young people by applying the bible in an appropriate way, and encouraging personal prayer and bible reading.
- Preparing them for integration and service in the wider church, and giving them an awareness of world mission.

10.1 You Must

- Treat everyone with respect
- Provide an example you wish others to follow
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others
- Respect a young person's right to personal privacy
- Provide access for young people to talk to others about any concerns they may have
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like
- Avoid physical horseplay such as wrestling or tickling
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that special caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse

10.2 You Must Not

- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying)
- Use physical forms of discipline
- Have any inappropriate physical or verbal contact with others
- Jump to conclusions about others without checking facts
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as tantrums or crushes
- Exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Make suggestive remarks or gestures
- Rely on just your good name to protect you
- Believe that 'it could never happen to me'.

10.3 Recommended staffing levels

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

- 0–2 yrs 1 person for every 3 children 1 : 3
 - 2–3 yrs 1 person for every 4 children 1 : 4
 - 3–8 yrs 1 person for every 8 children 1 : 8
 - Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children
- Each group should have at least two adults and it is recommended that, where possible, there should be at least one male and one female.
 - If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
 - Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
 - Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.
 - **If you are with a group without a sufficient number of adults present, ask for emergency help from other adults that are known to you or ask parents to stay.**

Standards and Procedures for Children's and Young People's Workers

Standards

- Children and Young People's workers are looked up to both by the children in our care and the parents. This means we must adopt the highest standards at all times.
- I will seek to live in close relationships with Jesus Christ as my Saviour and Lord.
- Being in membership of WEC, I agree to teach nothing that shall conflict with WEC's doctrinal statement.
- As a teacher, I realise my own need to be taught and will endeavour to attend the services and meetings of the church as regularly as possible.
- I will take time to prepare thoroughly for each activity.
- I will, if possible, attend the prayer meetings and training for my activity.
- I will co-operate and work in harmony with other team members.
- I will, under God, earnestly strive and pray for the conversion of the members of my group and seek to lead them to accept Christ as their personal Saviour. I will seek to encourage those who are Christians and build them up in faith.

10.4 Procedures

There are two areas in which we need to follow set procedures for our own safety and for the safety of those in our care.

Child Protection

- Essential information and training
- Completion of the application form, indicating understanding and acceptance of procedures
- Agreement to allow a Disclosure and Barring Service (DBS) check

Self-Protection

- All activities will be subject to random visitation by a member of the WEC Safeguarding Team, or an elder.
- Staffing: our aim is that teams for mixed activities will have at least one male and one or two females.
- Leaders should at all times avoid being alone with a child. If this is unavoidable then the door should be kept open.
- If only one child arrives for a church activity, the activity should not proceed.

Toilets

If possible two female leaders should be available to take young children during a session

10.5 Transporting Young People

Where possible parents should be encouraged to drop off and collect their children from activities. When a child has to be taken home by leaders, a one leader, one child situation should be avoided, if at all possible.

The overall leader of each activity is responsible for the supervision of all transport situations and for knowing how each child is travelling home from an activity in accordance with the group's agreed guidelines

10.6 Outings

Permission slips need to be issued to parents and returned to group leaders before taking children/young people on an outing, or anything out of the ordinary.

10.7 Policies and Procedures

The senior leader of each organisation is responsible for ensuring that there are agreed procedures and policies in place to ensure that all aspects of health and safety good practices are implemented. These procedures and policies should include risk assessments in relation to activities of the various organisations.

Appendix 1 - 5 Points on Child Safeguarding

- 1) DBS - Is yours up to date? It should be renewed every 3 years. Speak to the Safeguarding Officer about this.
- 2) Toilets - Be aware of issues arising in toilets
- 3) Touch - Be aware of 'touch' issues with children
- 4) Isolation - Work as a team, to minimize isolation of team members with a particular child
- 5) Conversations - Write down significant conversations and tell the Safeguarding Officer.

Appendix 2 - Steps to take when you have concerns for a child

- 1) Write down the concerns, making sure they are objective, not subjective. Discuss with the designated Safeguarding Officer.
- 2) Document the actions taken.

Appendix 3 - If a child discloses abuse

- 1) Never promise confidentiality.
- 2) If a child asks, reassure them that they have done the right thing.
- 3) Don't ask leading questions, just let them talk.
- 4) Write down, sign and date and time an accurate record of the conversation.
- 5) Speak to the WEC Safeguarding Officer
- 6) Document any action taken and the outcome.
- 7) Go back to the child and explain what is going to happen.
- 8) Don't talk to others about it.

YOU MUST REFER: YOU MUST NOT INVESTIGATE

Appendix 4 - Allegations about any adult or about yourself

- 1) Tell the WEC Safeguarding Team immediately
- 2) Record the facts, as you know them
- 3) Try to ensure no-one is placed in a position, which could cause further compromise

Appendix 5 - Contact Information

Pastor - Jon Drane

Contact number: 020 8270 2536

Email address: dranes4@gmail.com

Assistant Pastor - Adrian Hodder

Contact number: 07484 144077

Email address: ahodder@gmail.com

WEC Safeguarding Team

Trevor Newman (Safeguarding Officer)

Tel: 020 3723 4293

Mob: 07720 290972

e-mail: tfnewman@hotmail.co.uk

Pippa Hodder

Tel: 07828 683853

e-mail: pippahodder@gmail.com

Rachel Ball

Tel: 020 3632 1298

Email: srmoohan@aol.com

Redbridge Multi Agency Safeguarding Hub

Redbridge Children and Families

Lynton House, 255-259 High Road

Ilford, IG1 1NY

Telephone - 020 8708 3885

Fax - 020 8708 3886

e-mail: cpat.referrals@redbridge.gov.uk

Emergency Duty Team (EDT) – out of hours service

Tel: 020 8708 5897 (after 5pm and at weekends).

CCPAS (The Churches' Child Protection Advisory Service)

Information and advice

Tel: 0303 003 11 11

e-mail: info@ccpas.co.uk

FIEC (The Fellowship of Independent Evangelical Churches)

Information and Advice

Tel: 01858 43 45 40