



# Safeguarding Children and Vulnerable Adults Policy

Version 1

**This is the Safeguarding Children and Vulnerable Adults Policy of The King's Church Ringwood**

**Adopted by the Trustee on: 20/05/2020**

**The King's Church Ringwood Policy Reference: KCP 001**

**Review date: 20/05/2021**

To be reviewed annually or sooner in the light of new recommendations

## Contents

Introduction .....	3
Roles and Responsibilities .....	3
Elders .....	3
Safeguarding Team .....	4
Church Members / Volunteers .....	4
Parents.....	4
Good practice guidelines for working with children, young people and vulnerable adults.....	5
Activities that take place Off Site .....	6
Possible signs or symptoms of abuse .....	6
Responding to allegations or signs of abuse or suspected abuse .....	6
What happens next? .....	7
Appendix A – Contact Details.....	8
Appendix B – Safeguarding Concern Report Form.....	9

## **Introduction**

The King's Church, Ringwood is an inclusive, non-discriminatory Church welcoming all people from a diversity of backgrounds.

The purpose of this document is to inform those working with children or vulnerable adults, of our policy on child protection and safe practice and to advise them of the procedure to be carried out if any form of abuse is suspected or disclosed to them.

This policy applies to everyone in the church, but especially to all Group Leaders and Volunteer workers (over 16 years old) who minister (serve as a responsible person) to children, young people and vulnerable adults, through their age-related groups and activities. This relates to all Kings Kids and Kings Youth activities.

The aims of the policy are to:

- promote the highest standards of welfare and protection for children/young people (0-18 years).
- give all staff and volunteers clear Child Protection training, procedures, roles and responsibilities.
- ensure the use of safe recruitment procedures, supervision and training as a means to protecting children/young people.
- issue guidance on how to deal with disclosure or discovery of abuse or suspected abuse.
- plan the work of the Church and establish a Code of Conduct and routine to ensure workers can safeguard themselves as well as the children, young people and vulnerable adults in their care.
- establish a continuous rotation of DBS completion and updating.

## **Roles and Responsibilities**

Everyone in Church is responsible for safeguarding our community. This includes being aware of what is written in our policy and helping put these principles into practice.

### Elders

The Elders have overall responsibility for the church and will have the final say in safeguarding situations where this policy is not adhered to. Any safeguarding situation will be reported to the Safeguarding team first, who will then share information with the nominated Elder for Safeguarding. The Nominated Elder for Safeguarding is Rob Hibbitt. Contact details can be found in appendix A at the end of this policy.

Where a completed form or returned DBS check indicates a previous conviction of any kind, the Safeguarding team will refer the information to the Nominated Elder for Safeguarding for

a decision, e.g. whether an additional interview and / or a separate risk assessment is needed in order for that person to carry out the role for which they have applied.

Any adult who is known to be on the Child Offenders Register should be brought to the attention of the Safeguarding Team and Elders as quickly as possible and not communicated generally within the church for reasons of confidentiality.

The Elders would agree, in conjunction with the individual, the limits on participation within the church and will also determine who else may need to be informed within the church. This information would not generally be communicated for reasons of confidentiality but a risk assessment will also be completed to carefully document any additional procedures put in place to safeguard children and young people, as well as the adult involved.

### Safeguarding Team

The Nominated Safeguarding Officer is Mrs Susan Dyer.

The Deputy Nominated Safeguarding Officer is Mrs Laura Pike.

Contact details for the Safeguarding Team can be found in appendix A at the end of this policy.

Disclosure and Barring Service checking and DBS Form Processing are carried out by the Safeguarding Team.

Enhanced DBS checks are carried out on all employees and volunteers over the age of 18 working with children and young people prior to taking up their roles. This all happens online so that individuals can be responsible for their own data. The Safeguarding team will need to see original documents to confirm identity before processing the application online.

The DBS clearance certificate will then be returned to the individual. This needs to be seen by the Safeguarding team, a note made of the number and kept in a secure database.

The Safeguarding Team will produce an annual report for Safeguarding and present it to Elders and Trustees in the Autumn Term.

### Church Members / Volunteers

Church members and volunteers working with children, young people and vulnerable adults, have a duty to report any Safeguarding concerns to the Safeguarding team, or if they are unavailable, the designated Elder for Safeguarding.

Information should not be shared with anyone else for reasons of confidentiality. This applies even when 'off duty' or outside of church meetings or activities.

### Parents

Parents retain full responsibility for their child / children at all times, before, after and during any church activity. In order for children to take part in church activities, children

must be registered in the appropriate group, including details of any medical or special educational needs, that the volunteers will need to be aware of. These must be recorded on the church registration sheet provided.

The children, youth and vulnerable adult workers will need contact details to know how to get hold of parents at all times.

## **Good practice guidelines for working with children, young people and vulnerable adults**

All volunteer workers over the age of 18 years will hold an enhanced DBS check which is regularly updated. Any volunteer under the age of 16 is supervised by a checked volunteer. All volunteers work under the supervision of their respective leaders on that day.

Children, young people and vulnerable adults should be treated with dignity and respect in attitude; this includes language, tone of voice and body gestures. Volunteers should be mindful of the safety of children in all circumstances.

- 1 As far as possible, volunteers should avoid being on their own with any child and should carry out all their activities where they can be seen.
- 2 Only people DBS checked are able to accompany any child/young person to the toilet.
- 3 All nappy changes must be done by the parent/carer, or with prior consent of the parent/carer. A signed consent form from parents is necessary for any intimate care for those with disabilities.
- 4 Never take a child/young person home on your own (always have another helper with you). In an emergency situation and where parents have given consent to transport their child alone, the child must sit in the back of the car.
- 5 Never make a promise of confidentiality to children /young people. Explain that you may need to tell someone else what has been shared in order to keep them safe.
- 6 Volunteers must not engage in rough physical games or play where language or behaviour could be construed to be sexually provocative.
- 7 Volunteers will never use physical punishment.
- 8 Children/young people will never be ridiculed, rejected or used as a scapegoat by volunteers.
- 9 Volunteers will not restrain a child, unless there is a risk of injury or danger to the young person or others if they do not do so.
- 10 When working or disciplining a young person in a 1:1 situation where confidentiality is important, it is vital that another responsible adult, (including parents, where appropriate) know this is taking place, along with the time, venue and expected duration of the meeting.
- 11 Another responsible adult must be present at any mixed gender meeting.

## **Activities that take place Off Site**

- 1 Any off site activity must have the prior consent of the Safeguarding Officer.
- 2 Any off site activity must be planned and risk assessed by the Group Leader or Safeguarding Officer.
- 3 For any event, parental consent must be given in written form with contact numbers and any updated medical needs recorded.
- 4 The activity must not deviate from the agreed plan without prior consent from the Safeguarding Officer and Parents/Carers, unless there is a risk to the children and young people not to do so.

## **Possible signs or symptoms of abuse**

Abuse falls in to four different categories, though of course there can be overlap between some or all of these:

- Physical
- Emotional
- Sexual
- Neglect

Training will be provided to all Volunteers working with children, young people and vulnerable adults so that they will know what to do if abuse is witnessed or suspected. The church acknowledges that the following list can be subjective, though it may be helpful in supporting the recognition of abuse:

- Unexplained bruising or injury
- Changes in normal mood or behaviour e.g. becoming more agitated, aggressive or withdrawn
- Higher levels of anxiety
- Changes to relationships or development of inappropriate relationships with adults or peers
- Undernourishment or inadequate levels of care
- Poor social skills
- Oversexualised behaviour (verbal and/or physical)
- Knowledge of adult issues not appropriate for their age
- Control or attention seeking behaviour
- Bullying others including cyber bullying

## **Responding to allegations or signs of abuse or suspected abuse**

It is important for everyone to know what to do if they are worried about a child/young person or if a child/young person makes a disclosure or an allegation of abuse against them.

1. Thank them for telling you and reassure them that they have done the right thing.
2. Tell them that in order for you to help keep them safe you will need to share the information. (Never promise to keep anything a secret!)
3. Do not try to resolve the matter with the accused perpetrator or start to investigate or resolve the issue yourself.
4. If appropriate, and the child appears willing, try to gain as much information as possible from the child. Do not ask leading questions but keep them open such as; Can you tell me more about that? Explain what happened? Describe what happened? Is there anything else you would like me to know?
5. Do not appear shocked or make comments such as 'that's dreadful!', 'how shocking'.
6. Try to write down the exact words the child / young person used as soon as possible after the disclosure using the Safeguarding Concern Report Form if available. Sign and date the account as an accurate record. (A copy of this form can be found in appendix B of this policy) Pass the completed record to a member of the Safeguarding team, or in their absence, the nominated Elder for Safeguarding.
7. Do not take photographs, ask the child / young person to act anything out or draw anything.
8. Do not discuss what has been disclosed with anyone else.

## **What happens next?**

The Safeguarding team will share the Safeguarding Concern Form with the Nominated Elder for Safeguarding to discuss next steps. If the disclosure is considered serious then the concern will be passed on for assessment to the police or advice sought from ThirtyOne:Eight an independent Christian charity who support churches with Safeguarding Procedures and whom The King's Church subscribes to. The Safeguarding Team and Church Leaders will remain informed throughout the whole process.

If it is decided that the concern does not need external support, then the Nominated Elder for Safeguarding will decide whether pastoral intervention would be helpful and appropriate.

The Safeguarding Team or Nominated Elder for Safeguarding will give feedback to the person who raised the concern and to the child / young person if appropriate, to let them know that the concern has been, or is being, dealt with.

Completed concern forms and records of actions taken will be kept and stored in a locked filing cabinet in line with the King's Church Data Protection Policy.

## **Appendix A – Contact Details**

Safeguarding Officer - Mrs Susan Dyer 07783422515 [sue@dyer-bods.co.uk](mailto:sue@dyer-bods.co.uk)

Deputy Safeguarding Officer - Mrs Laura Pike 07799370391 [lapike@hotmail.co.uk](mailto:lapike@hotmail.co.uk)

Elder for Safeguarding - Mr Rob Hibbitt 07712607610 [admin@kingschurchringswood.co.uk](mailto:admin@kingschurchringswood.co.uk)

Thirty One Eight - <https://thirtyoneeight.org>



## Appendix B – Safeguarding Concern Report Form

### Safeguarding Concern Report Form – Confidential

To be completed by the church member raising a concern about a child / young person / vulnerable adult

Name of Church Group / Activity			
Name of Child / Young Person			
Name of member reporting the concern	PLEASE PRINT		
	Signature		
Date DD/MM/YYYY		Time	

Concern – please include as much detail as possible.  
Use the body map below to show any marks or injuries as appropriate.  
Please continue overleaf or on separate sheets as needed.

Additional form used?		Yes / No	Page of
-----------------------	--	----------	---------

**Children must not be undressed or photographs taken of any marks or injuries**



Use this space to continue recording the concern if needed.			
Name of Safeguarding Officer reviewing the concern			
Name of person taking actions	Actions taken – include whether concerns were shared with parents/carers, <u>ThirtyOne:Eight</u> and if not outline reasons why	Date	
Feedback given to person who raised the concern?		Y / N	
Feedback given by		Date	

