



# SAFEGUARDING POLICY AND GUIDELINES

RCCG WINNERS PLACE GUILDFORD

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## **CHILD PROTECTION POLICY**

### **Safeguarding Policy and Procedures**

#### **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 vulnerable adults 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 my belief that our children, through whom we share our faith and have responsibility to protect, will flourish. I am optimistic 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.

Chairman RCCG UK

## **RCCG POLICY STATEMENT**

Our commitment to Safeguarding

This policy statement sets out the means by which the Redeemed Christian Church of God (RCCG), Winners Place Parish 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.

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

At the RCCG Winners Place Parish 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 the Churches' Child Protection Advisory Service (CCPAS)

## **GUIDELINES FOR THE POLICY**

The Board of Trustees the Redeemed Christian Church of God Winners Place Guildford, ensures 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 Disability Discrimination Act 1995 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 vulnerable adults.
- As a parish, we develop 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 Officers understand their 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 vulnerable adults.
- 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.
- Endeavour to keep up to date with national developments relating to the care and protection of children and young people and vulnerable adults.

Board of Trustees-----

Date-----

**DBS Disclosures**

RCCG UK Central Office processes DBS disclosures for RCCG churches in the UK.

Winners Place Guildford uses this service to process her DBS applications. For further information please contact [legal@rccg.co.uk](mailto:legal@rccg.co.uk)

## **RCCG SAFEGUARDING POLICY & PROCEDURES**

The Parish shall appoint a Safeguarding Officer. This person should ensure that the guidelines produced by RCCG, Winners Place Parish in relation to safeguarding children 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.

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**

### **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: **Faith Agbaje** (Mrs) (Safeguarding officer/coordinator) or **Mr Olajide Akinyemi** (Deputy Safeguarding officer/coordinator) who have been 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. Contact is [safeguarding@rccgwinnersplace.org.uk](mailto:safeguarding@rccgwinnersplace.org.uk).

- In the absence of the Safeguarding officer or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to: Deputy Safeguarding Officer if the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to: The Churches' Child Protection Advisory Service (CCPAS,) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0845 120 4550. Alternatively contact your local Social Services or the Police.

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

The local Children's Social Services office telephone number (office hours) is 03004709100. The out of hours' emergency number is 01483417898. (Surrey County Council Children's Single Point of Access C-SPA)

The local Adult Social Services office telephone number (office hours) is 03002001005. The out of hours' emergency number is 01483517898

The Police Child Protection Team telephone number is 101 or 999 if an emergency

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

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

- The Leadership will support the Safeguarding officer/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 church organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. It is not the role of the Safeguarding Officer 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 Co-ordinator/Deputy will:

- Contact Children’s Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **ALLEGATIONS OF SEXUAL ABUSE**

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

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

## **DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A VULNERABLE ADULT:**

### **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/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 Section 47 of the NHS and Community Care Act 1990 and

government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, CCPAS 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: [LADO@Surreycc.gov.uk](mailto:LADO@Surreycc.gov.uk).

Further details on Surrey Safeguarding Children's Partnership [www.surreyscp.org.uk](http://www.surreyscp.org.uk).

NB. There may also be a requirement under law to make a referral to the Independent Safeguarding Authority (ISA) who hold the lists of people barred from working with children and vulnerable adults – this will require discussion with the LADO.

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

If a Pastor or a Minister is the subject of an allegation, RCCG Winners Place Parish's Child Protection Officer and the Administrator of must also be consulted for advice. You are advised, that in consultation with RCCG Winners Place Parish's Child Protection Adviser, 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 Winners Place Parish's Communications Department. Should a journalist or broadcaster make an enquiry, you must refer them to RCCG Winners Place Parish's Communications Officer.

## **DOS AND DON'TS IN ALLEGATIONS OF ABUSE**

The following are procedures to follow in dealing with disclosures of child abuse that might arise because 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 Child Protection Officer.
- g. Refer to RCCG National Child Protection Adviser.
- h. Seek advice from CCPAS on 0845 120 4550
- i. If the subject of the allegation is the Parish Pastor contact the RCCG Child Protection Officer and the Administrator of Winners Place 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 to work 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) is provided for the successful applicant

i. The successful applicant completes a probationary period

j. The applicant has been given a copy of this 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 CCPAS 'Help...I want to recruit workers safely' publication and the government guidance 'Recruiting Safely: helping to keep children and young people safe' (CWDC, 2009).



## **MANAGEMENT OF WORKERS**

### **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 and 'Caring for the Young & Vulnerable' (Home Office, 1999).

### **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 Winners Place Parish's Safeguarding Officer 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**

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 7404 6609, Email: [whistle@pcaw.co.uk](mailto:whistle@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 CCPAS 24 Hour Helpline on 0845 120 45 50. CCPAS 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) 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 CCPAS for their resources including their 'Help' booklets.

### **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: Infants to 2 years – 1 leader to every 3 children (1:3) 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

### **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.

## **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:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- 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.
- 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.
- 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.
- Concerns about abuse should always be reported.

## **Good practice for workers**

- Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.
- Avoid invading the privacy of children when they are showering or toileting.
- Do not engage in rough,

physical or sexually provocative games. • You must not engage in sexually suggestive comments about or to a young person, even in fun. • Inappropriate and intrusive touching of any form are potential litigation grounds. • Do not engage in isolating, ridiculing, or rejecting a child or young person. • Avoid using physical means in the control and discipline of children.

- Do not let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature.
- 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.
- Do not share sleeping accommodation with children or young people if you take a group away or while visiting.

### **Good practice with colleagues**

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**

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

### **Health and Safety**

- All team leaders should be aware of where the telephone is in case of an emergency situation.
- 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. • Children or young adults with any infectious disease should not attend meetings to protect the health of other attendees. • A no smoking policy operates where children are meeting.

• 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. • Provision of a first aid kit is essential at all indoor and outdoor activities, with the presence of a trained first aider.

• One of the team leaders of any event within or outside the church should be a first aider. • No medication should be administered without written parental consent. • 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**

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**

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 Child Protection Officer and parents should be clearly informed of all the activities in which children and young people may take part on Winners Place Parish premises or through Winners Place Parish in any way.

## **Insurance**

The Board of Trustees of RCCG Winners Place 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 premises**

RCCG Winners Place Guildford Parish's Safeguarding Officer 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 Winners Place Parish. Casual users should sign and agree to abide by RCCG Winners Place Parish's 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 Winners Place Guildford Parish. RCCG Parish's Safeguarding Policy should be given to such a client.

## **Monitoring**

The implementation of the policy (supervision, registers, registration forms) will be monitored annually on a minimum basis, in the last quarter of the year.

## **Evaluation**

To ensure accountability RCGG Winners Place Guildford Parish Safeguarding Officer 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 vulnerable adult / adult in need of protection**

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.

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:

- unable to safeguard their own well-being, property, rights or other interests,
- 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.
- 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**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect? Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet.

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

### **Physical abuse**

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

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.



It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening or not. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;

- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 2

**The Parish's Child Protection Officer's responsibilities are as follows:**

- Liaise with the Pastor in charge of the parish and Human Resources Department, 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 two 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 Child Protection Officer 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**

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 special educational needs (SEN) should have their needs met. Children with SEN should be offered full access to a broad, balanced and relevant attention in all of our Parishes. 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. Parents should inform and support to ensure their children's needs are met.

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 a 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 UK Disability Act. 2. All families will be treated with dignity and with respect for their individual needs and/or differences. 3. The children's ministry lead will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program. 4. The children's ministry lead 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 all emergency situations. The pastoral leadership is responsible for making sure the plan shall be updated annually, at a minimum.

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

### DBS Disclosures

RCCG UK Central Office processes DBS disclosures for majority of RCCG churches in the UK including Winners Place Guildford. For information on how to process same please contact [legal@rccg.co.uk](mailto:legal@rccg.co.uk)

### 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: • Crèche workers • Sunday School teachers • Youth leaders/teachers • Choir leaders • Leaders of holiday clubs • Children's advocates • Nursery teachers • Children's patrons

The Churches' Child Protection Advisory Service (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

**Contact Template for Parishes**

Parish Child Protection Officer

Name: .....

Telephone Number: .....

RCCG Winners Place Parish Child Protection Officer

Name: .....

Telephone Number: .....

RCCG Winners Place Communications Officer

Name: .....

Telephone Number: .....

Police

Name: .....

Telephone Number: .....

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

Name: .....

Telephone Number: .....

## Appendix 6

### Safeguarding Policy Statement for RCCG Winners Place Guildford

This statement was agreed at the Board of Trustees meeting held on:  
.....(date)

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 Winners Place Guildford is 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 Board of Trustees of Winners Place Guildford has appointed .....  
(name) to be the safeguarding officer.



## Appendix 7

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 8

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**

We want church and to be a safe space for everyone child and adult alike. Our actions and activities must be set up to build, support and strengthen all as well as communicate the virtues of love and respect which are fundamental to the Christian faith. We recognise there are children and vulnerable adults in our community and all in a position of trust or responsibility must ensure to abide by the good practice guidelines and procedures contained in this policy document.

Where using a network or similar all must ensure to only use 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.