

One Church Brighton

Safeguarding Children Policy and Procedures

November 2016

One Church Brighton, Gloucester Place, Brighton, BN1 4AA
01273 694746
info@onechurchbrighton.org
www.onechurchbrighton.org

Designated person for Safeguarding Children
Jill Nwokedi

Minister
Dave Steell

Churches Agency for Safeguarding
020 7467 5216

Report an issue to:
safe@onechurchbrighton.org

Brighton and Hove Local Safeguarding Children Board (LSCB)

http://www.brightonandhovelscb.org.uk/par_report/

Children's Social Care's Advice, Contact & Assessment Service

Multi Agency Safeguarding Hub (MASH)

Brighton and Hove

01273 290400

MASH@brighton-hove.gcsx.gov.uk

To contact Children's Social Care outside normal working hours call 01273 335905/6

If a child is in immediate danger or left alone, you should contact the police or call an ambulance (Call 999)

Designated Professionals in Brighton & Hove

- Designated Doctor Safeguarding Children: 01273 265788
- Designated Nurse Safeguarding Children: 01273 574680 / 07770381421
- Brighton & Hove Police Child Protection Team: 101 (and ask for Brighton CPT)
- Local Authority Designated Officer (LADO) 01273 295643 darrel.clews@brighton-hove.gcsx.gov.uk

Other Useful Services

- CAMHs - Children and Adolescent Mental Health: 01273 718680 (9am to 5pm Monday to Friday)
- If you need to contact CAMHS outside of office hours, or during weekends or Bank Holidays please call the Sussex Mental Health Line on 0300 5000 101
- CAMHs Tier 3 Duty line for urgent concerns re. Self Harm and Suicide: 01273 718680
- Early Help Hub: 01273 292632 earlyhelp@brighton-hove.gcsx.gov.uk

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Introduction

The vision of One Church Brighton is: "A community of imperfect people, centered on Jesus Christ, growing together in faith, hope & love." One Church Brighton also holds strongly to its values of

Intimacy: with God

Involvement: with the world

Interdependence: with each other

Inclusion: with everyone

Integrity: with all we do

In fulfilling this vision and holding to its values the church

- Has a programme of activities with children and young people
- Welcomes children and young people into the life of our community
- Makes our premises available to organisations working with children and young people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, race, ethnicity, sexual orientation, identity or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

Safeguarding is taken seriously by One Church Brighton and is seen as the responsibility of all staff, partners and volunteers. One Church Brighton is committed to the nurturing, protection and safeguarding of all children and young people associated with the church and to this end holds itself to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each church partner, member of staff, volunteer and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

Safe behaviour: a code of behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe practice and safe premises

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

A safe community

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

Version: 1

Last review date: November 2016

Next review date: November 2017

Author: Pam Maskell

Authorised by: Leadership Team Jan 2017

Good Practice Guidelines

All Personnel will be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. They will be given a copy of the Good Practice and Code of Conduct Guidelines to read and to sign. (Appendix 1)

Responsible people

The church has appointed **Pam Maskell** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Jill Nwokedi** as the Designated Person for Safeguarding, and **Sally Macleod** as deputy, to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the policy will be available to view on our website.

Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any partner of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

Responding to Concern

A. How to respond to a concern

1) Understanding, Recognising and Responding to Abuse

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.

2) How to respond when someone wants to talk about harm or abuse

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

3) What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking). Your notes should include:
 - i. a description of any injury and its size, shape and location
 - ii. what the child has said, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
 - iii. the child's language as accurately as possible- do not replace slang for a more 'adult' word.
 - iv. dates and times of these events and when the record was made.
- Contact the Safeguarding officer, deputy, trustee, or minister and request a CONCERNS FORM (Appendix 2) which should be completed and returned to the Safeguarding Officer.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- Do not talk about the issue to anyone other than those appointed by the church to deal with Safeguarding issues. Whilst we cannot promise confidentiality we do need to abide by our Confidentiality policy which can be found on our web site or contact the office for a copy.

These notes must be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. They will deal with the situation from this point. You need not take any further action but you may need to assist the Designated person for Safeguarding with any questions about the concern that may arise. If a referral is made to Children's Social Care Team, it will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept at the One Church Brighton office.

4) Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding or Trustee for Safeguarding or the Minister) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding (or deputy etc) will act as follows.

- i) Where a child has a physical injury or symptom of neglect:
 - Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
 - If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
 - The hospital staff will be informed of any child protection concerns.
 -
- ii) Where there are allegations or concerns of sexual abuse:
 - Contact Children's Social Care Team. DO NOT try to investigate the matter.

- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children’s Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents/carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not ‘tipped off’.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children’s Social Care Team but you (or anyone else) have serious concerns for the child’s safety, then you will contact the relevant authorities directly. Contact details are on p2 of this policy. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children’s Social Care Team or seek appropriate professional advice, eg. from the Minister or Regional Minister.

B. Third Party Allegations and Referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children’s Social Care Team Department with their details. This is so that Children’s Social Care Team can contact them if necessary.

C. Allegations against members of staff, volunteers or trustees

If an allegation is made against a member of staff, a volunteer or a trustee:

- The advice of Children’s Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

D. Allegations against Safeguarding Personnel

Should an allegation or concern arise involving church appointed Safeguarding personnel the following action should be taken:

- If a concern arises involving the Designated person for Safeguarding - this should be reported to the Deputy Designated Person for Safeguarding.
- If a concern arises involving the Deputy Person for Safeguarding, the Trustee for Safeguarding or the Minister then this should be reported to the Designated Person for Safeguarding.

E. Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

F. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

G. Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

Safe Recruitment, Support and Supervision

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church.

It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

B. Volunteers

One Church Brighton will take all reasonable steps to ensure that our volunteers are safe adults, who are suitable for work with children and young people. Our pre-selection checks include the following:

- All prospective volunteers will be interviewed.
- All volunteers must complete an application form, which will include information about an applicant's past and a self disclosure about any criminal record. (Appendix 3)
- Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service (DBS - formerly the Criminal Records Bureau)
- Two confidential references, including one regarding previous work with children which will be requested and followed up through telephone contact.
- Evidence of identity (passport or driving licence with photo).

Volunteers are required to sign data protection, confidentiality agreement and an agreement to child protection policy.

C. Staff

One Church Brighton will take all reasonable steps to ensure that our staff are safe adults, who are suitable for work with children and young people. Our pre-selection checks include the following:

- **References:** Formal references will be requested for all paid members of staff. Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

- **Interviews:** All prospective workers will have an interview.
- **DBS:** Prior to commencement of employment an enhanced DBS check will be carried out.
- **Appointment and Supervision:** The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures. Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with. There will be a 3 month probationary period before the appointment is confirmed. There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.
- **Training:** As well as Safeguarding, staff will be trained in any relevant areas, e.g. first aid, food hygiene etc.

D. Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

One Church Brighton requires:

- Staff and volunteers to attend an 'in house' or a recognised 2-hour good practice in Safeguarding and child protection/adults at risk awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice in the Safeguarding of all people. If an individual has been volunteering for more than 3 years then they will be required to undertake a refresher training session. A record will be kept of all who have attended child protection training in the last three years.

One Church Brighton will also facilitate all other training necessary to ensure the safety of all. This may include first aid and food hygiene where appropriate.

E. Young Leaders

- Young people under the age of 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be providing unsupervised care they don't need a DBS. When a young helper reaches the age of 16 the full recruitment process will be applied.
- All child volunteers aged 13 - 16 will be required to complete a sign-up sheet including emergency contact details (Appendix 4)
- Young leaders under the age of 13 will require parental consent before they can attend activities without a parent or guardian (Appendix 5). The first week someone attends they must supply their name, medical emergency information and a contact

name and number. If a young person is under 13 parental consent must be acquired when a child first attends (if necessary this can be verbally over the phone for the first session). A parental consent form must then be returned the next time a young person attends.

F. Helpers and Parent Helpers

Helpers, including parent helpers are not considered leaders but are often an integral part of our support and work force. Helpers should be supervised and do not require a DBS check but all policies and procedures relate accordingly. Parent Helpers should only give unsupervised personal care to their own child.

Safe behaviour: a code of behaviour for staff and volunteers

A. Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Staff and volunteers should treat all children/young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of children or young people when they are using the toilet or shower.
 - Dangerous games
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open.
 - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
 - Assess the risk of sending child/young person home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leave the door open.
 - Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.

- The only adults allowed to participate in children’s and young people’s activities are those appointed and trained as children’s/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people. A minimum of 2 adults regardless of the number of children must be present.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

A. Taking Care of Touching

- 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's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

B. Mentoring

If a worker is working as part of the recognised mentoring programme for the church with a young person:

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- A mentoring meeting should be held in a public and appropriate space. Where this isn't possible a supervised space is required where a parent/guardian 2nd adult is present.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

For mentoring taking place in schools, please note that any issues or allegations raised that need action should be reported firstly to the appropriate named member of SCHOOL staff. You should also take appropriate notes and notify your supervisor simply that you have raised a concern within the school. It may still be necessary for the situation to be taken up by the One Church Brighton's designated person for Safeguarding.

C. Visiting Children or Young People at Home

Workers will sometimes need to make a pastoral visit of children and their families at home on behalf of One Church Brighton. Any home visits will be made in agreement with an agreed person- either the Lead Youth Worker or Church Minister. The person visiting will speak to this person on the phone before the visit and ring them immediately afterwards. If the visit takes a significantly longer time than agreed and the visitor cannot be contacted at the end of the specified and mutually agreed time then the agreed person will contact the police. All home visits will be logged and recorded on a session report form. (at the bottom of the register form, see Appendix 6)

D. Abuse of Trust

Relationships between children/young people and their leaders/helpers can be described as 'relationships of trust'. The leader is someone in whom the child has placed a degree of trust, this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

It is not acceptable for a leader/helper to form a romantic relationship with a young person with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse or appear to abuse their position of trust in their relationships with other young people who are not much younger than themselves. It is always the responsibility of the adult to maintain safe and appropriate boundaries of trust in the relationship and leaders should not rely on their reputation alone.

E. Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

F. Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

G. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available when peer-led activities take place.

H. Technology

1) Technology and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.

On the general consent form parents/carers sign to agree that the young person can receive such communications.

2) Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

3) Email

Email is sometimes used by workers to remind young people about meetings. If email is being used workers must

- ensure messages are in the public domain by copying another member of staff or team and/or the parents in on each message
- It is important workers use clear and unambiguous language to reduce the risk of misinterpretation
- Although it should be obvious when an email is ending, workers should never use kisses at the end of messages or potentially inappropriate terms such as 'luv' or 'love' to round things off.

4) Social Media and Messaging

Youth workers should not put themselves in situations which lead others to make allegations about them, question their integrity or suitability to work with children and young people.

Youth workers should always respect the guidelines set out by the SNS (Social Networking Site) appropriate use, including age.

Guidance for personal use:

You should make sure young people cannot access any content, media or information that

- a) you are not happy for them to have access to and
- b) which would undermine your position as a professional, trusted and responsible person.

Regularly review both your security settings and friends lists. It is imperative that your friends are not able to gain access to the young people you work with through your accounts, so ensure your security settings reflect this.

Make yourself accountable. Make your supervisor/session leader aware of any conversations you are having with young people SNS, and where appropriate, add another adult to the conversation. Keep records of any conversations online.

Keep clear boundaries. Do not engage young people on SNS before 8am or after 10pm.

Email any concerns to the Head of Youth and Children's work.

Guidance for employees and official accounts:

Where SNS interaction forms part of the role of a staff member, they are required to create a work account accessible only by young people and adults with a clear and current DBS. It is not recommended that staff use personal SNS accounts.

Official SNS accounts must only be created with the consent of the Head of Youth and Children's work.

Access to these accounts is limited to authorised staff.

Information published on these accounts must comply with our confidentiality and data protection policies

Parents and children must not be tagged without their expressed consent.

5) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- Staff and volunteers should generally not give out personal mobile phone numbers or contact details to young people. When this is necessary all mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor .
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos on their personal equipment. Where pictures are taken on personal equipment these should be transferred to church computer/hard drive as soon as possible and deleted from personal equipment.

6) Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

Safe practice and safe premises

A. Leading Activities

1. Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. All children aged 13 and upwards will be required to complete a sign-up sheet including emergency contact details (Appendix 4). All children under 13 years old will require parental consent before they can attend activities without a

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Authorised by: Leadership Team Jan 2017

parent or guardian (Appendix 5). The first week someone attends they must supply their name, medical emergency information and a contact name and number. If a young person is under 13 parental consent must be acquired when a child first attends (if necessary this can be verbally over the phone for the first session). A parental consent form must then be returned the next time a young person attends.

2. Supervision of groups

A register will be kept by the activity leader or appointed helper or volunteer (Appendix 6) so that it is known who is on the premises at any given time. The register must also be signed at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is- even if the responsible person was already in the building or is staying on afterwards.

3. Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.(Appendix 7). All staff and volunteers must be made aware of the dangers and risks and how to manage them, ensuring that responsibility is made clear.

4. Children with no adult supervision

When children turn up and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

5. Transporting Children To and From an Activity (Apart from Organised Trips)

Any arrangement made by parents or guardians to transport children to and from an activity is the responsibility of those parents or guardians.

B. Trips/Outings/Overnight Activities

Before undertaking any activity outside of the normal activity building the following must be adhered to:

- Confirmation of adequate insurance must be gained from the church treasurer before any trip or activity is planned. Some trips and activities will rely on church insurance.
- A special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each activity. No child should attend without a completed consent form. A consent form can be completed over the telephone and verbal consent given as a last resort. Consent forms or copies must kept with the leader at all times.
- There will be leaders with first aid and food hygiene certificates with the group.

1. Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people on trips organised by or on behalf of the Church and its projects. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility. Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points, a child must not be left on their own. Children under 13 must be collected by an appropriate adult.
- The driver must ensure that they have adequate insurance cover:
- The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers should not be alone with a child when transporting children, for example when dropping off the last child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence and have the legal right to be driving the minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

2. Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age - appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

3. Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent/carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed. Consent forms or copies must be kept with the leader at all times.

4. Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. a child who is hard of hearing).

5. Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site. General safety rules will be applied as appropriate. No child will be allowed to wander alone or alone with an adult unless with in sight of others.

6. Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

C. Buildings

1. Safe practice and safe premises

One Church Brighton has in place a Health and Safety Policy and a Fire Risk Assessment which are available to any one who wishes to view them on line or by contacting the office 01273 694746.

2. Guidelines for Use of One Church Brighton buildings

The responsible adult for an activity at One Church Brighton will have been instructed in safe use of One Church buildings. All hirers will, as part of their contract, receive a Hire Agreement instructing in safe use of the building. They will also receive verbal instruction in safe use of the building.

3. Health and Safety

All activities for children and young people will comply with One Church Brighton's current Health and Safety policy (which can be found at www.onechurchbrighton.org) and will be conducted in accordance with the guidelines for users of One Church Brighton buildings, with particular attention paid to the sections on Fire Safety, First Aid, Electrical Items, Health and Safety and Food Hygiene. At all events involving the preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate. Buildings being used for children's groups will be properly maintained. Each activity or project will carry out their own activity based risk assessment in the buildings and rooms being used to ensure all aspects of safety for all children and young people using the premises are considered.

4. Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures found in the Health and Safety Policy in the event of fire.

5. First Aid

One Church Brighton have a number of trained First Aiders. All building users, activities and projects are responsible for identifying their own First Aiders. There are First Aid Kits in each building primarily located in the main kitchens. These points also contain an incident reporting book which must be completed in the event of any accidents, injuries or incidents. The completed form must be sent to the office at Gloucester Place and marked 'confidential'. A further first aid kit can be found in the office of both buildings for other external events. The person responsible for health and safety in the church will ensure that the contents of the first aid boxes are checked on a regular basis. All One Church Brighton groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

6. Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.). Project or activity leaders must ensure that any event, meeting or activity involving the preparation of food will have at least one person with the Basic Food Hygiene Certificate.

7. Insurance

One Church Brighton will maintain Public Liability Insurance. Leaders of new projects or activities must check with the church treasurer that there is sufficient insurance cover for the activity.

Safe Community

A. Bullying

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present. The effect of bullying on the victim can be profound, both emotionally and physically. Bullying can take many forms including:

- Name calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing

- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.
- Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:
- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal
- Lack of desire to join activities with certain individuals
- Drop in school marks
- Torn clothing
- Loss of friends
- Avoidance of church groups and other activities
- Bruises
- Need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded on a session report form, together with actions that are taken.

B. Working with Suspected or Convicted Offenders Against Children or Youth

When someone attending the Church is known to have abused children or young people, the Leadership Team will supervise the individual concerned and offer pastoral care, but in

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Authorised by: Leadership Team Jan 2017

its commitment to the protection of children and young people, will set boundaries for that person which they shall be expected to keep. When it is known that a person who has been convicted of sexually abusing children or young people is attending One Church Brighton it is important that their behaviour within the church community is properly managed and that a contract is put in place.

There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information). If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA) 2012. In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship. In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
- The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
- The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor should always be informed
- The Designated Person or the Safeguarding Trustee or the Minister should determine whether the person is subject to supervision or is on the Sex Offenders' Register
- if so, the Designated Person or the Safeguarding Trustee or Minister should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of.
- Regardless of who deals with the situation, the minister should always be kept informed. An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract and will receive pastoral support throughout their time in the life of the church.

The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people and avoid speaking to them.
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered- these may be decided as part of the contract or upon breaking of contract.

C. Self Harm

1. What is Self Harm

Self-harm is when somebody intentionally damages or injures their body. It is a way of coping with or expressing overwhelming emotional distress. (NHS Choices).

One Church Brighton recognises Self Harm can affect anyone and especially is a growing concern amongst children and young people. Please see Appendix 6 for more details about Self Harm, its symptoms and how to deal with a situation involving self harm.

But the term 'self-harm' is a broad one. It could be applied to the actions of many people at some time in their lives. Repeated behaviours of getting drunk, taking drugs, smoking, getting into fights and even getting tattoos or piercings could be attributed to self-harm. There are also less obvious things such as rubbing skin, digging your nails into yourself, pulling out your hair or pinching yourself. The pan Sussex Child Protection & Safeguarding procedures says; 'Self-harm, self-mutilation, eating disorders, suicide threats and gestures by a child must always be taken seriously and may be indicative of a serious mental or emotional disturbance.'

2. Signs of Self Harm

The signs of self-harm are not always easy to notice. As with many other types of harm, children who self-harm may try to keep it a secret from their friends and family and often injure themselves in places that can be hidden easily by clothing.

Therefore the response of others to the idea of self-harm is very important.

If you suspect that a child may be self-harming look out for any of the following signs:

- Unexplained cuts, bruises or cigarette burns, usually on their wrists, arms, thighs and chest
- Keeping themselves fully covered at all times, even in hot weather
- Signs of depression, such as low mood, tearfulness or a lack of motivation or interest in anything
- Becoming very withdrawn and not speaking to others
- Changes in eating habits or being secretive about eating, and any unusual weight loss or weight gain
- Signs of low self-esteem, such as blaming themselves for any problems or thinking they are not good enough for something
- Signs they have been pulling out their hair
- Signs of misuse of alcohol or drugs

3. Procedure for when you suspect a child has been self harming

If someone confides in you as a professional,

- Try not to act shocked

- Try to avoid stigmatizing self harm, be available to listen without judging
- Pay due attention to their injuries.
- Treat children with respect and understanding
- Self-harm is a coping mechanism, so inadequate or inappropriate responses can leave the child at greater risk
- Recognise that many children need someone to talk to about the problems and issues they are facing in their daily lives which make them turn to self-harm as a way of surviving
- Respect the child's wishes; understand the need for them to feel in control of their own situation.
- Acknowledge their courage in disclosing and respect their views on the pace of events, and on how things should be handled.
- Take into account the parents' circumstances and their role, they may be shocked, angry, feel guilty and confused, or be part of the problem
- Talk to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding, Trustee for Safeguarding or Minister) for support and guidance.

The possibility that self-harm, including a serious eating disorder, has been caused or triggered by any form of abuse or chronic neglect should not be overlooked. This may justify a referral by the Designated Person for Safeguarding to Children's Services.

Appendix 1 Good Practice Guidelines and Code of Conduct

Good practice guidelines

We expect all staff and volunteers to demonstrate exemplary behaviour in order to promote children's welfare and to follow our Good Practice guidelines and Code of Conduct.

Please read, and sign the declaration to say that you understand and agree with, the following:

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets). When this is an absolutely necessity, such as in a mentoring situation, appropriate advice will be taken and others will know the exact time and place of the meeting.
- Treating all people equally and with respect and dignity.
- Always putting the welfare of each person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Involving parents/carers wherever possible.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of all young people and adults at risk - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis (as a parent)*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury/incident that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars. Adults should never be left one-on-one with a young person in any private space, including in a vehicle.

Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children/young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - i. Invading the privacy of children or young people when they are using the toilet or shower.
 - ii. Rough games including contact between a leader and a child or young person.

- iii. Sexually provocative games.
 - iv. Making sexually suggestive comments.
 - v. Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
- If there are insufficient leaders for groups, then internal doors should be left open
- At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
 - i. Assess the risk of sending child/young person home
 - ii. Phone another team member and let them know the situation
 - iii. Get a second trained leader as soon as possible
 - iv. Write down a record of what happened
- If a child or young person wants to talk on a one--to--one basis you should make sure that
 - i. You try to hold the conversation in a corner of a room where other people are.
 - ii. Or if you are in a room on your own, leave the door open.
 - iii. Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building. Adult staff/volunteers should answer the door when required- children and young people should not do this.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

Declaration

I agree to follow the One Church Brighton Code of Conduct and Good Practice Guidelines.

Signed:

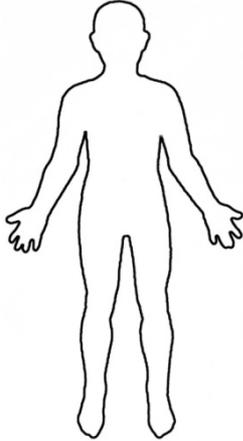
Signed by supervisor:

Date

Appendix 2 Sample Record of Concern Form

Record of Concern form	
Date and time of conversation:	Name of worker:
Name of Child and Parent/Carer if known	How has the concern come to your attention? <input type="checkbox"/> Direct contact/observation <input type="checkbox"/> Disclosure by the child <input type="checkbox"/> Disclosure from someone else
Details about the child if known: D.O.B. Gender Address Phone number of child and parent/carers if known	Do you think the issue is:- <input type="checkbox"/> Child Protection <input type="checkbox"/> Safeguarding <input type="checkbox"/> Bullying <input type="checkbox"/> Self Harm <input type="checkbox"/> Equalities
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Sample Document</div>	
Siblings/other family members	
Activity happening before conversation took place:	
What is your concern about this child/young person/adult at risk. Give details of conversation: (Please use " direct speech marks" to indicate a direct quote from the person. Try to use the language the child/young person used, don't change slang words for more formal language. Try to avoid paraphrasing) Please give details of any evidence of what you saw or was reported and give timelines if known.	
Were there any obvious signs with the person e.g. bruising, bleeding, changed behaviour?	

Please indicate on the drawing below the size, shape and location of any injury on the persons's body. Feel free to write a description.



Sample Document

Who else, if anyone, was involved and how?

What action have you taken? (who have you spoken to and when?)

Is there a follow up or support plan?

Do the Parents/Carers know Yes No

Has a Referral been made to Children's Social Care? Yes No

Has a referral been made to another agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so who?
---	------------

Name of Person filling this form in:	Signature:
--------------------------------------	------------

Time and Date Form completed:	Signed by Safeguarding Officer:
-------------------------------	---------------------------------

Appendix 3: Volunteer Application Form

POSITION APPLYING FOR			
<input type="checkbox"/> Children	<input type="checkbox"/> Youth	<input type="checkbox"/> Family	<input type="checkbox"/> Adults
If you know the projects you want to work with please specify			

PERSONAL DETAILS	
Name:	
Address: (including post code)	
Home Phone Number:	Mobile Number:
Work Phone Number:	Date of Birth:
E-Mail Address:	

BACKGROUND INFORMATION	
Due to the nature of the voluntary work you are applying for, you will be subject to a Criminal Records check, and you will be required to disclose any conviction, caution or binding over including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974.	
Have You Ever Been Charged with, Cautioned or Convicted in Relation to Any Criminal Offence; or Are You at Present the Subject of Criminal Investigations/Pending Prosecution? (if yes, please give details including the nature of the offence and the date)	<input type="checkbox"/> Yes (Please give details here) <input type="checkbox"/> No <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 10px auto;">Sample Document</div>
Current OCB CRB/DBS (if available, please give details)	
Do you consent to OCB obtaining a current DBS check?	<input type="checkbox"/> Yes
Update Service I.D. (if available please give details)	
Do you consent to OCB obtaining regular DBS updates?	<input type="checkbox"/> Yes

REFERENCES	
Please give details of 2 people, who have known you for at least a year(not family members), who we can contact to provide a reference. Ideally, one reference should be a previous/current employer or tutor and one person who has worked alongside you, ideally in a similar situation to what you are applying for.	
Name:	Name:
Address:	Address:
E-Mail:	E-Mail:
Phone no.	Phone no.
Relationship To you	Relationship to you

EMERGENCY CONTACT

Name:		
Phone Numbers:	Home	Mobile

Medical Conditions

Do you have any medical conditions? (allergies, medication, illnesses etc)
 If so please give details

Sample Document

- I declare the information I have given is accurate and complete to the best of my knowledge.
- I have read and understood the OCB Safeguarding Policy *
- I have read and understood the OCB Equality and Diversity Policy *
- I agree to maintain confidentiality about all personal information regarding the people involved in One Church Brighton activities in accordance with the One Church Brighton Confidentiality Policy. * I also agree to immediately pass on any information which makes me concerned about the personal safety of any person or volunteer to the One Church Brighton lead worker in that activity.
- I understand that the personal information I have provided will be handled by One Church Brighton in accordance with the Data Protection Act 1998, and it will be used for the purpose of providing services and collating statistics. My information will be treated as confidential and will only be shared with other statutory organisations according to legal obligation. *

* **All Policies relating to this form can be found at www.onechurchbrighton.org.uk**

SIGNED

Name:	Date:
-------	-------

Please return this form to One Church Brighton, Gloucester Place, Brighton, BN1 4AA.

If you have any questions or concerns, feel free to contact us on 01273 694746.

MONITORING INFORMATION				
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/Prefer not to say			Do you have caring responsibilities <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a learning Difficulty or disability		<input type="checkbox"/> Yes (please give details) <input type="checkbox"/> No		
Ethnic Background				
White	Mixed	Asian/Asian UK	Black/Black UK	Other
<input type="checkbox"/> English/Scottish/Welsh/N.Irish/UK	<input type="checkbox"/> Mixed ethnic background	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish		<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other Ethnic group
<input type="checkbox"/> Gypsy or Irish Traveller		<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black/African/Caribbean background	<input type="checkbox"/> Unsure prefer not to say
<input type="checkbox"/> Any other white background		<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Any other Asian background		
Religion or Befief				
<input type="checkbox"/> No Religion	<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Other	<input type="checkbox"/> Unsure/Prefer not to say	
Sexual Preference				
<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Unsure/Prefer not to say

Sample Document

Appendix 4 Parental Consent Form

For any child under the age of 18, we ask that a parent/guardian complete this annual consent form in order for their child to participate in any One Youth Brighton's regular activities.

DATE: July 2015 to July 2016	
YOUNG PERSON'S PERSONAL DETAILS	
NAME:	
ADDRESS:(please include postcode)	
DATE OF BIRTH:	AGE:
MEDICAL INFORMATION (please give details)	
NAME AND PHONE NUMBER OF GP:	
ANY SPECIFIC DIETARY NEEDS? (food/	Sample Document
ANY MEDICAL CONDITIONS? (asthma, disabilities, phobias, etc.)	
ANY MEDICATION BEING TAKEN REGULARLY?	
ANY OTHER INFORMATION WE SHOULD BE AWARE OF?	

CONTACT DETAILS		(It is essential that contact details are given for a parent/guardian who will be available in case of an emergency)
NAME:	RELATIONSHIP:	
ADDRESS:	HOME NUMBER:	
	MOBILE:	

SECOND CONTACT IF PRIMARY CONTACT IS UNAVAILABLE:	NAME:	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; display: inline-block;">Sample Document</div>
	NUMBERS:	
DECLARATION		
<ul style="list-style-type: none"> • In the event of the named young person becoming ill or injured, I authorize the leader present to administer first aid and accompany the young person to the hospital if required. If I cannot be contacted by telephone or other means to authorize this, I hereby give my consent to any medical treatment judged to be necessary and urgent by a medical practitioner, and I authorise the leader in charge to sign any document required by the hospital or other authorities. • I give permission for the young person named to attend any of One Youth Brighton’s regular activities, including all on-site activities and short trips off-site that take place as part of the regular programme. • I will inform the leaders of any important changes to my child’s health, medication or needs and also of any changes to our address or to any of the phone numbers given above. • I understand that during any activity at One Youth Brighton the young person is expected to abide by the safety instructions issued and to behave responsibly. If in the opinion of the leader in charge, the young person’s behaviour is unacceptable, the young person may be asked to leave and it is the parent/guardian’s responsibility to collect them and/or make suitable arrangements at their own cost. • I agree that One Youth Brighton may contact me and/or the named young person by letter/phone/e-mail/texts. 		
CONSENT FOR PARTICIPATION		
<input type="checkbox"/> I confirm that I have read and understood the above declarations. <input type="checkbox"/> I give permission for my child to appear in any photo or film footage taken during One Youth activities. <input type="checkbox"/> I give permission for my child to use the internet under the supervision of a leader. <input type="checkbox"/> I understand that the personal information I have provided will be handled by One Youth Brighton in accordance with the Data Protection Act 1998, and it will be used for the purpose of providing services and collating statistics. My information will be treated as confidential and will only be shared with other statutory organisations according to legal obligation.		
SIGNED (by parent/guardian)		
NAME:		DATE:

Please return this form in person, or post it to :One Youth Brighton, One Church Brighton, Gloucester Place, Brighton, BN1 4AA. If you have any questions or concerns, feel free to contact us on 01273 694746

Appendix 6: What is abuse and neglect - Children.

These definitions are taken from *Working Together 2013* (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417669/Archived-Working_together_to_safeguard_children.pdf)

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond 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 or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (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)
- ensure access to appropriate medical care or treatment.

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

Appendix 7: Signs of Possible Abuse - Children

Physical abuse

Physical Signs include:

- Unexplained injuries
- Injuries that are inconsistent with explanation
- Injuries that reflect an article used e.g. an iron
- Bruising, especially trunk, upper arm, shoulders, neck or finger tip bruising.
- Burns/scalds, especially cigarette.
- Human bite marks.
- Fractures, especially spiral.
- Swelling and lack of normal use of limbs.
- Serious injury with lack of / inconsistent explanation.
- Untreated injuries.

Psychological/Emotional Signs include:

- Unusually fearful with adults.
- Unnaturally compliant to parents.
- Refusal to discuss injuries/fear of medical help.
- Withdrawal from physical contact.
- Aggression towards others.
- Wears cover up clothing.

Fictitious Illness by Proxy

- Psychiatric Illness, whereby a parent or carer deliberately inflicts harm onto a child.
- Normally the child's mother.
- The child has commonly had genuine serious illness in the first year of life (a dependency on medical attention has developed in the mother).
- Very difficult to diagnose/evidence.
- Most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980's.

Female Genital Mutilation

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision.

- Illegal in UK.
- Normally undertaken on pre pubescent girls.
- Girls either taken abroad for procedure or "practitioners" come to UK.
- There can be no anaesthetic, no sterile equipment, barbaric practice.
- Complications include – serious infection, septicaemia, death, numerous gynaecological problems.

Sexual abuse

Physical Signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches

- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Psychological/Emotional Signs include:**
- Sexual knowledge inappropriate for age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self mutilation, self disgust
- Eating disorders

Emotional abuse

The classic description of Emotional Abuse is “Low Warmth High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags.
- Acceptance of punishments, which appear excessive.
- Over reaction to mistakes.
- Continual self-depreciation.
- Sudden speech disorders.
- Fear of new situations.
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking).
- Self harm.
- Extremes of passivity or aggression.
- Drug/solvent abuse.
- Running away.
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

Neglect

Physical Signs include:

- Tired/listless
- Poor personal hygiene.
- Poor state of clothing.
- Emaciation, potbelly, short stature.
- Poor skin tone and hair tone.
- Untreated medical problems.
- Failure to thrive with no medical reason.

Psychological/Emotional Signs include:

- Constant hunger.
- Constant tiredness.
- Frequent lateness/non attendance at school.
- Destructive tendencies.
- Low self esteem.
- Neurotic behaviour.
- No social relationships.
- Running away.
- Compulsive stealing/scavenging.
- Multiple accidents/accidental injuries.