

Grace Church, Cambridge

Safeguarding Policy



This policy will be reviewed annually, the next review being completed by September 2020

Signed

Date

Print Name

Appointment **Senior Pastor**

Signed

Date

Print Name

Appointment **Safeguarding Coordinator**

**Please read this document carefully, particularly point 3 on page 4
(responding to allegations of abuse)**

Quick Reference Contact Details

DO NOT contact parents if they are under suspicion.

1. **Safeguarding Coordinator** Louise Matheson (07949183771)
2. **Deputy Safeguarding Coordinator** Joanna Thomson (01223 710865 or 07913034120)
3. **Thirtyone:Eight** 0303 003 11 11
4. **Social Services** 8.00am – 8.00pm 0345 045 5203; out of hours or Sundays 01733234724

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5. **Police switchboard** dial 101 and ask for child protection team

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Section 1

About Our Church

Church Details:

Grace Church, Cambridge

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Membership of Denomination/Organisation:

FIEC and Acts 29

Charity Number:

Registered UK Charity 1150034

Company Number:

08257453

Regulators:

Insurance Company:

Ansvar Insurance

About Us

Grace Church, Cambridge is a church family of around 200 people, including approximately 50 children and young people from 0-18. We meet on Sunday mornings at North Cambridge Academy, a local secondary school. On Sunday mornings our children and young people are taught in age appropriate classes by adults who have been approved by the church leadership as suitable for working with children, and who have undertaken our Safeguarding checks, including completing a DBS check. During the week and on Sundays our church is involved in the local community in various ministries working with children and adults with care and support needs. This includes working with individuals and groups through our work with CAP (Christians Against Poverty), offering debt relief advice and running Job Clubs and Life Skills Clubs. Members of Grace Church also visit residents and run services at Manor Care Home, working under the Safeguarding Policy of the Home. Other work includes running an after-school Bible club for 4-7 year olds at North Arbury Chapel, a Sunday Evening meal and Bible study for 14-18s hosted in a church leaders home and church members hosting women and mothers with small children also from the church in their homes for women's and parenting bible studies.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and 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." As a Leadership 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 Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

Section 2

Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an 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 adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States 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.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Safer recruitment

The Leadership will ensure all paid and voluntary workers new to the church will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview

- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

We recognise that on occasions appointments to paid and voluntary roles will be fulfilled by people who have already been members of Grace Church for some time. In this instance, as detailed in our appointment procedure (Appendix 19), a series of conversations may precede a formal interview, and references may be supplied by Elders of Grace Church, who have knowledge of the candidate.

Safeguarding training

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 recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs 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.

Management of Workers – Codes of Conduct

As a Leadership 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 adults with care and support needs. (See Appendix 13)

Section 3

Practice Guidelines

The following guidelines are applicable in all areas of ministry at Grace, with our work with children, CAP clients and residents at Manor Care Home, as well as within pastoral care in the church family.

In addition, the Manor Care Home team will also abide by the Care Home Safeguarding Policy while on their premises.

1. An Overview

General Principles for all those working with children, young people and adults with additional care and support needs:

Workers should treat all children, young people and adults with care and support needs with dignity and respect in attitude, language and actions.

Consideration should be given as to whether a male and/or female worker should be involved or more than one worker.

Each group should have a clear strategy for summoning additional adult help (if needed) in situations where a worker is alone with a child or adult with additional care and social needs.

The level of personal care (e.g. toileting) must be appropriate and related to the age of the child or adult with care and support needs whilst also accepting that some people have special needs.

The privacy of children and adults with care and support needs should be respected, avoiding questionable activity such as rough games or those that could be interpreted as sexually provocative.

Where confidentiality is important and a person is being seen on their own, ensure that other workers know a meeting is taking place and that someone else is in the same building. Alternatively, ensure the meeting takes place in a visible public space, and that another adult is informed of the meeting time, location and purpose.

No person under 16 years of age should be left in charge of any children of any age.

Ensure that the only people allowed to help in an activity are the workers assigned to that group. Other adults should not be allowed free access. Other visitors including invited adults should not be left unsupervised with children or adults with care and support needs.

Regular reminders shall be given to the congregation as a whole at Grace that the North Cambridge Academy building is used by other members of the public, and that there is a need to be vigilant to ensure the safety of vulnerable people, especially to remind parents that children remain within their care while not supervised in classes.

2. Keeping records

Registers

A register of children, young people or adults with care and support needs attending a club or activity must be maintained, together with a register of helpers. This could include a record of arrival and departure times, particularly if an individual is not attending the whole session.

Children's Registration Form

A registration form for each child should be completed for children attending Grace activities regularly. The form is in electronic format and can be found at the following link.
<http://gracechurchcambridge.org/about/grace-kids-registration/>

For occasional events such as Rockets, a paper registration form will be available (See Appendix 9). Completed forms will be kept in a locked filing cabinet.

A copy of the Special Event registration form can be found in the Appendix 8.

Consent Form

A consent form must be completed for all outings and residential trips. A template Consent Form can be found in Appendix 12.

Incident and Accident Report Form:

Following an accident or incident that has or potentially could lead to harm, an Accident and Incident Report Form should be completed. (See Appendix 7)

A form completed to record an accident should be read and signed by older children and capable adults, and parents and carers to do so for young children or vulnerable adults in need of greater levels of care. Any first aid administered must be recorded. The parent/carer should be informed of the accident. A copy of the report should be given to the parent/carer if it is deemed necessary.

A form completed to record an incident should likewise be read and signed by the parties involved.

An incident may include:

Health and Safety incidents

incidents of a sensitive nature, e.g. bullying

Blank forms will be stored on the Grace Church server, and in paper form with the First Aid box in the storage trolley. Digitally completed forms should be addressed to the Health and Safety Officer and filed. All paper forms should be addressed to the Health and Safety Officer, then scanned and stored electronically, and the paper copy stored also. These

records will be kept indefinitely as advised by our insurance company, and should be scanned to be stored electronically. The Trustees should also be informed by the Safeguarding Coordinator of any accident or incident.

Safeguarding Cause for Concern forms

Workers should write down unusual events or conversations, recording what they have witnessed and action taken e.g. a worker restrains a difficult child appropriately. This should be recorded in case of later accusations of assault. Records of previous examples of behaviour – e.g. a young person repeatedly makes throwaway sexual comments about workers, and at a later date, makes an allegation of abuse - would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from records that might not otherwise be so obvious. For example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concern. Other information might include records of incidents such as fights and the action taken.

A report should be made using the Safeguarding: Cause for Concern Form, stored in group registers and in the Grace Portal, as well in as Appendix 6. Any potential child protection issues must be conveyed to the Safeguarding Coordinator/Deputy Safeguarding Coordinator. If in doubt, Thirtyone:Eight should be contacted. The completed Cause for Concern Form will be stored separately from the incident forms in a secure place in a locked file. Digitally completed files will be kept in a secure online file, and paper records will be scanned and also stored securely online.

3. Working with disabled children, young people and adults

Workers should be aware that any child, young person or adult with care and support needs attending an activity who has a disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet).

They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.

Grace Church should:

Ask the child, young person or adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Equality Act 2010). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.

Ideally ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer to discuss their preference and your ability to provide this.

It may help to have an 'intimate care' policy in place and a personalised plan agreed with the parents or carer, on behalf of the child or young person (See 5.15 below)

Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.

Developing appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

4. Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors. Consideration must be given to the message communicated to others by such physical contact.
- 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 (do not apply sun creams), 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 should be free to help each other by constructively challenging anything that could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

5. Challenging Behaviour

Sometimes children, young people and adults with care and support needs become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines can be adopted by organisations providing services to children and young people. These principles are also relevant to those who work with adults with care and support needs.

If someone is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.
- If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police to arrive.

Training in appropriate restraint techniques may be available through the local Police or Area Youth and Community services.

The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

- What activity was taking place
- What might have caused the disruptive behaviour
- The person's behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy filed securely. Parents should be informed if their child has been restrained.

It may be helpful, after such an incident, for the worker involved to meet with their line manager to talk things through, reviewing what happened and considering whether there is a way of doing things differently so that the incident could be de-escalated avoiding the need for restraint.

6. Communication With Children, Teens and Adults with Care and Support Needs

Good communication is a key building block for good relationships, and as a church family we are keen for strong and healthy relationships to develop. In general we would expect relationship building communication to happen in face-to-face contexts, but understand that a certain amount of digital communication is necessary and appropriate for coordinating and confirming meetings and for monitoring the well-being of those we care for. The following safeguards summarise our Digital Communications Policy, which can be found in the Appendix 17.

Communication may include face to face conversation, contact by telephone, text message, instant messaging and other forms of internet based chat, or via social networks. When using any of these means of communication the following should be considered:

- For children up to the end of Ignite (end of school year 8), all communication should be directed through the child's parents, e.g. emails to a parent's email address, telephone calls to a family land line. After this age, it may still be appropriate to contact young people through their parents in some instances, and if contacting young people directly, to inform parents of the type of contact. There may be an increasing move away from this for older teens.

For older Teens and Adults with Care and Support Needs

- Leaders should bear in mind the wishes of parents of young people when contacting them outside of the group.
- Wherever possible communication should be visible to others rather than solely between one leader and one person. For example, when emailing, it is sensible to copy another leader into replies to a person.
- If this is not possible, for example in the case of text messages, it is sensible to keep copies of all correspondence in case of future misunderstanding or allegations, and to switch to a different form of communication should the conversation become protracted, for example by arranging to phone the other person.

- If a person reveals sensitive information relating to safeguarding matters, such correspondence should be treated in the same way as a face-to-face disclosure and steps taken in accordance with the Safeguarding Policy.
- Many young people communicate extensively via social networks. If leaders feel this is a useful way to communicate information with the people they are working with, then a separate profile should be set up for this purpose, which clearly displays the church logo. All communication should then be posted in public spaces. Where greater privacy is required, or if the other person persists in privately messaging, an alternative means of communication is preferable.
- If communicating via social networks, leaders should make sure they are acting in accordance with the social network's age policy. For example, Facebook users are required to be aged 13 or over, so leaders should not encourage abuse of these rules by communicating with under 13s on Facebook.
- Any written communication runs the risk of misunderstanding due to lack of context and failure to express tone of voice. Leaders should be careful in how they work messages in order to try and avoid this type of misunderstanding.
- Leaders should consider their privacy options carefully on social networks so that any people with access to their profiles do not see inappropriate content posted by leaders themselves or their friends.
- If leaders are unsure of what is appropriate in a particular situation, they should consult their overall group leader initially, or in case of further difficulty the Safeguarding Coordinator.

7. Taking Photographs and Video

In accordance with the Data Protection Act 2018, organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children, young people and vulnerable adults are kept safe.

Permission must be obtained before a photograph is taken or film footage recorded. It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures. Children's registration forms will include a permission for images and video to be taken for the purpose of recording activities, to be shared within the church community or to illustrate to the community at large what happens at Grace. Photographs must never be taken for individual use, but only for the purpose of serving the

church under the premise given in the registration forms. Children will only be photographed participating in normal Grace Church activities, and never while swimming or in any other situation that may make a child or adult uncomfortable.

If photographs are to be taken at a church event involving adults and children, verbal warning will be given, and people instructed about who they should talk to in order to prevent their child or themselves being photographed.

At any point it is acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.

Written and specific consent from parents or carers should be obtained before using photographs on a website.

8. Home Visits

Home visits to children, young people and adults with care and support needs are most likely to take place between CAP clients and their debt coaches and befrienders, and between Teens and the leaders who are disciplining them.

In these circumstances the organisation should issue formal identification to the person doing the visit. The purpose of the visit should be clearly communicated to the person being visited, and also to those officially responsible for them, such as parents, social workers etc.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- In the case of children never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the following:
 - Purpose
 - The time you arrived and left
 - Who was present
 - What was discussed

If the parent/carers is absent when the call is made to a young person, leave some means of identification and explanation for the visit that can be given to them.

An invitation to a worker's home should only be extended with the knowledge of the team/leadership and the permission of the parent/carer.

9. Transportation

Occasionally children and young people may be transported by leaders or other parents to social events, weekends away or special activities. The same may also be true for CAP clients.

Where children, young people or adults with care and support needs are being transported by mini-bus the organisation needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the organisation. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Advice for transporting children, young people or adults with care and support needs, is as follows:

- Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.
- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form). (Template form in Appendix 10)
- The driver should hold a full driving licence; the vehicle must be adequately insured and the vehicle road worthy.

Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.

Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).

When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.

At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to an adult with care and support needs, depending on the nature of their vulnerability and/or disability.

It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.

If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation.

10. Outings

Outings for Grace Kids groups and CAP clients are occasionally planned during the course of the year, and these can be an excellent opportunity to build relationships within a group and to enable people to access events and experiences that are beneficial and enjoyable for them.

If the organisation arranges day trips or visits for children and young people under 18, parents or carers should complete and sign a consent form for the activity. (Appendix 12)

The organisers of the outing should also carry out a risk assessment of the activity to ensure all eventualities are covered and all adults in the team know what to do in the event of an accident or emergency.

On the day it is important to remember to take a fully charged mobile phone, all essential records and equipment and allocate named children to named pairs of adults.

11. Swimming Trips

Given the increased risk to participants when swimming due to various levels of skill and experience, as opposed to other social outing options, it is unlikely to constitute a planned outing for Grace children's groups or CAP clients. However, should the situation arise, the following principles will be in place;

There should be an increased adult to child ratio for all swimming trips and, in advance of the trip; the swimming ability of a child/young person should be established. An Outings consent form for each child (or a copy) should be taken by the group leader on the trip, with specific information about the nature of the proposed outing. A copy should also be retained by the contact person at Grace Church.

Before any visit to a swimming pool check:

- There will be a qualified lifeguard present at all times

- First-aid/rescue equipment is readily available, and this would preferably include a poolside telephone/alarm.
- If appropriate to your party, check that the pool caters for disabled children. There should be adequate signs indicating the depth of the pool and depending on the age of the group you are taking, it is advisable to make sure that the shallow end is shallow enough! If the maximum depth of the pool is less than 1.5 metres, diving should not be permitted.
- Checks should be made that the changing rooms are safe and hygienic and there is a changing room for each sex. They should be supervised while children are in there by at least two leaders per changing room. They should be of the same gender as the children, but supervised in such a way that the leaders do not watch the children actually getting changed.
- Children and children's workers should follow the rules of the pool. It is important children and young people know how to behave and take their lead from workers' own behaviour.
- Group leaders should supervise behaviour at all times and there should be a minimum of two leaders present while the children are in the pool.

Whilst the pool's lifeguard will be on duty to supervise swimmers this does not reduce the duty of care of leaders and workers, including being able to account for the whereabouts of all those participating in the event.

12. Tobacco and Alcohol

There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings where the organisation operates.

There are exemptions to this in places such as care homes. From October 2014, the ban on smoking has now been extended to smoking in a vehicle with children present (in England and Wales).

It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco and cigars) over the counter or at a vending machine. The organisation is able to impose a no-smoking policy, so it is important all those attending the activity are aware of and agree to abide by it.

There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. Workers do not have the right to confiscate alcohol found in a young person's possession but they can enforce a no-alcohol policy.

There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence of alcohol at the group or there are concerns for their health or safety. This should be discussed with the activity and Safeguarding coordinator.

13. Solvents and Illegal Substances

Workers should be alert to possession and use of illegal substances.

If a worker becomes aware a child, young person or adult with care and support needs may be abusing solvents they should encourage them to seek professional help from their doctor or a counsellor specialising in this area.

Having said this, it is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. It is important to adopt zero tolerance on all illegal substances and draw up a protocol with the local police for dealing with such situations should they arise. All those attending the activity should be made aware of this protocol. For the individual involved:

- Ask them to stop, warning them of the consequences if they do not e.g. suspension or ban from the group.
- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with their permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.
- Liaise with the police to devise a strategy for dealing with the use of illegal substances.

14. Gangs and Gang Crime

It is not uncommon for groups of children to gather in a public place. This is quite normal, and though some might become disorderly or anti-social, this does not mean they are part of a gang. However, there is a strong association between gang membership and violence

and crime and sometimes a young person may not realise they are in a gang, they just think they are socialising with a group of friends.

Young people join gangs for a number of reasons such as belonging to a group, feeling acceptance, being respected by their peers, having power over other people and feeling safe.

Belonging to a gang isn't against the law, it's only criminal offences committed by gang members that are illegal. Having said this, if an offender is part of a gang they may be given a harsher sentence if they are found guilty of:

- possessing drugs like cannabis, cocaine and ecstasy
- carrying a knife if there is intent to use it as a weapon (even if it belongs to someone else)
- carrying or keeping a gun without a licence, including fake or replica guns

The Police will search anyone they think may be carrying a gun or a knife and, working with school staff, may search young people for weapons at school. If there is reason to believe children and young people are involved in criminal gang activity, they need to be told if they carry a gun or a knife they could be arrested; also that a court appearance and a criminal record could jeopardise their chances of employment, going to university or college, or even travelling abroad.

The best way workers can help prevent children getting involved in a gang is by talking openly about gangs, finding out what children think about gangs and warning them of the dangers of becoming involved.

15. Gifts, Rewards and Favouritism

The giving of gifts or rewards to children, young people and adults with care and support needs can be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a manager and the parent or carer.

Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a young person.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

16. Practice Guidelines Specific To Grace Kids

i. Child to Adult Ratios:

In order to supervise activities safely, it is necessary to have sufficient adult leaders and helpers. There are legal requirements for certain activities involving children aged 8 and under. Even if there isn't a legal requirement the ratios are nevertheless 'good sense' in terms of managing any group of children in this age group.

- 0-2 years 1 adult to 3 children
- 2-3 years 1 adult to 4 children
- 3-8 years 1 adult to 8 children

There will generally be enough named helpers for Creche / Sparklers to meet the required number of adults to children. If there is team absence or an increase in the number of children, then additional Safe Recruited adults should be asked to step in. This may include parents, or 'stand by' helpers.

In our older groups we expect to have two adult helpers for each group, even when the numbers of children would not require it. If a leader needs to attend to a child or young person who needs the toilet or is ill or injured, then there is another adult to remain with the other children. It also offers support to the worker in case an accusation is made.

A risk assessment should be carried out for activities and especially where it is:

- outdoors
- high risk or dangerous
- when catering for people with disabilities or other needs

The results of the risk assessment may mean ratios need to be increased.

ii Intimate care

In places of worship and organisations, intimate care may be provided for small children e.g. those attending crèche, and for disabled children and adults. Workers should, therefore, be operating clear guidelines in this area.

Workers involved with intimate care need to be sensitive to the individual needs of each person and that some care tasks could be open to misinterpretation. False allegations of sexual abuse are rare but guidelines will safeguard both the children and adults. People feel safer if expectations are clear and methods of working are, as far as possible, consistent.

iii. Unexpected Attendance at Activities

Sometimes children, young people or adults with care and support needs will want to join in with an organisation's activities without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is important to:

Welcome them, but try to establish their name, age (children), address and telephone number. Record their visit in a register.

Ask if a parent/carer is aware where they are, and what time they are expected home.

If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted, and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.

Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.

On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.

Without interrogation, you will need to find out as soon as possible whether they have any additional needs, (e.g. medication), so that you can respond appropriately in an emergency.

iv. Parents / Carers Staying in Children's Groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Disclosure and Barring Service (DBS) checks.

Organisations should therefore consider the following:

Parents can be permitted to observe groups but not take part. A distinction should be made.

It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.

Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.

Organise opportunities from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.

Be aware that for some disabled children, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

v. Supervision of Children, including collection from groups

North Cambridge Academy, where Grace Church meets, is a large site and areas of the building are often in use by other groups while Grace meets. In order to maintain appropriate supervision of children of children the following measures are in place:

Babies and pre-schoolers in creche are signed into the group by a parent or carer, and are only taken from the room once signed out by a person known to be a parent or carer of the child.

Grace Kids groups are met from the main hall by their teachers in order to walk to their group classroom.

At the end of the lesson and church service, children aged 4-7 are escorted from their classroom to the main hall area by their teachers, who check each child has returned to a parent.

Older children may be sent from their classroom to the main hall without a teacher, but always as part of a group. No child should remain on their own with a teacher (who isn't their own parent).

Once children have been returned to the care of their parents, they are under the care and supervision of their parents.

vi Young Persons Peer-Led Activities

Young people can be victims of abuse. Sadly some are perpetrators. All youth activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures. Whilst there may be a valid argument for groups of age 16+ to be led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning.

17 Practice Guidelines Specific to CAP

Additional guidance for those working with individuals and families through CAP

Due to the nature of CAP work, team members are likely to have regular contact with individuals and families in challenging circumstances. Additionally, the financial strain of debt can contribute to the vulnerability of clients. For example, clients may be more susceptible to financial manipulation by others, or more likely to suffer mental ill health

including anxiety or depression. Some of these vulnerabilities may be pre-existing, while others are present as a result of the instance of debt.

CAP team should continue to be mindful of the authority they may carry in their relationships with clients and seek to serve with compassion and respect for their clients, while being aware of the appropriate limits on the advice or support they can give.

i. Home Visits:

- Team members should be approved to work for CAP projects following an application process and successful DBS check. They should receive training on working with clients before leading a visit, though may accompany another befriender on a visit as part of their training.
- Befrienders should always visit clients in pairs, and not on their own. If it is necessary to meet with a client without the normal befriending partner, then another befriender should be asked. If another befriender is not able to be present and a meeting cannot be postponed, then the meeting should take place in a public setting.
- Ideally befrienders should match in gender the clients they are visiting, e.g. a man and a woman to visit with a couple, or two women to visit a female client / two men to visit a male client. It would also be appropriate for a male / female couple to visit a male or female client. A female client should not be visited by two men, or a male client by two women. When there is a possibility of this happening, e.g. two male befrienders visit the home of a woman to carry out DIY repairs, then a third befriender of the opposite gender should be asked to accompany them.
- Befrienders should be knowledgeable and clear about the limits of their responsibilities towards their clients, in order to protect themselves from accusations of manipulation or misguidance. Befrienders should not offer advice of a financial nature, and instead should refer to CAP directly, or ask that the client refer to CAP themselves.
- On occasions Befrienders may be asked by a client to accompany them to appointments or meetings to act as an advocate / chaperone / support. A befriender may attend such a meeting without another befriender, as the third party will also be a witness to the content of such meetings.

ii. Communications with clients:

- Communication with clients may take place in different ways, including face to face meetings, phone calls, text messages or email. Good communication is essential in building good relationships with clients, and for ensuring that they can progress with their debt relief program.
- It is appropriate to set boundaries for communication that protect both the befriender and client. Befrienders should generally not give personal contact information to clients, but rather initiate contact via the client's contact details, e.g. phone number, email, letter through the door.
- Clients may be given the number assigned to a 'CAP phone' in case they need to contact a member of the CAP team. A message can be left for the befriender to return contact.
- Once a relationship between a befriender and a client has developed, and both parties are in agreement, then a befriender may choose to give their direct contact details to the client.
- As far as is possible, evidence of ongoing communication should be kept, e.g. text messages or emails saved in order to preserve the content of communications should there be a future dispute.

iii. Communications about clients:

In communicating about clients within the befriending team, or to the wider church, maintaining client confidentiality should be a priority.

* First names only should be used in all email correspondence and in conversation, and where information is being shared in wider contexts, pseudonyms and anonymity should be considered.

* Additional sensitive information about clients should not be linked to their names in written or verbal communications where there is not a need to know, e.g. addresses, telephone numbers, wider family details.

iv. Recording Cause for Concern and Incidents

In the course of contact with clients, befrienders may become aware of causes for concern relating to the potential abuse of children, or adults with care and support needs. A client, or member of the client's household may also make a disclosure of abuse during visits.

Befrienders should be familiar with the church's Safeguarding Policy, in particular, the signs of the main types of abuse – neglect, physical, emotional, sexual and spiritual abuse, and the flowchart for responding to concerns.

If a befriender has a cause for concern relating to a child or adult with care and support needs, they should follow the flowchart for action outlined in the policy, getting in touch in the first instance with the Safeguarding Coordinator to seek advice.

The befriender should complete a cause for concern form, which they can retrieve from the church portal, Appendix 6 of the Safeguarding Policy or ask for in person. If they are delayed in receiving a copy of the form, either digitally or a hard copy, then they should write down any details of their concerns as soon as possible, and attach this to the form at a later date.

If the befriender becomes aware of additional causes for concern not related to child protection or adults with care and support needs, e.g criminal activity, domestic abuse, they should complete a cause for concern form and ask the Safeguarding Coordinator for advice, for their own protection, and if appropriate contact the police directly.

If a befriender witnesses or is involved in an incident or accident during a home visit, the Incident and Accident form should be completed and handed to the Safeguarding Officer. This might include descriptions of unreasonable disagreements, inappropriate behaviour towards a befriender, or to others in the home that might not warrant a Cause for Concern form.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 4

Responding to allegations of abuse

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

- Document a concern, preferably using the Grace Cause for Concern form. (Appendix 6)
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Louise Matheson (hereafter the "Safeguarding Co-ordinator")

Tel: 07949183771

Email: louise.matheson@gracechurchcambridge.org

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Joanna Thomson (hereafter the "Deputy")

Tel: 07913034120

Email: jo.thomson@gracechurchcambridge.org

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the Thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Cambridgeshire County Council

Children's Social Services

Tel: 0345 045 5203 (8-6pm Monday to Friday)

Out of hours Tel: 01733 234 724 (out of hours)

Email: referralcentre.children@cambridgeshire.gov.uk

Website Address: <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection/>

Adult Social Services

Tel: 0345 045 5202

Out of hours Tel: (Text only) 07765 898 732

Email: referral.centre-adults@cambridgeshire.gov.uk

Website Address: <https://www.cambridgeshire.gov.uk/residents/adults/report-abuse-of-a-vulnerable-adult/>

Police Protection Team Tel: 101

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- 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 Thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/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 Thirtyone:eight, although the Leadership hope that members of the place of Grace Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(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.

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 Thirtyone:eight) 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 Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

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

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

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, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

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

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 5

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 Grace Church, Cambridge.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: