

PARR STREET EVANGELICAL CHURCH, KENDAL
AND TRINITY CHURCH, MILNTHORPE

SAFEGUARDING POLICY

Working with children, youth
and adults at risk of harm

September 2017

Safeguarding Policy

1. CHURCH DETAILS

Parr Street Evangelical Church, Kendal.

Parr Street, Kendal, Cumbria LA9 7DH

Phone: 01539 733292 website: www.parrstchurch.org

Trinity Church, Milnthorpe

Dallam School, Milnthorpe, Cumbria LA7 7DD.

Phone: 01539 733292 website: www.trinitychurchmilnthorpe.org.uk

(hereafter, "The Church")

(The Church has no specific denominational affiliation)

Registered charity No. 1141454

Public Liability Insurance with Congregational & General, Policy. No. RC01001522

1.1 ACTIVITIES

The church has a wide-ranging ministry and welcomes all members of society and seeks to provide a safe and caring environment for children, young people and adults at risk of harm. It works with children and young people in order to provide Christian teaching in an atmosphere of safety and enjoyment. Children and young people's activities are a key part of the life of the church and time and resources will be made available so all benefit. The church is committed to teaching biblical standards and these standards must be upheld by all the workers.

The church runs both Sunday and mid-week activities for children and young people. Such activities are regarded as an integral part of the life of the church. An elder from Parr Street Church Kendal and an elder from Trinity Church Milnthorpe have agreed, on behalf of the church elders (hereafter called "the Leadership"), to take responsibility for the appointment of supervisors and staff of their respective churches. Parr Street Church Kendal employs a Youth Pastor with responsibility for teaching and pastoral care of the young people.

Parr Street Church, Kendal is a debt centre for "Christians Against Poverty" (CAP) a national debt management organisation (www.christiansagainstpoverity.org) and runs CAP MONEY, a budgeting course for all.

The church welcomes everyone to all adult services and recognises its responsibility for safeguarding, not only children, but also adults at risk of harm who may be part of our fellowship or visiting.

1.2 OUR COMMITMENT

The leadership recognises the need to provide a safe and caring environment for children, young people and adults at risk of harm. 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 policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS). More detailed information and advice is available in the members' area of the CCPAS website and these are cross-referenced in the text.

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 Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children and adults at risk of harm.
- file a copy of the policy and practice guidelines with CCPAS and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

The Leadership is committed to on-going safeguarding training and development opportunities for all voluntary workers and employed staff, developing a culture of awareness of safeguarding issues to help protect everyone. The details are set out paragraph 2.1.2

2. RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

2.1 RECOGNISING ABUSE

2.1.1 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 which 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.*
- *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 which states: *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

2.1.2 Safeguarding awareness

In order to develop a culture of awareness of safeguarding issues to help protect everyone, all employed staff and activity supervisors will receive induction training and undertake recognised safeguarding training from CCPAS either by attendance at a “Facing the Unthinkable” seminar or completion of the “Facing the Unthinkable” on-line course in their first year of working with children and at approximately 3 year intervals thereafter. Volunteer workers will receive either annual in-house training from the Safeguarding Co-ordinator or an experienced church worker or by completion of the on-line course “Introduction to Safeguarding” from CCPAS.

The Leadership will also ensure that children and adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

2.1.3 Definitions of abuse of children

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

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

- **PHYSICAL ABUSE**
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **EMOTIONAL ABUSE**
Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **SEXUAL ABUSE**
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether 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); or
- ensure access to appropriate medical care or treatment.

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

Under the terms of Working Together to Safeguard Children 2015, which does not define terms of abuse, the church acknowledges its responsibility: 'Voluntary organisations and private sector providers play an important role in delivering services to children. They should have the arrangements to [report concerns], and need to work effectively with the LSCB. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to local authority children's social care or the police if necessary.'

2.1.4 Definition of Adults at Risk

"Adults at risk" are adults who:

- are unable to safeguard their own well-being, property, rights or other interests;
- are at risk of harm;
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

CCPAS has identified eight possible signs and indicators of abuse in relation to adults; physical abuse, sexual abuse, financial abuse, self-neglect, domestic abuse, psychological abuse, modern slavery, organisational abuse and neglect/acts of omission. Further details/definitions can be accessed at the members area of the CCPAS website, <http://www.ccpas.co.uk/> under 'Safe and Secure/10 Standards; Help leaflet on safeguarding adults'.

2.1.5 Recognising Abuse in Children and Young People

Evidence of abuse will come from one of two sources, either the worker's own observations or by the child or young person confiding. It is important that all workers are vigilant to detect possible evidence of abuse and are approachable for children and young people to talk about their concerns.

The signs of possible abuse and the appropriate responses are set out on the CCPAS website <http://www.ccpas.co.uk/>. See the 'Safe and Secure Manual' and the '10 Standards' on "Signs of possible abuse (children & young people)" and "Signs of possible abuse (adults)"

Recognising abuse is not an exact science but requires sensitivity and compassion. The “In Focus - Effective Listening” section on the CCPAS website <http://www.ccpas.co.uk/> gives helpful advice about careful listening and responding.

2.2 RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures must be used:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible:

- For Parr Street Church Kendal to Alison Lehane, tel no: 01539 727113.
- For Trinity Church Milnthorpe to Pam Trotman, tel no: 07814 484453.

(Hereafter both known as the “Safeguarding Co-ordinators” and have been nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.)

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

- For Parr Street Church Kendal to Anna Haworth, tel no 07968 109252.
- For Trinity Church Milnthorpe to Peter Ely, tel no 0774 9232207.

(Hereafter known as “Deputy Safeguarding Co-ordinators”)

If the suspicions implicate both the Safeguarding Co-ordinators and the Deputies, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ, telephone **0303 003 11 11**. Alternatively contact Children’s Services or the police.

The Safeguarding Co-ordinators should contact Children’s Services. The local Children’s Services are contactable 24 hours a day, telephone **0333 2401727**

- When agencies outside the church have been involved, the Safeguarding Co-ordinator should then immediately inform the insurance company (Congregational & General, tel. 07071 881318 quoting Policy No. RC01001522) and the elder with safeguarding responsibility; for Parr Street Church, John Edmondson 07840 678320, for Trinity Church Milnthorpe, Mark White 01524 781445, or another elder from their respective churches.
- 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 Children's Services or taking advice from CCPAS.
- 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 only.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS (tel 0303 003 11 11), although the Leadership hope that members of the place of worship/organisation 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.

2.2.1 Procedures where there is Concern about a Child.

a. 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 Services (or CCPAS, 0303 003 11 11) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. (The local Children's Services are contactable 24hrs a day on **0333 2401727**)
- Not tell the parents or carers unless advised to do so, having contacted Children's 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 Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Services.

b. Allegations of Sexual Abuse

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

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

2.2.2 Procedures where there is concern that an Adult is in need of Protection.

Suspicious or Allegations of Physical, Sexual, Financial, Domestic, Psychological, Organisational Abuse, Self-Neglect, Modern Slavery or Neglect/Acts of Omission

If a concern of any of the above is noted, it should be reported to the Safeguarding Co-ordinator/Deputy who will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Cumbria County Council's Safeguarding Adults team, telephone **01539 713398**, who have a duty to act under the Care Act 2014. Alternatively, CCPAS can be contacted for advice.

2.2.3 Allegations of Abuse against a Person who works with Children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Services in regard to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA)/Local Authority Designated Officer (LADO).

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults at risk of harm. Where you are liaising with a SA/LADO discuss with them about the need to refer to the DBS.

3. PREVENTION

3.1 SAFE RECRUITMENT

The Leadership will ensure all workers 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 (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.

- In the case of using youth and children’s workers from outside the UK, specific advice should be sought from CCPAS about the necessary background checks and references to be obtained.

3.2 MANAGEMENT OF WORKERS – CODES OF CONDUCT

All workers have been issued with a code of conduct toward children, young people and adults at risk of harm (Appendix 1). The Leadership undertakes to follow the principles found within the “Abuse Of Trust” guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

4. PASTORAL CARE

4.1 SUPPORTING THOSE AFFECTED BY ABUSE

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the church.

Detailed advice on providing pastoral care to children, young people and adults at risk of harm is available on the CCPAS website (Safe and Secure Standard 8 of the 10 Standards)

4.2 WORKING WITH OFFENDERS

If someone who poses a risk to children, young people or adults wishes to join in with activities or become part of the church, it is important the leadership manage the risk appropriately by creating clear policies and a code of behaviour the individual must follow. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future.

Direct contact should be made with the person's supervising probation officer. The probation officer will be expected to make contact with the church on any issue relating to the safety of children, young people and adults at risk of harm. If the person is no longer being supervised, the church should contact the police child protection team to ascertain how much of a risk the individual is considered to be.

Not all the leadership need to be informed of the details about the individual. It may well be sufficient to know there is a concern but that it is being managed appropriately by certain members of the leadership and the safeguarding co-ordinator(s).

Those who know some detail about the individual and their potential risk may experience a range of reactions; some will accept the need to help whilst others will oppose them being involved, ever mindful of the risk, perhaps to their own children.

Detailed consideration of this issue and advice on managing the risk is available on the CCPAS website. Their advice has been adopted as part of this safeguarding policy.

5 PRACTICE GUIDELINES

As a church working with children, young people and adults at risk of harm we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

5.1 DUTY OF CARE AND POSITIONS OF TRUST

The Children Act 2004 (England) places a duty on organisations involved in providing services for children and young people to safeguard and promote their well-being. This means all workers should treat those they are caring for with respect and dignity as well as demonstrate competence and integrity.

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and adults at risk of harm, they need to understand and acknowledge the responsibilities and trust inherent to their role.

In addition, under Health and Safety at Work legislation, organisations have a duty of care towards the well-being of all workers and ensure they are treated fairly. They are required to provide a safe working environment and guidance on safe working practice.

All adults working with children, young people and adults at risk of harm are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour that might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Co-ordinator.

The trusting relationship between worker and child, young person or adult at risk of harm means the worker should never:

- use their position to gain access to information for their own or others' advantage;
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine;
- use their status and standing to form or promote relationships that are or may become sexual in nature.

5.2 SAFEGUARDING PRINCIPLES FOR GROUP OR ACTIVITY

Some general principles for running a club, activity or service include:

- Ensuring that everyone is treated with dignity and respect in attitude, language and actions.
- A clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or adult at risk of harm.
- The level of personal care (e.g. toileting) required appropriate to the needs of the individual.
- Clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
- Only workers assigned to the group being allowed to participate in the activity. Other adults, whether church members or not, should not be allowed to enter any sections of the building used by the group.
- Making a note of other people in the building during the activity and any other events taking place at the same time.

5.3 SUPERVISION LEVELS

All supervisors, teachers and additional helpers must be church members and recruited as set out in Section 3.1. All groups, on all occasions, must have at least one person with Disclosure and Barring Service (DBS) clearance present at all times. The supervision ratio is specified below for each activity.

CRÛCHE

Crèche is for children 0-3 years and operates concurrent with adult church services.

- Staffing ratio will be no less than 1:3
- No person under 16 shall be left in charge of any children.
- All children must be delivered and collected by its parent or responsible adult approved by a parent of the child.
- Children should be left in the Crèche for no longer than 2 hours.
- The Crèche will be held in rooms with controlled access, but observable from outside.
- All staff will be under the supervision of a responsible adult approved by:
Parr Street Church Kendal - Rebecca Day.
Trinity Church Milnthorpe - Joanne Dugdale

JUNIOR CHURCH

For children 3-12 years

- Staffing ratio will be no less than 1:8, with a minimum of 2 staff.
- No person under 16 shall be left in charge of any children.
- Its duration will be no longer than 2 hours.
- All children 8 years and under must be delivered and collected by a responsible adult approved by their parent.
- Transportation for off-premises activities – see below.

- All staff will be approved by:
Parr Street Church Kendal - Jonathan Boadle
Trinity Church Milnthorpe - Joanne Dugdale.

MID-WEEK CLUBS

- Staffing ratio will be no less than 1:8, with a minimum of 2 staff, with at least one of the same sex as the children (e.g. a boys' club must have at least one male member of staff present).
- No person under 16 shall be left in charge of any children.
- Transportation for off-premises activities – see below.
- All staff will be approved by:
Parr Street Church Kendal - Hannah Boadle
Trinity Church Milnthorpe - Peter Bramhall

PARENTS AND TODDLERS

- The staffing ratio will be no less than 1:3 for all children not accompanied by a parent or carer appointed by the parent.
- Children will always be attended to only by their own parent, or carer appointed by the parent, or a by a member of staff.
- All staff will be approved by:
Parr Street Church Kendal - Fiona Edmondson

SPECIAL ACTIVITIES (e.g. HOLIDAY CLUB)

Occasional activities for children, not organised under the above groups, must be supervised in the same way as mid-week clubs, with the same staffing ratios. The Organiser must be appointed by the Leadership, using the Safe Recruitment procedure in this policy (section 3), and then he or she will, in turn, approve all additional helpers in accordance with the policy.

TRANSPORT FOR OFF-SITE ACTIVITIES

All vehicles must have up to date insurance and MOT certificate. A record will be kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

5.4 RECORDS OF ACTIVITIES

For each activity a record book will be held for 20 years containing a register and a log, as follows:

- The **register** will be kept of the children and helpers present on each occasion. A note will also be made of any other people in the rooms used by the children. For off-premises activities, requiring transport, the names of the passengers and drivers must be included in the register.
- The **log** will record any unusual events, relevant in the context of Safeguarding Children, with each leader recording what they witnessed. (This can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual

comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they have a problem with that person. Logs can protect both children and workers.) Workers should also record in the log incidents such as fights and what action was taken by the leaders. As the information in the log book is likely to be very sensitive, the log book will be kept safely by the leader but not on church premises.

- An **accident book** will be used, for all children’s and young people’s activities to record any accidents or injuries. Parents (and older children) should be asked to sign the accident book, (but they would not see what was written in the log book).

5.5 FURTHER ADVICE ON GOOD PRACTICE

Advice on a variety of aspects of safeguarding is available in Standard 5 of the CCPAS “Safe and Secure” Manual. The topics include:

<ul style="list-style-type: none"> • Gifts, Rewards & Favouritism • Risk Assessments • Safety of Buildings and Equipment • Food & Drink Safety and Hygiene • First Aid • Data Protection Human Rights • Registration • Keeping Records • Accidents (including a pro-forma for reporting) • Home Visits • Unexpected Attendance • Parents/Carers Staying with Children’s Groups • Suggestions/Complaints from Parents or Carers 	<ul style="list-style-type: none"> • Working with Disruptive Children • Anti-bullying Policy • Tobacco & Alcohol • Solvents & Illegal Substances • Special Needs and Disabilities • Intimate Care • Outings • Swimming Trips • Transport • Sleepovers • Filming and Photography • On-line Safety • Sexting • Cyber Bullying • Gangs
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FINALLY

Good communication is essential in promoting safeguarding, to those we wish to protect, to everyone involved in working with children and adults at risk of harm and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The safeguarding message is also communicated by the display of the CCPAS helpline number and Childline telephone number on a church noticeboard. The “Kids Are Safe Here” DVD is also available to demonstrate to those enquiring our commitment to safeguarding

Signed by:

Parr Street Church Kendal:

PASTOR _____

ELDER RESPONSIBLE FOR SAFEGUARDING _____

Date: _____

Trinity Church Milnthorpe:

PASTOR _____

ELDER RESPONSIBLE FOR SAFEGUARDING _____

Date: _____

This policy document must be reviewed not more than 3 years from the above dates.

This document is based on a Model Safeguarding Policy supplied by the Churches' Child Protection Advisory Service (CCPAS). A copy of the policy and all amendments will be filed with CCPAS. This Policy must not be copied by other churches/organisations without the written agreement of CCPAS.

APPENDIX 1

CODE OF CONDUCT FOR SAFE WORKING PRACTICE WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK OF HARM

This document is a guide for adults working in the Church about acceptable and desirable conduct to protect both adults and children. It is an Appendix to the church's Safeguarding Policy and should be read in conjunction with that policy. It is based on section 4.1 of Standard 4 "Management of Workers" in the CCPAS "Safe and Secure" document.

All church members who work with children, young people or adults at risk of harm (hereafter referred to as 'workers'), should know the name of the Safeguarding Co-ordinator and Deputy, be familiar with the church Safeguarding Policy and understand their responsibilities to safeguard and protect children, young people and adults at risk of harm.

For Parr Street Church Kendal:

Safeguarding Co-ordinator: Alison Lehane, tel no: 1539 727113

Deputy Safeguarding Co-ordinator: Anna Haworth, tel no 07968 109252

For Trinity Church Milnthorpe:

Safeguarding Co-ordinator: Pam Trotman, tel no: 07814 484453

Deputy Safeguarding Co-ordinator: Peter Ely, tel no: 0774 9232207

Code of Conduct

- The welfare of the child, young person and adult at risk of harm is paramount.
- All workers have a 'duty of care' to the children, young people and adults at risk of harm.
- Workers are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in church must work and be seen to work in an open and transparent way.
- All workers should conduct themselves in a way that reflects the values of the church and meets the expected high standards.
- Workers should apply the same standards regardless of gender or sexuality.
- Workers should be aware that breaches of the law and other guidelines could result in criminal or disciplinary action being taken against them.
- Workers should be fully committed to safeguarding the welfare of all children, young people and adults at risk of harm by taking all reasonable steps to protect them from any type of abuse.
- All staff, leaders and volunteers who have contact with children, young people and adults at risk of harm at Parr Street Church Kendal and Trinity Church Milnthorpe must:
 - Be familiar with and work in accordance with the Safeguarding Policy. (In particular, if they suspect that a child, young person or adult may be a victim of abuse, they

must as soon as is reasonably possible inform the Safeguarding Officer about their concerns. If a child, young person or adult discloses any kind of abuse, the worker should only seek initial clarification from them and should not attempt to obtain further information or to investigate what they are saying. All information relating to individual safeguarding issues is confidential.)

- Discuss and/or take advice promptly from a church leader about other incidents which could give rise for concern. For example, report infatuations by a young person or adult for a worker, to ensure that such situations can be handled promptly and sensitively. A record should be kept of any such incident and of decisions made/further actions agreed.
- Provide a good example and a positive role model to children and young people.
- Behave in a mature, respectful, safe, fair and considered manner. For example: Not making sarcastic remarks or 'jokes' that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive; Not embarrassing or humiliating anyone.
- Ensure that relationships when working remain on a professional footing. For example, only touch others for wellbeing or safety reasons when this is necessary and appropriate.
- Not develop 'personal' or sexual relationships with anyone through church work. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity).
- Not discriminate favourably or unfavourably towards any child or young person. For example: Treating all children/young people equally – never building 'special' relationships or conferring favour on particular children/young people.
- Not give or receive (other than token) gifts, unless arranged through the church.