

PARR STREET EVANGELICAL CHURCH
AND TRINITY CHURCH, MILNTHORPE
PARR STREET, KENDAL LA9 7DH

SAFEGUARDING POLICY

Working with Children, Youth
and Vulnerable Adults

October 2016

PARR STREET EVANGELICAL CHURCH, KENDAL AND TRINITY CHURCH, MILNTHORPE

Safeguarding Children Policy

1. CHURCH DETAILS

Parr Street Evangelical Church, Kendal and Trinity Church, Milnthorpe

(hereafter, "The Church")

Parr Street, Kendal, Cumbria LA9 7DH

Phone: 01539 733292 website: www.parrstchurch.org

(The Church has no specific denominational affiliation)

Registered charity No. 1141454

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

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 vulnerable adults. 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 and one of the elders (this group is hereafter called "the Leadership") takes responsibility for the appointment of a supervisor and staffing of each. In addition the church employs a Youth Pastor with responsibility for teaching and pastoral care of the young people.

The church is a debt centre for "Christians Against Poverty" (CAP) a national debt management organisation (www.christiansagainstpoverty.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 vulnerable adults who may be part of our fellowship or visiting.

OUR COMMITMENT

The leadership recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” 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 procedure for accessing these is explained in Appendix 1.

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 Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- 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 para 2.1.2

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

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 a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

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 Coordinator 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 vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

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.

2.1.4 Definition of Abuse of Vulnerable Adults

The statutory definitions of abuse for vulnerable adults are available as a CCPAS "In Focus" document (see Appendix 1 for how to access these).

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. See the "in Focus" sections on '*Signs of possible abuse (children & young people)*' and '*Signs of possible abuse (vulnerable adults)*' (see Appendix 1 for how to access this).

Recognising abuse is not an exact science but requires sensitivity and compassion. The "In Focus - Effective Listening" section on the CCPAS website 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 to Alison Lehane (hereafter the "Safeguarding Co-ordinator") tel no: 01539 727113 who 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 Anna Haworth (hereafter the "Deputy ") If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Children's Services or the police.

The Safeguarding Co-ordinator should contact Children's Services. The local Children's Services are contactable 24hrs a day on **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 John Edmondson (tel. 01539 733034) or another elder.
- 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, 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) 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 or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator /Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Safeguarding Adults Team - 01539 713398 who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

- **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 vulnerable adults. 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 vulnerable adults (Appendix 2) . 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 vulnerable adults is available on the CCPAS website (see Appendix 1 for how to access this) in Standard 8 of the model safeguarding policy.

4.2 WORKING WITH OFFENDERS

If someone who poses a risk to children, young people or vulnerable adults wishes to join in with activities or become part of an organisation, 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 vulnerable adults. 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 (see Appendix 1 for how to access this). Their advice has been adopted as part of this safeguarding policy

5 PRACTICE GUIDELINES

As a church working with children, young people and vulnerable adults 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 vulnerable adults, 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 vulnerable adults 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 which 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 Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult 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 vulnerable adult.
- 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 Rebecca Day.

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 Jonathan Boadle

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 Simon Gregory

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 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 Elders, using the standard procedure, 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:

i) 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.

ii) 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.

iii) An **accident book** will be used, for all children's and young people's activities to record any accidents or injuries (see Appendix 4). 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 (see Appendix 1 for how to access this). The topics include:

- 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
- 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

FINALLY

Good communication is essential in promoting safeguarding, to those we wish to protect, to everyone involved in working with children and vulnerable adults 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:

_____ PASTOR

_____ ELDER RESPONSIBLE FOR SAFEGUARDING

Date: _____

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

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. Accessing the CCPAS website and "In Focus" information.

The CCPAS website address is: <http://www.ccpas.co.uk/> and access to the Members' Area requires a password which is available from all senior children's and youth workers.

All relevant information for this policy is found in the "Safe and Secure" Manual. Click on this and 10 "Standards" are listed and by clicking on these boxes the detailed text and the specific links to "In Focus" topics are revealed. "Working Safely" (Standard 5) contains a comprehensive list of 37 topics which provide authoritative advice together with additional background information.

If you have difficulty finding a particular topic use the search box on the left of each page.

IT IS VERY IMPORTANT THAT THE WEBSITE IS USED ONLY TO **INFORM** YOU ON A PARTICULAR TOPIC AND ANY **ACTION** YOU TAKE IS CONSISTENT WITH THIS PARR STREET CHURCH POLICY.

APPENDIX 2. CODE OF CONDUCT FOR SAFE WORKING PRACTICE WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

This document is a guide for adults working in Parr Street 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 vulnerable adults in or through Parr Street Church (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 vulnerable adults.

- Safeguarding Co-ordinator: Sue Grime (tel: 01539 726496 mob.07717 310399)
- Deputy Safeguarding Co-ordinator: Alison Lehane (tel: 01539 727113 mob.07599 370613)

Code of Conduct

- The welfare of the child, young person and vulnerable adult is paramount.
- All workers have a 'duty of care' to the children, young people and vulnerable adults.
- 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 vulnerable adults 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 vulnerable adults at Parr Street Church must:
 - Be familiar with and work in accordance with the Safeguarding Policy. (In particular, if they suspect that a child, young person or vulnerable 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 vulnerable 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 vulnerable 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' to children, young people or vulnerable adults that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.

Not embarrassing or humiliating children, young people or vulnerable adults.

- Ensure that relationships with children, young people and vulnerable adults remain on a professional footing. For example, only touch children, young people or vulnerable adults for wellbeing or safety reasons when this is necessary and appropriate.
- Not developing 'personal' or sexual relationships with children, young people or vulnerable adults. 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 giving or receiving (other than token) gifts, unless arranged through the church.