

PARR STREET EVANGELICAL CHURCH, KENDAL

SAFEGUARDING POLICY

Working with children, young people
and adults at risk of harm

Nov 2024

Section 1

Details of the Church

Parr Street Evangelical Church, Kendal

Address: Parr Street Evangelical Church, Parr Street, Kendal, LA9 7DH

Tel No: 03003020093

General Email address: ministry@parrstchurch.org

Senior Leader Name: Paul Baxendale

Senior Leader Contact: 07809290783

Safeguarding Co-ordinator: John Edmondson

Safeguarding Co-ordinator contact: john.edmondson@btinternet.com 07840678320

Charity Number: 1141454

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

The following is a brief description of the church and the type of work/activities we undertake with children and adults who have care and support needs:

The church has a wide-ranging ministry, 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 has agreed, on behalf of the church elders, to take responsibility for the safeguarding aspect during the appointment of supervisors and staff. Parr Street Church employs a Youth Worker with responsibility for teaching and pastoral care of the young people.

Elders with responsibility for Safeguarding: Paul Baxendale

Definitions used throughout this Policy

Where there is a reference to 'child or children', this can mean anyone from 0 to 18 years old.

Where there is a reference to 'young people' or 'young person', this means children of secondary school age, 11 to 18 years old.

Parr Street Church is hereafter called 'church'.

The elders of Parr Street Church are hereafter called 'the Leadership'.

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 policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

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 Co-ordinator(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 this policy 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 church 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 listed in Appendix 1.

Safer 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 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 church's Safeguarding Policy and knows how to report concerns.

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 – Code of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs, see Appendix 2.

Section 3

Practice Guidelines

As a church working with children, young people and adults with care and support needs 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 or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are in the appendices.

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. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

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.

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.

Supervision Levels

All supervisors, teachers and additional helpers must be church members and recruited as set out in Section 2. 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.

CRÊCHE (Supervisor: Fiona Edmondson)

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:

JUNIOR CHURCH (Supervisor: Hannah Boadle)

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:

MID-WEEK CLUBS (Supervisor: Hannah Boadle)

- 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:

PARENTS AND TODDLERS (Supervisor: Fiona Edmondson)

- 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:

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, 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.

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).

One-to-one support meetings and online meetings

Safeguarding guidance and practical procedures for youth workers undertaking one-to-one support meetings and online meetings with children and young adults are provided in Appendix 3 and 4 respectively.

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. A person in receipt of allegations or suspicions of abuse should immediately document what they have heard and/or seen (include date, time, persons involved and location) and report concerns to:

Name: (hereafter the "Safeguarding Co-ordinator") John Edmondson
Tel: 07840678320
Email: john.edmondson@btinternet.com

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: (hereafter the "Deputy") Anna Haworth
Tel: 07968 109252
Email: haworth_anna@yahoo.co.uk

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: Cumbria Safeguarding Hub
Children's Social Services**
Tel: 0333 240 1727
Website Address:
www.cumbria.gov.uk/childrensservices/childrenandfamilies/intervention.asp

Adult Social Care: Bridge Mills, Kendal, LA9 4UB.
Email: customerservicessouth@cumbria.gov.uk
Tel: 0300 303 2704
Out of hours Tel: 01228 526690
Website Address: <https://www.cumbria.gov.uk/healthsocialcare/ccs/contact.asp>

Police Protection Team Tel: 101 or in an emergency 999

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Elder responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated Officer (formerly known as Local Authority Designated Officer, LADO) 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. Initial handwritten notes must be kept.
- 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 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/carer 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 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 Designated Officer 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 the church.

Working with offenders and those who may pose a risk

When someone attending the church 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 Safeguarding Policy was agreed by the leadership of Parr Street Church and will be reviewed annually:

Signed by:

Position:

Signed by:

Position

Date:

APPENDIX 1

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 definitions of abuse below are based on the government guidance 'Working Together to Safeguard Children (2018)':

PHYSICAL ABUSE

A form of abuse which 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

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 cyber bullying), 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

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

CHILD SEXUAL EXPLOITATION

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

EXTREMISM

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination;

justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

NEGLECT

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

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

Under the terms of Working Together to Safeguard Children 2018, the church acknowledges its responsibility: 'Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver. They may as part of their work provide a wide range of activities for children and have an important role in safeguarding children and supporting families and communities. Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. Many of these organisations and agencies as well as many schools, children's centres, early years and childcare organisations, will be subject to charity law and regulated either by the Charity Commission or other "principal" regulators. Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it. All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer.'

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.

Thirtyone:eight has identified these possible signs and indicators of abuse in relation to adults but it is not definitive; physical abuse, sexual abuse, financial or material abuse, self-neglect, domestic violence, psychological abuse, modern slavery, discriminatory abuse organisational abuse and neglect/acts of omission. Further details/definitions can be accessed at the members' area of the thirtyone:eight website, <http://www.thirtyoneeight.org> under resources/downloads.

APPENDIX 2

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 thirtyone:eight "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.

Safeguarding Co-ordinator: John Edmondson tel no. 07840678320

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

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 the church 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.
 - Ensuring that relationships when working remain on a professional footing. For example, only touching others for wellbeing or safety reasons when this is necessary and appropriate.

- Not developing '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 discriminating 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.

APPENDIX 3

Parr Street Church Guidelines for One-to-One Support Sessions

Anyone providing one-to-one support for children of secondary school age on behalf of Parr Street Church, whether face-to-face or online, needs to be recruited following safer recruitment principles to help ensure they are suitable to work with children and to have undertaken safeguarding training.

Face-to-face meetings

Meetings should take place either in the child's home / at church, with an adult present (elsewhere in the house / building) or in a public place (e.g. café, public park). Meetings should not happen in the worker's home or other private venues.

Online meetings

Parents, carers and children should be made aware of the benefits and risks of online sessions. Always make sure the platform you are using is suitable for the child's age group, stage of development and ability. Set up church accounts for any online platforms you use. Do not use personal accounts. Double check the privacy settings. Sessions should always be booked in advance. Parr Street workers are strongly advised not to record one-to-one sessions. Only following discussion with the Safeguarding Elder and the child's parents/carers should this be considered if it will assist the child to reflect on the one-to-one session. Further details on the practical considerations for conducting online meetings on Zoom are provided in Appendix 4.

Consent and communication

The Parr Street worker should work with parents/carers to draft an agreement prior to the sessions starting, which is agreed and signed by all parties. A template is provided on the next page. Only parents' or carers' email addresses or phone numbers should be used to communicate with children, unless this poses a safeguarding risk.

Safeguarding

Parr Street workers must be aware of Parr Street's Safeguarding Policy and the safeguarding measures to take if during a one-to-one conversation with a child they have concerns about a child's welfare. Parr Street workers need to be clear about professional boundaries and appropriate behaviour to avoid any potential misunderstandings or allegations. Children are by definition vulnerable and workers must be alert to blurring the lines between professional and personal conduct or to say anything that may be misinterpreted.

In one-to-one sessions, children usually feel able to open up about concerns they have, which may include historic or current abuse or illegal activity. Parr Street workers must feel able to offer immediate advice, signposting organisations or advice websites and helping the child to talk through the next steps. The worker must never promise to keep allegations of abuse secret and must write down and report any declarations as they are being given, or as soon as possible after the one-to-one session has ended.

GDPR

If Parr Street workers are accessing families' contact details, ensure they comply with the Data Protection Act 2018. If contact details are stored on work or personal computers and/or phones, they must be password protected. When using a personal telephone, use blocked numbers to contact children or parents/carers (eg use 141 before entering the number).

Parent/Carer Agreement for One-to-One Sessions

When a child and a Parr Street Church worker agree that they would like to have one-to-one sessions (either face-to-face or online) in order to more deeply discuss the Bible, this agreement should be discussed, amended and signed by parent/carer, child and Parr Street worker.

This agreement outlines the conditions which will apply for one-to-one sessions between (child's name) _____ and Parr Street worker _____.

This agreement should be read alongside the Parr Street Church Safeguarding Policy.

The Parr Street Worker will

- abide by the Parr Street Church Code of Conduct and Safeguarding Policy, which includes the requirement for all those working with children and vulnerable adults to have a Disclosure and Barring Service (DBS) check.
- only communicate with _____ via the parent/carer's email address/telephone number.
- set agreed dates and times with the parent/carer for the one-to-one sessions.

The Parent/Carer will

- provide _____ with a space that is quiet, safe and free from distractions with an adult nearby if necessary.
- provide permission in advance for meetings to take place in agreed venues other than the child's home
- making sure _____ is dressed appropriately.
- not record, share or comment on public forums about anything discussed.

The child will

- commit to meet at the agreed time and venue
- use language and behaviour appropriate to the meeting
- record the sessions only with the worker's permission

By signing this agreement, I acknowledge that these are the terms and conditions for the one-to-one sessions but they can be reviewed and amended at any point, with all parties' agreement.

Signed

Child

Parent/carer

Parr Street Worker

Date

Date

Date

APPENDIX 4

Parr Street Church Guidelines for Online Youth Meetings on Zoom

Setting up the meeting:

1. Under Zoom's terms and conditions, "*Children under 16 cannot create a Zoom account. A parent or guardian may, however, permit the child to use that parent or guardian's account with their supervision.*" As a result, Zoom invitations are sent to the parent/guardian of youth meeting participants, along with a brief summary of the planned content. The meeting host expects parents/guardians to monitor their child's participation in the meetings and to contact the meeting host directly if they have questions or concerns.
2. No one invited to the meeting should advertise the Meeting ID and Password. No one should put these details on publicly accessible media, e.g. Facebook.

During the meeting:

3. There will be 2 leaders in each meeting (one of them will be the meeting host) and both will be in the meeting before other participants join and will be the last to leave the meeting.
4. The leaders will know who is in the meeting and keep a register of each meeting.
5. The meeting host will use the waiting room function so that the meeting host is alerted to who is wishing to join the meeting.
6. The meeting host will only allow those who can use their cameras to participate in the meeting. Only if the leaders are aware of the personal circumstances of a participant who will benefit from joining the meeting but does not want to use the camera, should the leaders allow this to happen. A leader should note in the register when a camera is not activated.
7. The meeting host will encourage participants to be in a public part of their house, or if they prefer to be in their bedroom, to keep the door open and to have a neutral wall background behind them.
8. The meeting host will disable participant screen sharing. To do this, the host will click on the up arrow next to 'share screen' in the Zoom toolbar, then 'advanced sharing options', then change the 'who can share?' setting to 'only host'. If others wish to share documents, they should send these to the meeting host to display.
9. The meeting host will disable the one-to-one anonymous chat function so that participants cannot send private messages that cannot be seen by the wider group.
10. The meeting host will not record meetings. Under General Data Protection Regulation (GDPR), recorded meetings require consent and consent can be withdrawn at any time, meaning that a recorded meeting would have to stop and the recording erased.

Any concerns:

11. If a participant says something that causes concern and could be a safeguarding concern, a leader will tell them they would like to talk to them more about that later, away from the wider group. They will be encouraged to stay online at the end of the meeting. Two leaders will be present for this conversation, one asking questions, the other taking comprehensive notes. Then the leaders will follow reporting procedures laid out in the church's Safeguarding Policy.
12. If a participant is not taking part in the meeting appropriately, the meeting host can use the tool to expel a participant: in the participants' menu, the meeting host can hover their cursor over a participant's name and several options appear including 'remove'. The meeting host can refuse to readmit the expelled person from the waiting room, or will have locked the meeting. To lock the meeting, the meeting host clicks on the 'manage participants' button on the Zoom toolbar, selects 'more' then 'lock meeting'.

This policy is to be used only by members of Parr Street Church, Kendal.