

# STREATHAM CENTRAL CHURCH

## SAFEGUARDING POLICY 2022/3

A copy of the Safeguarding Policy is held in the Streatham Central Church Office: 45 Pendennis Road, London, SW16 2SR.

Everyone working with children young people or adults with care and support needs shall be given a copy.

Streatham Central Church is committed to a rolling training programme for all such workers on the content of this policy.

Training is provided by the Designated Safeguarding Lead.

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## Details of Streatham Central Church

Contact: 07811 372646  
 Website: www.streathamcentralchurch.org.uk  
 Charity Number: 1181886  
 Insurance Company: Ansvar Insurance  
 Insurance Policy Number: CHF2294440

### The Leadership

Pastor: Alex Lyell  
 Elders: Matt Watt, Carl Osborne, Matt Simpson  
 Trustees of Streatham Central Church: Alex Lyell, Matt Watt, Carl Osborne, Penny Duckworth

### Document History:

Date	Version/Name	Details of updates	Reviewed by
20/03/2018	SCC Safeguarding Policy	Original Document	Penny Osborne
10/02/2021	SCC Safeguarding Policy 2021	Added details for charity number, named trustees & lead recruiter	Penny Osborne
24/03/2021	SCC Safeguarding Policy 2021/22	Updated the section on adults with care & support needs and updated change to CCPAS name	Penny Osborne
12/11/2021	SCC Safeguarding Policy 2021/22v2	Changed the DSL Role to Designated Safeguarding Lead and person assigned to role	Penny Duckworth
10/03/2022	SCC Safeguarding Policy 2022/3	Amended Appendix 7 in line with our current children's ministries - especially in relation to the communication policy	Trustees - Carl Osborne, Matt Watt & Alex Lyell
20/05/2022	SCC Safeguarding Policy 2022/3v2	First draft for safeguarding children who are on social media and have mobile phones of their own	Trustees - Carl Osborne, Matt Watt

## Our Commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults with care and support needs 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 code of conduct are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight (formerly the Churches' Child Protection Advisory Service).

The Leadership undertakes to:

1. Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
2. Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
3. 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.
4. Support the Designated Safeguarding Lead in his/her work and in any action he/she may need to take in order to protect children and adults with care and support needs.
5. File a copy of the policy and practice guidelines with Thirtyone:eight and the local authority, and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

## **Responsibilities: Co-ordinator, Representatives and Recruiters**

The Designated Safeguarding Lead is responsible, in case of any concerns or allegations, for collating and clarifying the precise details of the allegation or suspicion and, if appropriate, passing this information on to the statutory agencies who have a legal duty to investigate.

Penny Duckworth is appointed as **Designated Safeguarding Lead** and will work to

- Act as advocate for children and adults with care and support needs
- Ensure the safeguarding policy is followed, regularly reviewed, and updated
- Provide training and offer advice
- Partner with statutory agencies as appropriate
- Inform the leadership on issues of good practice

Penny Duckworth is also nominated as **Lead Recruiter** and is responsible for dealing with and processing applications for posts where Disclosure and Barring Service (DBS) disclosures are required. The Lead Recruiter will keep a database record of all those who have DBS clearances, and of all safeguarding policy training received by individuals.

## Recognising and Responding to an Allegation of Abuse

### Understanding abuse and neglect

Defining child abuse or abuse against an adult with care and support needs 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 with care and support needs.

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 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.*

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

- Definitions of a child and adult with care & support needs: **Appendix 3**
- Definitions of abuse: **Appendix 4**
- Signs and symptoms of abuse: **Appendix 5**
- Responding to allegations of abuse: **Appendix 6**

## Safeguarding Awareness

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 about where to access help and advice on abuse, discrimination, bullying or any other matter where they are concerned.

## Responding to Allegations of Abuse

(Also see **Appendix 6**) Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

1. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Penny Duckworth (hereafter the "DSL" contact: 07724636316), 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 to the statutory authorities.
2. If the suspicions implicate the DSL, then the report should be made in the first instance to the Thirtyone:eight (Formally Churches' Child Protection Advisory Service) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the Police.
3. Where the concern is about a child the DSL should contact Children's Social Services. Where the concern is regarding an adult in need of protection, the DSL should contact Adult Social Services or take advice from Thirtyone:eight as above. See **Key Contacts**.
4. Where required, the DSL should then immediately inform the insurance company and/or the charity commission.
5. Suspicions must not be discussed with anyone other than those nominated above. A detailed written record of the concerns should be made, preferably within one hour of the disclosure. Times and dates must be recorded, with a description of what was happening immediately beforehand. These records should be kept securely for an indefinite period.
6. Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
7. The Leadership will support the DSL in their role, and accept that any information they have in their possession will be shared on a strictly limited need to know basis.
8. 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 Streatham Central Church will use this procedure. If, however, the individual with the concern feels that the DSL has not responded appropriately, or where they have a disagreement with the DSL as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

## **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 DSL will:

1. 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.
2. Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
3. Seek medical help if needed urgently, informing the doctor of any suspicions.
4. 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.
5. 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.
6. 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 DSL will:

1. 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.
2. 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.

### **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 DSL, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA)/Local Authority Designated Officer (LADO). Consideration should also be given to whether a referral should be made to the Disclosure and Barring Service.



## **Detailed procedures where there is a concern about an adult with care & support needs**

### **Suspensions or allegations of abuse**

If there is suspicions of abuse the DSL will:

1. Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
2. If the adult with care & support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

For advice contact the Adult Social Care Vulnerable Adults Team 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 Thirtyone:eight can be contacted for advice.

## Prevention

### Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. This includes ensuring that:

1. Those applying have completed an application form and a self-declaration form.
2. 2 references have been obtained, and followed up where appropriate.
3. All prospective paid workers or volunteers in roles with children, young people or adults with care and support needs will be required to apply for an enhanced disclosure via the Disclosure and Barring Service (DBS) where it is legal to do so. This will be made clear in any information about such positions.
4. All DBS forms will be returned electronically to the Lead Recruiter where they will be processed by him/her or a proxy (complying with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
5. Where a DBS check is returned with a 'blemish' a risk assessment will be carried out in conjunction with Thirtyone:eight.
6. A suitable training programme is provided for the successful applicant.
7. The applicant has been given a copy of this Safeguarding Policy and knows how to report concerns.
8. An individual who has committed an offense against a child or who, for any other reason, is considered by the Leadership as unsuitable to work with children will not be appointed to a role with children and young people.
9. Children's/youth workers will be reviewed on a regular basis, through regular meetings and discussion with children's/youth workers.

The only exceptions to the above procedures are the groups in which contact by workers with children is occasional and always supervised, e.g. Holiday Clubs. Declaration forms stating that the worker has no convictions in relation to children will be required and must be completed before helping with such groups.

Disclosures shall be obtained through Thirtyone:eight (formerly Churches Child Protection Advisory Service), PO Box 133, Swanley, Kent, BR8 7UQ. Re-submission of applicants for disclosure for all relevant workers will take place every 3 years. The Leadership has agreed to adopt the policies required by the DBS and Thirtyone:eight in relation to employment of offenders and the secure storage and handling of disclosure information. Electronic returned disclosures are available to view online for 6 months. No physical certificates are kept, but disclosure dates and numbers are retained on a confidential spreadsheet.

## **Management of Workers – Codes of Conduct**

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

Code of Conduct: See **Appendix 7**

## **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 Streatham Central Church.

### **Working with Offenders**

When someone attending Streatham Central Church is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership will supervise the individual concerned and offer pastoral care. In its safeguarding commitment to the protection of children and adults with care and support needs, the Pastor and DSL will be responsible for establishing a Covenant of Care Group for any individual concerned, consisting of the individual, the Pastor and at least one elder. This will be run in conjunction with the Police and, where relevant, probation services. The group will produce a written contract setting out boundaries for the movements and behaviour of the individual within the context of the church. The individual will be expected to sign and abide by this contract, which will be reviewed at least every 6 months. If the individual fails to abide by the boundaries set out within this contract, the DSL will contact the Police for advice. If the individual leaves Streatham Central Church, the Police Child Protection Team and, where relevant, Probation Services will be informed.

## 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 accusation. We have a code of conduct which must be signed by workers: See

**Appendix**

**7**

## 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 with care and support needs. 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.

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

We also communicate our safeguarding message through a public display of the Thirtyone:eight helpline number/use of the Safeguarding poster: see **Appendix 2**.

**Signed by:** Alex Lyell, Pastor

**Date:**

## Key Contacts

<b>Streatham Central Church Contacts</b>	Name	Contact Number
DSL	Penny Duckworth	07724636316
Lead Recruiter	Penny Duckworth	07724636316
Thirtyone:eight (Formerly Churches' Child Protection Advisory Service)	Helpline	0303 003 11 11

### **Safeguarding Children Teams**

Lambeth Children's Social Care

### **Working Hours**

020 7926 6010

### **Out of Hours**

020 7926 1000

### **Safeguarding Adults Teams**

Lambeth

### **Working Hours**

020 7926 5555

### **Out of Hours**

## Appendices

Appendix 1: Safeguarding Statement

Appendix 2: Safeguarding Poster

Appendix 3: Definitions of a Child and Adult with Care & Support Needs

Appendix 4: Definitions of Abuse

Appendix 5: Signs and Symptoms of Abuse

Appendix 6: Responding to Allegations of Abuse

Appendix 7: Groups and Activities

Appendix 8: Safe Practice Code of Conduct

## Appendix I

# Streatham Central Church Safeguarding Statement

The Leadership of Streatham Central Church recognises the importance of its ministry with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

This church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults with care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults with care and support needs and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Streatham Central Church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults with care and support needs and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the DSL in her work and in any action she may need to take in order to protect children and adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church



- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by thirtyone:eight (formerly the Churches' Child Protection Advisory Service).

**We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the Police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult with care and support needs then speak to the following who has been approved as Safeguarding Representative Penny Osborne

Safeguarding Representative

A copy of the full policy is available from the church office, located at  
**45 Pendennis Road, Streatham, London, SW16 2SR**

A copy of our safeguarding policy has been lodged with

Thirtyone:eight. **Signed by Leadership:**

**Date:**

## Appendix II Safeguarding Poster

This safeguarding poster (with the blanks completed) and your insurance certificate are to be displayed on your church notice board as well as lodged with the local government department with safeguarding responsibility. (Local Safeguarding Children Board (LSCB) or Safeguarding Adults Board/Adult Protection Partnership Board)

# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed Richard Palmer Date \_\_\_\_\_  
On behalf of the Leadership



### Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560



CCPAS, PO Box 133,  
Swanley, Kent, BR8 7UQ.  
Tel: 0845 120 45 50  
Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

## Appendix III

### Definitions of a Child and Adult with Care & Support Needs

#### Definition of a Child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child.

Throughout this manual when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

#### Definition of Adult with Care & Support Needs

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

The Care Act statutory guidance defines adult safeguarding as:

‘Protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.’

A local authority must act when it has ‘reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there):

- has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.’ (Care Act 2014, section 42)

## Appendix IV

### Definitions of Abuse

#### Definitions of Abuse (Children)

UK child protection legislation is based on the United Nations Convention on the Rights of the Child. Each nation in the UK has incorporated the convention within its legislation and guidance. These abuse definitions operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

#### What is abuse and neglect?

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

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to 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 to feel frequently 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.

### **Definitions of Abuse (Adults with care and support needs)**

The following definition of abuse can be found on the Thirtyone:eight website. Signs of abuse can often be difficult to detect. This page aims to help people who come into contact with people with care and support needs to identify abuse and recognise possible indicators. Many forms of abuse are also criminal offences and should be treated that way.

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors: Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

The Care and support statutory guidance identifies ten types of abuse, these are:

#### **Physical abuse**

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

#### **Domestic violence or abuse**

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:

- psychological
- physical
- sexual
- financial
- emotional.

#### **Sexual abuse**

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment

- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

#### **Psychological or emotional abuse**

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

#### **Financial or material abuse**

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

#### **Modern slavery**

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

#### **Discriminatory abuse**

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

#### **Organisational or institutional abuse**

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care

- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

**Neglect or acts of omission**

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

**Self-neglect**

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

## Appendix V

### Signs and Symptoms of Abuse

#### Signs and Symptoms of Abuse (Children and Young People)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

##### Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

##### Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia\*

##### Emotional

- Changes or regression in mood or behaviour, particularly becoming withdrawn or clinging
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

##### Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses
- Inadequate care, etc.

\*These indicate the possibility that a child or young person is self-harming.

Approximately 20,000 are treated in accident and emergency departments in the UK each year.



## **Signs and Symptoms of Abuse (Adults with Care and Support Needs)**

### **Physical abuse**

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

### **Domestic violence or abuse**

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

### **Sexual abuse**

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

### **Psychological or emotional abuse**

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem

- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

#### **Financial or material abuse**

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

#### **Modern slavery**

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

#### **Discriminatory abuse**

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

#### **Organisational or institutional abuse**

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

#### **Neglect or acts of omission**

- Poor environment – dirty or unhygienic

- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

**Self-neglect**

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

## Appendix VI

### Responding to Allegations of Abuse

Ensure the physical environment is welcoming, giving opportunity for the child or adult with care and support needs to talk in private but make sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't promise confidentiality. Tell them you will need to let someone else know.
- If they decide not to tell you after all, never push for information but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

#### Helpful responses...

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you

#### Don't say...

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

#### Concluding...

- Reassure them that they were right to tell you and show acceptance
- Let them know what you are going to do next and that you will let them know what happens
- Contact the DSL for advice
- Consider your own feelings and seek pastoral support if needed

## Appendix VII

### Streatham Central Church Activities

<b>Activity</b>	<b>Person Responsible</b>
Sunday meeting	Alex Lyell
Monthly Prayer Meetings	Alex Lyell
Monthly Staff Meetings	Penny Duckworth
Monthly Leaders Prayer Meetings	Alex Lyell
Quarterly Trustee Meetings	Penny Duckworth
Mid-week Bible studies	Alex Lyell
Crèche & Tots	Lucy Lyell
Kids Church	Lucy Lyell

## Appendix VIII

### Streatham Central Church

#### Safe Practice Code of Conduct

##### For Work with Children and Young People

This code of conduct supports Streatham Central Church Safeguarding Policy.

This document covers areas of safe practice in relation to work with children and young people. All workers whether paid staff members or volunteers are expected to sign and adhere to the standards of safe practice outlined within this document.

The guidelines have been established with advice from the Churches Child Protection Advisory Service and reflect current best practice.

Groups not governed by this code are crèches within daytime Bible study groups, where childcare is arranged privately by parents attending the group, who remain responsible for their own children.

#### **Groups covered by this code include:**

- Crèche (0-2)
- Tots (2-3)
- Sunday school classes (reception to year 6)
- Older children attending church but not attending Sunday school classes (year 7 and up)

#### **Within this code of conduct:**

1. Supervision of children's activities
2. Managing toileting
3. Behaviour management
4. Guidelines on touch
5. Communications policy
6. Solvents & illegal substances
7. Alcohol
8. Contact details and signature

## **1. Supervision of Children’s Activities**

Attempts will be made wherever possible to keep to the following ratio of adults to children, using as a guide the ratios required in regulations governing day care for under 8’s:

<b>Age</b>	<b>Adult:Child Ratio</b>
0-2 years	1:3
2-3 years	1:4
School years R-6	1:8

- No adult will be a lone worker with a group of children.
- No other adults, apart from adults who have obtained safeguarding training and are DBS checked, should be in a room with children while they are attending activities without their parents present
- Where possible the gender of the adults should reflect that of the group: i.e. at least one man if boys are present and one woman if girls are present.
- If for any reason a worker is alone with a child, they should ensure that there is a second adult nearby or there are other workers or groups nearby. Workers will leave doors open when seeing a child individually.
- No person under 18 years of age will be left in charge of any children of any age. Children or young people attending a group will not be left alone at any time.
- An online register of children or young people attending each group or activity should be kept, and a register of helpers.
- A record should be kept of any unusual activity or comments by members, recording what leaders witnessed (e.g. throwaway sexual comments, or particularly difficult behaviour). The purpose of this is to protect both children and workers. Such records must be passed to the DSL to be kept in a secure place. These records must be kept indefinitely.
- Any incidents such as fights including what action was taken by the leaders should be recorded in the ‘notes’ section of the online registers. All records are then passed to the DSL to be kept in a secure online location
- Any accidents or injuries should also be recorded on the same notes section. Parents and older children should be asked to consent to these records being kept.
- When transporting children ensure that it is with the knowledge of the team/leadership and that parental approval has been attained. All drivers must have a valid driving license, valid insurance and must ensure that seat belt laws are complied with. If it is necessary to transport a child on their own (which should only be in exceptional circumstances) they should travel in the back of the car

### **Children who remain in the main gathering**

For children in years 7 and over, there are worksheets and youth bibles to help them listen along to the sermon and take notes. They must remain with their parents for the duration of the main gathering.

### **Young Leaders**

The Leadership are keen to support young people (16-18 years old) in learning about ministry through involvement with children’s work. At the same time, it is recognised that young leaders need not be exposed to unreasonable levels of responsibility or risk. With this in mind, leaders who are 16-18 years old will not be placed in a role that will require them to complete a DBS check. They will however be asked to sign a Safe Practice Code of Conduct. Young leaders will be supported at all times in their roles by adult leaders.

### **Toddler Groups**

During toddler group sessions run on Streatham Central Church premises, parents or carers are entirely responsible at all times for the children in their care. Any concerns about children attending these groups

should be referred to the DSL.

### **Babysitting Arrangements**

If babysitting services are offered to parents by the church, e.g. for a Christianity Explored course, then the babysitters will need to have an Enhanced Disclosure from the DBS.

## **2. Managing toileting**

Within Streatham Central Church, we are clear that for crèche-age children, leaders do not provide intimate care, such as nappy changes. In crèche, if a child requires a nappy change, leaders contact the parent/carer (via text message) who then come to the child and provide the necessary care. Once children move into Sunday school the procedures around providing intimate care need to be just as consistent across the entire team of leaders. Leaders need to be operating to clear guidelines in this area both to safeguard the children and protect themselves.

The following guidelines have been established with advice from Thirtyone:eight (formerly the Churches Child Protection Advisory Service) and reflect current best practice.

### **Children aged under 3 years:**

- The approach to managing toileting in children under 3 years will be consistent with that of crèche. Leaders will not provide intimate care to these children.
- Children who are not fully toilet trained should therefore attend Sunday school wearing a nappy/pull up.
- If a child in this age group requires a nappy change or to go to the toilet, a parent/carer will be contacted (via text message or via the SCC Parents What'sApp group) and should then come and assist with taking their child to the toilet as necessary.

### **Children aged 3 to year 2:**

- Children aged 3 and over will not be taken to the toilet by a leader. This is primarily because at the moment, this age group is small enough to only need two leaders and we do not want to leave one leader on their own with the rest of the group.
- This part of our policy may be revised once the Sunday school group age 3 and over becomes a bigger group.
- Leaders will encourage parents to take their children to the toilet before Sunday school begins to reduce the likelihood of children needing the toilet during Sunday school.
- If a child needs to go to the toilet, a parent/carer will be contacted (via text message or via the SCC Parents What'sApp group) and should then come and assist with taking their child to the toilet as necessary.

### **Children in years 3 and over:**

- Children in years 3 and over will not be taken to the toilet by a leader as a leader is not allowed alone in a corridor with a child and no child is allowed in the corridors by themselves
- Leaders will encourage parents to take their children to the toilet before Sunday school begins to reduce the likelihood of children needing the toilet during Sunday school.
- If a child needs to go to the toilet, a child will be allowed to visit the toilet by themselves (not in a group) and asked to return straight away. If a child does not return to the group straight away, a parent will be called.

## **3. Behaviour Management**

### **General principles for Sunday school teachers**

- Discipline is a team issue and addressed in regular team training.
- Each member of the team has a part to play.



- Agree roles and responsibilities between the leader and the helper for each group
- Identify each other's strengths.
- Be consistent, loving and predictable so the same behaviour produces the same consequences.
- When disciplining a child over poor behaviour, do not do so in a way that humiliates and do not do so one to one behind closed doors.
- Never use physical discipline.
- Be aware that a poor lesson may result in poor behaviour, because the children are bored, frustrated or do not understand the activity or need a break from concentrating/sitting down
- However, it does not follow that poor behaviour is always caused by a poor lesson.
- We work in a context of continual conversation with parents. We want to be speaking to parents about their children, irrespective of their child's behaviour. This acknowledges that we only teach because they have commissioned us to teach their children the Bible for an hour a week.
- Poor discipline prevents the child and others from hearing God speak. That should be motivation enough to act.
- Seek to encourage with positive affirmation both the whole class and individuals, publicly and privately, whenever possible.
- Offer the child a way out by them changing their behaviour
- Model forgiveness.

### **Managing poor behaviour**

1. Each group to establish a simple outline of expectations for their group. Clear, simple expectations that both leaders and children are to adhere to so that each session can work in the best way possible.
2. Explain to the child how their behaviour is moving away from these group expectations.
3. Warn the child that if behaviour continues to be poor, they will be asked to sit away from the group for a period of time.
4. The child should be sat away from the group, on a designated chair, for an agreed, short period of time, with the opportunity to rejoin when they are ready to cooperate. They may not participate in any way while they are there. They are expected to listen. Parents must be informed if this happens, as soon after the lesson as possible.
5. Warn the child that if, after re-joining the group, the behaviour continues to be poor they will return to the time out for a longer period of time.
6. If the behaviour makes it difficult to continue the session, then the group helper needs to contact a parent to collect the child. Explain the reasons for this as a final warning, before you take this action.
7. Following a child's removal from a session, the leader should work with the parents to understand the child's behaviour more fully. Clear communication and partnership with parents, where possible, is key. The leader should inform fellow leaders of resolutions on such behaviour for following sessions, to establish consistency and support for the child in question.
8. Exclusion from the group for a week may be considered appropriate for continued disruption of the group. This decision must be made in consultation with the parent(s) and elders. Finding resolutions before this stage is paramount, to the love and care of the child and the group as whole.

## **4. Guidelines on touch for those who work with children**

- Keep everything public.
- A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

- Team members should monitor one another in the area of physical contact. The team should be free to help each other by pointing out anything which could be misunderstood.

## **5. Communications Policy**

SCC Does not currently run a youth group or offer any children's work for children over primary school age. As a matter of priority when a group is being planned and developed, this policy will be reviewed and a sustainable safeguarding policy will be written regarding communication between youth leaders and youth. If this policy is not built in at the beginning it will be very difficult to adhere to so it is essential that this happens as the group and children's work emerges.

We do however have older children who have their own devices attending church. These communications policies refer to all children:

- All communication with children should only be verbal or paper based (e.g. a worksheet or a printed letter)
- In cases where a leader or volunteer needs to communicate with a child for example regarding the planning of an event or activity the letter or email should be addressed/sent/given to the parent or accompanying adult only
- Under no circumstances should a leader or volunteer store contact information of a child on their personal device. If contact details are required for emergency purposes these should be kept in file accessible by all leaders or volunteers and only used for the purposes they were given for
- No leader or volunteer should follow, befriend, or contact any child via text, call, social media or any other electronic medium at any time.

We would also like to start establishing 1:1 bible studies or mentoring with secondary aged children outside of the main gathering times. These guidelines are in place to support this:

- The parents of the young people involved are required to provide their agreement (by letter or by email) that the one to one meetings may take place.
- One to one meetings should only be held in agreed places (for example in church or in cafes), and should be in view of other people.
- A one to one meeting should have an agreed start and end time and the young person's parents should be notified that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of one to one meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, i.e. not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.
- In the event of any pastoral concerns a leader may have about an individual member, a leader should take the issue to the parents or church leaders.

## **6. Solvents and Illegal Substances**

- Workers should be alert to possession and use of illegal substances.
- If a worker becomes aware a child or young person may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.
- It is a criminal offence to allow anyone attending an activity run by Streatham Central Church to supply illegal drugs or use them on the premises.
- We have a zero tolerance policy on all illegal substances.
- All youth attending any of our services and events must be made aware of our zero tolerance approach to illegal substances.

For the child involved:

- Ask them to stop, warning them of the consequences if they do not (e.g. ban from the group).

- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with the young person's permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. possibly informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place and inform the DSL, if they have not already been informed.

## **7. Tobacco and Alcohol**

- There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings used by Streatham Central Church.
- From October 2014, the ban on smoking has now been extended to smoking in a vehicle with children present (in England and Wales).
- It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco and cigars) over the counter or at a vending machine.
- There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. No alcohol will be sold at our events to any person under 18 years. Proof of age will be requested if a worker is unsure whether it is legal to sell an individual an alcoholic beverage.
- Workers do not have the right to confiscate alcohol found in a young person's possession but they can enforce a no-alcohol policy.
- There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence or that there are concerns for their health or safety. This should be discussed with the Safeguarding Lead at the event and/or the Coordinator.

Any questions or concerns should be addressed to Streatham Central Church  
DSL:Penny Duckworth 07724636316 penny@streathamchurch.com

Signed by worker/volunteer:

Print name:

Date: