

# **Safeguarding Children, Young People and Adults when Vulnerable**

## **Policy and Procedures**

### ***WEB VERSION***

**The Parish of**

**Nottingham ST. SAVIOUR**

Working in partnership with KM Play Ltd [Eden Softplay] and Meadows Salvation Army who both also adopt this policy

## **Principles of the House of Bishop's Policy for Safeguarding Children, Young People and Adults, 2017**

The Church of England, its archbishops, bishops, clergy, and leaders are committed to safeguarding as an integral part of the life and ministry of the Church. Safeguarding is the action the Church takes to promote a safer culture.

This means we will promote the welfare of children, young people and adults, protecting their health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. We will work to prevent abuse from occurring, seek to protect those that are at risk of being abused, and respond well to those that have been abused. We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

### **Principles**

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults including those who have suffered or been affected by abuse.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Creating a culture of accountability, regular evaluation, transparency and openness to promote best practice and the active management of risk

We will carefully select, recruit, train and support all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to every safeguarding concern or allegation made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered or been affected by abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will respond well, seeking to offer pastoral care and support, including supervision and referral to the proper authorities, to anyone subject to concerns, allegations or convictions

against a child, young person or vulnerable adult. We will do this according to our ability to do so safely with the use of Safeguarding Agreements where necessary, and in full cooperation with the Diocesan Safeguarding Officer's advice.

In all these principles, we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Parish Safeguarding Officer who is:**

**DR CHARLES DALL'OMO**

He may be contacted on [safeguarding@saviours.org.uk](mailto:safeguarding@saviours.org.uk)

This statement was agreed by.....Parochial Church Council.

Date.....

Signed.....  
..... (Incumbent)  
or Churchwarden)

Signed.....  
(Lay Chair of PCC)

## PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

### The Parish of Nottingham St Saviour

A copy of these standard procedures will be given to all volunteers and employees who have the responsibility for children, young people or any other public ministry where there may be vulnerable people. They should sign a declaration afterwards saying that they have read and understood them.

#### 1. CONTACTS

##### 1a) Contact pertaining to Safeguarding

Our Parish Safeguarding Officer is <b>DR CHARLES DALL'OMO</b>  Email: <a href="mailto:safeguarding@saviours.org.uk">safeguarding@saviours.org.uk</a> Address: [contact church] Tel: [contact church at 0115 986 3523]
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##### 1b) Contact details for the main leader of each children's/youth group

GROUP	LEADER'S NAME	ADDRESS	TEL. NO.
<b>MONDAY KIDS CLUB</b>	WILL HALL	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]
<b>MONDAY YOUTH CLUB</b>	WILL HALL	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]
<b>YOUTH LIFE GROUP</b>	WILL HALL	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]

##### 1c) Contact details for the main leader of each mixed group or primarily adult attended

GROUP	LEADER'S NAME	ADDRESS	TEL. NO.
<b>STEPPING STONES (In Eden)</b>	SOPHIE JACKSON	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]
<b>SUNDAY SERVICES - inc Eden Church</b>	HANNAH HALL	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]

<b>SUNDAY SERVICES: Children's work</b>	WILL HALL	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]
<b>TUESDAY LIFE GROUP</b>	CHARLES DALL'OMO	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]
<b>WEDNESDAY LIFE GROUP</b>	HANNAH HALL	[contact church at 0115 986 3523]	[contact church at 0115 986 3523]

## 2. RATIOS

**The following ratio of adults (over 18 years old) to children should be:**

<b>Age</b>	<b>Number of Leaders</b>
0 to 2 years	1 person for every 3 children 1 : 3
2 to 3 years	1 person to every 4 children 1 : 4
3 to 8 years	1 person to every 8 children 1 : 8
Over 8 years	1 person for the first 8 children then 1 extra person for every extra 12 children

- Each group is to have a minimum of 2 adult leaders present and a gender balance for mixed gender groups is to be maintained except on occasion where volunteers of both genders may not be present due to illness or holiday.
- An exception to the ratios is that Families Team Workers and Senior Team members can facilitate a small group (of no more than 5) alone on church premises [including the vicarage] whilst other people are present in the building. All these workers are enhanced DBS checked. Children and youth in such a small group should be over the age of 8 and be able to go home by themselves should the group have to end early in an emergency. Parents must be advised of a group running with only one leader and understand that in an emergency the session may have to end early or be cancelled.

The ratios above are the minimum and as a rule there will be a higher ratio of adults to children; this is essential where any children in group have a disability or emotional and behavioural difficulties.

Other groups that use the Church buildings follow their own recommendations and rules. Regular users provide their own safe guarding policies of which we take a photocopy.

## 3. PROCEDURE & POLICY FOR ARISING SITUATION:

- Home visits are common in our community. If a child, youth or an adult when vulnerable, of their own volition comes to the home or place of work of a church employee, the employee is permitted to invite the young person into their home or place of work at their discretion and discernment. However, the PCC and Parish Safeguarding Officer strongly recommend generally avoiding this situation and to instead remain outside whilst spending time together or make use of the resource of the café in Eden or another public space. Alternatively, where possible inviting a second leader to be present in order to still allow for some informal youth work to happen, within the home setting but in a regulated way could also be preferable.
- **Volunteer Family Team workers are not permitted to carry out home visits or to individually meet a child, youth or an adult when vulnerable unless supervised by an employee of Saint Saviours Church.**
- Regular communication with parents, a Families Team Staff member and the Parish Safeguarding Officer over these interactions regardless of venue used is mandatory.
- Mixed groups [adults and children involved] taking place on church premises require one responsible adult with an enhanced DBS (no barring check) to be present at the group.

## **Definitions of abuse and Recruitment Procedures**

### **1. Introduction:**

The next section of this document outlines the diocesan procedures for safeguarding children, young people and adults when vulnerable. It outlines how to deal with allegations of abuse. It also covers the procedure for the safe recruiting of staff and volunteers. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

The overall policy of the Anglican Church for safeguarding children and young people is set out in "Protecting all God's children" (PGC). All parishes should have a copy of this for detailed reference. Please see link:

[www.churchofengland.org/media/37378/protectingallgodschildren.pdf](http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf)

### **2. Our commitment:**

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, youth and adults at risk, both in society and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989: the welfare of the child should be paramount. (PGC p 8): therefore, in the case of any perceived or potential conflict of interest the young person's needs come first over any adult's (Promoting Safer Church, 2017 p12).

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice. Documents providing more detailed guidance are listed out in section 9 below.

### **3. Identifying Abuse**

Abuse is a violation of an individual's human and civil rights by any other person or persons.

## Examples of Abuse:

National guidance identifies nine examples of abuse:

- (i) **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or a carer fabricates the symptoms of, or deliberately induces, illness.
- (ii) **Emotional abuse** is the persistent emotional maltreatment such as to cause severe and persistent adverse effects on an individual's emotional development or health. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving them opportunities to participate in normal social interaction; 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 them; include interactions that are beyond their developmental capability or conversely overprotection and limitation of exploration and learning. It may also involve the victim: seeing or hearing the ill-treatment of another, for example in domestic violence situations: serious bullying (including cyber-bullying), causing an individual to frequently to feel frightened or in danger, or the exploitation or corruption of themselves. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.
- (iii) **Sexual abuse** involves forcing or enticing an individual to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are 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 masturbating, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as looking at, or being in the production of, sexual images, watching sexual activities, encouraging an individual to behave in sexually inappropriate ways, or grooming a person in preparation for abuse (including via the internet). Sexual abuse can be committed by anyone, including children.
- (iv) **Neglect** is the persistent failure to an individual's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect can be the failure to provide: adequate food, clothing and shelter (including exclusion from home or abandonment); protection from physical or emotional harm or danger; ensuring of adequate supervision (including the use of inadequate care givers) or ensuring access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to an individual's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.
- (v) **Financial or Material Abuse** is the denial of access of the individual to money, property, possessions, valuables or inheritance, or improper or unauthorised use of funds via omission, exploitation or extortion through threats. Examples

include misuse, or misappropriation of a person's money, property or possessions; pressure in connection with wills, testaments, inheritance and loans made under duress.

- (vi) **Discriminatory Abuse** exists when values, beliefs or culture result in the misuse of power that denies opportunities to some individuals or groups. This may be based on gender, sexuality, race amongst other grounds. Unequal treatment, humiliation, inappropriate language, deliberate exclusion and lack of respect can all indicate discriminatory abuse, although it may indicate other forms of abuse, or not be linked to abusive behaviour. The recording of concerns and being observant should enable the situation to be dealt with accordingly.
- (vii) **Organisational Abuse** occurs when an organisation's priorities, policies and practices are more important than an individual's needs and wishes. It includes a failure to ensure that the necessary standards are in place to protect and maintain good standards of care according to individual choice.
- (viii) **Spiritual Abuse** is not a category of abuse recognised in statutory guidance but is of concern both within and outside faith communities including the Church. (protecting All God's Children, 2010, Church 4<sup>th</sup> edition). Spiritual Abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. (Oakley and Kinmond, 2013). It may include the misuse of Scripture, the demanding of obedience to the abuser, oppressive teaching, intrusive or forces healing and deliverance ministries of rituals or censorship of decision making.
- (ix) **Modern Slavery** is the forcing of an individual into work or behaviours of a legal or illegal nature and can include victims that have been brought from overseas, or vulnerable people within the UK. It often includes other forms of abuse such as emotional, or sexual. Working conditions are normally inappropriate with victims facing: their worker's rights being disregarded (such as fair pay and reasonable working hours); coercive or threatening management; illegal acts being demanded of them. Signs of slavery in the UK and elsewhere are often hidden, making it even harder to recognise victims.
- (x) **Online Abuse** can be bullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It is not currently identified as a separate category of abuse and can form part of a wider picture. Online abuse does have additional characteristics worth noting such as the extremely increased access to a victim as the abuse can be inflicted at any time of day and within otherwise private spaces such as a child's bedroom.

#### **4. Recognising Adults at Risk:**

The Church of England policy, "Promoting a Safe Church" (PSC) gives a working definition for those who may be vulnerable as "any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being

unable to take care of him or herself, or to protect him or herself against significant harm or exploitation". (PSC p.2)

For the purposes of referring an adult at risk to the appropriate authorities the following definition is used:

**A person aged 18 years or over who is or maybe in need of community care services by reason of mental or other disability, age or illness;**

**AND**

**Who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'**

The outline guidance below describes a broad framework and set of considerations that should guide our response to people subject to alleged abuse.

## **5. Safe Recruiting**

Those responsible for an appointment should follow the principles outlined on the next page when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication and the House of Bishops policies on safe recruitment.

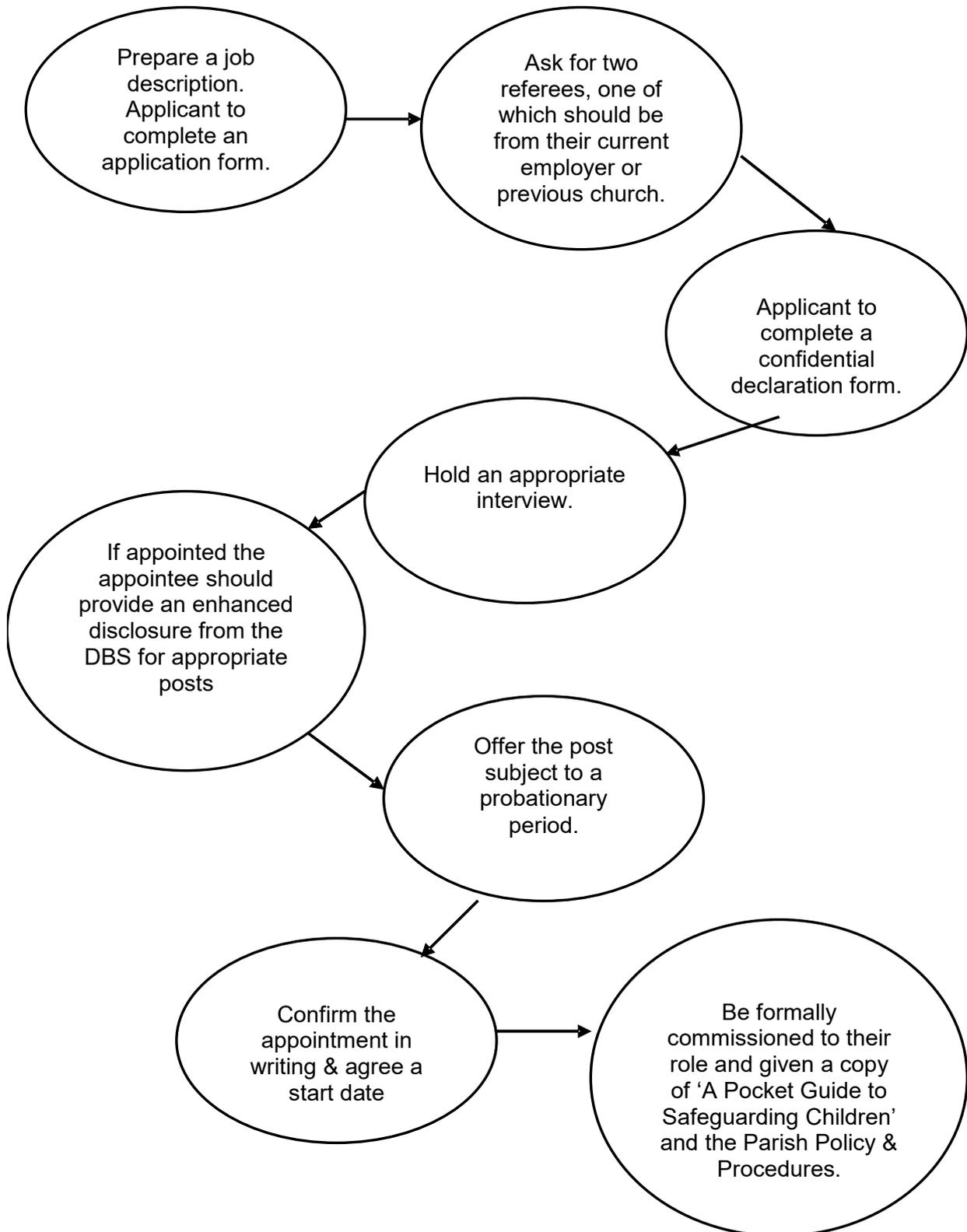
The forms in the appendices section 12 of the handbook, Children and Young People First is the resource for this, stored in the office sensitive documents cabinet.

- Please see appendix One for agreed level of DBS checks required for paid staff and volunteers in each children's/ youth group, or any group that may contain adults when vulnerable run by St. Saviour's church
- All new applicants for a DBS check through the CCPAS online system will be done by Lead Recruiter **Sophie Jackson** or Deputy Recruiter **Will Hall**.
- All applicants who have signed up to and paid for the DBS 'share' system can have their DBS level checked by a trained and approved DBS recruiter; with permission from the applicant.
- All paid and volunteer staff will have a file containing the following;
  1. Job description
  2. Application Form
  3. Copies of reference's
  4. Declaration form
  5. Copy of DBS form (if needed as part of role)
  6. Interview notes (if any)
  7. Copy of written offer of employment [if appropriate]

This file will be kept in a locked cabinet.

- If any disclosures are made by an applicant, their suitability for employment will be considered by the **Rev'd Hannah Hall** and, with advice from the Diocese, and a risk assessment will be completed in order to decide if the applicant is suitable for the post.

## Procedure for recruiting employees or volunteers



## 6. Good Practice Guidelines

Every volunteer and paid worker with children and young people should be given a copy of the 'Pocket Guide to Safeguarding Children', which is available on request from the Diocesan Safeguarding Adviser at Family Care. They should also be aware of Children and Young People First 2004 and specific good practice guidance is available from Protecting All God's Children 2010. The procedures are similar for working with adults when vulnerable.

## 7. Procedure to follow in the case of suspicion and disclosure of abuse

Pocket Cards are a useful reminder of actions to take if:

- there is an allegation of abuse
- you are concerned about a child, young person or vulnerable adult
- you are concerned about the behaviour of an adult
- it comes to your attention that someone may be committing abuse

The process would be as follows

Team Leader with concern to discuss with Incumbent and Parish Safeguarding Officer immediately. If neither of these are available a churchwarden or another PCC member who would then contact the Diocesan Safeguarding Advisor directly. The Diocesan Safeguarding Advisor is also able to be contacted directly should someone feel they need to go immediately to a higher authority. A written note of concern should be made within 24 hours, dated and stored in a secure locked filing cabinet.

Concerns of volunteers are to be raised during the debrief at the end of each session, or to be passed onto their Team Leader as soon as possible if this is not appropriate. These are then taken forward as above by the Team Leader.

Any general concern's (Rumblings) will be reviewed annually when the safeguarding policy is being reviewed and can be discussed in team meetings, so that staff working with any siblings have the opportunity to corroborate information or give assurance. Information shared in such meeting will be done on a 'need to know' basis and any notes taken stored as below.

### The A to B to C process

'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure	= A	
Parish Safeguarding Officer/clergy/Paid Lay staff	= B	
Safeguarding Adviser for Diocese		= C

### Remember

People are to write a written **record** of what they have heard, what the concerns are and what action was taken. People, especially children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

Nottinghamshire County now has a Multi-Agency Safeguarding Hub, designed to help agencies work together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser. MASH Telephone: 0300 500 8090.

Nottingham City has a contact point in the city Telephone: 0115 915 5555.

## **8. Activities away from the church premises**

- No child can be taken off-site for activities without the consent of their parent/guardian/ carer's permission. Parents can be asked for a general letter of consent covering ONE ACADEMIC YEAR. However, for general good practice consent forms via email, paper or text message will still be preferred in order to have up to date CONTACT DETAILS of parents/carers.
- Risk assessments will be completed for all activities and a member of the Church Standing Committee will co-sign these.
- The Church Standing Committee needs to be informed of the event via email with appropriate amount of notice by the Organiser so that it is covered by insurance AND because the nature of the activity may require additional insurance.
- When taking children off-site, a detailed programme and list of contacts should be left with a PCC member via email.

The Standing Committee is comprised of

Vicar:	Hannah Hall	<a href="mailto:hannah@saviours.org.uk">hannah@saviours.org.uk</a>
Church Wardens:	Alan Guy	<a href="mailto:alan.guy2@ntlworld.com">alan.guy2@ntlworld.com</a>
	Charles Dall'Omo	<a href="mailto:charles.e.dallomo@gmail.com">charles.e.dallomo@gmail.com</a>
Treasurer:	Daniel Lister	<a href="mailto:dan@saviours.org.uk">dan@saviours.org.uk</a>
Secretary:	Suzie Torgbor	<a href="mailto:suzie.gadsden@gmail.com">suzie.gadsden@gmail.com</a>

## **9. Support, supervision and training of Families Team Workers.**

Families Team workers and those volunteering alongside are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

What is the arrangement for supervision in this parish?

- Every paid worker has monthly Supervision meetings and fortnightly staff meetings at which best practice and concerns can be discussed and shared in the 'Safeguarding running agenda item 'slot'.
- Volunteers are to have an individual Supervision meeting once every 6 months with their Team Leader. Other ad hoc support is given through the year.

- From time to time our church may hold training events on safeguarding. There will also be other training events held by the diocese which church staff, youth workers, volunteers and Parish Safeguarding Officer will attend.
- A record of training completed will be kept in each workers/ volunteers file and ensured they are up to date with this.
- The Families Team workers and their staff of volunteers are expected to attend such training every 3 years. New workers will receive training within 6 months of the start of their post.
- Information about forthcoming training events is available from the Diocesan Safeguarding Adviser as well as advice about your training needs.

## **10. The passing on of information regarding staff**

### **10a) To new screeners and/or Incumbents.**

After a Families Team Staff member or volunteer has resigned, information on their children's/youth work or work with adults at risk will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children or vulnerable adults elsewhere.

Confidential/sensitive information will be passed on only by the Incumbent (or a Church Warden during an interregnum). For advice please contact the Diocesan Safeguarding Adviser.

### **10b) Passing on Concerns**

If the PCC or church organisation must remove someone from working with children and young people you **must** consult the Diocesan Safeguarding Adviser. We have a **legal duty** to refer certain information to the Disclosure and Barring Service (DBS) and consult the Local Authority.

## **11. Implementation of the Policy.**

The Parish Safeguarding Officer, Incumbent, PCC and Staff Team of St Saviour's or any other organisation adopting this policy will be responsible for monitoring the policy to see that it is being practiced. This includes: - ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks in the job description in CYPF 2004.

## **12. Procedure for regular reporting to the Parochial Church Council**

The Parish Safeguarding Officer will report annually to the Parochial Church Council on safeguarding matters, new groups, new workers and training needs. The Standing Committee will regularly reflect on Safeguarding culture and practice. As will PCC and staff members in staff meetings.

## **13. Training**

Basic Safeguarding Training is offered in the diocese and all staff and key volunteers must attend every 3 years. Team Leaders require C2 training, volunteers working with children, youth and involved in services require C1 and PCC members require C0 minimum.

## **14. First Aid training**

There is no official recommendation from the Diocese with regards how many people are first aid trained. We will aim to have someone who is First Aid trained at our groups. Currently trained include: Alan Guy, Will Hall, Martyn Jackson, Sophie Jackson

### **15. Social Media Policy**

We have decided that social media is a useful tool in maintaining contact with the young people we are connected with, a place of information sharing and a place to build community.

Strict adherence to the policy (Appendix 2) is required.

### **16. Car Policy**

It is generally advised by the Diocese that church workers and volunteers do not take children in their cars by themselves in an ad hoc way. This can be done as part of an organised trip, but in such cases the relevant DBS checks on workers and the correct ratio of staff to young people be considered. In case of emergency, young people are to sit in the back of the vehicle where possible. The driver must have an enhanced DBS, and a second leader should be present if possible. The gender of the young person should be the same as that of the driver. The Diocese does give advice on this and this can be found at: <https://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

### **17. The Prevent Duty**

We outline our commitment to the Prevent Duty in Appendix 3.

### **18. Policy Approval**

**The procedures and guidelines were last reviewed and agreed by:**

<b>Representative</b>	<b>Signature</b>	<b>Date</b>
Parochial Church Council		
Incumbent		
Lay Chair of the Church Council of a Churchwarden		

### **Date for policy review**

The children's and youth committee/leaders and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by **1<sup>st</sup> November 2019**

Please keep a copy for your parish records, give a copy to each of your workers/volunteers and ensure that regular review takes place

For advice on completing this policy form please contact the **Diocesan Safeguarding Adviser:**

**Email:** donna.bernard-carlin@southwell.anglican.org

**Address:** Jubilee House, 8 Westgate, Southwell, NG25 0JH

**Phone:** 07785461040/ 0115 9603010



## Appendix One

### DBS Checklist

<b>Session</b>	<b>Worker</b>	<b>DBS level required</b>
<b>Kids Club</b>	Leader	Enhanced + Barred
	Adult (opposite sex to leader)	Enhanced + Barred
	Volunteers	No DBS check but to complete safe recruiting process. And include any risk assessments if necessary
<b>Youth Club</b>	Leader	Enhanced + Barred
	Adult (opposite sex to leader)	Enhanced + Barred
<b>Youth Life Group</b>	Leader	Enhanced + Barred
	Adult (opposite sex to leader)	No DBS check but to complete safe recruiting process. And include any risk assessments if necessary
<b>Stepping Stones in Eden Soft play</b>	Leader Adult (opposite sex to leader advisable)	No DBS needed for supervising children as under responsibility of their parents/guardians, but one person with enhanced check would be advisable in case of encountering adults when vulnerable
<b>Additional Church activities in Eden Softplay</b>	Leader Adult (advised but not essential, opposite sex to leader if mixed attendees)	No DBS needed for supervising children as under responsibility of parents/guardians, but one person with enhanced check would be advisable in case of encountering adults when vulnerable
<b>Sunday Afternoon Services – concerning adults when vulnerable or when y/p attend with parents/guardians</b>	All Lay leaders and preachers are advised to be DBS checked. Leader, preacher or Church warden present will be DBS checked	No DBS needed for supervising children as under responsibility of parents/guardians, but one person with enhanced check would be advisable in case of encountering adults when vulnerable
<b>Sunday Afternoon Services</b>	Activities provided to children/ youth away from parents.  If children / youth attend in the absence of parents.	Enhanced check for one member of staff required in each room. If child requires any one to one needs, particularly care needs, the parent/ carer should be informed.  Enhanced + barred (one male / one female)

	(esp relevant to Eden Church)	
<b>Life Groups</b>	Leader	Enhanced + Barred check
<b>(potential for adults when vulnerable to attend)</b>	Adult (opposite sex to leader)	Enhanced DBS advisable

## Appendix Two

### Social Media Usage Policy

- Leaders in the youth/children's ministries are permitted to add the young people we work with as friends on Facebook, and follow them on twitter
- Leaders are not to add young people they have not met (friends of our young people are advised to connect with us via our group page)
- Leaders **are expected to avoid chatting privately with any group or individual young person**
- All communication (including private messaging) should either be done publicly (for example on people's walls), or with at least two leaders always involved in the conversation.
- Leaders must maintain the safe guarding standards of our child protection policy whilst online; e.g. leaders must not promise to keep a secret and are expected to make it clear that although conversations can be held relatively privately, there will always be at least two leaders involved.
- Leaders are expected to avoid putting inappropriate material on their page (or the pages of others) and to keep an eye on items other people are posting or tagging them in. How leaders love and respond to others can be a great example to the young people we are in relationship with.
- Leaders must allow other members of the team as much access to their Facebook page, or twitter account as they give to the young people.
- Photographs taken at youth events including youths must only be shared on the St Saviour's Youth group page (not on personal accounts) and having received consent to do so from parents. These images are not to be stored on devices after the event.
- The young people will be expected to respect the leader's pages; if any young person fails to do so the leader is to inform their Supervisor of the occurrence as soon as possible, who will then advise them on what action to take.

All workers are expected to sign an agreement stating their understanding of, and adherence to, this social media policy. If a worker or volunteer is unable to adhere to the guidelines they will be required to unfriend/unfollow young people they are in contact with because of their involvement in work with children. This does not apply to children they know through other points of contact.

## **Appendix Three**

### **Prevent and Channel Guidance**

#### Overview of Prevent and Channel

The objective of Prevent and Channel is to support individuals that are vulnerable to violent extremism. We have a legal duty to protect vulnerable people, regardless of age, from “significant harm” and responding to possible safeguarding issues.

#### The Prevent Duty

‘Prevent’ is part of a Government strategy which aims to stop people becoming terrorists or supporting terrorism. From 1st July 2015, we as an independent training provider have a statutory duty under the Counter Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. Preventing terrorism also means challenging extremist views and intervening to stop people moving from extremist ideas into terrorism. As a Church, we play an important part in allowing young people and vulnerable adults a safe space to explore their concerns and ideas, and to challenge prejudicial, discriminatory or extremist views. We also ensure that we promote fundamental British values within our church culture and mission work.

The Government’s Prevent strategy has three specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- Work with the local community and institutions where there are risks of radicalisation that we need to address.

#### Channel Process

Channel forms a key part of the Prevent Strategy. The process is a multi-agency approach using existing collaboration between local authorities, statutory partners, the police and the local community to identify individuals at risk of being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- Identifying individuals at risk;
- Assessing the nature and extent of that risk; and
- Developing the most appropriate support plan for the individual concern.

The indicators identified in the HM Government (March 2010) Channel Guidance include:

- Use of inappropriate language
- Possession of violent extremist literature
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

Staff, volunteers and Church members who engage with children, young people and adults who are vulnerable and observe any behaviour or who hear or are told anything significant by a person, must report their concerns to the Parish Safeguarding Officer. In all cases we will refer our concerns about an individual in relation to extremism or radicalisation to the local Prevent Team. They will be able to offer appropriate advice and guidance and will refer into the Channel process, if required.

#### Referring Concerns

Where there are concerns of extremism or radicalisation, staff and volunteers will be encouraged to raise issues. The lead person for Prevent is the Parish Safeguarding Officer who would normally be the first point of contact should there be concerns.

It is recommended that all staff and volunteers engaged in the work of the church complete the HM Government e-Learning Training on Prevent. The training can be accessed for free by clicking on the link below:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>