



Safeguarding Policy

**Freedom Church
Romsey**

	Policy Contents	Page
1.	Section 1: Introduction	
a)	Our Details	3
b)	Our Commitment	4
2.	Section 2: Prevention	
a)	Understanding abuse and neglect	5
b)	Safer Recruitment	5
c)	Safeguarding Training	6
d)	Management of Workers – Codes of Conduct	6
3.	Section 3: Practice Guidelines	7
4.	Section 4: Responding to disclosures and allegations of abuse	8
5.	Section 5: Pastoral Care	11
6.	Adoption of Policy	12

	Appendices	14
Appendix 1:	Definitions and Signs of Abuse	15
Appendix 2:	Code of Conduct for all workers	20
Appendix 3:	DBS and Safer Recruitment Role Eligibility	22
Appendix 4:	Safeguarding Statement and Poster – to be displayed	24
Appendix 5:	Good Practice Guidelines	27
Appendix 6:	Exemplar Forms	28
Appendix 7:	Behaviour Policy	29
Appendix 8:	Anti Bullying and Cyber Bullying Guidance	30
Appendix 9:	Social Media Guidance	32
Appendix 10:	Children with Additional Needs Guidance	36
Appendix 11:	Health and Safety and Ratios in Children's Work	37
Appendix 12:	Organised Trips and Transport Guidance	40
Appendix 13:	Filming / Photographing Guidance	41
Appendix 14:	Safeguarding Complaints Policy	42
Appendix 15:	Substance Abuse Guidance	45
Appendix 16:	Blemished Disclosures Guidance	46
Appendix 17:	Self Harm Policy	48
Appendix 18:	Detailed Procedures for Disclosures	51
Appendix 19:	Effective Listening	53
Appendix 20:	Flowcharts for Action	54
Appendix 21:	Helpful Contact Information, Helplines and Further Reading	57
Appendix 22:	Equality & Diversity in work with Children and Young People	59

Referenced Policies: (not appended – contact the Freedom Church Office Team for more information)

Complaints Policy
Equality and Diversity Policy
Whistle Blowing Policy

Section 1: Introduction

a) Our Details

Name of Organisation:	Freedom Church Romsey
Registered Office Address:	Unit 6, Greatbridge Industrial Estate, Greatbridge Road, Romsey, SO51 0HA
Address of Place of Worship:	The Romsey School, Greatbridge Road, Romsey, SO51 8ZB
Office Telephone Number:	01794 450451
General Email Address:	office@freedomchurch.uk
Safeguarding Officer Name:	Sim Dendy (Senior Leader)
Safeguarding Officer Contact:	sim@freedomchurch.uk / See Church Suite
Safeguarding Lead Name:	Ben Tanton (Community Pastor)
Safeguarding Lead Contact:	ben@freedomchurch.uk / See Church Suite
Chair of Trustee Board Name:	Neil Kirkland
Safeguarding Trustee Name:	Jackie Allotey
Safeguarding Trustee Contact:	See Church Suite
Safeguarding Organisation:	thirtyone:eight
Charity Number:	1154422
Charity Regulator:	Charity Commission for England and Wales
Insurance Company:	Test Valley Insurance Limited.
Insurance Type:	Ecclesiastical: Public Liability

Freedom Church is a large, vibrant worshipping church community, based in Romsey, which seeks to help as many people as possible to find and follow Jesus. Freedom Church meets each Sunday at the Romsey School, as well as running a number of activities throughout the week. Weekly activities include Connect Groups, youth groups, children's groups, supporting the Romsey Foodbank, running the Romsey Christians Against Poverty Debt Centre (including the Money Course and Life Skills) and various other community services and informal activities. During the year we also host events such as the Church Weekend Away and other social activities. Our Sunday meetings include a specific programme of activities for children and young people. We employ several members of staff who are based out of our offices, who lead and support larger teams of volunteers who deliver much of the activity of the Church. This Safeguarding Policy is holistic and covers the entire scope of the organised activities of Freedom Church. We believe that everyone who participates in the work of Freedom Church in any way is entitled to do so in an enjoyable and safe environment.

This Safeguarding Policy has been summarised into a Safeguarding Policy Statement (see **Appendix 4**) which is available on the Freedom Church website.

b) Our Commitment

The Freedom Church Leadership Team and Trustee Board recognise the need to provide a safe and caring environment for children, young people and adults with the highest possible standard of care. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. Our Safeguarding approach is directed by other relevant legislation including “Working Together to Safeguard Children 2018” (England and Wales).

The policy and any attached practice guidelines (see appendix and referred documentation) are based on the ten “Safe and Secure” safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Officer and Safeguarding Lead in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- all suspicions and allegations of poor practice or abuse shall be taken seriously and responded to swiftly and appropriately.

Freedom Church has appointed the Senior Leader as the Safeguarding Officer, supported by the Community Pastor as the Safeguarding Lead. Together, they have responsibility to ensure that correct procedures are in place and being followed effectively with appropriate training being carried out. They should report progress, challenges, achievement gaps and areas where changes are required to the Trustee Board.

We will review this policy every three years, or sooner if there is a major change in the organisation or in the relevant legislation.

Section 2: Prevention

a) Understanding abuse and neglect

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

In order to safeguard those involved in the organisation and activity of Freedom Church, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in **Appendix 1: Definitions and Signs of Abuse**.

b) Safer recruitment

The Leadership will ensure all workers (whether paid or voluntary) who will work with children, young people and vulnerable adults will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that for all team:

- There is a written job description / person specification / volunteer role description for the post.
- Those applying have completed an application form and a self-declaration form, granting consent for a DBS check. They should sign to agree our Code of Conduct – see **Appendix 2: Code of Conduct**.
- For potential employees, applicants have been short listed prior to interview. Short listing is not a requirement for all volunteer roles.
- Safeguarding has been discussed during an appropriately rigorous interview, including discussing safeguarding and role descriptions. For employee interviews, all gaps in employment history have been explained.
- Two written references have been obtained and verified where appropriate. For potential employees, one of these should always be their most recent employer.

- A disclosure and barring service basic or enhanced (depending upon role – see **Appendix 3: DBS and Safer Recruitment Role Eligibility**) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- Where a candidate is from outside of the UK they must provide evidence of “right to work” and/or “fit person” checks from their home country. If potential employees from within the UK have previously worked overseas, they may be required to attain “Certificates of Good Character”.
- A suitable probation and induction training programme is established.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation’s safeguarding policy (and other relevant documentation) and knows how to report concerns.

A Church Suite “flow” system will be utilised to ensure that timely and accurate records are kept as individuals progress through the safer recruitment process.

c) Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive safeguarding training as part of their induction and will be required to complete safeguarding training on a regular basis thereafter (ideally, at least every 2 years, depending on the role). Team Leaders will complete recognised Foundation Safeguarding Training as appropriate.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. See **Appendix 4: Safeguarding Statement and poster – to be displayed** for more information.

d) 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 who work with children, young people and vulnerable adults have been issued with a code of conduct towards children, young people and adults with care and support needs. See **Appendix 2: Code of Conduct** for more information.

Section 3: Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for all workers who work with children, young people and vulnerable adults (see **Appendix 2: Code of Conduct for all workers**) we also have specific good practice guidelines for every activity we are involved in (see **Appendix 5: Good Practice Guidelines** for more information). For some activities these guidelines are still being developed under the supervision of the Trustee Board.

We have an established set of consent forms, photograph consent forms, volunteer application forms, Cause for Concern forms and Near-Miss forms. See **Appendix 6: Exemplar Forms** for more information.

We also have an established set of relevant Safeguarding guidelines as follows:

Appendix 7:	<i>Behaviour Policy</i>
Appendix 8:	<i>Anti Bullying and Cyber Bullying Policy</i>
Appendix 9:	<i>Social Media Policy</i>
Appendix 10:	<i>Children with Additional Needs Policy</i>
Appendix 11:	<i>Health and Safety in Children's Work</i>
Appendix 12:	<i>Organised Trips and Transport Guidance</i>
Appendix 13:	<i>Filming / Photographing Policy</i>
Appendix 14:	<i>Safeguarding Complaints Policy</i>
Appendix 15:	<i>Substance Abuse Policy</i>
Appendix 16:	<i>Blemished Disclosures Policy</i>
Appendix 18:	<i>Detailed Procedures for Disclosures</i>

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. We expect any partner organisations to provide us with copies of their Safeguarding Policy and to provide confirmation that workers are safely recruited. It is also our expectation that other organisations using our premises, as part of a letting agreement or other booking, will have their own policy that meets Freedom Church's safeguarding standards. A copy of this must be provided before any booking is confirmed.

When organising activities overseas (with children or adults with additional care and support needs) we will, where necessary, appoint a Safeguarding Lead specifically for each trip.

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

Section 4: Responding to disclosures and allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. For Children and Young People follow procedures set out here. For Adults at Risk refer to **Appendix 19: Flowcharts for Action** for additional guidance. This procedure should be followed regardless of whether the allegations / suspicions are from inside or outside Freedom Church.

FIRST: DOCUMENT THE CONCERN

We may become aware of abuse in various ways – we may see it happening or suspect it is happening because of signs such as those listed in **Appendix 1: Definitions and Signs of Abuse**, or it may be reported to use either by someone else or directly by the young person affected. If a child/young person indicates that they are being abused make sure you:

- Stay calm so as not to frighten them
- Reassure them that they are not to blame and that it was right to disclose it
- Listen to them, showing that you are taking them seriously
- Keep questions to a minimum – only ask questions if required to clarify, not to lead
- Inform them that you will have to inform other people about what they have told you. Explain that this is to stop the abuse from continuing. For more guidance refer to **Appendix 22: Effective Listening**.

The safety of the child/young person is paramount. After they have disclosed you need to follow to procedure below:

1. As soon as possible document the concern by making an initial report which records the following information somewhere safe (electronic or hard copy):

- i) The date
- ii) The name and role of the person making the report
- iii) Facts of the allegation (nature of allegations including dates, times and any other information)
- iv) A description of any visible bruising or injury, location, size etc.
- v) Details of any witnesses to the incidents
- vi) The full account of the Child / Young Person
- vii) Who else has been told? Have parents been contacted? What has been said?
- viii) Name of Child / Young Person
- ix) Date of Birth of Child / Young Person

It is expected that you seek support from your Team Leader. It is acceptable to share a synopsis of the disclosure with whoever is leading the session during which a disclosure takes place. Your Team Leader will assist you in taking the next steps correctly. Freedom Church subscribes to a 24/7 helpline provided by **thirtyone:eight**, a Christian charity specialising in Safeguarding Support. At any point confidential and professional support can be attained by telephoning 0303 003 1111.

2. If the concern (above) is recorded electronically, then email a copy to the Safeguarding Officer. If the report is recorded on paper then give the hard copy in person to Safeguarding Officer or photograph/scan and email it to the Safeguarding Officer (contact details below).

SECOND: PASS ON THE CONCERN

3. The person(s) in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: **SIM DENDY** (Safeguarding Officer)

Tel: **01794 450451** (Out of Hours – see Church Suite)

Email: **sim@freedomchurch.uk**

The above person is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

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

Name: **BEN TANTON** (Safeguarding Lead)

Tel: **01794 450451** (Out of Hours – see Church Suite)

Email: **ben@freedomchurch.uk**

Or, if the suspicions implicate both the Safeguarding Officer and the Safeguarding Lead, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

When a disclosure (an allegation is made or there are concerns regarding the wellbeing / abuse of a child or young person) has been made **which DOES pose an immediate risk** to the welfare of the child / young person (i.e. the child / young person is afraid to return home or you are concerned about their safety). The worker or volunteer should, in addition to the above, and where possible in consultation with their Team Leader and / or the Safeguarding Officer:

1. Contact Police (999) or Children's Social Care (Emergency Duty for out of office hours). See contact details below.
2. Do not discuss with parents / carers as this could jeopardise an investigation.

THIRD: REFER THE CONCERN

The Safeguarding Officer (or Lead) in receipt of a concern should record all further decision making and actions in Church Suite. If the child / young person is not in Church Suite then notes should be kept somewhere secure. They should contact the appropriate agency, or they may first ring the thirtyone:eight helpline (see above) for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Hampshire County Council

Children's Services

Tel: **0300 555 1384** (Office Hours) / **0300 555 1373** (Out of Office Hours)

Adult Social Services

Tel: **0300 555 1386** (Office Hours) / **0300 555 1373** (Out of Office Hours)

Police Protection Team Tel: 101

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern. This might include:

- **Jackie Allotey** (Safeguarding Trustee) – see Church Suite for contact information. Responsible for safeguarding who may need to liaise with our insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18. **Tel:** 01962 876364.
- The Charities Commission. A "Serious Incident Report" may need to be recorded and the DBS service may need to be advised.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Safeguarding Lead should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Leadership will support the Safeguarding Officer/Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of Freedom Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer/Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Officer/Lead as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Officer/Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Further Guidance can be found in **Appendix 21: Detailed Procedures for disclosures**. This appendix provides direction for various different type of allegation.

Section 5: Pastoral Care

Supporting those affected by abuse

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

All structured Pastoral Support is overseen by the Community Pastor, who leads the Pastoral Support Core Team. This team of volunteers provide support, set up support and monitor support on an on-going basis. The Pastoral Support Core Team work in conjunction with coaching and counselling agencies, and other Christian Charities, to ensure that the support they provide is high quality. The work of the Pastoral Support Core Team is directed by their handbook, whilst standards are ensured through regular supervision by the Community Pastor in conjunction with the Senior Leader.

In instances where a Safeguarding Concern has been raised but has not met the threshold for referral to an outside agency, the Pastoral Core Team may be asked to provide an interim level of support.

Working with offenders and those who may pose a risk

When someone attending any activities of Freedom Church is known to have abused children, is under investigation as such, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Individuals to whom this applies will be supplied with a “contract” which stipulates the parameters within which they must operate during any Church activities. This “contract” will be produced by the Safeguarding Officer in conjunction with the Safeguarding Lead and the Safeguarding Trustee, taking advice from ThirtyOne:Eight as appropriate. If an individual does not adhere to terms of their contract they will be asked to cease participating in any Freedom Church activities.

The Safeguarding Officer, Safeguarding Lead and Safeguarding Trustee will endeavour to ensure that anyone who has a “contract” is provided as much opportunity for anonymity and confidentiality as is possible, within the parameters and priorities of Safeguarding as set out in this policy.

If an offender applies for a role within Freedom Church that requires a DBS check, the Safeguarding Officer will act accordingly and in line with ***Appendix 17: Blemished Disclosures Policy***.

Adoption of the policy

This policy has been agreed by the Leadership Team and the Trustee Board.

Signed by: Ben Tanton

Position: Safeguarding Lead

Signed by: Jackie Allotey

Position: Safeguarding Trustee

Date this Policy was adopted: 12/10/2023

Date this Policy is due for renewal: +1 year

Safeguarding Policy

APPENDICES

Freedom Church
Romsey

Appendix Contents:	Page
Appendix 1: Definitions and Signs of Abuse	15
Appendix 2: Code of Conduct for all workers	20
Appendix 3: DBS and Safer Recruitment Role Eligibility	22
Appendix 4: Safeguarding Statement and Poster – to be displayed	24
Appendix 5: Good Practice Guidelines	27
Appendix 6: Exemplar Forms	28
Appendix 7: Behaviour Policy	29
Appendix 8: Anti Bullying and Cyber Bullying Guidance	30
Appendix 9: Social Media Guidance	32
Appendix 10: Children with Additional Needs Guidance	36
Appendix 11: Health and Safety and Ratios in Children's Work	37
Appendix 12: Organised Trips and Transport Guidance	40
Appendix 13: Filming / Photographing Guidance	41
Appendix 14: Safeguarding Complaints Policy	42
Appendix 15: Substance Abuse Guidance	45
Appendix 16: Blemished Disclosures Guidance	46
Appendix 17: Self Harm Policy	48
Appendix 18: Detailed Procedures for Disclosures	51
Appendix 19: Effective Listening	53
Appendix 20: Flowcharts for Action	54
Appendix 21: Helpful Contact Information, Helplines and Further Reading	57
Appendix 22: Equality & Diversity in work with Children and Young People	59

Appendix 1: Definitions and Signs of Abuse

To be read in conjunction with the Freedom Church Safeguarding Policy.

Contents:

- Statutory Definitions of Abuse (Children)
- Statutory Definitions of Abuse (Adults)
- Signs of Abuse (Children)
- Signs of Abuse (Adults)

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

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

Sexual abuse 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 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.

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

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Statutory Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Signs of Abuse (Children)

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 where a child withdraws or becomes 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 of Abuse (Adults)

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

Physical

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- (Note: age range extended to 16 yrs)

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse:
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns
- Psychological abuse
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour

- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

Appendix 2: Code of Conduct for all workers

To be read in conjunction with the Freedom Church Safeguarding Policy. This Code of Conduct is to be read and agreed to, by all workers of Freedom Church who may interact with children, young people or adults with care and support needs. Completed forms are to be scanned to Sharepoint.

For some roles a variation of the following Code of Conduct may be presented, or the Code of Conduct may be reformatted / reproduced if deemed appropriate. Any variations as such should be approved by the Safeguarding Officer or Safeguarding Lead and should, in essence, replicate the content of the following.

All workers (paid or voluntary) at Freedom Church are required to adhere to the following:

- Complete an up to date DBS check, at the relevant level required for the role they are undertaking on behalf of Freedom Church.
- Read and familiarise themselves with the Freedom Church Safeguarding Policy and all relevant appendices, as directed by the recruiter, and to comply with them fully.
- Make every effort to attend Safeguarding Training provided by Freedom Church.
- Take the necessary action(s) to avoid/minimise risk of abuse of trust developing, and/or accusations being made.
- Report to a Team Leader, Safeguarding Officer or Safeguarding Lead, if there are concerns about particular relationship(s) developing in such a way as could become/be perceived as being an abuse of trust, or if actions/words may be perceived to be an abuse of trust.
- Know how to respond in the event that abuse occurs – including the following:
 - Ensure that they listen appropriately to Children, Young People and Adults with care and support needs (**see Appendix 22: Effective Listening**)
 - Respect the boundaries and privacy of those being cared for.
 - Report all Safeguarding concerns to the relevant parties, in line with the Freedom Church Safeguarding Policy – including the Safeguarding Officer and Safeguarding Lead.
 - Refer all matters of discipline to the Safeguarding Officer.
 - Where the Safeguarding matter pertains to concerns about the Safeguarding Officer, Safeguarding Lead, or one or more of the Leadership Team – to report to a suitable alternative (likely to be one of the above) and/or refer to the Whistleblowing Policy.
 - Actively seek to develop an awareness of issues of quality and inclusion – recognizing that these rules apply to all, irrespective of gender, race, religion, sexual orientation or disability – of both the worker(s) and the vulnerable person(s).
- Completely avoid (at any time) engaging in sexual activity of any form with children, young people or adults with care and support needs. This includes Sexual Intercourse, Masturbation, Oral Sex or other Sexual Activity – although this list is not exhaustive.
- In the event that an accusation is made against one or more workers at Freedom Church the procedure(s) shall be as follows:
 - The matter shall immediately be referred to the Safeguarding Officer or the Safeguarding Lead, who will in turn refer the matter onwards immediately as directed by the Safeguarding Policy.
 - Where Hampshire County Council Children's/Adults Services or the Police decide no further action is necessary, the matter will be passed on to the Leaders of Freedom Church if there is still reason to believe that the Freedom Church Code of Conduct has been ignored/undermined in some way. Otherwise the matter will be recorded securely on Church Suite and closed.
 - Where matters are referred on to the Leaders, the Leaders will discern whether any further action is necessary. This could include:
 - Removal of the worker(s) from the role/position in question.
 - The creation of a contract, outlining boundaries for the worker(s) to comply with whilst in attendance at Freedom Church.
 - Other action(s), as necessary/appropriate.
- Record all Safeguarding matters securely on Church Suite.

All workers (paid or voluntary) at Freedom Church are expected to:

- Respect everyone regardless of age, ability, gender, ethnicity or sexual orientation.

- Put the safety of the child / young person / vulnerable adult before personal or organisational goals, or loyalty to friends or colleagues.
- Form appropriate relationships based on mutual trust and respect
- Be committed to preventing the exploitation and abuse of children, young people and vulnerable adults.
- Promote fairness and confront, and deal with, bullying
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Treat all people equally and with respect and dignity
- Always put the welfare of the vulnerable person first
- Maintain a safe and appropriate distance from people in their charge or care (e.g. it is never appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a record of it on Church Suite. Parents should also be informed of the incident.

AGREEMENT:

- ☐ I have read the relevant "Role Description" and consider myself appropriate for the role.
- ☐ I have read, understood and agree to follow the Safeguarding Policy.
- ☐ I am committed to cooperating with the Leadership Team in relation to any Safeguarding Matter.
- ☐ I recognise that my involvement in Freedom Church places me within a position of trust with children and young people and/or adults with care and support needs, due to the power and/or influence that this presents me with. I therefore agree to adhere fully with the above code of conduct and understand the course(s) of action that will be undertaken if I fail to do so.

Name (printed): _____

Signature: _____

Date: _____

Appendix 3: DBS Role Eligibility

To be read in conjunction with the Freedom Church Safeguarding Policy. This Policy outlines expectations in relation to DBS checks:

Role:	DBS Level:	DBS Workforce	Barred List Check?	Minimum Training Requirements
Children and Families' Pastor	Enhanced Check	Children	Yes	Foundation Training
Freedom Kids / Tots Session Leader	Enhanced Check	Children	Yes	E-Learning
Freedom Kids / Tots Session Helper	Enhanced Check	Children	No	E-Learning
Youth Pastor	Enhanced Check	Children	Yes	Foundation Training
Freedom Youth Session Leader	Enhanced Check	Children	Yes	E-Learning
Freedom Youth Session Helper	Enhanced Check	Children	No	E-Learning
Senior Leader (Safeguarding Officer)	Enhanced Check	Children and Adults	Yes	Advanced Training
Community Pastor (Safeguarding Lead)	Enhanced Check	Children and Adults	Yes	Advanced Training
CAP Befriender	n/a	n/a	No	In-House Training
CAP Course Leader/ Helper	n/a	n/a	No	In-House Training
CAP Debt Coach	Enhanced Check	Adults	Yes	E-Learning
CAP Centre Manager	Enhanced Check	Adults	Yes	E-Learning
Foodbank Drop-In Team	n/a	n/a	No	In-House Training
Foodbank Warehouse Team	n/a	n/a	No	In-House Training
Freedom Church Staff Team	n/a	n/a	No	E-Learning
Pastoral Care Team	Enhanced Check – if role carried out frequently or intensively*	Adults	Not usually - unless carrying out specific RA** duties	E-Learning
Youth Mentoring Team	Enhanced Check	Children	Yes	E-Learning
Leadership Team	n/a	n/a	No	E-Learning

Community Coach Volunteer	n/a	n/a	No	E-Learning
Centre Programme Manager	Enhanced Check	Children and Adults	Yes	E-Learning
TLG Volunteer	Enhanced Check	Children	Yes	E-Learning
Big Team Volunteer	n/a	n/a	No	In-House Training
Worship & Tech Team Volunteer	n/a	n/a	No	In-House Training
Connect Group Leader	n/a	n/a	No	In-House Training
Safeguarding Trustee	Enhanced Check	Children and Adults	No	Advanced Training
Trustee (Other)	n/a	n/a	No	In-House Training

Definitions:

Enhanced Check – Within the Freedom Church context a “Enhanced Check” is a requirement for all people working with Children or Adults with care and support needs in any capacity in order to fulfil their role description / job description. Not suitable for those who would only have indirect contact.

Barred List – Within the Freedom Church context, a “Barred List Check” is required for managers supervising individuals undertaking regulated activity (such as team leaders), or for those workers providing “personal care” for children or adults with care and support needs, or for those participating in unsupervised activity with children or adults with care and support needs.

DBS Update Service – People who have subscribed to the DBS Update Service can provide a hard copy of their DBS certificate accompanied by a form of photographic ID, as long as the DBS Level and DBS Workforce are both **identical** to the requirements set out here.

*Frequently or intensively – means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period.

**RA – Regulated Activity. Regulated activity refers to set activities which entitle an individual to an enhanced DBS Check, and barred list checks if applicable. For ‘Adults at risk’ this includes providing lifts to places providing health care, social care or personal care. Or assistance with conducting an individual’s affairs (e.g., doing their shopping and therefore taking money)

Please Note:

- If someone performs more than one role within Freedom Church they should have the highest level of legal checks possible. For example, a member of the office team may only require a Basic Check for their employed role, but if they are going to volunteer at the Freedom Kids Holiday Club then they would require an Enhanced Check.
- If someone would like to undertake a higher level of Safeguarding Training than the minimum training required, then Freedom Church will endeavour to support them in this as far as operationally possible.
- Any new roles will be appraised on a case-by-case basis by the Safeguarding Lead and this appendix will be updated accordingly.

Appendix 4: Safeguarding Statement and Poster

To be read in conjunction with the Freedom Church Safeguarding Policy. This Policy statement and poster are to be displayed as appropriate on Freedom Church Premises.

The Policy Statement must be available on the Freedom Church Website – it provides a summary of the policy and advises the reader how they can attain a full copy of the policy. The poster should be displayed wherever Freedom Church is undertaking activities and should be displayed inside Freedom Church premises.

This Policy Statement can be reformatted as appropriate, however, it cannot be changed in essence or meaning. The original imagery for the Poster can be attained and reproduced/enlarged as required.

SAFEGUARDING POLICY STATEMENT - FREEDOM CHURCH ROMSEY

The following statement was agreed by the Trustees and Leaders of Freedom Church Romsey on 12/10/2023.



Freedom Church Romsey is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being. This policy statement applies to anyone working on behalf of Freedom Church including Senior Managers, the Board of Trustees, paid staff, volunteers, sessional workers, agency staff and students.

We believe that:

- Children, young people and adults with care and support needs should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.
- All people should enjoy, and have access to, every aspect of the life of Freedom Church.
- We all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- Every child, young person and vulnerable adult should be valued, safe and happy. We want to make sure that those we have contact with know this, and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory guidelines in relation to safeguarding and will ensure that all workers will work within the agreed procedure of our safeguarding policy.
- Exercising proper care in the appointment and selection of those who will work with children, young people and adults with care and support needs, through the implementation of a thorough safer recruitment process.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Freedom Church.
- Supporting anyone at Freedom Church affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child or young person. Adult Social Care 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.
- Safeguarding is everyone's responsibility.

We will review this statement and our safeguarding policy regularly.

A copy of the full "Freedom Church Safeguarding Policy" can be accessed by contacting office@freedomchurch.uk. If you have any concerns for a child or adult, then speak to one of the following, who have been approved as safeguarding co-ordinators for Freedom Church:

Sim Dendy
(Senior Leader & Safeguarding Officer)

Ben Tanton
(Community Pastor & Safeguarding Lead)

Safeguarding is a priority here

Freedom Church is committed to creating safer places by following statutory guidelines on good working practice.

The Freedom Church Team:

Safeguarding Officer

Sim Dendy

Contact Details

sim@freedomchurch.uk



Safeguarding Lead

Ben Tanton

Contact Details

ben@freedomchurch.uk



A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice, call thirtyone:eight on:

0303 003 11 11

Appendix 5: Good Practice Guidelines

To be read in conjunction with the Freedom Church Safeguarding Policy.

Each of the following Teams have an established set of Good Practice Guidelines in relation to Safeguarding. These are available upon request and will always be part of the induction / probation process:

Christians Against Poverty Team

Foodbank Team (including the Warehouse Team)

Freedom Kids Team (including Freedom Tots Team)

Freedom Youth Team (including the Youth Mentoring Team)

Pastoral Care Team

Connect Group Leaders Team

Church Leadership and Trustee Team

Community Coaching Team

Freedom Centre Team (including Staff Team)

Appendix 6: Exemplar Forms

To be read in conjunction with the Freedom Church Safeguarding Policy.

Freedom Church established the following range of forms which should be used:

Freedom Kids/ Youth Participants:

Kids + Youth Registration Form (including photo consent and online safety agreement)

Trip and Travel Consent Form

Freedom Kids / Youth Team:

Volunteer Application Form

Reference Form

Interview Template

Freedom Centre Team:

Volunteer Application Form

Confidentiality Agreement

Reference Form

Interview Template

Generic Forms

Template Risk Assessment Form

Code of Conduct for all workers

Freedom Church Reporting Form (concerns, incidents and near misses)

DBS Self-Declaration Form

Please note:

All paper forms received should be scanned into Sharepoint and then shredded.

Hard copies are available via the Freedom Church Office, or links be found at:
www.freedomchurch.uk/safeguarding

Appendix 7: Behaviour Policy

To be read in conjunction with the Freedom Church Safeguarding Policy.

Behaviour Policy

We aim to provide an environment in which there are high expectations of behaviour and where children and young people learn to love and honour themselves, other people, and to respect their environment.

Leaders and Helpers will:

- provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- use positive strategies for handling any conflict, helping children find solutions in ways which are appropriate for the children's ages and stages of development - for example distraction, praise and reward.
- work in partnership with parents. Parents are informed about their children's behaviour, both positive and negative.

Leaders and Helpers never:

- send children out of the room by themselves.
- use physical punishment, such as smacking or shaking or threaten children with these punishments.
- use techniques intended to single out children that humiliate them.
- shout or raise our voices in a threatening way to respond to children's behaviour.

All volunteers and staff only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of Children or Youth Leaders immediately and subsequently recorded in Church Suite. A parent or carer should be informed on the same day.

Rewards and Sanctions system

Individual groups have a variety of ways in which they encourage good behaviour.

All youth leaders should have appropriate behaviour expectations for their groups that are age appropriate and communicated to their team and the young people. Likewise, children's workers should have age appropriate behaviour expectations for all groups, which are communicated across the teams and the children.

New team members will be advised about the system of managing behaviour in the groups that they supervise. This information will be conveyed during induction and through the group Good Practice Guidelines.

Appendix 8: Anti-Bullying and Cyber Bullying Policy

To be read in conjunction with the Freedom Church Safeguarding Policy. This Policy defines Bullying and Cyber Bullying, before outlining how to respond to allegations of bullying.

Definition of bullying

The Office of Children and Young People's Services' Anti-Bullying Strategy defines bullying as a **persistent, deliberate attempt to hurt or humiliate someone.**

There may sometimes be misunderstanding about the meaning of the term 'bullying': one-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of 'bullying'.

There are various types of bullying, but most have three things in common:

1. It is deliberately hurtful behaviour
2. It is repeated over time.
3. There is an imbalance of power, which makes it hard for a person to defend themselves.

Bullying may take various forms, including:

- Physical e.g. kicking, hitting, pushing, intimidating behaviour or interference with personal property.
- Verbal/Psychological e.g. threats, taunts, shunning/ostracism, name-calling/verbal abuse or spreading of rumours.
- Racist Bullying e.g. physical, verbal, written, on-line or text abuse or ridicule based on differences of race, colour, ethnicity, nationality, culture or language.
- Faith-based Bullying e.g. negative stereotyping, name-calling or ridiculing based on religion.
- Sexist Bullying e.g. use of sexist language or negative stereotyping based on gender.
- Sexual Bullying e.g. unwanted/inappropriate physical contact or sexual innuendo.
- Homophobic Bullying e.g. name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic language.
- Special Educational Needs / Disability Bullying e.g. name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties.
- Gifted/Talented Bullying e.g. name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort.
- Cyber Bullying e.g. abuse on-line or via text message, interfering with electronic files, setting up or promoting inappropriate websites and inappropriate sharing of images from webcams/mobile phones.

Signs of Bullying

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing (e.g. on food, alcohol or cigarettes).
- A shortage of money or frequent loss of possessions.

Cyber Bullying

Online bullying (also known as Cyber Bullying) is when a person or a group of people use online digital technology to threaten, tease, harass, upset or humiliate someone else. In many cases, a single act can 'go viral' resulting in a feeling of repeated bullying as wider audiences are involved. The person being bullied will not always know who is doing it. The victim's privacy can be invaded 24/7. This can include:

Email, Instant messaging (IM) and chat rooms - Sending abusive or nasty messages, including sending emails to others who join in the bullying.

Social networking sites, blogs - Writing upsetting comments on someone's profile and/or about people on your own status updates or tweets. Uploading hurtful images or videos. Setting up a fake profile dedicated to bullying someone else.

Online gaming – Abuse or harassment through multi-player gaming sites.

Mobile phones - Sending abusive texts, video or photo messages; encouraging someone to share intimate pictures or videos of themselves and then sending these onto other people (sexting). *Note:* where the images are of someone under 18, this is a criminal offence.

Advice and support to offer if someone is being bullied:

- **Offer Support** to those affected by the bullying. Meet with them, encourage them to accept help from parent/carer, and their school. Advocate for them as it's tough.
- **Encourage the child to keep copies** of any abusive texts, emails, comments, messages received; record date and time sent and **not to retaliate or reply**.
- **Support them to block the bully/bullies** using the block tools available
- **Contact** parents/carers and if appropriate in discussion with parents, support it being taken to the police if it is a serious case, e.g. involving threat or intimidation or suspected criminal activity. You can also report any illegal material to the Internet Watch Foundation.
- **Be pro-active.** Take a consistent and inclusive approach is to prevent and deal with bullying and ensuring all understand the issues, policy and sanctions. Youth groups should be discussing bullying with young people, to encourage positive behaviours and to ensure young people know what to do if bullied.
- **Record incidents.** Log all that you are told in Church Suite or use an incident report form.

All children, workers, parents and carers should be aware of the anti-bullying policy within Freedom Church and what they should do if bullying arises. Children and parent/carers should be assured that they will be supported when bullying is reported.

Prevention of bullying:

Strategies can be adopted to prevent bullying before it starts. We advocate:

- Writing a set of group rules that are issued to the group at the beginning of each new intake setting out a clear message of zero tolerance for bullying.
- Having discussions about bullying and why it matters.
- Signing a behaviour contract with those that do not co-operate, ensuring that the safety of the children is paramount, and that help is offered to address the attitudes of the bully.

Leaders and Helpers will:

- report any concerns regarding bullying incident to children's or youth team leaders.
- ensure that details are carefully checked before action is taken.
- record all the facts around the incident and keep on record for further action

Procedure in the instance of bullying:

- The children's or youth worker involved in dealing with the incident will issue a warning to the child or young person concerned.
- An apology should be given by the child or young person who has bullied another wherever possible.
- If possible, those involved need to be reconciled.
- After the incident has been investigated and dealt with, the situation should be monitored by the team and children/youth leaders to ensure repeated bullying does not take place.
- After the incident/incidents have been investigated parents/carers should be informed of the action taken.
- All incidents, follow up and action must be recorded in Church Suite.

Appendix 9: Social Media Policy

To be read in conjunction with the Freedom Church Safeguarding Policy.

Freedom Church recognises that there will be benefits associated with the team of youth leaders and church staff using social networking, social media and online communication to support and communicate with young people. There are, however, some safeguarding issues and other risks involved, e.g. such websites can be used for grooming, sharing of inappropriate images, or bullying. Freedom Church also recognises that it is not proportionate for the members of the Church who have been “safely recruited” to have more restrictions on their social networking than any other member of the Church.

Policy and principles

The use of social networking sites or other web-based forms of communication with young people fall within the remit of the Freedom Church Safeguarding Policy.

Staff and approved youth and children’s workers are asked to set a good example in the way in which they communicate, including in relation to social networking. All workers will be “safely recruited” and closely supervised, and this policy reflects that.

Refrain from deleting any conversations with young people. If the worker is aware that messages might be lost from their online communication device (i.e. because they are getting a new device), then the worker needs to notify their Team Leader or Line Manager who will decide whether any further action is appropriate.

Internet, email and texting communication guidelines for workers

As a children’s worker or youth worker at Freedom Church, we recognise that using the Internet (and other forms of technology) is an important part of the lives of the children and young people we work with. We understand that for many children and young people, using the Internet is a regular part of their lives and has a significant impact on their social development.

In accordance with our Safeguarding Policy, we recognise that we must take all possible steps to protect young people from significant harm or risk whilst using the Internet or any other form of technology.

We also recognise the importance of establishing and updating procedures to ensure workers are protected whilst they work with children and young people. All workers are responsible for reading any policies produced regarding safeguarding and communication matters and are expected to adhere to the guidelines in the current policies.

Children under the age of 11 should not be contacted via social media or online communication platforms.

Workers should abide by the age restrictions set out by the individual social media or online communication platforms.

Reasons for contacting a young person via the Internet or email

It is not appropriate to have private contact which extends beyond the remit of the workers role description, in the form of electronic communication with the children and young people with whom we work.

We recognise that there will be times when it is necessary and important to use electronic communication but would request that workers should only use electronic communication for reasons relating to work with children and young people.

Workers should make their Line Manager or Team Leader aware of the extent of their electronic communication openly, as part of their regular supervision. As far as possible, group communications are encouraged.

Only use platforms previously agreed with their parents. As a Church we recommend using text, Facebook Messenger and Whatsapp.

Parental awareness and consent

Parental consent for using electronic forms of communication is essential and will be included in our consent forms or by letter with a return slip agreeing to the use of this form of communication. You should outline what means you will be using for communication and what you will be communicating.

It is important to explain this policy and practice to parents and carers and seek to ensure they are aware and are happy that we use electronic communication and what type of electronic communication we are using (e.g. email, Facebook etc.).

Email communication

Email should only be used to communicate specific information (times and dates of events, for example). It should not be used as a relationship building tool. Email should predominately be aimed at parents. All emails should be sent, as far as is possible, using Church Suite as this is recorded, even if it is deleted.

Workers should encourage appropriate 'face to face' contact where possible. Conversation (repeated sending of emails between two individuals) via email is discouraged. Workers should make their line manager or team leader aware when they are using email to contact young people. Email histories should be kept and dated. All emails must be sent from a Freedom Church domain email address, and not a personal email address.

Email and accountability for safeguarding concern

As specified above, email should only be used to convey information and not used as a relationship tool. However, if a young person discloses information or anything of a concerning matter arises via email, refer to the Safeguarding Policy "responding to allegations of abuse" section. Do not respond to the email contents, other than to acknowledge receipt and that you will contact them to make an appointment to discuss. Arrange to meet face to face if possible and necessary.

Language

All language should be appropriate and where possible 'standard responses' should be used (e.g. if you have sent an email out containing event details and receive a reply asking for further details, create a standard response with additional details so that all young people receive the same information). Workers and volunteers should take great care over the language used to reduce the risk of misinterpretation. When sending emails, workers should not use informal language such as shorthand or 'text language' as this can often be misunderstood and lead to further complications.

Hours of communication

When using email/the internet for communication with young people (within the guidelines above), it is advised that it should take place between the hours of 9am-7pm, but be careful using this during school time, it should not be distracting on a weekday to their studies.

If a project takes place in the evening (after 7pm) and it is necessary to send an email/use the Internet, workers should seek advice from their line manager. There should be no electronic communication after 9pm, or one hour after an organised activity has finished (in the event that communication is directly related to the session), whichever is earliest.

Social Media Guidelines:

Facebook:

- Do not send a friend request to a young person
- If a young person has sent you a friend request, then it is your discretion where you accept or decline that invitation.

Instagram:

- Do not request to follow a young person if their Instagram account is set to "private"
- If you do not want young people to be able to follow your Instagram account, set your account to "private".

- If your account is set to “private” and a young person has requested to follow you, then it is your discretion to whether you accept or decline that request.
- If a young person has followed you, and their account is set as “open”, it is at your discretion if you follow them back.

Twitter:

- Do not request to follow a young person if their Twitter account is set to “private”.
- If you do not want young people to be able to follow your Twitter account, set your account to “private”.
- If your account is set to “private” and a young person has requested to follow you, then it is your discretion to whether you accept or decline that request.
- If a young person has followed you, and their account is set as “open”, it is at your discretion if you follow them back.

Snapchat:

- Do not add young people on Snapchat.

‘Adding friends’ on Facebook and similar sites

Workers should not add children or young people on your personal social networking page who are part of the children’s and youth ministry/project at your church or group, and who are under the age of 18. Freedom Church recognise that it may be appropriate, however, for children from within the Church family to be friends online with permanent vetted workers, but where possible communicating through a “group” or a “page” is best. It is expected that workers seek the approval of their Line Manager or Team Leader before befriending any young people online.

You can set up a Facebook group for your project or group and invite them to be members (that is, if they are over the required minimum age limit – which is 13 for Facebook).

Workers should only use an agreed social networking account for contact with children and young people with whom they are working. This should normally be an account set up specifically for this purpose on behalf of a group rather than an individual (use project accounts, never personal accounts).

It is recognised that workers may need to use their social media presence to role model how to live, and to set a healthy example, to the young people they work with. This should only be undertaken by permanent workers and shouldn’t Workers should seek to ensure that their personal profiles on any social networking sites should be set to the highest form of security to avoid young people accessing personal information or seeing any pictures of a personal nature.

Chat facilities

Messenger and live chat

Use of unrecordable live chat facilities between workers and children or young people is not permitted. Youth workers should refrain from engaging in conversation via these mediums. Live chat services and chat facilities cannot be kept on record and are therefore an unsuitable form of communication between workers, children and young people. Recordable forms of messenger such as Facebook Messenger or Whats App are acceptable.

Skype and other visual methods

Use of Skype and any other webcam or visual communication via the Internet is not permitted. Workers should refrain from using such methods on a one-to-one basis as they cannot be recorded.

It can be used for conference calls and is considered appropriate if a project or group uses a webcam/Skype/Face Time/Whatsapp in a group environment for project purposes and has clear aims and objectives for its use. Always seek to inform line manager/group leader when this is taking place and keep a record of it.

Mobile Phones

The rationale for texting and calling is the same as social networking and email contact.

RISK: Accusation of an inappropriate message or receipt of one

Solution: Be very careful in what language you use. It is not encouraged for workers to give out their personal mobile number to young people. We recognise that this may be needed at times.

RISK: Texting late in the evening – potential to be viewed as inappropriate

Solution: No texting after 9pm, or an hour after a session as finished, whichever is earliest (as above).

RISK: Young Person's perception of relationship

Solution: Discourage text conversation or phone conversation where it is not about communicating information.

RISK: Data protection of young person's numbers on workers personal mobiles

Solution: Have a lock on phone and do not allow access.

When you have received a significant, unusual or "at risk of being perceived as inappropriate" phone call/text/image, or made a phone call/text to a young person that is not giving out information, you must make a record of the conversation and report it to your line manager or Team Leader. As much as possible do not give children or young people your personal number, if you have a works phone use that. In all cases gain parental consent and limit your texts to the above guidelines.

Appendix 10: Children with Additional Needs Policy

To be read in conjunction with the Freedom Church Safeguarding Policy. This Policy sets out how Children with Additional Needs are cared for, in conjunction with all other elements of the Policy.

Aims:

- We aim to provide an environment in which all children are supported to make spiritual progress and find friendship in our church.
- We aim to work in partnership with parents in meeting individual children's needs.
- We aim to monitor and review our practice and provision and, if necessary, make adjustments.

Procedures:

After registering with us, parents of a child with significant additional needs will be invited to meet with the Children's Team Leader to identify ways we can meet their needs.

Our usual policy is for children to attend a group with children of the same age, but in consultation with parents, we may decide that a child with additional needs will find it more appropriate to attend a different age group.

Where there is not suitable disabled access and it is required, we will endeavour to relocate our activities into a space that is accessible.

We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership.

Where a child attending a group displays cause for concern, the children's Team Leader will note it on Church Suite and parents will be consulted. Discussions (either in person or by phone or email) will be held between parents, and the Freedom Kids Team Leader to devise strategies to help the inclusion of the child in the programme.

All children in the group, irrespective of additional needs, are encouraged to join in all activities whenever possible and appropriate.

Wherever possible we will provide resources to include children with additional needs in our programme.

Please note

The Freedom Kids Team are volunteers and as such are not specialists in working with children with additional needs, but will do their best to help support parents and children with special educational needs or disabilities, and seek further assistance where necessary.

Appendix 11: Health and Safety and Ratios in Children's Work

To be read in conjunction with the Freedom Church Safeguarding Policy and relevant Health and Safety Policies.

Aim:

To minimise the hazards and risks to provide a healthy and safe environment for the Children and Young People's Sunday programme and mid-week activities.

Risk assessment:

Each session the Leader for each group is responsible for checking for hazards and risks in the rooms that we use and in our activities and resources, and taking appropriate action to reduce the risks where required.

Children and Young People's safety and security:

- All children and young people are supervised by adults at all times, and adults do not normally supervise children or young people on their own.
- All volunteers are clearly informed of the need to carry out DBS checks in order to undertake a role within our children's work.
- Adults who are undergoing the Safer Recruitment Process (but have not yet completed it) will be sensitively supervised, and never left alone with a child or children – and should always have a DBS cleared member of the team in the room with them.
- On Sundays systems are in place for the safe transfer of responsibility for children from parents to our children's team and back again, using a register and token system. Youth are met at the back of the main hall and are returned to the main hall at the end of the session.
- Our systems prevent unknown adults from attending our children's groups. Adults are only able to collect children if they have the correct check-in token. Any parent or guardian who sits in on a session is expected to observe only and will be under the supervision of the session leader.
- Our systems prevent children from leaving our premises unnoticed during organised sessions. Parents are reminded that they retain all responsibility for their child / young person before and after sessions.
- If a child or young person is not collected from a mid-week activity, then all efforts to contact a parent should be made in the presence of at least two team members. If it is deemed that a lift is to be provided to young person then refer to **Appendix 14: Organised Trips and Transport Guidance**.

Hygiene:

- The room(s), toilets and nappy changing areas at the Freedom Centre are regularly cleaned. Spaces at Romsey School are cleaned according to the school's policy. If concerns are raised they will be brought to the attention of the school management via the Office Manager.
- We record the periodic cleaning of our toys and equipment. Disposable crockery is used wherever possible.
- The toilet areas (at the Freedom Centre or at Romsey School) have a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by cleaning tables between activities and providing tissues and wipes.
- Ideally a parent/carer will tend a young child who has soiled their underclothes and needs to be thoroughly washed. If they are not available, make sure another adult is with you and at least one of whom must be DBS cleared.

Activities:

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children or use with careful supervision.
- All equipment is periodically checked for cleanliness and safety and any dangerous items are repaired or discarded.

- All materials - including paint and glue - are non-toxic.
- Physical play is constantly supervised.
- Children are taught to handle tools, scissors and candles safely.

Food and drink:

- All food and drink is stored appropriately.
- Snack times are appropriately supervised.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic, based on parents supplying and updating us with information on their registration form and this being transferred to Church Suite prior to the forms being shredded. Team Leaders are able to access this information. Registration forms are renewed periodically to ensure that contact and allergy details etc are kept up to date.

Fire safety:

In the event of a fire occurring while the children are at their activities, parents should meet their children at a Fire Assembly Point. Session Leaders and Helpers will escort the children to the assembly point, taking registration sheets with them. Parents will only collect their children from there once all children are accounted for.

First aid and medication and sickness:

In the event of a child seeming unwell, becoming ill or being injured and requiring first aid, parents or carers will be fetched from their activities to administer first aid as necessary, and given support to enable them to escort the child to an appropriate medical facility or call for an ambulance if necessary. Children's Team can contact the Big Team Leader via the walkie-talkie to collect the right parent. The Kids Team have a first aid kit available at all times. There is also a list of qualified first aiders on Church Suite – a Big Team Leader or member of the Staff Team will be able to produce this at any time.

The children's team leader will record the details of the nature of the injury on Church Suite, the manner in which it was sustained and how it was dealt with.

If a child develops an infectious disease (such as chicken pox) whilst at home they should not attend their group whilst they are infectious and their parents should let us know if they attended their group during the incubation period so that we can inform other parents (confidentially) that their children may have been exposed to the illness.

If a child, helper or leader has had vomiting or diarrhoea or a temperature we request that they should not attend their group until 48 hours after the symptoms have ceased.

We would also ask that adults and children be considerate of those in the congregation that are vulnerable to infection and illness such as the elderly, young babies and pregnant women when deciding whether to attend church or not.

Records:

We keep records of:

- adults authorised to collect children from children's groups
- the allergies, dietary requirements and medical details of individual children;
- the attendance of children, volunteers and visitors;
- accidents and incidents and care information.

Ratios

Adult to child ratios are guidelines for Session Leaders to use. You should always assess the group you have, the children/young people in it and their abilities or challenges, and the activity you are providing. This would normally take the form of a dynamic risk assessment, and appropriate ratios to manage any risks should be part of that process.

Our Guideline Minimum Ratios are:

- Explorers (2-4yrs): 1 adult to 4 children
- Discovers (4-7yrs): 1 adult to 6 children
- Voyagers (7-11yrs): 1 adult to 8 children
- Freedom Youth Sunday Programme (11-18yrs): 1 adult to 10 children
- Freedom Youth Mid-Week Programme (11 to 18yrs): 1 adult to 10 children

Should you find yourself in a position where there are not enough workers on team for a session to run within the ratios outlined above, report this concern immediately to the Children's Team Leader, the Youth Team Leader, Community Pastor, or a leadership team member if needed. They must find someone who can come on the team and assist, or children will need to be taken back into the meeting. In the case of youth groups, you may need to telephone in help or contact parents to come and collect young people if the ratios are insufficient to keep the group operating safely.

Ensure you are never alone with a child or young person in a situation that could be misconstrued or put you in danger of an accusation.

MENTORING

In youth work it is more common to meet young people in one to one mentoring. The following guidelines should be followed at all times:

- Mentoring is always to be supervised by the Youth Team Leader and the Community Pastor. All parents must consent before any mentoring is undertaken.
- All mentors must undertake basic training with the Youth Team Leader prior to mentoring any young people.
- Appropriate notes must be kept of all mentoring sessions. These should be on Church Suite as instructed during Mentoring training. Hard copy notes should be stored securely or destroyed.
- Mentoring sessions should always take place in public settings or, if in a home, only at times when there are other people present.
- The Youth Team Leader should monitor all mentoring provision, concluding mentoring support when it is no longer required and providing a point of access for parents with any concerns regarding mentoring.

Appendix 12: Organised Trips and Transport Guidance

To be read in conjunction with the Freedom Church Safeguarding Policy.

Organised Trips

- Express parental/guardian/carer consent is required when taking children/young people on all trips.
- A risk assessment must be carried out and passed to the Executive Leader.
- As appropriate, an information hand out or verbal briefing should be issued to participants explaining expectations, what to do if they get separated from the group and other contingency plans.
- With mixed gender groups you must have both male and female workers supervising.
- Medical details should be known and accessible for each child and the appropriate medication taken with you, along with normal first aid requirements.
- You must not share sleeping accommodation with children or young people.
- Ensure you do not invade the privacy of children/young people e.g. when they are showering or toileting.
- Ensure there is an accurate register taken at the start of the trip, that there is adequate supervision on any transport used and that register checks are made as appropriate.
- All trip plans must be granted permission from a member of the Leadership Team / Line Manager before marketing.

Transport and Lifts

If your group needs to organise transport for a trip or an outing, then ensure this is checked out with Church Leadership / Line Management first. A reputable firm must be used, seatbelts must be provided, and permission gained from parents. Ensure supervision on transport is adequate for the numbers and age of children/young people present.

Transport in your own vehicles can run into difficulties. Please gain advice from Leadership before you commit to doing this. Generally, our policy is that workers do not give lifts to young people, especially on their own, without advising their Line Manager or Team Leader first.

Should you have a friendship/family relationship with a young person and their parents where you have naturally given lifts in the past, then we would ask that they give signed permission on their registration form for you to provide lifts for their child/ren. You must then follow the procedure below for providing lifts.

Providing Lifts Safely

There may be occasions where a child or young person is left in a vulnerable situation with no transport home, and the risk is greater to the child to leave them to travel or walk home unaccompanied.

If you cannot find another volunteer to accompany you and the child or young person in your car, call a member of your team, your spouse or Safeguarding Officer / Lead to let them know you are taking a child home. It may be sensible to ask the child or young person to sit in the rear of the car.

If you are still concerned (some children/young people can build close attachments to their workers that cause concern), do all of the above and also make a note of the time you left, miles covered and time you arrived. Call your team, your spouse or Safeguarding Officer / Lead to say you have dropped off the child. Ensure the young person does actually go into their house before you drive away. You may also want to write up a report of the journey noting any concerns/conversations that may be needed later should an accusation or misunderstanding arise.

Appendix 13: Filming / Photographing Guidelines

To be read in conjunction with the Freedom Church Safeguarding Policy.

Photographing – general guidelines:

There is often confusion about the permission needed for taking photographs of children. However, common sense should be used alongside the following guidance. The main aim is that children should not be identifiable as individuals in such a manner that they can be traced, or the information connected to a place where it can be used for grooming purposes.

We may have families in our congregation who have fled domestic violence or honour-based violence, and need to keep their identities and where they live secret. We also need sensitivity for families who are fostering children as they may be supporting children who are on limited contact or no contact with their parents or family members.

Photographs taken purely for personal use are exempt from the Data Protection Act. In the very small number of circumstances where the DPA does apply, if permission is sought by the photographer, this will usually be enough to ensure compliance. Refer to the Data Protection Guidance for further information.

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children & adults) who will appear in the photo, video or web cam image before the photograph is taken or the footage is recorded. (Our registration forms for children/young people have a section requesting permission to take photos/footage during their age specific meetings with us.)
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures. (It would be advisable once photos have been taken that the parent and child are contacted and the detail of how it is going to be used discussed.)
- If photographs or recordings of children's/youth groups are made and individual children cannot be easily identified, children's/youth Team Leaders must find out whether any parents do not want their children to be in the photograph. (Again, it is best to keep parents informed of photos/videos that may be made more public before they are used, asking if they have any objection to their child appearing in it.)
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary. Children and young people under the age of 18 should not be identified by surname or other personal details. These include e-mail or postal addresses, or telephone numbers.

When using photographs of children and young people it is preferable to use group pictures. Obtain written and specific consent from parents or carers (email will suffice) before using photographs on a website.

Filming/Photographing meetings or events

Meetings should be places where all can come safely to worship, but some members of our congregations can be fleeing domestic violence or abusers and their identity needs to remain confidential. Similarly, children who are being fostered or adopted by families, may be under care orders which protect them from contact from original family members. Taking photographs of them could jeopardise their safety. At events where we have asked a nominated photographer to take photos or film parts of the meeting, we should inform the public that this will be taking place. That information can either be given out as a verbal notice, or an announcement on projector screens should be run at intervals before the meeting starts. If photos will be taken of the crowd, we must inform people that certain sections of the seating are identified as being out of shot and unlikely to be photographed. Our photographers will always wear a badge saying, "Freedom Church Photographer". No person in the congregation should be taking photos or camera footage of people in the congregation unless they have been given permission by the church to do so. Our policy is to approach anyone taking photos of the congregation and ask why they are, and had they got permission – from whom etc. Any concerns should be reported to a member of the Leadership Team, the person organising the event or the Safeguarding Officer / Lead.

Appendix 14: Safeguarding Complaints Policy

To be read in conjunction with the Freedom Church Safeguarding Policy, the Freedom Church Complaints Policy and the Freedom Church Whistleblowing Policy.

Introduction

Protecting people through fulfilling our safeguarding responsibilities is a governance priority, and Freedom Church takes all reasonable steps to protect people who come into contact with the Church in any way, from harm. We acknowledge that it can be very hard for people to make a complaint, particularly in small, local organisations. It can be particularly hard to complain about people in positions of authority such as Leaders. We need to know if there is a problem in our organisation, therefore we will actively promote our complaints procedure and try and make sure, as far as possible, that there is some level of independent oversight. For any other complaint other than safeguarding, we would ask you to refer to our general complaints policy.

If, at any time, you have any concerns about the behaviour of a member of staff, a volunteer, a guest or an associate in any situation, it is vital that you tell us about it immediately, so that appropriate action can be taken.

We take all concerns and complaints seriously. If we have an incident or allegation of abuse, we will handle and record it in a secure and responsible way, and in accordance with any legal and statutory obligations. We will handle information in line with the Data Protection Act.

We will respect your confidentiality and keep your complaint confidential as far as possible. Any information about the complaint will usually only be shared with those who need to know, in order to help resolve it. There may however be occasions when we cannot provide absolute confidentiality; for example, in circumstances where a child or vulnerable adult may be at risk of harm, and any relevant information will be shared with others concerned in the safety and welfare of those involved.

We will report to the police if the incident or concern involves criminal behaviour. Where necessary, we will also refer to social services and report to other agencies (i.e. send a serious incident report to the Charity Commission).

The Freedom Church Safeguarding Complaints Procedure has:

- A named person to take responsibility for complaints.
- Information on whom to contact if the complaint is against the manager/person responsible for complaints.
- How the complaints procedure will be publicised, that people know complaints will be taken seriously and whom to contact to make one
- Arrangements for complaints to be investigated
- Arrangements for people who have made a complaint to be informed of the outcome
- Details of what a complainant can do if they are dissatisfied with the outcome of a complaint.

Outline Procedure

The person responsible for complaints is our Safeguarding Lead:

Name: Ben Tanton (Community Pastor)

Address: Freedom Centre, Unit 20, Romsey Industrial Estate, Greatbridge Road, Romsey, SO51 0HR

Phone: 01794 450451 (or see Church Suite)

Email: tim@freedomchurch.uk

The current Safeguarding Lead's name and direct contact details (above) are advertised through our Safeguarding Policy and Safeguarding Posters. This encourages anyone visiting our congregation to make contact should they have any queries or concerns that they feel unable to chat about with the staff or leadership team there. If a complaint is received by anyone other than the Safeguarding Lead, the person receiving the complaint will record all relevant information and pass this with due haste to the Safeguarding Lead. The Safeguarding Lead will acknowledge your complaint within five days of receipt and will keep you

informed throughout the process. The Safeguarding Lead will contact the Chair of Trustees for a decision as to whether to conduct an internal enquiry, or whether it is necessary to pass the information to another agency, such as the police, social services of the Local Authority Designated Lead (LADO).

In the event of the complaint being against the Safeguarding Lead, complaints should be made to the Safeguarding Officer or the Safeguarding Trustee: (who will process the complaint in the manner outlined above and below):

Name: Sim Dendy (Safeguarding Officer)
Address: Freedom Centre, Unit 20, Romsey Industrial Estate, Greatbridge Road, Romsey, SO51 0HR
Phone: 01794 450451 (or see Church Suite)
Email: sim@freedomchurch.uk

Name: Jackie Allotey (Safeguarding Trustee)
Address: See Church Suite
Phone: See Church Suite
Email: See Church Suite

Following up a complaint or concern about a member of staff or volunteer.

The Safeguarding Lead will need to decide whether or not to refer the complaint to the statutory authorities for investigation. For example, any reports or suspicions that a volunteer or member of staff may have abused a child must be referred to the Local Authority Designated Officer (LADO) through MASH or Children's Services, or the Police. A complaint that one child may have abused another also needs to be referred to Children's Services and the Police for a full investigation.

Freedom Church commits to follow up all concerns and complaints and work with all statutory agencies following Local Safeguarding Children's Board policies. If any Safeguarding Complaint is referred externally the Safeguarding Lead will ask the receiving agency to:

- Keep the Charity informed
- Be included in any strategy meetings which may be held.

Allegations against people who work with children should be routed through Children's Social Care, so that they are dealt with alongside child welfare concerns in a coordinated manner, e.g. Multi-Agency Safeguarding Hub - MASH.

The Local Authority Designated Officer works within a multi-agency system and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

It is a possibility that a volunteer or member of staff may be temporarily suspended from their role if an allegation is made against them regarding a child or vulnerable adult, whilst an investigation takes place. The suspension does not indicate guilt; it is a form of good practice we will follow if necessary. We may be able to redeploy or support in some other way whilst an investigation takes place. We will always seek the advice of the LADO in these situations.

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

Referring concerns to the Disclosure & Barring Service (DBS)

If there is a concern about any volunteer or staff member's behaviour towards a child or a vulnerable adult, we will take the appropriate action to ensure proper procedures are followed and all parties are supported as necessary.

If you are a member of the congregation, a parent or a member of staff or volunteer who has brought the complaint, we will aim to keep you informed where we can, subject to confidentiality issues. We will also offer pastoral support should you require it.

If you are the member of staff or volunteer who has had the complaint or concern brought against you, we may either redeploy you, ask you to step down, or you may voluntarily step down, resign or retire due to your behaviour. Under those circumstances we have a duty to refer our concerns to the Disclosure & Barring Service. You will be informed of our action to report those concerns and you will be given opportunities to explain your case via the DBS should you wish to.

Referring concerns to the Charities Commission

It is the responsibility of the Safeguarding Trustee to make the rest of the Trustee Board aware of all relevant information. The Charity Commission states that "if your charity encounters a serious incident or problem you must report it to the Charity Commission as soon as you become aware of it. (If Trustees fail to report a serious incident, the commission may consider this to be mismanagement and take regulatory action).

What we do if there is a serious complaint

If the complaint against any member of staff or volunteer or leadership team leads to any suspicion that a criminal offence may have been committed against a child the complaint will be referred to the police and LADO **BEFORE** any further investigation is carried out. Children's Services/MASH will also be contacted if required. We will inform the person making the complaint of what we did and what will happen next.

Each case is individual, and we will work with all parties to offer any pastoral support where that is helpful.

If a complaint that leads to a suspicion of abuse of a child that **does not** seem to be a criminal offence it will be referred to Children's Services/MASH, and they will refer to the Police if needed.

Depending on the seriousness of the complaint, once the Local Authority Designated Officer (LADO) has investigated the complaint, or internally followed up if appropriate, the Safeguarding Lead will meet with the complainant to tell them the outcome. Freedom Church will always work with and take the advice of the Police, LADO and other statutory agencies.

Should you be unhappy with the outcome of the action taken with your complaint then you will be able to put your complaint to the Chair of Trustees who will take the complaints process further.

Appendix 15: Substance Abuse Guidance

To be read in conjunction with the Freedom Church Safeguarding Policy.

Substance Abuse (including alcohol, drugs & solvents):

Volunteers and staff should be fully in control of their actions at all times when working, including when supervising or supporting children's/young people's work. Any form of substance abuse will be treated as gross misconduct.

Alcohol and substance abuse can have a detrimental effect upon your health and adversely affect your performance at work or serving, and your relationship with colleagues and those with whom you have regular contact.

You must not drink alcohol or take drugs on any Freedom Church premises, or on the premises of The Romsey School. At events where workers are not "constantly" on duty cautious discretion should be used.

Any volunteer or employee who is found consuming or in possession of drugs or alcohol contrary to the above, or is found to be intoxicated or under the influence of drugs whilst serving, or reporting for work when unfit due to the influence of alcohol, drugs (whether illegal or not) or substance abuse will face disciplinary action. Whether you are unfit for work is a decision to be made by your line manager, or a member of the Freedom Church Leadership Team.

The possession, use or distribution of drugs for non-medical purposes is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your Line Manager.

If the Freedom Church Leadership Team suspects there has been a breach of this policy, or your work performance or conduct has been impaired through substance abuse, it reserves the right to require you to undergo a medical examination to determine the cause of the problem.

If you refuse to undergo a medical examination in such circumstances your refusal will normally be treated as gross misconduct.

If, having undergone a medical examination, it is confirmed that you have been positively tested for an illegal drug or have a problem with alcohol or drugs, or you admit there is a problem, Freedom Church reserves the right to suspend you from your employment to allow Freedom Church to decide whether to deal with the matter under the terms of our disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

If you do not follow any agreed/recommended course of treatment or if it is ineffective, or if there are lapses in your performance, conduct or attendance, these will be dealt with in accordance with our normal procedures, as appropriate. In that event consideration will always be given to the employee's acknowledgement of the problem and their efforts to overcome them.

Appendix 16: Blemished Disclosures Guidance

To be read in conjunction with the Freedom Church Safeguarding Policy.

This policy explains the course of action that should be taken in the event of a Blemished Disclosure being received.

What is a Blemished Disclosure?

This is when the applicant has received their DBS/relevant criminal records certificate but there is either a caution or conviction(s) listed on the certificate, or notes on the certificate where a concern has been raised. It is possible that when the applicant applied and completed a self-declaration form they disclosed previous convictions or cautions and therefore the Safeguarding Officer will be aware at an early stage that there is a concern.

Why action is needed:

It is the responsibility of the Safeguarding Officer to see and review the certificate and the information contained on it because it may mean that the applicant is unsuitable to work with children and/or adults.

How to take action:

The individual should have completed a self-declaration form. It is important to compare what information was provided on the form with what information is given on the disclosure so the honesty and integrity of the individual can be ascertained. If the person hasn't completed an application and self-declaration form it is difficult to ascertain whether they deliberately chose not to disclose information in the hope that it wouldn't appear on the certificate.

If the applicant is on the 'Barred List' and has applied for a position, they should not in any circumstance be allowed to undertake a role working with children or adults at risk of harm. If this situation arises the organisation should contact the 31:8 Helpline or statutory agencies in order to seek advice.

If an individual believes the information on the disclosure is inaccurate they have redress through the DBS dispute system. The applicant cannot begin working in the meantime.

In order to help the organisation make a decision as to whether the applicant is suitable for the position a risk assessment should be completed. You may have to meet with the applicant to answer some of these questions. Any risk assessment based on a blemished disclosure should cover the following:

The nature of the post/position

- Does the role involve 'one to one' contact with children or adults at risk and are there long periods where the person is unsupervised? NB: Drivers by virtue of the post are likely to have one to one contact.
- How much supervision will be given for the post?
- Does the post involve providing any personal or intimate care?
- Does the post involve any direct responsibility for finances?

Information contained on the disclosure

- Has the individual committed a criminal offence, and how serious was this? An indication can be seen with the name of the offence, and disposal at court- though this isn't always the case.
- The length of time since the offence was committed.
- Was the offence committed whilst the individual was a juvenile?
- Has the offence been decriminalised by parliament, or been re-classified?
- Where was the offence committed? (Some activities are offences in some parts of the UK, whilst not in others).
- How relevant is the offence to others safety, (this can include certain driving offences, drug related offences as well as those of a sexual or violent nature)?

- Is there a pattern of offending, or an escalation of offending?
- An individual may have committed one offence, or a series of offences.
- What is known of the circumstances of the offence?
- Have the person's circumstances changed significantly which make the change of re-offending less likely?
- Has the person expressed remorse, and demonstrated a commitment to change?
- Does the individual blame others for their actions, minimise the offence(s) or be dismissive of the consequences of their actions?

Once the risk assessment is completed you will be left with one of three options;

- The nature of the blemish means that the applicant does not present a risk to children and/or adults and the rationale for this decision is recorded. The applicant can therefore begin working.
- The nature of the blemish raises some concern but it is felt that this can be managed with a plan of oversight and supervision and the applicant can begin working.
- The blemish makes the applicant unsuitable with children and/or adults.

A disclosure at enhanced level can include information disclosed at the discretion of the Chief Constable from local Police Forces. This non conviction data should have the above criteria applied to it as would be given to conviction data.

Be aware that whilst ordinarily social services information is not available on a criminal records disclosure, where the police have been involved in a child protection matter concerning an individual, a disclosure at enhanced level may include information released by the police concerning children's social services e.g. where following a police investigation a child has been made subject to a child protection plan.

Appendix 17: Self Harm Policy

To be read in conjunction with the Freedom Church Safeguarding Policy.

Introduction:

Self-harm is not usually triggered by one isolated event but rather a set of circumstances that leave young people overwhelmed and unable to manage their feelings: it is not the core problem but a sign and symptom of underlying emotional difficulties, used as a way of coping. Self-harm can be quite different from a suicide attempt since self-harm may be the means by which a child or young person tries to survive emotional pain, rather than being inspired by a desire to end life. However, in some cases, it can be part of the same continuum, since they are both symptoms of acute distress, and there is evidence that people who self-harm are at an increased risk of suicide.

What is Self Harm?

Deliberate self-harm includes any intentional act of self-injury or self-poisoning, irrespective of the apparent motivation or intention. Self-harm is not usually about trying to get other people's attention. It often comes from feeling numb or empty, or wanting some relief. It might be linked to feeling depressed or anxious, low self-esteem, drug and alcohol abuse, relationship problem, bullying or worries about sexuality.

The most common activities are cutting and overdosing although there are many other forms such as hitting, burning, pulling hair, picking or scratching skin, swallowing things that are not edible, inserting objects into the body, and banging head and other body parts against walls. There are other activities such as eating disorders, drug and alcohol misuse and risk taking behaviours.

Why do Children and Young People Self-Harm?

There are many stress factors that may trigger self-harming. The NSPCC (2009) lists a number that children and young people identified:

- Being bullied at school and online;
- Not getting on with parents;
- Stress and worry about academic performance and not getting on with examinations;
- Parental divorce;
- Bereavement;
- Unwanted pregnancy;
- Experience of abuse in earlier childhood (whether sexual, physical, neglect and/or emotional) - severe and prolonged sexual abuse is known to lead to a higher incidence of self-harm;
- Difficulties associated with sexuality - lesbian, gay, bisexual and transgender young people are estimated to be two or three times more likely to self-harm than heterosexual young people, and homophobic bullying at school is implicated in higher rates of self-harm;
- Problems to do with race, culture or religion;
- Child Sexual Exploitation;
- Low self-esteem;
- Feeling rejected.

Although there are no typical groups of people who self-harm, about four times as many girls as boys do it. The groups of children and young people who may be more vulnerable to self-harm can include:

- Young people in residential settings, such as the armed services, prison, sheltered housing, hostels etc
- Lesbian, gay, bisexual and transgender young people;
- Young Asian women;
- Young people with learning disabilities;
- Young people with existing mental health problems;
- Young people with substance misuse problems;
- Vulnerable young people who miss appointments and go off the radar.

Indicators that a Child or Young Person may be Self-Harming

Self-harm is frequently misunderstood and stigmatised, and consequently remains hidden. Young people often feel guilty and ashamed and these feelings may be compounded by the reaction they receive when disclosing. This is a critical determinant of whether they choose to access services.

Although many young people might try to hide their self-harming behaviour, there are some obvious and less obvious signs that someone might be self-harming which include:

Psychological signs:

- Obvious changes in mood;
- Changes in sleeping and eating patterns;
- Losing interest and pleasure in activities that were once enjoyed;
- Decreased participation and poor communication with friends and family;
- Hiding or washing their own clothes;
- Avoiding situations where exposure of arm and legs is required (e.g. swimming);
- Problems in social or intimate relationships;
- Strange excuses provided for injuries;
- Problems with work, school, social or family life.

Physical signs:

- Unexplained injuries, such as scratches, cuts or burn marks;
- Unexplained physical complaints such as headaches or stomach pains;
- Wearing clothes that cover up arms and legs, even in hot weather.

Responding to Children and Young People who Self-Harm (NICE guidelines)

A “harm minimisation” approach, which prioritises “least harm” rather than focusing on stopping it altogether, may be appropriate when it is likely that immediate referral or information sharing will compound difficulties and not be in the best interests of the child or young person.

If the young person has harmed themselves and they are in immediate danger, call the emergency services and follow the Safeguarding Disclosure Policy.

When working with people who self-harm, consider the risk of domestic or other violence or exploitation. A referral to Early Help Assessment or the use of a Early Help Assessment may be appropriate with their consent. A child protection referral should be made if the child or young person discloses abuse or neglect.

Children and young people may be reluctant to disclose their self-harming because they are fearful that their disclosure will not be treated confidentially and that their parents and their GP or school will be informed. The worker should ask the child or young person whether they would like their family, carers or significant others to be involved in their care. Subject to the person's consent and right to confidentiality, encourage the family, carers or significant others to be involved where appropriate.

Workers who work with children or young people who self-harm should:

- Always treat people with same care, respect and privacy as any child or young person;
- Aim to develop a trusting, supportive and engaging relationship with them;
- Take full account of the likely distress associated with self-harm;
- Offer the choice of male or female staff for assessment and treatment. If it is not possible to give people a choice, explain why and record it in case notes;
- Always ask the child or young person to explain in their own words why they have self-harmed. When people self-harm often, the reason for each act may be different on each occasion; don't assume it is done for the same reasons;

- Involve the child or young person in decision-making and provide information about treatment or referral options;
- Be aware of the stigma and discrimination sometimes associated with self-harm, both in the wider society and the health and other services, and adopt a non-judgemental approach;
- Aim to foster the child or young person's autonomy and independence wherever possible. This needs to be balanced with the capacity of the young person with perceived risks and the responsibilities and the views of parents or carers;
- Maintain continuity of therapeutic relationships wherever possible;
- Ensure that information about episodes of self-harm is communicated sensitively to other team members and services;
- Be familiar with local and national resources, as well as organisations and websites that offer information and/or support for people who self-harm.

Alternatives to Self Harm

Camelot Foundation collated a list of substitutes for self-harm that young people have found to be successful:

- Using a red felt tip pen to mark where you might usually cut;
- Hitting a punch bag to vent anger and frustration;
- Hitting pillows or cushions or having a good scream into a pillow or cushion;
- Rubbing ice across your skin where you might usually cut or holding an ice cube in the crook of your arm or leg;
- Getting outdoors and having a fast walk;
- All other forms of exercise - really good for changing your mood and releasing adrenaline;
- Making lots of noise either with a musical instrument or just banging on pots and pans;
- Writing negative feelings on a piece of paper then ripping it up;
- Keeping a diary;
- Scribbling on a large piece of paper with a red crayon or pen;
- Putting elastic bands on wrists, arms or legs and flicking them instead of cutting or hitting;
- Calling and talking to a friend (not necessarily about self-harm);
- Collage or art work - doing something creative.

Appendix 18: Detailed Procedures for disclosures.

To be read in conjunction with the Freedom Church Safeguarding Policy.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer/Lead will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer/Lead will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspensions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, Safeguarding Officer/Lead will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Officer/Lead will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

Please refer to the Freedom Church Complaints Policy and Employee Disciplinary Guidance, or ***Appendix 15: Freedom Church Safeguarding Complaints Policy.***

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer/Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

Please also refer to the Freedom Church Complaints Policy and Employee Disciplinary Guidance, or ***Appendix 15: Freedom Church Safeguarding Complaints Policy.***

The Safeguarding Officer/Lead will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Appendix 19: Effective Listening

To be read in conjunction with the Freedom Church Safeguarding Policy. If a child, young person or vulnerable adult indicates that they want to disclose a suspicion or allegation, or a report of abuse, follow the guidelines below.

Ensure the physical environment is welcoming, giving opportunity for the child, young person or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- Allow the person plenty of time and space to talk
- Listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision 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 understand 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 and help you

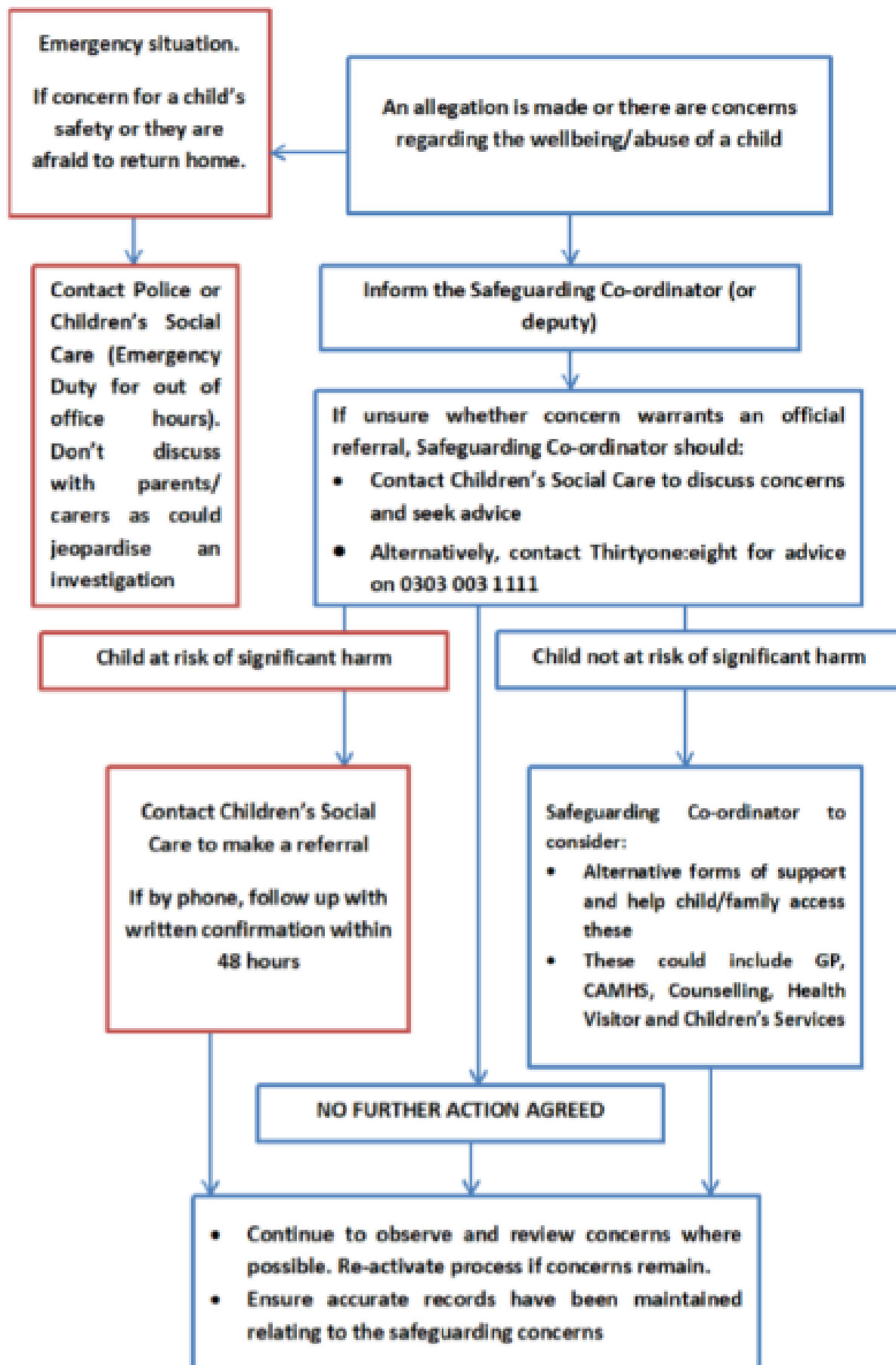
Don't say:

- 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.

Appendix 20: Flowcharts for Action

To be read in conjunction with the Freedom Church Safeguarding Policy.

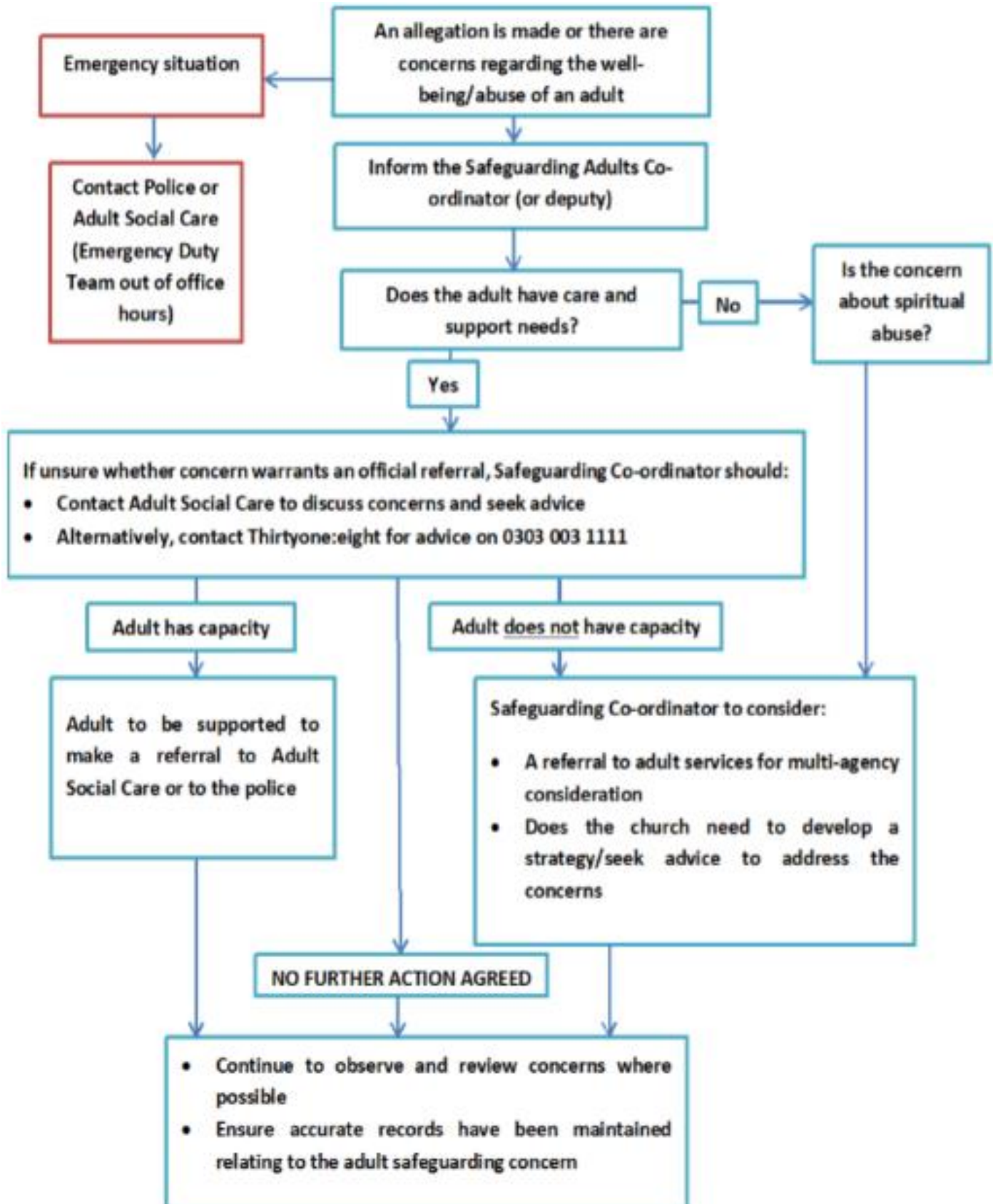
This flow chart provides an overview of action to be taken when concerned about the welfare of a **child or young person**. It is to be used in conjunction with written procedures.



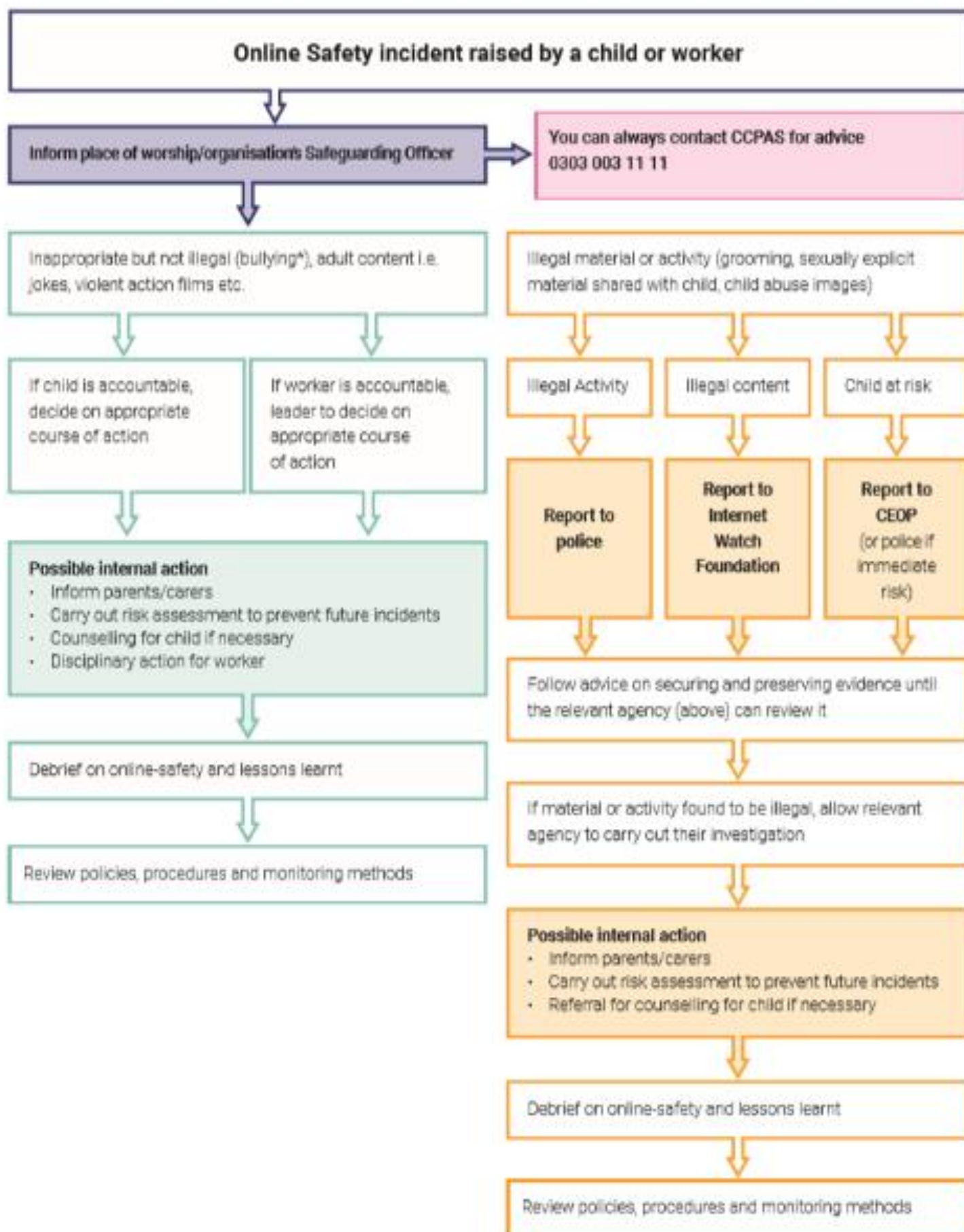
This flow chart provides an overview of action to be taken when concerned about the welfare of an **adult at risk**. It is to be used in conjunction with written procedures

The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.



This flow chart provides an overview of action to be taken following an online safety incident. It is to be used in conjunction with written procedures



Appendix 21: Helpful Contact Information, Helplines and Further Reading

To be read in conjunction with the Freedom Church Safeguarding Policy.

Local child and adult protection contacts:

Please refer to the “Responding to disclosures and allegations of abuse” section of the Safeguarding Policy.

National child protection contacts:

Childline:	0800 1111 (24 hours) for children and young people to call free about anything worrying them. www.childline.org.uk
NSPCC:	Child Protection Helpline: 0808 800 5000 (24 hours) for adults worried about the safety of a child. Email: help@nspcc.org.uk
Stop It Now!	Helpline for those that are unsure or worried about their thoughts or behaviour towards children. Experienced advisors can offer confidential advice on what steps to take. Call: 0808 1000 900
31:8 (CCPAS)	Offers help, information and advices to churches and other faith organisations. 0303 003 11 11.

Further Reading:

Cyberbullying – Are you switched on?

www.respectme.org.uk/cyberbullying_intro_txt.html

The respect me website offers practical advice and guidance for adults on addressing bullying behaviour. There is also a section specifically for children and children and young people offering practical advice on what to do if they're being bullied.

www.respectme.org.uk

'Digital citizenship' is about building safe spaces and communities, and using online presence to grow and shape your world in a safe, creative way.

www.digizen.org

ChildLine's website has a bullying section for children and young people and adults.

www.childline.org.uk

Childnet International works in partnership with other organisations to help make the Internet a safe place for children and children and young people.

www.childnet.org.uk

Kidscape has a range of information for both children and adults, with some interactive sections for children and young people on responding to bullying.

www.kidscape.org.uk

Stoptextbully has a lot of information on text bullying specific to children and children and young people.

www.stoptextbully.com

The Child Exploitation and Online Protection Centre's website.

www.ceop.gov.uk

Specific Subjects:**Forced Marriage & Honour Based Violence (HBV)**

Forced Marriage Unit on 02070 080 151 for further help and support

Female Genital Mutilation

If you are concerned that a British citizen may be taken overseas for the purpose of FGM please call the Foreign and Commonwealth Office on 02070 081 500 or email fgm@fco.gov.uk

Karma Nirvana is a registered charity which operates nationally, supporting victims and survivors of forced marriages and honour based violence. www.karmanirvana.org.uk

Forward provide support, counselling and safe space for girls and women to talk about their FMG experiences. They can also educate and work with families to prevent FGM happening to any other girls in the family. www.forwarduk.org.uk

Domestic violence

National Domestic Violence helpline: 0808 2000 247

Samaritans Helpline:

116 123 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.

Action on Elder Abuse Helpline:

080 8808 8141 (free phone Monday to Friday 9-5pm).

Appendix 22: Equality and Diversity in work with Children and Young People

To be read in conjunction with the Freedom Church Safeguarding Policy and Freedom Church Equality and Diversity policy.

Freedom Church has a comprehensive Equality and Diversity policy which can be accessed at any time by contacting the Freedom Church Office Team. The following policy and guidelines are specifically for the context of working with Children and Young People, in addition to the overarching Equality and Diversity Policy.

Equality & Diversity Policy for Working with Children and Young People

Freedom Church values the diversity of skills and abilities that different people bring to it. Consistent with our policy our aim is to provide fair treatment for all members of staff and volunteers. We ensure that individuals are treated fairly and that all decisions on recruitment, selection, training and development of staff and volunteers are based solely on objective criteria.

We aim to ensure that all our employees are aware of this policy and all individuals involved in implementing any of our Human Resources policies will apply these principles.

In addition, you as an individual must not act in any way, which could be considered to be of an unlawful discriminatory nature against fellow employees, clients or anyone else with whom you come into contact.

If you witness or consider that discriminatory action is being taken against any individual you should report this immediately to your team leader.

If you believe that you have been or are being discriminated against you should raise a complaint in accordance with our complaints policy. We consider any form of unlawful discrimination to be a disciplinary offence, which may result in the perpetrator's dismissal, in accordance with our disciplinary procedure.

You need to be aware that we are totally committed to the principle of equal opportunity in employment and will not tolerate any unlawful discrimination of any kind in the work place.

Accordingly, Freedom Church will ensure that recruitment, selection, training, development and promotion procedures will result in no applicant or employee receiving less favourable treatment on the grounds of; race, colour, nationality, ethnic or national origin, disability, religion, trade union membership or non-membership, sex, sexual orientation or preference, marital status, or being a part-time worker.

Freedom Church is committed to providing equality of opportunity for our children, young people and their families.

All children, whatever their gender, disability, racial or ethnic background, religious beliefs or sexual orientation, have a right to be in a safe and caring environment when participating in any activities run by Freedom Church, and to equal protection from any form of exploitation or abuse.

We are committed to keeping the welfare of any child who is involved with any of our activities paramount and ensuring that young people are valued, listened to and respected. They are actively encouraged to take part in all activities and partner us in the decision making of their programmes. We are committed to eliminating unfair or unlawful discrimination wherever we see it in our procedures or practices. Children and young people will be actively encouraged to report anything they view as discriminatory.

Gift Policy

Your conduct should never lead anyone to question your interests so you must be careful not to show by your behaviour that you may be influenced by any gifts or hospitality. This is important because of our need to be transparent and above reproach as children and youth workers, and for the reputation of the church.

It is a criminal offence to demand or accept a gift or reward in return for allowing yourself to be influenced. If you are accused of this offence, you will have to prove that you did not favour or discriminate against anyone. It is advisable to only accept gifts that are under the value of £10 and if possible given to the group of workers as a whole.

You should never buy gifts for children or young people, or give money to them from you personally. Gifts should always be organised as a group gift and given publicly. Gifts should also not be seen to “favouritise” any child over another.

Responsibilities towards Colleagues

If you see another member of staff acting in ways that might be misconstrued, be prepared to speak to them or to your supervisor about your concerns.

Leaders should encourage an atmosphere of mutual support and care, which allows all workers to be comfortable enough to discuss attitudes or behaviour which they think might be inappropriate. For example, you may have a fellow worker who seems to be giving more time and attention each week to one specific child or group of children. This can cause other children to feel left out and under valued.

If it goes on over a prolonged period of time it could give an impression that something more sinister may be occurring such as ‘grooming’. Before it gets to a major concern we should all be able to chat to one another and offer supportive advice. If that doesn’t work, then having a chat with your leader is the next step.