



GLOBAL HARVEST MINISTRIES

SAFEGUARDING POLICY

**Global Harvest Ministries
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**Charity Number: 1111838
Insurance Company: Aviva Insurance Limited**

Safeguarding Policy

Who approves the policy?	Head Pastor
Who is responsible for updating the policy?	Trustees
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Global Harvest Ministries runs various activities along with our regular church meetings. Most of these activities are held currently held in virtually until a designated address is available.

The following is a brief description of our place of worship/organisation and the type of work/activities we undertake with children / vulnerable adults:

1. Global Harvest Ministries (hereafter, 'the Church') meets at 11:30 am on Sunday mornings, on Wednesdays at 7:00 pm and on Fridays at 7:00 pm for public Christian worship and Bible teaching. These meetings are held virtually and in person at (TBC).
2. The Bible tells us in Mark 10:13-16 that 'People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it." And he took the children in his arms, put his hands on them and blessed them.' (NIV)
3. The Church therefore holds children's work in high regard; children are recognised as a valuable part of the church today and not just as the church of tomorrow.
4. **The Church aims** to provide children with an environment of fun and friendship where they are encouraged to personally know and follow Jesus.
5. **We take seriously** our responsibility as leaders and members of the church to support parents in their God-given task of 'training a child in the way he should go' (Proverbs 22:6) but recognise that it is primarily the parent's responsibility to teach and model Christian values at home as well as in church.

This policy has been adopted to help us to do this effectively.

We currently run the following groups which require workers to be appropriately checked under the safer recruitment process:

Sunday Mornings

- Adult service (18 upwards)
- Children's Group (children aged 5 – 13 inclusive)
- Youth Group (children/young people aged 14 – 22 inclusive)

1.2 Our Commitment

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

As a Leadership, we have therefore adopted the procedures set out in this safeguarding policy following statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, and the international conventions outlined above.
- Provide ongoing safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action, they may need to take to protect children and vulnerable adults.

2. Safeguarding Definitions

Safeguarding: The term 'safeguarding' describes the broader preventive and precautionary approach to planning and procedures that are necessary to be in place to protect children, young people and vulnerable adults from any potential harm. Safeguarding is more than having background check policies and procedures in place. It means having a culture of vigilance where all staff know their responsibilities and act accordingly and all learners are aware of what they can expect and what to do if they have concerns. It is about providing a deep commitment to place the learner at the centre of our concerns and to build policies, practices and procedures around the learner for them to succeed.

Child

Anyone under the age of 18 is defined as a child.

Vulnerable Adult

A person who is aged 18 years of age or over is defined as vulnerable if they are at risk of harm, abuse or manipulation (including radicalisation) as a result of either their social or personal situation.

Harm

Harm can be caused in a number of ways and take different forms, including:

- Sexual – for example, trying to get someone to take part in sexual activity by using force, threats or bullying. Sexual activity requires both consent to be given and also an understanding of what is being consented to. 'Grooming' occurs when a person uses an emotional bond to gain the trust of a child or vulnerable adult in order to sexually abuse or exploit them, or to trade them (trafficking).
- Sexual harassment - unwanted behaviour of a sexual nature which: violates a person's dignity, makes them feel intimidated, degraded or humiliated.
- Radicalisation - the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

- Neglect – for example, not caring for yourself or someone you are responsible for. This could include not washing regularly, not eating, or having unsafe living condition.
- Physical – for example, hitting another person or deliberately cutting yourself.
- Psychological – for example, saying things which could hurt someone else or which could make them feel vulnerable, alone or isolated. Making threats, trying to control another person, or humiliating someone can be psychological harm. Psychological harm can include bullying in person or online, including 'revenge porn'.
- Financial - for example, unreasonable or excessive borrowing or stealing money or other items. Also, trying to pressure someone else into giving you money or other items because they feel sorry for you.

2.1 Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution, or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult. To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

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 programs 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 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 states:

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

2.2 Safeguarding awareness

The Leadership is committed to on-going safeguarding training and developmental opportunities for all workers and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers and volunteers will receive induction training and undertake recognised safeguarding training on a regular basis, provided by our in-house safeguarding co-ordinators. We will in addition to this enable workers and volunteers to attend external courses such as those provided by the Churches Child Protection Advisory Service when such courses relate to the work of a particular individual. The Leadership will also ensure that

children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern and will have available a range of resources. Under no circumstances should a church worker or volunteer carry out their own investigation into the allegation or suspicion of abuse.

The following procedure must be applied.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Elder J Scheck (hereafter, the "Designated Safeguarding Co-ordinator") on (07764454940) who is nominated by the church 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 Co-ordinator, or if suspicions in any way involve the Coordinator then the report should be made to Samantha Oquaye (hereafter the "Deputy Designated Safeguarding Co-ordinator") on 07854927719.

Other responsibilities of the Designated Safeguarding Coordinator includes:

- Policy and process review.
- Maintaining an up-to-date knowledge of current safeguarding and Prevent practice and issues.
- Supporting ensuring sufficient staff training and CPD to uphold an effective level of safeguarding provision.
- Ensuring that records are maintained of all concerns raised.
- Creating and maintaining a network of relevant support and referral agencies
- Periodically reporting on the concerns raised in relation to Safeguarding.

The Deputy Designated Safeguarding Coordinator will assist the Designated Safeguarding Coordinator in the above responsibilities.

If the suspicions implicate both of the fore mentioned people, then the report should be made in the first instance to:

If an emergency call 999.

Childline can be reached by calling their free 24-hour helpline on 0800 1111.

Text NSPCC helpline anonymously on 88858.

Croydon Multi-Agency Safeguarding Hub (MASH) team can be contacted on by calling 0208 255 2888 (Monday to Thursday 9am to 5pm) or 0208 726 6400 (out of hours to reach the Emergency Duty Team). MASH consultation line: 0208 726 6464 or email: mash@croydon.gov.uk for non-referral related inquiries.

Our commitment

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vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership, we have adopted the procedures set out in this safeguarding policy following statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertakes to:

1. Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
2. Provide ongoing safeguarding training for all its workers and will regularly review the operational guidelines attached.
3. Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation and that it is welcoming and inclusive.
4. Support the Designated Safeguarding Coordinator(s) in their work and in any action they may need to take to protect children and vulnerable adults.

Understanding Abuse and Neglect

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

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point a definition of abuse, Article 19 which states:

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2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide the necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and 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 states:

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

Statutory Definitions of Abuse (Children)

What is abuse and neglect?

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

The four (physical, emotional, sexual and neglect) definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

Physical abuse

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

Emotional abuse

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);

- Protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Prevention

We recognise that the church plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection. The church will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Include regular consultation with children, e.g., through safety questionnaires, participation in anti-bullying initiatives, and other effective ways of enlightening children about their rights (United Nations Convention on the Rights of the Child).
- Encourage self-esteem and self-assertiveness, through the curriculum as well as relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the church.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Supporting families through Early Help initiatives.
- Provide explicit teaching on safeguarding, Equalities and British Values.

Child Sexual Exploitation (CSE)

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.

Child Criminal Exploitation (CCE)

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.

Signs of Criminal Exploitation

- Frequently absent from and doing badly in school.
- Going missing from home, staying out late and travelling for unexplained reasons.
- In a relationship or hanging out with someone older than them.
- Being angry, aggressive or violent.
- Being isolated or withdrawn.
- Having unexplained money and buying new things.
- Wearing clothes or accessories in gang colours or getting tattoos.

- Using new slang words.
- Spending more time on social media and being secretive about time online.
- Making more calls or sending more texts, possibly on a new phone or phones.
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes like shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.
- Carrying weapons or having a dangerous breed of dog.

County Lines

County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines". Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation and selling and manufacturing drugs. This can include:

- Airbnb and short term private rental properties
- budget hotels
- the home of a drug user, or other vulnerable person, that is taken over by a criminal gang- this may be referred to as cuckooing.

Signs of Cuckooing

Signs that cuckooing has taken place include:

- signs of drugs use
- more people coming and going from the property
- more cars or bikes outside
- litter outside
- you haven't seen the person who lives there recently or when you have, they've seemed anxious, distracted or not themselves.

Extremism

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

Significant harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome By Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The

government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting an their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

Investigating complex (organised or multiple) abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role.

Child Prostitution

Working Together to Safeguard Children' (2006) Section 6.2 stated:

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

Sexually exploited children and young people

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- Paying for sexual services of a child.
- Causing and inciting child prostitution.
- Arranging or facilitating child prostitution
- Controlling a child prostitution

Female Genital Mutilation (FGM)

Working Together (2010) states:

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on newborn infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

Signs of Possible Abuse (children & young people)

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

Physical

1. Injuries not consistent with the explanation given for them
2. Injuries that occur in places not normally exposed to falls, rough games, etc
3. Injuries that have not received medical attention
4. Reluctance to change for, or participate in, games or swimming
5. Repeated urinary infections or unexplained tummy pains
6. Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
7. 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.

How to respond to a child wanting to talk about abuse

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

It is especially important to allow time and space for the person to talk

Above everything else listen without interrupting

Be attentive and look at them whilst they are speaking

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 understands sign language, Braille etc.

Helpful responses

You have done the right thing in telling

I am glad you have told me

I will try to help you

Don't say

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

I am shocked, don't tell anyone else

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

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services or the Police.

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

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

If deemed appropriate the Designated Safeguarding Co-ordinator will then discuss any relevant concerns with the insurance company: Aviva Insurance Ltd.

The role of the Designated Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Designated Safeguarding Co-ordinator/Deputy will:

1. Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
2. Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
3. Seek medical help if needed urgently, informing the doctor of any suspicions.

For lesser concerns, (e.g. poor parenting), alongside what you offer, encourage or assist parent/carer to seek Early Help through the Children's Social Service, 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.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Co-ordinator/Deputy will:

Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

The following procedure will be followed where there is a concern that an adult is in need of protection:

Suspicious or allegations of physical or sexual abuse where there is a concern that an adult is in need of protection:

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

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

Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.

If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under The Care Act 2014 to investigate allegations of abuse.

Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff), the worker would be suspended from working with or contacting the child/ren and their family within the church whilst the Designated Safeguarding Co-ordinator, in accordance will need to liaise with the Children's Social Services in regard to the suspension of the worker, and the allegation(s). Where an allegation or disclosure has been made by a child against any adult including a child that constitutes a safeguarding concern, this should be reported immediately to the Designated Safeguarding Officer or the Deputy in their absence. If both are absent, then the local authority Children's Social Services / Local Authority Designated Officer (LADO), should be contacted. In addition, it may be necessary to refer the individual to the Independent Safeguarding Authority.

Safer Recruitment

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

1. There is a written job description / person specification for the post.
2. Those applying have completed an application form and a self -declaration form.
3. Safeguarding has been discussed before appointment.
4. At least 2 written references have been obtained, and followed up where appropriate
5. A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
6. A suitable training programme will be provided for the applicant depending on the age group they are working with.
7. The applicant has completed a 3-month probationary period
8. The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
9. All DBS checks will be updated every 3 years.
10. All workers from abroad will obtain police check from their country and will not be left in an unsupervised role with children or young people.

Safeguarding training

The church Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis, either from in-house training or Local Authority courses.

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.

Recruitment for mission teams

When teams are organised for mission trips, the Leadership will ensure that all team members will:

1. Complete an application form.
2. Have written references which will be followed up where appropriate.
3. Have a current DBS certificate with Global Harvest Ministries
4. Discuss safeguarding issues before the trip.

Management of workers – codes of conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. The Leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Whistleblowing

As an organisation, we will follow the principles in the Public Interest Disclosure Act 1998. Therefore, we expect all employees (paid or Voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, suspicions of abuse must be immediately reported to the Designated Safeguarding Coordinators (see Whistleblowing policy).

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those affected by abuse who have contact with or are part of the organisation.

Support may be provided through pastoral care teams, through counselling agencies, through identified specific services or any other practical ways support can be provided.

Working with offenders

When someone attending the place of worship/organisation is known to have abused children or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned **at all times** and offer pastoral care. In its safeguarding commitment to protect children and vulnerable adults and will set boundaries for that person which they will be expected to keep. All details will only be shared on needs to know basis. The leaders and designated safeguarding coordinators will be aware of boundaries set.

Keeping Records

Keeping accurate records is an essential part of our safeguarding and child protection work. Not least because well-structured files make it easier to share information when necessary and to identify patterns and trends that could help us see when things are getting worse.

According to Data Protection principles, records containing personal information should be:

1. Adequate, relevant and not excessive for the purpose(s) for which they are held;
2. Accurate and up-to-date; and
3. Only kept for as long as is necessary (Information Commissioner's Office, 2017(a) and 2017(b)).

The introduction of the General Data Protection Regulation (GDPR) in 2018 does not change the way child protection records should be stored and retained.

Any concerns should be recorded by the staff member or volunteer on a Safeguarding Cause for Concern form (**see Appendix 2**) and discussed with the Designated Safeguarding Coordinator.

This must be an accurate record of:

- The date and time of the incident/disclosure;
- The date and time of the report;
- The name and role of the person to whom the concern was originally reported and their contact details;

- The name and role of the person making the report (if this is different to the above) and their contact details;
- The names of all parties who were involved in the incident, including any witnesses to an event;
- What was said or done and by whom;
- Any action taken to look into the matter;
- Any further action taken (such as a referral being made); and
- The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed by the person making the report.

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. This information will be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from data Protection requirements. It may, therefore, be inappropriate to release information to a parent, that has been disclosed by a young person, without first consulting the statutory agencies.

Information about child protection concerns and referrals should be kept in a separate child protection file for each child, rather than in one 'concern log'. The child protection file should be started as soon as you become aware of any concerns.

Cause for Concern forms will then be collated and will form part of the Child Protection File. Guidance on the child protection file, retention and storage of records can be found in the appendix.

Practice Guidelines

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practices. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusations.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in. However, it must be appreciated that good practice evolves over time and therefore the attached guide for workers is subject to change and will be reviewed on an annual basis.

Duty of care and position of trust

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly about sexual, physical and emotional abuse. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be recorded and reported to the Designated Safeguarding Coordinator.

Communication:

Different workers will have their own style of communication, but it is important that workers are aware of their use of verbal and body language and the effect this may have on a child. Always be mindful of the following:

- Your tone of voice – Never shout at a child. If a child is being disruptive, remain firm in your request for them to stop and if the behaviour continues ask another worker to call the parent.
- Physical touch – Touch is an important part of human relationships and within your work, you may need to touch a child to stop them from hurting themselves or others. Touch is also a natural way of responding to someone in distress and if you are in a group situation, where other adults are present, it is perfectly okay to hug a child so long as the child has initiated this or you have asked the child first. Avoid whenever possible having physical contact with a child if you are alone with them.
- Inappropriate conversations with others – Your focus should always be on the children and therefore it is not appropriate to engage in conversation with other workers about issues not related to the session.

Gifts, Rewards and Favouritism

Never favour one child over another. Any gifts should be given openly and not be based on favouritism. All children deserve to be treated equally with dignity and respect. Adults need to be aware. However, that the giving of gifts can be seen as a gesture to bribe or groom a young person.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Risk Assessments

Risk Assessments will be carried out for all children and youth activities and venues on an annual basis. Before any new activity is undertaken (e.g. Weekend Aways) a checklist for the activity will be drawn up and a risk assessment will be undertaken by the team leader / member of the leadership team,

Safety of Buildings and Equipment

Global Harvest Ministries - All electrical sockets are guarded, and all electrical equipment PAT tested. The kitchen area must not be accessed by children unless supervised by an adult (preferably, a family member). A checklist for the safety of buildings and equipment will be followed for all children's clubs and activities.

Food and Drink Safety and Hygiene

Any food that is made and/or consumed on the premises should meet food safety regulations and the person responsible for the food should possess a basic food hygiene certificate or equivalent and be knowledgeable in areas such as food preparation, handling, storage, disposal of waste etc. Systems are in place to ensure that children, young people or vulnerable adults do not have access to food/drinks to which they are allergic. Typically, this can be peanuts, nuts, milk, eggs, fish, shellfish and gluten - found in wheat, barley, and oats.

Hot drinks should not be carried through an activity area and not placed within the reach of young children.

For Camps/Residential Activities – The above will also apply.

First Aid

An appropriately qualified first aider will be available at all activities together with an adequate first aid kit.

Safeguarding Principles for Group or Activity

1. To ensure that everyone is treated with dignity and respect in attitude, language and actions.
2. Consideration for the number of workers needed to run the group and whether they should be male, female or both.
3. The level of personal care (e.g. toileting) required is appropriate to the needs of the individual.
4. Clear guidelines on personal privacy and respecting personal space e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
5. Not allowing anyone under 16 years of age to be left in charge of children of any age, neither should those attending the group be unsupervised.
6. Only workers assigned to the group are allowed to participate in the activity. Other adults should not be allowed free access.
7. Making a note of other people in the building during the activity and any other events taking place at the same time.

Adult to Child Ratios

In order to supervise children's activities safely it is necessary to have sufficient DBS checked adult leaders and helpers.

For children aged 0 -2, at least one member of staff for every 3 children

For children aged 2 -3, at least one member of staff for every 4 children

For children aged 3 - 8, one member of staff for every 8 children.

For children aged 8 plus, one member of staff for every 13 children

These ratios may need to be assessed for activities outside of the Church building depending on the needs of the children.

Data Protection, Human Rights and Safeguarding

The leadership will comply with the rules on processing data as required in the EU General Data Protection Regulation (GDPR) 2018. Where disclosing information might place a child, young person or vulnerable adult at risk, then safeguarding considerations take precedence over data protection. In certain circumstances, the Data Protection Act allows for the disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose.

Children, young people and vulnerable adults have the right to be protected from harm. For example, information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful.

Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always be sought from Children's Social Services, Adult Services, or the police.

Accidents

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

All near misses/hazards should also be recorded in the accident book and a copy given to the team leader, who can then communicate to their teams and Senior Leaders and take appropriate action.

Peer-group Activities (children and young people)

All peer-group activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures and have the backing of the leadership of the organisation.

Before setting up a peer-led activity the following should be taken into consideration:

1. The appropriateness of the venue for the activity
2. Any medical issues, dietary needs and allergies will be appropriately managed.
3. Emergency contact numbers are to be held for all members under the age of 18 years.
4. If the provision of food is part of the activity, leaders must ensure that food is prepared following Basic Food Hygiene standards.

For groups of age 16 plus that is led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult worker.

The following should also be followed:

If there are children/young people under 16yrs at an activity, adults workers should be present.

No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children or vulnerable adults.

Young people (over 16) who assist with caring for other children/young people should be subjected to the same recruitment process as adults and have undertaken safeguarding training.

Peer-group leaders should be aware of safeguarding procedures, including reporting concerns (e.g. abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.

Parents/carers must always be kept informed about what peer-group activities are for, who the leaders are, how they are run, where they meet and what parents can do to support them.

Home Visits

Senior Leaders and workers may need to make home visits from time to time. All visits should be carried out with at least two personnel.

Guidelines for visiting:

1. Inform the Senior leader or another worker of the proposed visit.
2. In the case of children and young people, never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
3. Keep a written record of the visit detailing the following:
 - Purpose
 - The time you arrived and left
 - Who was present
 - What was discussed

If the parent/carers is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.

An invitation to a worker's home should only be extended with the knowledge of the leadership and the permission of the parent/ carer.

Parents/Carers Staying With Children's Groups

There may be occasions where parents may ask if they can stay to watch the children's group activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Criminal Records Bureau and other checks. **Parents would need to be supervised by staff with a DBS check.**

For some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity. The parent is there to observe and not be involved with other children. If a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.

If a child is new to the group and is upset about staying on their own, the parent will be allowed to stay but only to observe and not take part in any activities.

Suggestions and complaints by parents/carers

Where a parent or carer wishes to make a complaint or make a suggestion about any activity or group the organisation is providing, it should be taken seriously. They should speak to the group leader first who should endeavour to resolve the matter. This should be followed up by a written response to the issue that has been raised and should be recorded and stored appropriately.

If a complaint is not resolved to the satisfaction of the parent or carer then the matter should be taken to the Leadership.

The above refers to complaints of a general nature. In the case of safeguarding concerns, these should follow the procedures in this safeguarding policy.

Working with disruptive children and young people

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. If someone is being disruptive:

1. Ask them to stop.
2. Speak to them to establish the cause(s) of the upset.
3. Inform them they will be asked to leave if the behaviour continues. Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.
4. If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, call for their parent/carer to remove the child/young person. A meeting should be held with the Leadership to discuss strategies to support both parent and child to address the behaviour.
5. The workers involved should always record what happened in writing as soon as possible after the incident.

This should include:

- a. What activity was taking place.
- b. What might have caused the disruptive behaviour.
- c. The child/young person's behaviour.
- d. What was said and how the worker and others responded.
- e. A list of others present who witnessed the incident.

A copy should be given to the Leadership team, a copy retained by the worker and a copy kept with the logbook.

Bullying

Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within this organisation.

We uphold a zero tolerance to bullying, so if it does occur, it should be reported, and it can be dealt with promptly and effectively. There will be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

Tobacco and Alcohol

Global Harvest Ministries upholds a no-smoking and no-alcohol policy within all of the venues used by the organisation. All those attending the activity will be made aware of this policy and agree to abide by it.

Workers do not have the right to confiscate alcohol or any form of cigarettes found in a young person's possession but they can enforce this policy; parents /carers should be informed.

Solvents and Illegal Substances.

Workers should be alert to the possession and use of illegal substances. If a worker becomes aware a child, young person or vulnerable adult may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.

It is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. The Leadership adopts zero tolerance on all illegal substances and will contact the police should any such situations arise.

Gangs and Gang Crime

Suppose there is reason to believe children and young people are involved in criminal gang activity. In that case, the Designated Safeguarding Officer(s) should inform the local authority's Children's Social Services. In addition, the Designated Safeguarding Officer, a member of the Leadership team and the child/young person's family should support the young person to talk openly about it to address the dangers of being part of a gang.

Special Needs and Disabilities

Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). Appropriate boundaries will be set that take their needs into account but also protect workers from false accusations. Their parent/carer should be notified to carry out any personal care.

To include and support children/young people with SEND, Global Harvest Ministries will:

1. Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist with a specific activity to prevent injury.
2. Endeavour to listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
3. Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
4. Train the workers in appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

Outings

For day trips or visits for children and young people under 18, parents or carers should complete, sign and return consent form giving their contact details. Medical and other details such as allergies or special dietary requirements should also be noted. This form should be reviewed annually.

A risk assessment of the activity will be carried out, to ensure all eventualities are covered and all adults in the team know what to do in the event of an accident or emergency.

A register of those attending a club or activity should also be maintained together with a register of workers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents/carers informed of the nature of activities.

On the day it is important to remember to take a fully charged mobile phone, all essential records and equipment and allocate named children to named pairs of adults.

If the child, young person or vulnerable adult is not collected at the end of a session/trip, a call should be made to the parent or carer explaining what has happened in much the same way a school would respond, this should be followed up with an email.

Transportation

The Leadership will adopt the following advice for transporting children, young people or vulnerable adults:

1. Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.
2. All drivers must have read this safeguarding policy and agree to abide by Church's Safeguarding policy.
3. Parents/carers should be asked to sign a Transportation Consent Form
4. The driver should hold a full driving licence, the vehicle must be adequately insured and the vehicle must be road-worthy.
5. As a general rule, 2 leaders should be in each vehicle. Consideration should be given to dropping off the least vulnerable last and plan routes accordingly.

Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).

If parents/carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the church's.

Filming and taking photographs

Permission must be obtained of both children and their parents/carers and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should inform the parents/carers of what is happening and leave the onus on the parent/carer to contact them if they have any objections. In addition to this:

It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.

When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone numbers.

Obtain written and specific consent from parents/carers before using photographs on a website or any social media platform.

Filtering and Monitoring

Filtering and monitoring systems are used to keep children and vulnerable adults safe when using your church's IT system.

Filtering systems: All communal IT devices/equipment should have effective software to block access to harmful sites and content.

Monitoring systems: identify when a user accesses or searches for certain types of harmful content on a church IT device (it doesn't stop someone accessing it). The church is then alerted to any concerning content so you can intervene and respond.

No filtering and monitoring system is 100% effective, so it needs to be used alongside the safeguarding systems and procedures, the expectations, applicable roles and responsibilities in relation to filtering and monitoring as part of their safeguarding training.

Staff/volunteer use of social media

All team members must use social media with discretion and wisdom. Photos of children, young people or vulnerable adults (where their faces are recognisable) **MUST NOT** be posted on social media by team members without consent from their parents/carers. Children and young people should never be named or "tagged" in team members' posts on social media.

E-Technology and E-Safety

Guidelines for all church staff, volunteers and Youth Workers regarding young people and the use of Social Networking Sites.

Introduction

The use of Social Networking sites such as snapchat, Instagram, Facebook, Twitter and others can be very advantageous to church leaders, youth workers both professionally and personally. In this day and age, the pace of internet and social media is constant – and

instant! It can offer opportunities to communicate with/stay in touch with people near and far. However, it can also be fraught with potential risks and difficulties. The following guidelines are designed for church staff and volunteers who are members of social networking sites to ensure they follow best practice.

Guidelines

Youth leaders and support workers should have a 'profile' separate from your personal private profile which can be a professional account. This will allow leaders and volunteers to keep their private and professional lives completely separate.

If you allow young people, or others to whom you represent to have access to a personal social networking account/ profile, then you must ensure that they do not have access to private information about you which may compromise either you and/or the organisation. This includes personal contact information and private arrangements between friends among other things.

Many sites offer a 'restricted profile' option which allows certain 'friends' to only see a limited amount of information. Where available, this should be used and should be checked thoroughly to ensure that you are aware of exactly which information can be viewed.

It is strongly recommended that you do not post any information about yourself on the internet which may be embarrassing, inappropriate, compromising or offensive, no matter who can view it. This includes your use of language, your posting of (or tagging of) photographs and your recounting of stories and experiences.

When young people contact you personally via social networking sites or any other media, then it is strongly recommended that you keep a copy of correspondence sent and received.

When young people contact you personally via social networking sites or any other media, then it is strongly recommended that you do take every reasonable step to ensure that the young person does not form an inappropriate attachment to you. Such an attachment may be misconstrued by third parties and may give the young person false expectations and impressions. If you suspect that there is a danger of this, you are advised to limit the contact as much as possible, and to inform one of your designated co-ordinators immediately.

If you are using Facebook or any other site to advertise events or to make arrangements, then it is vital that you take reasonable steps to ensure that no information which may compromise the safety of young people is made public. You should also remember that there is a legal age limit of 13yrs old for access to sites such as Facebook.

If, when viewing an internet site, you become aware of a situation in which a young person is potentially in danger, then it is vital that you report it straight away. Depending on the situation, you may report it to either, your safeguarding officer, the police, Childline, NSPCC, Child Exploitation and Online Protection Centre (CEOP) or another relevant authority.

Where you have any significant or regular contact with a young person via a social networking site, you should ensure, where appropriate and possible, that your church co-ordinator and the young person's parents are aware that the contact is taking place.

Legal considerations

It is worth being aware of some of the laws that exist to offer protection:

The Human Rights Act 1998

This Act gives a 'right to respect for private and family life, home and correspondence'. People should therefore have a reasonable expectation of privacy and all courts must now interpret existing legislation in relation to the Human Rights Act. No one should include any inappropriate personal information about another person through any social networking/media or Email and in addition this must not be divulged to any external third party.

The Regulation of Investigatory Powers Act 2000

This Act covers the extent to which organisations can monitor or record communications at the point at which they enter or are being sent within the employer's telecommunications system and applies to public and private communication networks. It gives the sender or recipient of a communication the right of action for damages against the employer for the unlawful interception of communications. There are two areas where monitoring is not unlawful. These are:

(i) where the employer reasonably believes that the sender and intended recipient have consented to the interception, and

(ii) without consent, the employer may monitor in certain circumstances, for example, to prevent crime, protect their business or to comply with financial regulations.

Organisations can reserve the right to monitor all internal and external communications in appropriate ways that protect its reputation and integrity.

The Data Protection Act 1998

This is an Act that many are already very familiar with.

The government's Information Commissioner is responsible for enforcement of the Data Protection Act and has published a code of practice to help employers comply with the provisions of the Act. Organisations should be mindful of information which relates to them, their staff, and those for whom it holds information - in the processing of individual data (and the basis for monitoring and retention of email communications and other paperwork including personnel records) Global Harvest Ministries is GDPR compliant and relevant policy is in place.

Mobile Phones and Email

The church recognises that workers may have a legitimate reason to contact a young person via mobile phone or Email. Workers must be aware that any inappropriate contact on their behalf could be a breach of position of trust and could have serious consequences should this occur. Therefore, it is important that youth workers/leaders observe the following 'good practice' principles:

- Keep phone calls or text messages simple and to the point
- If Leaders receive any malicious texts/emails these must be reported to Elder J Scheck.

- Avoid communicating with a young person late in the night,

We would encourage all leaders to respect the points below:

- 1) Do not sign off texts or messages with a kiss (x) or emojis that have sexual connotations.
- 2) Do not use abbreviations - always spell the word, this includes words such as UR or LOL
- 3) Only text during a reasonable hour of the day (9am-9pm). You may need to contact the young person outside these times, but this should be only in an emergency or if you think the young person is likely to suffer significant harm.
- 4) Any texts that you feel could be misinterpreted, seek advice as soon as possible (whilst you still have the messages on your phone)

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 vulnerable adults. We therefore have clear guidelines with our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of a letting agreement will have their own policy that meets safeguarding standards.

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

Signed by: ————— **Date** —————

APPENDIX 1

CHILD PROTECTION FILE

For filing hard copies, the file should follow the five-part filing system.

1. Admin Section

This section includes the name, date of birth, address, parents' names, GP details, social worker contacts, foster carers, etc. This sheet must be kept up to date.

The chronology is kept in this first section too, so that it is easy to find and an overview can quickly be seen. Each document elsewhere in the file should have a corresponding line in the chronology (some people number these lines and identify each document with that reference number).

2. Internal Information

This section contains concern forms, meeting notes, conversations with parents etc.

3. External Information

Anything that comes in from outside the church, including phone calls, printouts of emails, and referral forms.

4. Multi-Agency Meetings

Minutes of meetings, notes and formal documents are kept in this section.

5. Legal Papers

Keep this section clear of material that could be kept elsewhere in the file. Only include here legal documentation like the child protection plan.

Note: Each section should be kept in chronological order, with the most recent document at the top.

All the papers in the file should be secured together so that if it dropped, papers don't go flying everywhere putting both chronology and confidentiality at risk.

RETENTION AND STORAGE

The Church must:

- know the reason why they are keeping records about children and/or adults (for example, because they relate to child protection concerns);
- assess how long you need to keep the records; and
- have a plan for how and when the records will be destroyed.
- To keep personal information secure, you should:
 - compile and label files carefully;
 - keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis;
- keep a log so you can see who has accessed the confidential files, when, and the titles of the files they have used.

If you are creating records about the children and/or adults, you need to make sure they understand what records you hold, why you need to hold them and who you might share their information with (for example as part of a multi-agency child protection team) (Information Commissioner's Office, 2017(a) and 2017(b)). If you are keeping records for

child protection reasons, you don't necessarily need to get consent from the adults and/or children concerned.

Retention periods: child protection records

If you decide not to share your concerns about a child's welfare with the police or social services, you should still keep a record of the issues that were raised.

Records relating to child protection will be kept for 7 years after your church's last contact with the child and their family.

In some cases, records can be kept for longer periods – see the 'Exceptions' section below for more information.

Recording concerns about adult behaviour

Sometimes concerns might be raised about an adult who works or volunteers with children. This could be because they've:

1. Behaved in a way that has harmed, or may have harmed, a child;
2. Committed a criminal offence against, or related to, a child; or
3. Behaved in a way that indicates they are unsuitable to work with young people.
4. You must keep clear and comprehensive records of all allegations made against adults working or volunteering with children, including;
5. What the allegations were;
6. How the allegations were followed up;
7. How things were resolved;
8. Any action taken; and
9. Decisions reached about the person's suitability to work with children.
10. Keeping these records will enable you to give accurate information if you are ever asked for it. For example:
11. In response to future requests for a reference;
12. If a future employer asks for clarification about information disclosed as part of a vetting and barring check; or
13. If allegations resurface after a period of time.

Storing records relating to adults

Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual.

Retention periods: concerns about adults

If concerns have been raised about an adult's behaviour around children, you should keep the records in their personnel file either until they reach normal retirement age or for 10 years - whichever is longer (IRMS, 2016).

You should keep records for the same amount of time regardless of whether the allegations were unfounded. However, if you find that allegations are malicious you should destroy the record immediately.

Information should be kept for this length of time even if the person stops working or volunteering for the organisation.

Exceptions

In some cases, records can be kept for longer periods of time. For example, if:

- The records provide information about a child's personal history, which they might want to access at a later date;
- The records have been maintained for the purposes of research;
- The information in the records is relevant to legal action that has been started but not finished; or
- The records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation).
- Where there are legal proceedings it is best to seek legal advice about how long to retain your records.
- Some records are subject to statutory requirements and have a specific retention period. This includes records relating to:
 - Children who have been 'looked after' by the local authority;
 - Adopted children;
 - Registered foster carers;

You should also check whether your insurance company, local safeguarding children board (LSCB) or regulating body makes any stipulations about retention periods.

When records are being kept for longer than the recommended period, files must be clearly marked with the reasons for the extension period.

Any records that could be needed by an official inquiry (for example the Independent Inquiry into Child Sexual Abuse (IICSA, 2017)). Inquiries will issue directions for records to be retained and these must be followed.

Disclosure and barring checks

Global Harvest Ministries will not keep any copies of disclosure and barring check certificates unless there is a dispute about the results of the check. Instead, a confidential record will be kept of:

The date the check was completed;

The level and type of check (standard/enhanced/barred list check and the relevant workforce);

The reference number of the certificate; and

The decision made about whether the person was employed (with reasons). If there is a dispute about the results of a check, the church may keep a copy of the certificate but not longer than 6 months.

Destruction of child protection records

When the retention period finishes, confidential records should be incinerated or shredded in the presence of a member of the organisation or entrusted to a firm specialising in the destruction of confidential material. At the same time, any electronic versions of the record must be purged.

GUIDELINES FOR DISCIPLINE

Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.

Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.

Take care to give the quieter and/or well-behaved attention and resist allowing the demanding individuals to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.

If children and young people in particular are bored they often misbehave, so review your programme regularly.

NEVER smack or hit anyone and don't shout. Change voice tone if necessary.

Call on support from other leaders if you feel so angry you may deal with the situation unwisely.

Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.

Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive:

Have them sit right in front of you or get a helper to sit next to them.

Encourage helpers to be proactive rather than waiting to be told to deal with a situation.

Challenge them to change their behaviour whilst encouraging their strengths.

Inform them that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), or be excluded from attending the group for a period of time.

GUIDELINES FOR DEALING WITH CHALLENGING BEHAVIOUR INCLUDING RESTRAINING

Staff should not use any form of degrading or humiliating treatment towards anyone. The use of sarcasm, demeaning or insensitive comments towards people is completely unacceptable. Where a person displays difficult or challenging behaviour, staff should follow the following procedure, taking extreme care to avoid any practice that could be viewed as unlawful and a breach of the person's human rights.

This means that staff should:

Not use force as a form of controlling the situation.

Try to diffuse situations before they escalate e.g. by distraction

Behave as a role model

Avoid shouting at children other than as a warning in an emergency/safety situation

The law and guidance for schools states that adults may reasonably intervene to prevent a child from:

Committing a criminal offence

Injuring themselves or others

Causing damage to property

Engaging in behaviour prejudicial to good order and to maintain good order and discipline.

In all cases where physical intervention has taken place, it would be good practice to record the incident and subsequent actions and report these to the safeguarding officer(s) and the child or young person's parent/carers.

Positive Handling refers to the whole range of de-escalation and management strategies, including where necessary, physical intervention. De-escalation strategies, including diversion, distraction, diffusion and negotiation are used to prevent violence and reduce the risk of injury.

Physical intervention refers to any action by which one or more people restrict the actions of another, e.g. blocking the path of a child or guiding him or her away from a harmful situation. It includes physical restraint. Physical intervention must not be used as a method of enforcing discipline or compliance when there is no serious risk to individuals or significant risk to property. Most escalating conflicts can be resolved without the need for physical intervention.

Physical restraint is the positive application of force with the intent of overpowering to prevent harm.

If all reasonable steps have been taken to prevent a person exhibiting violent behaviour and the situation continues then the person must be warned that if they do not desist physical restraint may be used. If a violent incident seems imminent, then wherever possible another member of staff must be summoned. This should not be seen as a failure as the presence of a second adult could prove helpful in ensuring safety, objectivity and calm control, as well as providing a witness to what takes place.

Restraint must at all times be "reasonable" and judgement of what constitutes "reasonable" rests with the member of staff at that point in time. "Reasonable" is the minimum intervention a responsible adult would exercise to prevent physical injury or damage, always bearing in mind danger to those concerned.

Physical Intervention must never:

- a) Interfere with breathing, blood supply or genital areas;
- b) Involve holding the throat, wrists, joints or fingers.

Restraint should be applied at just above the level of force of resistance and then relaxed and released as soon as possible to allow the person to regain composure. The person should be told what will happen next to avoid unnecessary anxiety.

Where a person has a sensory or physical disability or a learning difficulty, particular care will be required to ensure that they understand what is happening and to ensure that a member of staff's actions are not discriminatory.

The use of any form of physical intervention carries the risk of allegations of abuse against staff. However, staff are equally open to accusations of a failure of 'Duty of Care' if a child / young person suffers as a result of a refusal to intervene physically where it probably would have kept them safe.

Physical intervention or physical restraint can only be justified if all other intervention strategies and non-physical methods have proved ineffective and/or there is an immediate danger of physical harm to individuals or the risk of significant damage to property. No member of staff is obliged to undertake physical intervention where doing so would place that member of staff in immediate danger of physical harm.

In no other circumstances can physical intervention or restraint against a person be justified.

TAKING CARE OF TOUCHING

Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.

Touch should be related to the child, young person or vulnerable adult needs, not the workers.

Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.

Avoid any physical activity that may be sexually stimulating.

All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.

When giving first aid (or applying sun cream etc), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests give appropriate help where necessary.

Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Concerns about abuse should always be reported.

PRAYING WITH CHILDREN AND YOUNG PEOPLE

1. Introduction

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

Acceptance

Respect

Non-judgemental listening,

Sensitivity,

Discernment,

Patience.

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child either corporately or individually at the child's request.

You can reassure any concerned parent/carer with the principles contained in these guidelines, or if a child is part of a club or Sunday school within the church this could be mentioned, for example, on the information leaflet given to parents/carers when the child joins the group.

In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must always be respected.

2. Praying

Prior to praying, always make sure you have the child's permission and always pray in an open area where other leaders and/or children are around. If there is a general invitation to come forward for prayer in or after a family service then it will be helpful to have children's workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. Only those authorised by the church leadership should be involved in this ministry.

The child should be asked if there is anything specific they are requesting prayer for and listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests then simply ask God to bless them.

Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!

If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them if they would like to say what has caused their distress. Depending on the child's response you could consider whether there are any gender issues or whether they would feel more comfortable with someone else

If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

3. Practicalities

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down but do avoid crowding.

Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm around a shoulder or their hand being held always ask them if this is what they would like before doing it. Sometimes substances such as oil on the forehead is used when praying for healing. Bear in mind that a child/young person may be uncomfortable with the use of anointing oil so it is important to only go ahead with the child and parents' agreement.

Remember also that a child/young person may not, for example, understand things like 'speaking in tongues' and it is important therefore not to do anything that may cause confusion or distress.

4. Language

Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short so you can then be confident your prayers have been understood by the child.

5. Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Even if you believe you have heard from God about their situation, it would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

6. Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to your church's child safeguarding coordinator and possibly Children's Social Services or the police. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

7. Deliverance / Exorcism

Any religious, traditional or cultural practice that causes significant harm to a child is a criminal offence and cannot be justified. One example of this is when children have been subjected to horrific abuse following accusations they are witches or possessed by evil spirits. When practices such as these come to light, the statutory authorities may investigate and take appropriate action to protect the children involved.

Some places of worship believe that a child can have an evil spirit or is possessed when they display behavioural problems or are different in some way. The child may have learning difficulties, mental health issues, copied or unconventional behaviours, or be experiencing some kind of trauma such as culture shock at coming to live in a different country.

Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc. A child should never be told they are demonised, possessed or oppressed by the devil or evil spirits.

Prayer for children should therefore always be carried out using the guidelines above.

I have read and understood Global Harvest Ministries Safeguarding Policy.

Signed ----- Print name -----

Date -----

Please print the following page, sign and return to(Designated Safeguarding Coordinator).

APPENDIX 2

INFORMATION/FRONT SHEET

Full Name:		DOB:		Additional needs:	
Gender:		Ethnicity:			
Home Address:				Telephone:	
				E mail:	
Status of file and dates:					
OPEN					
CLOSED					
TRANSFER					
Any other child protection records held in church relating to this child or a child closely connected to him/her e.g. sibling, cousin, etc? YES/NO WHO?					
Members of household					
Name	Relationship to child	DOB/Age	Tel No		
Significant Others (relatives, carers, friends, child minders, etc.)					
Name	Relationship to child	Address		Tel No	
Other Agency Involvement					
Name of officer/person	Role and Agency	Status of Child i.e. CAF/CIN/CP/CLA	Tel No	Date	

Chronology

Sheet Number

Complete for all incidents of concern including where a 'logging the concern' sheet has not been completed. If one has been completed then add a note to this chronology to cross reference (significant information may also be added).

Name:		
DOB:		Address:
Date	Information/Details of concerns or contact	Print Name and Signature

Logging a concern about a child's safety and welfare

Part 1 (for use by any staff/ worker)

Child's Name:	Date of Birth:
Date and Time of Incident:	Date and Time (of writing):
Name: Print Signature Job Title:	
Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses? 	
What is the child's account/perspective? 	
Professional opinion where relevant. 	
Any other relevant information (distinguish between fact and opinion). Previous concerns etc. 	
What needs to happen? Note actions, including names of anyone to whom your information was passed and when. 	

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Designated Safeguarding Lead.

Part 2 (for use by DSL)

Time and date information received, and from whom.	
Any advice sought – if required (date, time, name, role, organisation and advice given).	
<u>Action taken</u> (referral to children's social care/monitoring advice given to appropriate staff/worker with reasons. Note time, date, names, who information shared with and when etc.	
<u>Parent's informed?</u> Y/N and reasons.	
<u>Outcome</u> Record names of individuals/agencies who have given information regarding outcome of any referral (if made).	
Where can additional information regarding child/incident be found (e.g. serious incident book)?	
Should a concern/confidential file be commenced if there is not already one? Why?	
Signed	
Printed Name	

Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should a member of staff or worker take photographic evidence of any injuries or marks of a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. Social Care direct.**

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record

A copy of the body map should be kept on the child's concern/confidential file.

BODYMAP

(This must be completed at time of observation)

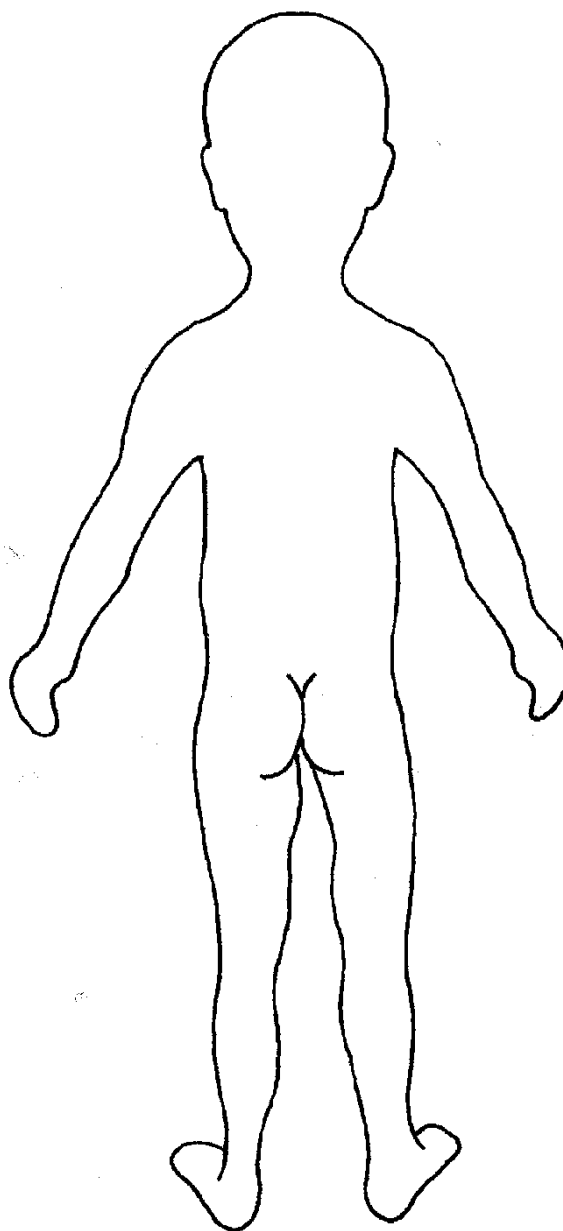
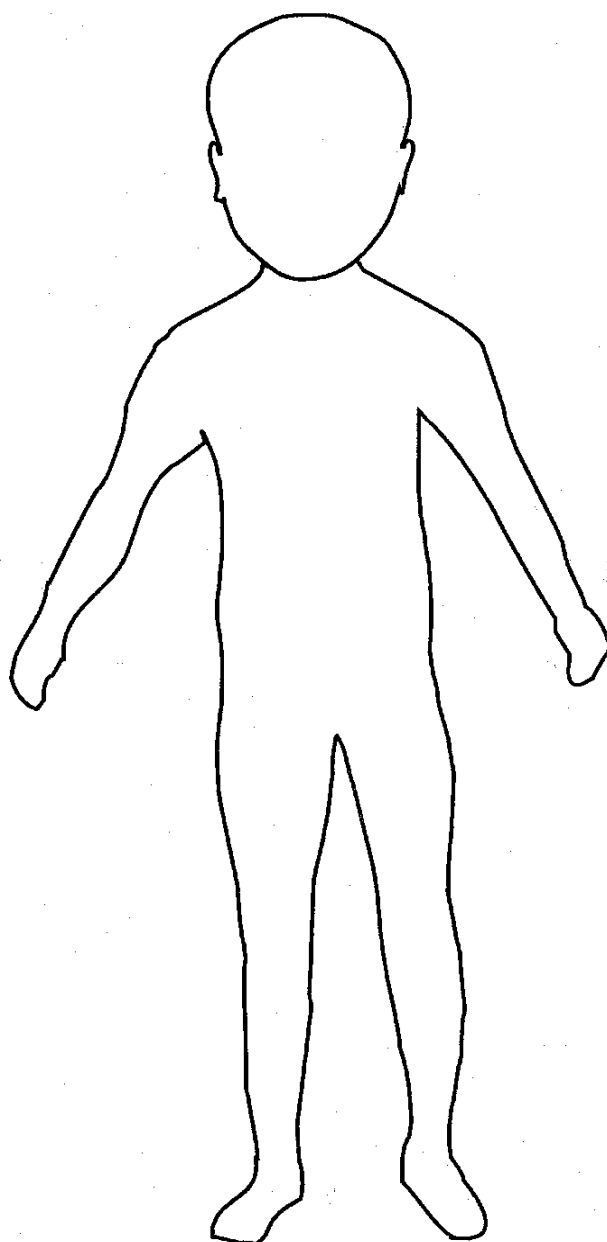
Name of Child: _____

Date of
Birth: _____

Name of
Staff/worker: _____

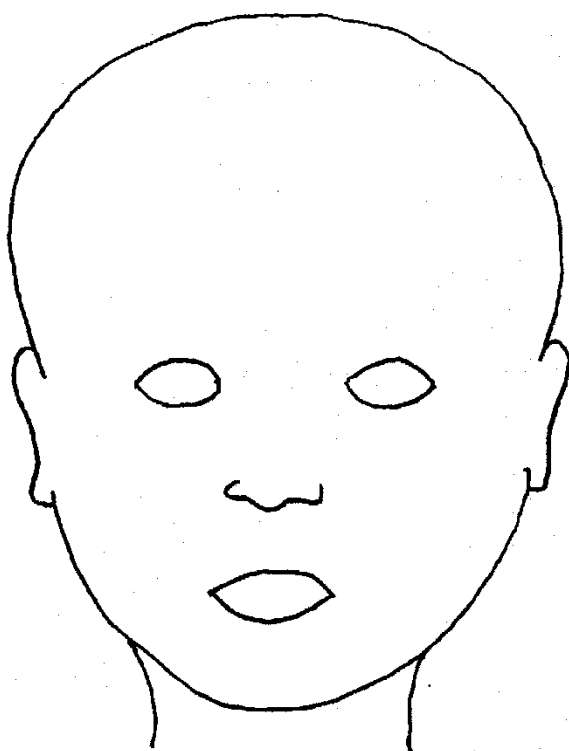
Job
title: _____

Date and time of
observation: _____

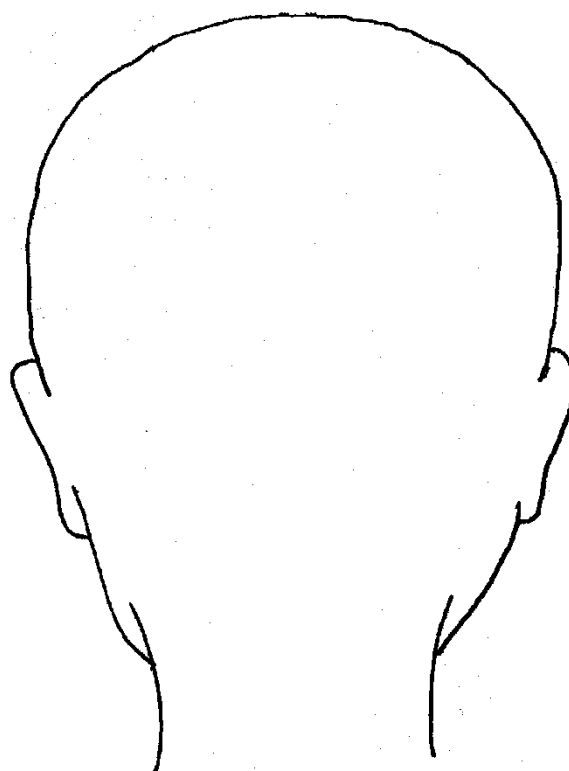


Name of Child: _____

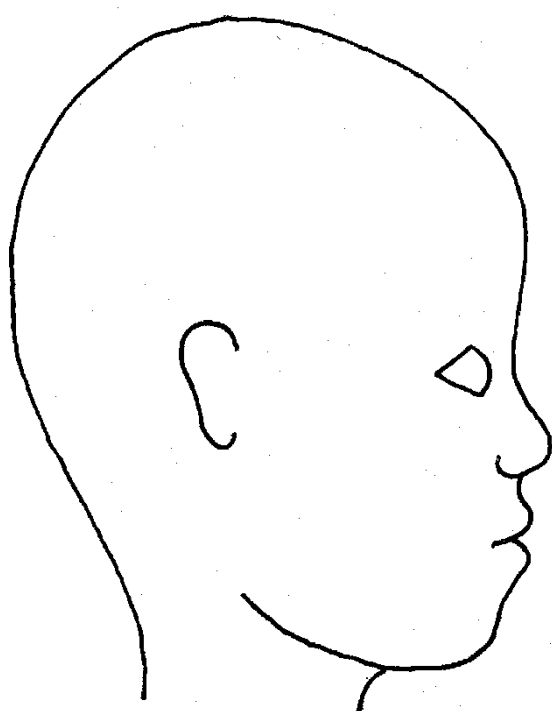
Date and time of
observation: _____



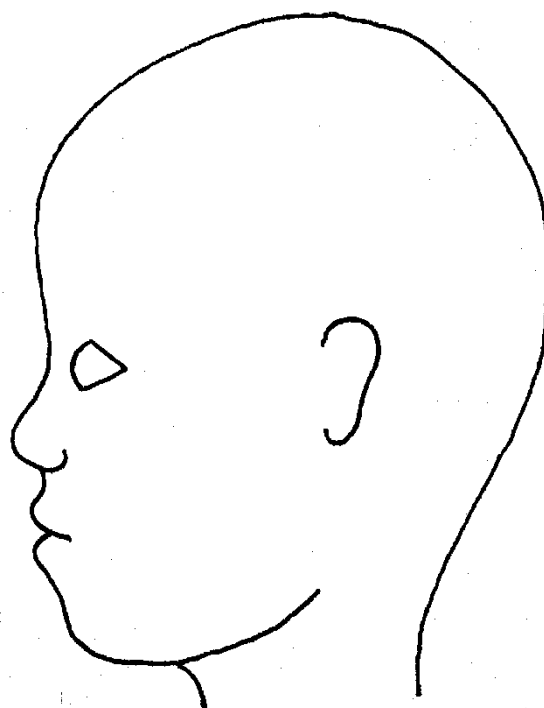
FRONT



BACK



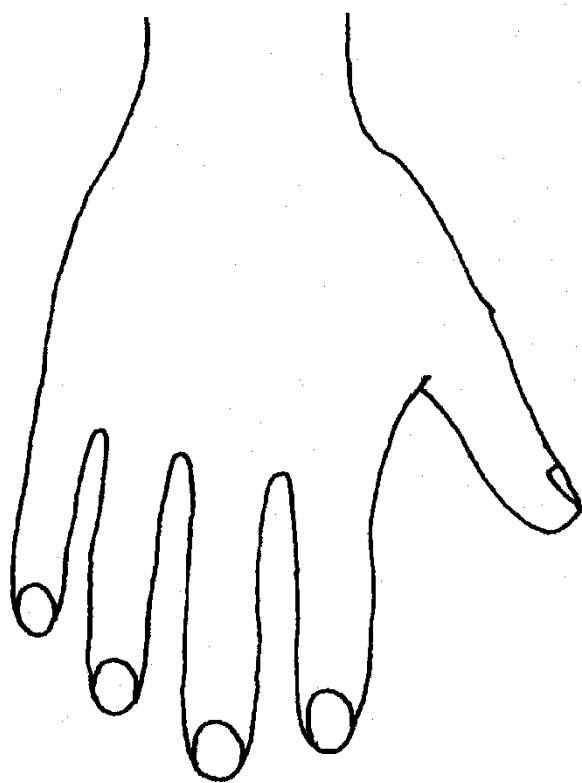
RIGHT



LEFT

Name of Child: _____

Date and time of
observation: _____



R



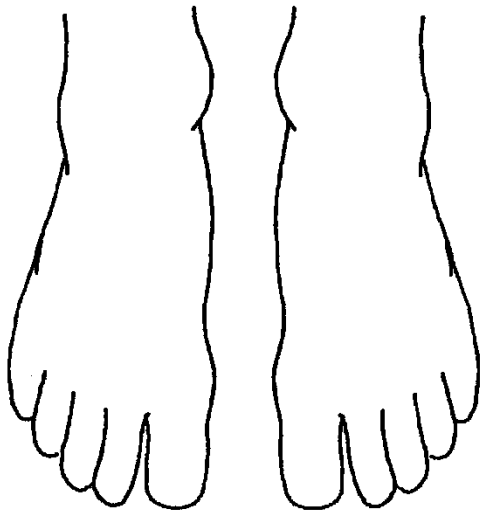
L

BACK



Name of Child: _____

Date and time of
observation: _____



R

TOP

L

R

BOTTOM

L

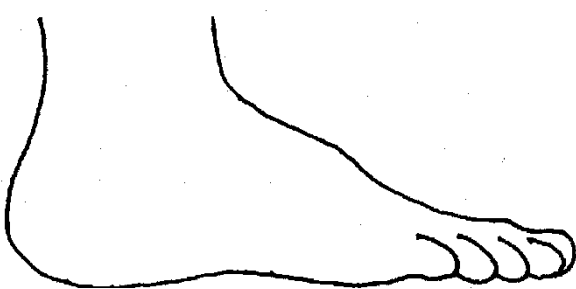


R

INNER



L



R

OUTER



L

Name of staff ---
Signature and Job
title of staff/ worker: _____