



Christian
Initiative to
Schools



CHRISTIAN INITIATIVE TO SCHOOLS IN LETCHWORTH AND SURROUNDING DISTRICT

POLICY AND PROCEDURES FOR SAFEGUARDING CHILDREN

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Revised and approved by CIS Trustees' Meeting on 7th July 2020.

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Definitions

Adults at risk of harm (“adults at risk”).	An adult who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs – is unable to protect themselves. (Care Act 2014).
Children and young people	Anyone under the age of 18 years
DBS	Disclosure and Barring Service (DBS), formerly Criminal Records Bureau (CRB)
DBS Verifiers	The person or persons appointed by the Trustees to check the Disclosure and Barring Service (DBS) forms completed by Trustees, paid staff, interns and volunteers and responsible for checking the DBS forms sent to individuals.
Event	Any event where Christian Initiative to Schools in Letchworth and District (CIS) takes responsibility for participants who are under the age of 18 years.
First Aider	Person who has undertaken a course in first aid with an approved body (for example, Red Cross or St. Johns) and the training has been completed within the last three years.
Junior Team Member	Those younger than 18 who may assist on an event but who will not have unsupervised responsibility for, or unsupervised access to, anyone under the age of 18 years.
Leaders	People who have been given overall responsibility for an event through an appointment procedure.
Participants	Those who attend an event.
Person Designated for Emergencies	The person on duty for emergency cover (including outside normal office hours).
Person Responsible	The Schools Worker who will organise and risk assess all new activities undertaken by CIS.
Safeguarding Trustee(s)	Trustee(s) with responsibility for ensuring the implementation, training, compliance and review of the Safeguarding Policy and procedures on behalf of the Trustees (Safeguarding Lead).
Workers	Anyone engaged in CIS's ministries, either as employees or volunteers

1. Policy Statement

Christian Initiative to Schools in Letchworth and District (CIS) is a charity consisting of volunteers and paid staff. We believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do.

Therefore:

- We commit ourselves to the nurture, protection, and safekeeping of all, especially children, young people and adults at risk.
- It is the responsibility of each one of us to protect children, young people and adults who are at risk from all forms of abuse, and to report any abuse suspected or discovered.
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children, young people and adults who are at risk. We will provide appropriate supervision and recognise mutual accountability.

CIS has adopted the above principles; all volunteers and staff are presented with a copy of this policy and procedures, are expected to undertake training and are expected to follow the procedures and guidelines as set out in this document.

2. Statutory Compliance for Christian Initiative to Schools

The standards in this policy build on and incorporate legislation and government expectations for children and adults at risk. This includes:

- HM Government 'Working Together to Safeguard Children (2018)'. The guidance is for statutory agencies and voluntary organisations alike and covers all the expectations of government in relation to safeguarding children in England and Wales.
- The Charity Commission require charities working with children, young people and adults who are at risk to appoint a Safeguarding Lead, who is responsible for ensuring the charity has a policy which is regularly reviewed, checks are carried out on trustees, staff and volunteers on recruitment, there is ongoing training and that everyone understands their responsibilities. Although the Safeguarding Trustee(s) is/are responsible for facilitating this, all trustees are collectively responsible for protecting and safeguarding children, young people and adults who are vulnerable.

As a result CIS will:

2.1 Adopt a Statement on safeguarding the welfare of children.

The Statement included in this document has been adopted by CIS' Board of Trustees. It is reviewed each year, it will be read out each year at the Annual Meeting and is available on request for public scrutiny (Appendix A).

2.2 Have in place a Safeguarding Children and Young People Policy and associated procedures.

This document is the Policy and the associated procedures that CIS will follow in:

- Recruiting, checking suitability, training and the supervision of Trustees, paid staff, interns and volunteers,
- Making activities provided by CIS safe for children, young people and adults at risk and adults providing these activities,
- Ensuring Trustees, paid staff, interns and volunteers know how to recognise possible abuse, and when there are safeguarding concerns the action to take.

2.3 Plan the work of the organisation so as to minimise situations where the abuse of children may occur.

CIS will ensure that when planning activities, Christian Unions/Hubs, lessons, assemblies, transporting children and young people, etc, all reasonable precaution is taken to make the event or situation safe.

2.4 We will review the policy and procedures.

These will be reviewed at least annually, reflecting changes in legislation, guidance and experience. The changes will be presented in writing to the Trustees by the Safeguarding Trustee(s) for approval.

2.5 Apply agreed procedures for protecting children, young people and adults who are at risk to all trustees, paid staff and volunteers.

We have established procedures for all workers and comprehensive procedures for workers in direct contact with children, young people and adults at risk.

2.6 Work with Schools and other agencies to raise awareness of safeguarding children and young people and working with them when concerns are raised.

Much of CIS's activity is under the auspices of local Schools or other organisations. CIS will follow the policies of these organisations when on their sites or working with the children and young people they are responsible for; Appendix B sets out the activities undertaken and the settings that these take place in.

Where new activities are planned, or changes take place to existing activities, these will be risk assessed and action put in place to mitigate the risks (Appendix C).

Some useful contact numbers and information are contained in Appendix D.

2.7 Have Safe Recruiting and Supervision Policies.

CIS will ensure that checks are carried out on all Trustees, staff, interns and volunteers on recruitment, DBS checks will be carried out on appointment and then every three years (as recommended by Scripture Union), there is regular training on how to identify safeguarding situations so that everyone understands their responsibilities and knows the actions to take when dealing with concerns. Details are in Appendix E.

All Trustees, paid workers, interns and volunteers will receive a copy of this policy.

2.8 Provide all staff and volunteers with clear roles.

All paid staff and interns will have a written job description and all volunteers will be given a clear written outline of their role.

2.9 Use supervision as a means of safeguarding children.

The purpose of supervision is to plan and review the Schools Worker's and volunteers work. It is also an opportunity for the supervisor to raise awareness about safeguarding issues and deal with concerns of the supervisee.

3. Code of Conduct

- All those working with children, young people and adults who are at risk on behalf of CIS will treat them with respect and dignity, which should be reflected in attitude, behaviour and speech.
- CIS accepts a duty of care for a child, young person or adult who is at risk taking part in a CIS event.
- Teams on mixed events will include male and female members, and organisation of activities within the events will reflect this balance wherever possible.
- Teams will aim to work in groups and in public areas so that contact between participants and team is in sight of others.
- Teams will avoid forming exclusive relationships or those which could be seen as showing favouritism to individual participants.
- Wherever a team member finds themselves involved in a potentially lengthy counselling situation, they must involve the Safeguarding Lead in the school, person responsible for Safeguarding at the Event or Safeguarding Trustee(s) in CIS, depending on the context.
- Promises of confidentiality must be avoided and items shared with the Schools Worker, Christian Union/ "Hub" leaders or volunteers only discussed with the Safeguarding Lead responsible for the context. Where there is an on-going situation information will only be shared on a "need to know" basis.
- Where action is taken under the Safeguarding Policy (whether within a school, CIS activity or other organisation event) a brief summary of the incident or alleged abuse must be recorded using the Record of concern form in Appendix F. The form should be given to the Schools Worker (for interns, volunteers, youth workers or others acting on behalf of CIS). These are then to be passed to the Person Designated for Emergencies as soon as possible and certainly within 24 hours.
- It is normally inappropriate for adults to initiate physical contact with participants, and team members should be cautious of contact initiated by participants, except in exceptional circumstances such as the need for medical attention or to prevent harm.
- Any physical contact with children in the area of incident management will be purely in terms of an intervention which prevents the child exercising inappropriate, behaviour or from hurting themselves or others. Minimal force will be used, for the minimum time necessary, and witnessed by another team member where possible.
- Team leaders and members are in a 'relationship of trust' with participants and will take care that an abuse of that trust does not occur. Any behaviour which might allow a sexual relationship to develop between a person in a position of trust and the individual(s) in their care will be avoided.
- This relationship of trust is also in place outside the actual event in any communication between team members and participants, whether in person, by letter, email, telephone, text messaging, social media or any other means. Any communication or direct contact with a young person will therefore be characterised by transparency and integrity and must operate within the CIS policy on safeguarding children.

Further advice is given in Appendix G (Good Practice Guidelines).

4. Understanding Abuse and Neglect

4.1 What is abuse and neglect?

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

Four types of abuse are identified in England based on the government guidance 'Working Together to Safeguard Children (July 2018)'.

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.

Working Together (July 2018) identifies a number of specific types of abuse. While it is not expected that volunteers know these in detail, it is necessary that they should be aware of their existence, for example, grooming, "sexting", domestic abuse, bullying, trafficking, enforced marriages and female genital mutilation.

Definitions of the four recognised types of abuse and the other forms of abuse which may present are described in Appendix G. This appendix also identifies some of the most common presenting indicators.

4.2 Reporting suspicion of abuse.

Whilst working on CIS's events, team members may be told about various personal problems which the participants they work with have experienced. In the majority of situations, being prepared to give the time to listen and care without being judgmental will be of great value and assistance. Where there appears to be an indication that there might be a safeguarding situation this must be reported to the Safeguarding Lead in that setting.

It is possible that the nature of our work may increase the likelihood of participants disclosing problems which put them 'at risk' for various reasons in ways which threaten their safety. Such disclosures require more than a caring response and a sympathetic ear, and the following procedure will be followed by the team member:

- Give the person time to talk freely but without fear of being overheard. Treat them with respect and acceptance. Always accept what is being said at this stage. Do not ask questions other than to clarify what is being said. Never put words into the person's mouth.
- Do not promise to keep the disclosure 'secret'. Explain that you must share this information with the leader of the event who may in turn call upon other people who will be able to help.
- Stay with the person until you feel they have said all they want to say. Try to avoid leaving them in a distressed state.
- Inform the leader of the disclosure as soon as possible.
- Make a written report of what happened on the Record of Concern Form (Appendix F) as soon as possible (not in the participant's presence). Do not interpret what was said, only record what was said as verbatim as possible.
- A copy of the Record of Concern Form must be given to the Safeguarding Lead in that setting. A copy should also be given to the Schools Worker, which will be forwarded to the Person Designated for Emergencies as soon as possible but certainly within 24 hours.
- Leaders will be aware that members of the team involved in handling these situations may also need appropriate help throughout the process and afterwards.

Once disclosure or allegation of abuse is made, CIS is required to take action. The leader must decide which course of action to take from the following:

- If the leader is unsure or feels that the nature of the disclosure requires further action, then they will immediately contact the CIS's Person Designated for Emergencies (See Appendix H for guidance). This person would then make a decision as to whether or not the National Society for the Prevention of Cruelty to Children (NSPCC), local Children's Services or Police will be informed. Advice can be sought from Thirtyone:eight (previously known as CCPAS Churches' Child Protection Advisory Service).
- If possible, establish whether the person has told anyone else and whether action has or is being taken. If it is clear that the current matter is being dealt with by the School, Event Organiser or Social Services, no further action need be taken. However, it is important to record the information and the organisation taking the action and for this to be passed to the Person Designated for Emergencies within 24 hours.
- If the person has alleged parental involvement or there is reason for suspicion of collusion, and s/he may be placed in further danger by returning home, the Safeguarding Lead in that setting must be contacted **immediately**.
- Even if there appears to be no parental involvement, alleged or suspected, do not contact the parents until you have spoken to the Safeguarding Lead in that setting.
- If contact with the person continues during the event, try to ensure that this is as 'normal' as possible, and avoid drawing attention to the situation or repeatedly referring to it unless the person initiates further discussion.
- If an allegation is made against a team member the Person Designated for Emergencies must be contacted and a decision taken as to whether Social Services should be informed. The team member will normally be asked to leave the event immediately and not return until the investigation has been carried out.
- If an allegation is made against the leader, the same procedure will be followed except that the team member who hears the allegation will themselves immediately contact the Person Designated for Emergencies.
- If the allegation involves the Schools Worker or the Person Designated for Emergencies the Safeguarding Trustee(s) must be contacted immediately.
- Any team member who is concerned about the way an allegation or disclosure has been handled must contact the Safeguarding Trustee(s) directly. If the concern involves the Safeguarding Trustee(s) the Children's Department or Police should be contacted.
- At every stage, procedures will show respect for people and will involve careful consultation, not hasty reaction.

Any team member or leader who is concerned about CIS's handling of an allegation or disclosure will be encouraged to seek advice from the NSPCC, Thirtyone:eight or other appropriate body.

Appendix J provides a summary of actions to take if faced with a safeguarding situation (Prompt Card).

During and after the allegation the team member, leader or Schools Worker will need support. The Safeguarding Trustee(s) and Person Designated for Emergencies should identify who should provide support, the form this should take and maintain contact with both.

5. Retention of Documents.

Appendix K sets out the period of time for which documents must be retained by CIS.

APPENDIX A

Safeguarding of Children, Young People and Adults who are at Risk Statement

This statement was agreed at the Trustees meeting held on 7th July 2020.

It will be read annually at the public Annual Meeting (which includes the Annual General Meeting, normally held in the October each year).

- We commit ourselves to the nurturing, protection and safekeeping of all, especially children, young people and adults who are at risk.
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children, young people and adults who are at risk, and to report any abuse discovered or suspected.
- We recognise that our work with children, young people and adults who are at risk is the responsibility of everyone within CIS.
- We undertake to exercise proper care in the selection and appointment of those working with children, young people and adults who are at risk, whether paid or voluntary.
- CIS is committed to supporting, resourcing and training those who work with children, young people and adults who are at risk, and to providing supervision.
- CIS is committed to following the Government guidance within *Working Together to Safeguard Children (July 2018)*.
- Each worker with children, young people and adults who are at risk must understand CIS's Safeguarding Policy and undertake to observe it. Each shall be given a copy of CIS's agreed Policy, Procedures and Good Practice guidelines.
- The Safeguarding Trustee(s) are Ashley and Christine Croft, Tel No. 01462 682517.
- The Person Designated for Emergencies is Roger Aldridge, Tel Nos 01462 686196 or 07784 842979,

APPENDIX B

Activities Run By Christian Initiative to Schools.

Working in Schools.

CIS employ a paid worker who goes into primary and secondary schools in Letchworth and the surrounding areas, including those in the area of Central Bedfordshire. The schools in Bedfordshire are based on a three-tier system, so the Middle Schools cater for young people from 9 to 14/ 16 years.

Within the secondary schools (and Middle Schools in Central Bedfordshire) the CIS Schools Worker works alongside church-based clergy and youth workers as well as volunteers recruited to work in a specific school.

The range of activities undertaken varies from school to school, both primary and secondary, but includes (and not exclusively):

- Organising and running the Christian Union or “Hub” (the name varies), which usually meets during lunchtime or after school.
- Taking assemblies
- Taking lessons, including religious, mental health issues, self-awareness, social and community subjects.
- Year 6 children transitioning to secondary school are seen in groups to give support with transitions.
- Chaplaincy
- Individual work with pupils.

In addition, the Schools Worker supervises the volunteers who run some of the Christian Unions/ “Hubs.”

All the above activities take place within a school. All schools are required to have a Safeguarding Policy with a designated staff member responsible for safeguarding and ensuring that all staff are trained and understand the School's Policy and procedures. The designated person in each school will be identified and the School's Worker and volunteers will be provided with their contact details.

Whilst the Schools Worker, the volunteers recruited by CIS and clergy or youth workers working with CIS are on the school's premises they must comply with the School's Safeguarding Policy. This will involve the completion of checks, including a DBS check, understanding the School's Policy and knowing who to speak to if concerns are raised.

If the Schools Worker, a volunteer, clergy or youth worker (due to their involvement in the school being because of their role for CIS) is invited to help on a day outing or residential activity, s/he must take part on the same basis as other volunteers used on such events and the onus is on the school to carry out the necessary safeguarding checks.

New Activities and Events Run by CIS Outside School.

As other activities develop there must be a full risk assessment, including how the safeguarding policy will apply, and whether additional safeguards need to be implemented to make the activity safe and the reporting arrangements need to be strengthened. The Risk Assessment form is in Appendix C.

Additional Involvement

Where the CIS worker has additional involvement in events run by local churches the CIS worker will adhere to the Safeguarding Policy of the relevant church.

APPENDIX C
Christian Initiative to Schools Risk Assessment

1. What is the situation?

2. Please give date(s).

3. What risks have been identified ?

1.

2.

3.

4.

4. What is the assessment of each risk?

1.

2.

3.

4,

5. What actions are necessary to eliminate/reduce each assessed risk?

1.

2.

3.

4.

6. Who will be involved in carrying out the actions?

Signed.....Dated.....

OUTCOME – To be reviewed and recorded within one week of the event.

1. Did the event take place?

2. What needs to be learnt for future events?

Completed by.....

Signed.....Date.....

APPENDIX E

Recruitment and Supervision of Staff, Interns and Volunteers.

- 1. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.**
- 2. Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.**

We require a reference from at least one person (a church leader or equivalent) for each applicant, seeking information which includes character and relationship assessment. We inform referees if work involves direct contact with children.

We appreciate that some of our volunteers are young adults wanting to begin work with children, and therefore it may not be possible to gain references which relate to relevant experience.
- 3. Explore all applicants' experience of working or contact with children in an interview before appointment.**

All staff and volunteers for leadership positions, are interviewed prior to appointment.
- 4. Establish whether an applicant has any conviction for criminal offences against children.**

All workers are required to sign a declaration disclosing criminal conviction or caution. Annual short-term volunteers with children are required to do so annually. This includes disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975).

Applicants for roles involving unsupervised charge of children are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.
- 5. Make paid and voluntary appointments conditional on the successful completion of a probationary period.**

While the short term nature of much of our volunteer work makes probationary periods inappropriate, we are aware that many volunteers will have limited experience. Appropriate support is provided for each circumstance. In practice, this may mean sharing of responsibility, rather than having unsupervised responsibility, for children.

Who is required to have a Disclosure and Barring check?

Trustees and Paid Staff.

All those who anticipate employment with CIS as paid staff and whose work is likely to involve unsupervised access to children, young people under 18 years of age and adults at risk are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Potential Trustees of CIS are required to apply for an Enhanced Disclosure before their appointment is confirmed and renewed every three years thereafter.

All paid staff are required to apply for Enhanced Disclosures on appointment (and before they start work) and every three years thereafter.

Volunteers

All volunteers who are expected to have unsupervised access to children are required to apply for an Enhanced Disclosure on appointment and every three years thereafter.

Volunteers who are team members working with children are required to apply for an Enhanced Disclosure on appointment and every three years thereafter.

Procedure for Applying for Disclosure and Barring Disclosure.

- Those with criminal convictions, cautions, cases pending, reprimands or bindovers are not necessarily unable to take up positions with Christian Initiative to Schools, which abides by the DBS's policy on 'Employing People with a Criminal Record' and their Code of Practice.
- Verification of identity and countersigning of applications by prospective trustees is carried out by the Trust's DBS Verifier.
- Job applicants are advised of the need for an Enhanced Disclosure before an application is submitted.
- The applicant will be asked to complete the DBS form online.
- The relevant identification documents will be verified by the Trust's DBS Verifier to check that the form is accurate and then submitted to the Scripture Union Associate Coordinator to send to DBS to carry out the required checks.

Handling Disclosure Information.

- The report from DBS is now sent directly to the applicant. The applicant will be required to show the Trust's DBS Verifier the Disclosure, who will record the form's number, date and whether offences are disclosed.
- A copy of the information must then be passed to the Scripture Union Associate Coordinator.
- If the Disclosure is not clear or offences are disclosed advice on how to proceed will be sought by the Safeguarding Trustee(s) from Scripture Union Associate Coordinator.
- Information recorded on the Disclosure is only shared if it is likely to affect the employment decision. If there are concerns, guidance will be sought from Scripture Union and their guidelines on Employing People with a Criminal Record followed.

Renewal of Disclosures.

- Disclosures are normally renewed on a rolling three-year basis by Scripture Union.
- If in the intervening years online declarations completed by those working with children suggest changed circumstances, a new Enhanced Disclosure will be requested.
- If volunteers have had a break of service of up to one year, they will be treated as new applicants and be required to apply again for an Enhanced Disclosure, unless they have remained in close contact with CIS during that year.
- If volunteers have had a break of service of more than one year, they will be treated as new applicants and be required to apply again for an Enhanced Disclosure.
- Applicants from overseas (this may include British citizens who have worked or lived abroad) or those who come from abroad but are living in the United Kingdom, may not be eligible for a Disclosure from the DBS. Every effort will be made to take whatever measures are available according to the comparative methods in their own country, but where there is any doubt as to the availability of a thorough check the application will be refused.

Supervision.

All paid staff and volunteers who run activities, including Christian Unions/ “Hubs” in a School will receive supervision to make sure that there are opportunities to review on a regular basis what is happening within the activities and provide a setting where issues can be discussed.

Supervision will take a variety of forms, including individual and group sessions. The pattern below should be followed:

- **Schools Worker.** The Schools Worker will meet with his supervisor at least every two months to plan the development of the work in schools as well as dealing with safeguarding issues (including prevention, dealing with risk assessing new activities and concerns).
- **Volunteers with “Hub” and Christian Union Groups.** The Schools Worker will meet with the “team” in each school each term to plan the local activity and to reinforce the safeguarding policy.

The paid staff and volunteers need to know the procedures to follow when concerns arise so that the response is not delayed and the appropriate actions are taken.

APPENDIX F
Christian Initiative to Schools' Record of Concern

Person's Name:			
Person's DOB			
Male/Female	Ethnic Origin	Disability Y/N	Religion
Your Account of the Concern: (what was said, observed, reported and by whom)			
Additional information: (your opinion, context of concern/disclosure)			
Your Response: (what did you do/say following the concern)			
Your Name:			
Your Signature:			
Your Position:			
Date and Time of this Recording:			

APPENDIX G

Good Practice Guidelines

You should:

- Treat all children, young people and adults at risk as individuals, with the respect and dignity that befits their age.
- Be thoughtful about your language and tone of voice.
- Be especially careful of the above when children are showering, toileting or changing.
- Learn to control and discipline children without using any physical means (other than – in extreme cases – restraint by holding to prevent injury).
- Find a place that is open and visible for any one to one situations where privacy and confidentiality are important.

You should not:

- ever engage in any of the following:
 - invading the privacy of children or young people,
 - rough or sexually provocative games,
 - inappropriate or intrusive touching of any form,
 - any scapegoating, ridiculing or rejecting of a child/young person.
 - allow youngsters to involve you in excessive attention-seeking behaviour, especially any that is “overtly sexual or physical in nature.”
 - allow yourself to be alone with a child where you cannot be seen by others.

Guidelines on using social networking sites.

ADVANTAGES

- Free to use
- Easy access
- Personable (to make your own profile very much about you and your lifestyle)
- Open (communication if kept on “walls” is very open to all, easy way to stay in touch openly)
- Fun
- Networking (great opportunities to share ideas & meet new people with same interests)

DISADVANTAGES

- Identity/Integrity (if you act in an irresponsible manner, this can affect people’s opinions of your integrity and thus of your beliefs and of God).
- Pictures/Videos – these can be manipulated by people and if inappropriate pictures/videos are used it will question the value of your integrity.
- Young people can see how you live. Some people are uncomfortable with young people being able to see every element of their lifestyle.
- Accountable: You are ultimately accountable for what is on your social networking pages and need to ensure it is regularly checked to ensure it is ‘clean’.

Photos/Videos.

Do not tag unless permission is first obtained from parents. Many young people especially teenagers can choose to tag themselves or may upload photos/videos themselves. You should not expose their identity if they have not consented to this.

Communication.

Keep your Facebook profile 'clean'.

Regularly check information on your profile, including what your friends have added/uploaded. Would you be happy for Jesus to be looking at your profile?

Messages to Young People.

Any telephone, fax, email, Facebook or other social network message sent must be open and not misleading; use unambiguous language, avoid using abbreviations where it could be mis-interpreted for example 'lol' - could mean 'laugh out loud' but also 'lots of love'. Consider the age of the person you are communicating with and the appropriate boundaries you have set in your communication with them.

Branding.

Remember CIS' good reputation; don't damage it, especially when putting photos/videos onto CIS's event groups where anyone can access them. Ultimately remember it is God's name you need to honour.

Groups.

Only keep private if these are for current leaders and the purpose is just to communicate with a select group of the team. For other groups you need to determine the purpose and whether to make them private or open access.

Young people tend to set up their own, so rather than taking control just monitor what happens in the group! Excellent way of promoting your event!

Act Responsibly.

- Educate young people/children on your events; inform them how to use the social networking sites safely and advise them not to make themselves vulnerable online. (A great resource is www.childnet.com)
- It is a great way of staying in touch but are your reasons for staying in touch genuine and honourable? Are you being Christ-like?
- Remember you are in a position of trust which continues outside the period of the event. Any communication or direct contact with a young person therefore needs to be characterised by transparency and integrity.

Transporting Children and Young People

Where it is necessary for a paid worker, intern or volunteer to transport a child or young person involved in an activity run by CIS the following questions need to be answered:

1. Is this a private arrangement between the parent and the driver, for example, when the child or young person's family is considered a family friend, to take the child home? If the answer is "yes" then this constitutes a private arrangement.
2. If the journey does not constitute a private arrangement, it is undertaken on behalf of CIS. The driver must follow and abide by the guidance below:
 - S/he must provide evidence to their supervisor that the vehicle is roadworthy and safe (MOT), legally on the road (Road Tax), insured for use in undertaking the journey (the insurance company must give permission to use their vehicle for the work with CIS and may charge) and that you are legally allowed to drive (license and penalty points). If there is any question over any of these then the journey must not be undertaken until the issue(s) are resolved. Copies of the evidence presented must be given to, and kept by, the Safeguarding Trustee(s).
 - The Safeguarding Policy must be followed.
 - A child must not be in the vehicle on his/her own with the driver at any point in the journey. This

may require taking a chaperone of the same sex as the child.

- When it is impossible to avoid taking the child home or for medical treatment then permission must be obtained from the parent(s) and the supervisor informed of the circumstances. Both are to be recorded. The parents are to be advised of estimated time of arrival and when the child is safely received by his/her parent the supervisor is to be informed and a written record kept by the driver and given to the Schools Worker. This is to be treated as a “one off.” If the situation arises again, longer term arrangements will need to be put in place.

Discipline.

A CIS event is a temporary demonstration of a Christian community. Our responsibility is to show that it is possible to live together happily and healthily with mutual care and understanding for one another. The basis of the discipline that we instil is our common submission to the discipline of Christ; only as we are seen to be under authority ourselves shall we be in right authority over those in our charge.

This authority should not be authoritarian. Good relationships between adults and a safe ratio between children, and adults (at least 2 adults, preferably one of each gender, for 20 children and then 1 additional adult for every 10 children) should ensure an effective framework without being restrictive. We should aim for a minimum of rules, each of which is self-evidently for the community's good (e.g. respect for each other's personal property). Young people should know clearly what the rules are, and leaders should see that they are kept.

During the time of the event we have a duty of care towards all participants and therefore must exercise reasonable supervision in such matters as attendance and general participation in the life of the community. This includes all aspects of the programme including the teaching sessions.

The use of corporal punishment is prohibited and any physical contact with children, young people and adults at risk in the area of discipline must be purely in terms of restraint so that the one exercising violent behaviour is prevented from hurting themselves or others. This restraint should use minimal force and be used for the minimum time necessary and should be witnessed by another team member in case of allegations being made against the team member exercising the restraint. If the event is being held in a school, the main contact must be informed immediately and the school take over the management of the situation.

On occasions a child's behaviour may be so disruptive as to seriously impair the smooth running of the event either by seriously affecting the experience of others attending or by proving to be such a strain on the leader/ team that their resources are over-stretched. In these instances, the School's policy on discipline must be followed.

Leaders should never consider the sending home of a child to be a failure. Some children require more levels of supervision than we are able to provide and our duty of care to team members and others attending outweigh our concern for one difficult individual.

Pastoral Support.

Pastoral support should not be undertaken in a School setting without the full knowledge and consent of the Safeguarding Lead of that organisation. The Schools Worker, intern (if any) or volunteers are not qualified counsellors.

Contact with children / young people.

We need to ensure that we are not only above suspicion but that we are seen to be above suspicion in all our dealings with children, young people and adults at risk. It is important that all team members adhere to the Safeguarding policy implementation (which they have agreed to on their application forms).

Team members need to be aware of the position of trust in which they find themselves and ensure that this is not abused. They should avoid any manipulation of participants, including any unhealthy intensity or emotionalism. Any behaviour which might give rise to the development of a sexual relationship between a team member and a young person is not permitted. The leader should particularly help young members of the team to be aware of how any attention they give to teenagers may lead to misunderstanding.

Team members need to be educated about 'good contact.' This means that all contact should be appropriate to the age and gender of the young person and should not give rise to any hint of impropriety. No team members, leaders or young people should enter the sleeping accommodation of members of the opposite sex, except in emergencies or during organised group times. Team members do need to be sensitive to entering sleeping accommodation, changing rooms, showers where children or young people are changing but do need to supervise these times. Where showers are being used by team/ young people it is wise to allocate time slots to each.

Under no circumstances should an exclusive relationship be allowed to develop between a team member and a young person. On older teen events where it may be possible that such a relationship exists before the event, the leader should talk through the implications of such with both parties and agree an acceptable code of behaviour for the duration of the event.

APPENDIX H

Definitions of Abuse and Indicators of Abuse (England and Wales).

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Children, Schools and Family and the Home Office in their joint document, Working Together to Safeguard Children (2018).

Definition of Child Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Working Together (2018) identifies four main types of abuse:

Physical Abuse

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

Emotional Abuse

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

Psychological Abuse (Identified by Thirtyone:eight – covered under emotional abuse)

Sustained, repetitive behaviour which impedes or impairs normal development of these faculties e.g. never providing intelligence stimulation in a baby or young child or repeatedly subjecting a child to something so fearful or unpleasant that a child's memory is fixated on the experience, impairing memory.

Sexual Abuse

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

Neglect

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

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

- ensure access to appropriate medical care or treatment.

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

In addition, the following types of abuse are also recognised:

Young Carers

Young carers are children and young persons under 18 who provide or intend to provide care assistance or support to another family member. They carry out on a regular basis, significant or substantial caring tasks and assume a level of responsibility which would usually be associated with an adult. The person receiving care is often a parent but can be a sibling, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care support or supervision. (Working Together 2018).

Spiritual Abuse

Spiritual abuse is a form of emotional abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context.

The means of coercion and control may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of the Bible or teaching, requirements of obedience to the abuser, the suggestion that the abuser has a "divine position", isolation as a means of punishment, and superiority as elitism. (Dr. L. Oakley)

Domestic Abuse

The cross-government definition of domestic violence and abuse is (Keeping children safe in education 2019):

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological,
- physical,
- sexual,
- financial,
- emotional

Organised Abuse (including Gang Abuse)

'Organised or multiple abuse may be defined as abuse that involved one or more abuser and a number of related or non-related children and young people. 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'.

Guidance on Children Who May Have Been Affected by Gang Activity in Working Together (2018).

Child Prostitution

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.

Guidance on Sexual Exploitation of Children in Working Together (2018).

Human Trafficking and Slavery

This includes for the purpose of sexual abuse, prostitution, or enforced labour. The Modern Slavery Act 2015 has strengthened the powers to prevent slavery in England and Wales.

Detailed guidance on Children Who May Have Been Trafficked is in Working Together (2018).

Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously the first priority but emotional bullying can be more damaging than physical.

Detailed guidance on Bullying in Working Together (2018).

Self Harm

Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. Self-harm can be a physical act, such as cutting, or it can be less obvious such as a person putting themselves in risky situations, or neglecting their own physical or emotional needs.

(Baptists Together, Understanding Self-harm 2018)

Radicalisation.

Radicalisation is illegal. It is when someone starts to believe or support extreme views. They could be pressured to do things by someone else. Or they might change their behaviour and beliefs.

This could happen if they feel:

- isolated and [lonely](#) or wanting to belong
- unhappy about themselves and what others might think of them
- embarrassed or judged about their culture, gender, religion or race
- stressed or [depressed](#)
- fed up of being [bullied](#) or treated badly by other people or society
- angry at other people or the government
- confused about what they are doing.
- pressured to stand up for other people who are being oppressed

Further details can be found on the Childline (2020) website

Forced Marriages

Many cultures have arranged marriages. Where there is mutual consent this is both acceptable and legal. However, it is an offence to force a person to marry against her/his wishes.

Detailed guidance on Forced Marriages in Working Together (2018).

Female Genital Mutilation

Safeguarding Children from Female Genital Mutilation, particularly in some African and Asian communities.

Detailed guidance on Female Genital Mutilation in Working Together (2018).

Cyber Abuse

"Cyber Abuse is the use of information technology (email, mobile phone, websites, social media, instant messaging, chatrooms, etc) to harm or harass in a deliberate manner. It can include communications that seek to intimidate, control, manipulate, put down, falsely discredit or humiliate the recipient it may also include threatening a person's earnings, employment, reputation or safety."

Detailed guidance on Cyber Abuse in Working Together (2018).

Other Definitions:

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.'

Position of Trust

The Sexual Offences Act 2003 provides that it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child.

Indicators.

It is important to recognise the indicators that a child or young person may be experiencing abuse. The difficulty is that they are only **Indicators** and these may be due to other factors, for example the death of a family member, family crisis or exams. It may even be the child entering puberty!

Some indicators are specific to one particular type of abuse but many could relate to a range of abuses. It also needs to be recognised that more than one type of abuse may be occurring, e.g. neglect, emotional and physical abuse.

The indicators include:

Physical Abuse

- Bruising, cuts and scratches and other injuries. Of particular concern are the unusual forms – hand shaped bruises, bruises and welts indicating caning or beating, bruising or scratches in the groin area, cigarette burns, bite marks, burns and scolds, etc.
- Explanation of injury not consistent with what is observed or the account keeps changing
- Injuries to the head
- Mouth injuries
- Poisoning
- Refusal to discuss injuries or to seek medical help
- Child's reaction to movements or touch – flinching, fear
- Arms and legs kept covered in hot weather

Emotional

- Change in behaviour (becoming withdrawn, aggressive, impulsive behaviour)
- Lack of emotion
- Tearful and seeking comfort
- Change in academic achievement
- Tiredness
- Depression
- Delays in development
- Over-reaction to criticism
- Lack of confidence
- Isolation
- Signs of self harm – scratches across wrists, forearms, overdoses
- Eating disorders (anorexia or bulimia)

Neglect

- Wearing inappropriate clothes for the weather conditions e.g. no coat in Winter, worn clothes
- Unkempt appearance, poor personal healthcare, dirty and torn clothes, holes in shoes, etc
- Eating ravenously at events, leftovers or scraps
- Not seeking appropriate health care, arriving late or not being picked up on a regular basis.
- Inadequate or inappropriate social skills for age
- Stealing food and personal hygiene items

Sexual

- Urinary, genital and anal infections
- Sexually transmitted infections
- Awareness of sexual matters and behaviour inappropriate to age, culture and context
- Sexually inappropriate behaviour
- Pregnancy in a girl under 16 years where she is unwilling to disclose the details of the father
- Staying out late or staying away overnight on a regular basis
- Dressing in a sexually provocative manner
- Talking about an older boyfriend, but reluctant to give details
- No controls in place in use of social networks and access to computers
- Being picked up by unknown adults
- Regressive behaviour (thumb sucking, bed wetting)
- Drawing explicit pictures

The indicators above are examples of the most likely ones and this list is not fully inclusive.

You may also become aware of indicators in the home situation (parent, partner, siblings, wider family, family friends) that gives concern, which includes:

- A member is known to be on the Sex Offenders Register
- The parent(s) have a drug and/or drink problem
- Mental health problems
- Breakdown in parental control, e.g. staying out late
- Problems with brothers and sisters
- Peer groups have more significance than parents
- No limits and allowed to spend a lot of time on social networks or computer

APPENDIX I

Detailed Procedures for Person Designated for Emergencies

The CIS's Person Designated for Emergencies and those Trustees providing emergency cover should use the guidance below if there is an allegation of abuse.

Allegation of Abuse of Children and Young People

If a child or young person has a physical injury, an indication of neglect, there are concerns about emotional abuse, or concerns that there has been sexual abuse, the Person Designated for Emergencies will:

- Contact the School's Safeguarding Lead or Event Organiser's Lead in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- If these people are not available, seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.
- If there is immediate concern for the safety of the child or young person contact the local Children's Services or Police directly.
- Notify CIS's Safeguarding Trustee(s).
- Not tell the parents or carers unless advised to do so.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

Allegations of Abuse Against a Person Who Works with Children or Young People.

If an accusation is made against a worker (whether a volunteer or paid member of staff) the procedure outlined above will be followed. In accordance with Local Safeguarding Children Board (LSCB) procedures, the Person Designated for Emergencies will need to liaise with the Police and Children's Services and the Scripture Union Safeguarding Lead in regards to the suspension of the worker.

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

If an adult at risk has a physical injury or symptom of sexual abuse the Person Designated for Emergencies 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 Adults at risk Team who have responsibility under The Care Act 2014 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

APPENDIX J

Prompt Card for CIS Workers and Volunteers.

If you suspect there may be concerns please follow the steps laid out below.

- LISTEN, observe and do not ask leading questions
- Do not promise confidentiality
- Explain what you will do next
- Inform the Safeguarding Trustee(s) or Designated Person for Emergencies as soon as is possible
- Record the facts and keep **ALL** notes.

For children and young people, do not speak to the parents or guardians.

- **Follow the Organisation's Safeguarding Procedure and immediately contact the Safeguarding Lead, or**
- **For other CIS activities or concerns relating to a CIS worker immediately contact:**

Christopher Baker (Schools Worker)

Tel No. 07881 465043

or

Roger Aldridge, (Designated Person for Emergencies) Tel Nos. 01462 686196 or 07784 842979

or

Ashley or Christine Croft (Safeguarding Trustees).

Tel No. 01462 682517

Thirtyone:eight Tel No. 0303 003 1111 or 01322 517817

If there is an immediate risk contact the police (dial 999) or Social Services

Safeguarding Vulnerable Adults (Central Beds).

Tel No. 0300 300 8122

Safeguarding Children (Central Beds).

Tel No. 0300 300 8585

Safeguarding Adults (Herts County Council).

Tel No. 0300 123 4042

Safeguarding Children (Herts County Council).

Tel No. 0300 123 4043

APPENDIX K

Retention of Records.

All records relating to the recruiting of staff and volunteers, risk assessments and notes and actions taken during an incident must be retained in their original form for the time period described below.

Record Type .	Retention Period .	To be retained by:	Comment
Application forms for unsuccessful paid staff and volunteers.	6 months	Chair	Reasons for not being accepted may be challenged.
Application forms for successful applicants for Trustees, paid staff and volunteers	5 years after leaving CIS.	Chair	
DBS forms	5 years after leaving CIS	Chair	Retention of copies of most recent check.
Safeguarding Declaration	5 years after leaving CIS	Chair	
Supervision and disciplinary records	5 years after leaving CIS	Chair	
Risk assessments	5 years	Safeguarding Trustee(s)	
Safeguarding Incident forms	40 years	Safeguarding Trustee(s)	Review 2025 in the light of legal requirements/ SU guidance.
All notes relating to incidents, rough notes, correspondence and records of meetings.	40 years	Safeguarding Trustee(s)	Review in 2025 in the light of legal requirements/ SU guidance.