

MEC Safeguarding Policy 2024

Appendices

- 1. Definitions of child abuse**
- 2. Definitions of adult abuse**
- 3. Cause for Concern form**
- 4. Volunteer Leader form**
- 5. Junior helper form**
- 6. Accident and Incident form**
- 7. General Information and consent form**
- 8. Using images of children consent form**
- 9. Activities consent form**
- 10. Offender form**

Section 1

Details of the place of worship

Name of Place of Worship: Mirfield Evangelical Church

Address: Wellhouse Lane, Mirfield, West Yorkshire WF14 0AN

Tel No: 01924 499189

General Email address: mirfieldchurch@gmail.com

Senior Leader Name: David Puttick

Senior Leader Contact Email: davidputtick@hotmail.co.uk

Safeguarding Coordinator Name: Christine Wharton

Safeguarding Coordinator Contact Email: wharton.christine@icloud.com

Support Safeguarding Officers: Luciana Bowers lucianabowers1978@gmail.com

Emily.safeguarding.mec@gmail.com

Membership of Denomination/Organisation: FIEC

Charity Number: 1172130

Insurance Company: Ansvar Insurance

The following is a brief description of our place of worship and the type of activities we undertake with children and adults who have care and support needs:

As a group of believers in our Lord Jesus Christ, we seek to tell the people of Mirfield about Him. We hold services twice on a Sunday and a prayer meeting each Wednesday evening. A group for older adults meets once a month and weekly Children's work takes place. Our church website provides details of all our activities.

Our commitment

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

The policy and practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Ensure anyone undertaking activities in the church with children or vulnerable adults in either a paid or voluntary capacity will be a member of MEC and hold a current DBS.

Section 2

Prevention

Understanding abuse and neglect

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

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

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

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

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. (Appendix 1, 2, 9)

Safer recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed

© Thirtyone:eight. UK's only Independent Christian Safeguarding Charity. No part of this publication may be shared or distributed to any party outside of the member organisation, without the prior written permission of the publisher.

- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

The Safeguarding Coordinators will ensure that all volunteers will

- be members at Mirfield Evangelical Church
- Have completed a Volunteer Leader Form (Appendix 4)
- References have been obtained and followed up where appropriate.
- Have a current DBS registered with DBS update service. This will be done through Thirtyone:Eight and paid for by the church.
- Junior helpers (aged 16 to 18) will fill out a Junior helper form.

All documents will be stored inline with GDPR guidance.

Safeguarding training

The Leadership is committed to on-going safeguarding training for all church workers, whether paid or volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. This will be a mixture of online and in-house learning on an annual basis.

The Leadership will also ensure that children and vulnerable 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.

Management of Workers – Guidance

As a Leadership we are committed to supporting all church workers and ensuring they receive support and supervision. All workers will follow the Code of Conduct outlined in this policy.

© Thirtyone:eight. UK's only Independent Christian Safeguarding Charity. No part of this publication may be shared or distributed to any party outside of the member organisation, without the prior written permission of the publisher.

Section 3

Practice Guidelines

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

All children attending clubs need a general consent form completed by a parent/carer at their first session. (Appendix 7) A separate consent form for permission to use images of children must be used before any photographs are taken. (Appendix 8)

Supervision Of Children's Activities

3.1 Organisational

- a) Children will be supervised with an agreed ratio of adult which in the case of under 8's will be in accordance with legal requirements implemented by the Social Services Department for registered activities and considered to be good practice anyway:
 - 0 - 2 yrs 1 adult to 3 children
 - 2 -3 yrs 1 adult to 4 children
 - 3 - 8 yrs 1 adult to 8 children
 - However, there must be a minimum of 2 adults for any children's work. Should there be only one child in attendance at any session, the session must be cancelled.

- b) There must be male and female leaders assigned to the running of a mixed group. Every effort will be made to ensure that both male and female leaders attend each session. If this is not possible an entry must be made in the Church Incident Book (see Appendix 6) explaining the circumstances.

- c) Where possible ensure that a leader is not alone with a child, whether in the church building or travelling, but be realistic in acknowledging circumstances when this might be necessary or helpful. When it has become necessary to be alone with a child the leader should record details in the Church Incident Book (see Appendix 6).

- d) Where confidentiality is important (e.g. counselling) and a young person is seen on their own, then ensure that others know the interview is taking place, that someone else is around in the building and leave doors open. Record details in the Church Incident Book (see Appendix 6).

- e) No person under 16 years of age should be left in charge of any children of any age.

f) An Attendance Folder will be kept to record the children or young people attending the club or activity and also the leaders attending each time the group meets. This should include times of arrival and departure if any individual is not attending the whole session, and any others in the building at the time. Transport arrangements for trips out of the building should be recorded on the basic attendance form. General Consent Forms (see Appendix 7) containing contact details should also be kept in this folder which is the responsibility of the group leader. Because accusations of abuse may be made many years later, records will be kept for at least 75 years and in accordance with the church's GDPR policy

g) A Church Incident Book will be kept to record any unusual occurrences, e.g. behaviour difficulties or if anyone was asked to leave, with each leader recording what they witnessed. See Appendix 6. The Church Incident Book will be kept in a secure location which is accessible by all group leaders. Incident books can protect both children and leaders. Records in the Church Incident Book will be kept in line with the church's GDPR policy.

h) An Accident Book will be kept to record any accidents or injuries. This will be kept with the first aid box in the kitchen for use by all activities of the church and accessible to all. Where severe or unusual injury has occurred or faulty equipment has been involved then an entry should also be made in the church incident book.

3.2 Boundaries - Code of Conduct

The areas which need to be considered include the following:

a) The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

b) Guidance on touch

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs.
- Touch should be age appropriate and generally initiated by the child and not the leader.
- Avoid any physical activity which is or thought to be sexually stimulating to the child or to the adult.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood.

c) Leaders should treat all children/young people with dignity and respect in attitude, language used and actions.

d) Respect the privacy of children, avoid questionable activity, e.g. rough/ sexually provocative games or comments.

© Thirtyone:eight. UK's only Independent Christian Safeguarding Charity. No part of this publication may be shared or distributed to any party outside of the member organisation, without the prior written permission of the publisher.

e) If you invite a child to your home, ensure that this is with the knowledge of the group leader or other leaders and that the parent/carer is aware.

f) Ensure that transport arrangements are with the knowledge of the group leader and have parental approval. In some circumstances it may be unwise to carry a particular child on their own. When leaders of the opposite sex are transporting children, have an escort or drop the last two children off at a suitable place together.

g) Make sure that the only people allowed into a children's activity are the leaders assigned to that group. Other adults should not have free access. If they need to be there for a specific reason (e.g. guest speaker, extra leader) then note their presence in the register.

3.3 Quick Check List

a) Things to avoid

- Being on your own with a child.
- Situations where you will be tempted especially with older young people.
- Touching a child in private.
- Favouritism and special relationships.
- Smacking or physically chastising. (However physical restraint for safety reasons may be necessary.)
- Taking a child home on your own; have another leader and drop off the last two together.
- Discussing personal relationships or sexual activity with a child.
- Sexist comments or making comments about a child's attractiveness.
- Never place yourself in a vulnerable position.

b) Things to do

- Exercise wisdom in your relationships with children.
- Listen to what children say without being judgmental.
- Think about child safety at all times.
- Touch should be age appropriate and in public.
- Allow children privacy when changing or toileting.
- Always have at least two or even three as a minimum of staff on duty.
- Work in large rooms or in close proximity with others.
- Always be visible when counselling.
- Discourage crushes. Inform the group leader of difficult situations.
- Have time and space for children to talk to leaders casually.
- Be prayerful about difficult situations.
- If in doubt, make a record in the church incident book (see Appendix 6).

3.4 Safety

- a) Consideration needs to be given to the use of premises/equipment that the premises are well lit and that games are properly supervised.
- b) Safety requirements should be advertised on posters and regularly reinforced.
- c) There should be an experienced first aider on duty and there should be access to a first aid box.
- d) Leaders providing transport for activities should carry a full driving licence and valid insurance. Drivers must ensure that all passengers are wearing seat belts. Minibus permits must be used where required
- e) Adventure activities, e.g. canoeing, archery, will only be undertaken if a leader with suitable experience can lead them. Before a child can do such an activity an Activities Consent Form (Appendix 9) must be completed by their parent/carer.

3.5 Support and supervision of leaders

- a) Encourage teamwork and mutual accountability.
- b) It should be accepted that anyone seeing another leader acting in a way which could be misinterpreted should be able to speak to the individual or the group leader about the concern.
- c) Meet as a team on a regular basis and minute the meetings.

Working in Partnership with other churches

We have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

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

Section 4

Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation, suspicion, or disclosure of abuse, it is their responsibility to respond appropriately by following the procedures below:

4.1 Should a child make a disclosure of abuse,

- do not ask leading questions
- Accept what the child says (however unlikely the story may sound).
 - Keep calm.
 - Look at the child directly.
 - Be honest.
 - Tell the child you will need to let someone else know - don't promise confidentiality.
 - Be aware that the child may have been threatened or bribed not to tell.

c) The following may be helpful things to say but only use if appropriate

- I believe you (or showing acceptance of what the child says).
- Thank you for telling me.
- It's not your fault.
- I will help you.

d) Concluding

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens

4.2 Disclosures and other causes for concern should be recorded as soon as possible on the Cause for Concern form (Appendix 3) which can be found in the back of the attendance file for each activity.

- The person recording the concern should hand the form as soon as possible to:

Name: Christine Wharton (hereafter the "Safeguarding Co-ordinator")

Tel: 07775851290

Email: wharton.christine@icloud.com

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

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

Name: Luciana Bowers (hereafter the "Deputy")

Tel: 07722915665

Email: lucianabowers1978@gmail.com

Name : Emily Wray (hereafter the "Deputy")

Tel: 07708065261

Email : Emily.safeguarding.mec@gmail.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

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

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Kirklees Council

Children's Social Services

Tel: 01484456848

Out of hours Tel: 999

Website Address: Kirklees.gov.uk

Adult Social Services

Tel: 01484414933

Mental Health Services tel 01924 316830

Out of hours Tel: 01484 414933

Website Address: Kirklees.gov.uk

Police Protection Team Tel: 999

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

© Thirtyone:eight. UK's only Independent Christian Safeguarding Charity. No part of this publication may be shared or distributed to any party outside of the member organisation, without the prior written permission of the publisher.

- 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, the Police or taking advice from thirtyone:eight.
- 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 or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / 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.

The role of the 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 Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.

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

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding 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.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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

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

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

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

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

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

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

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

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

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

The safeguarding co-ordinator will:

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

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

Section 5

Pastoral Care

Supporting those affected by abuse


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

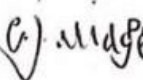
Working with offenders and those who may pose a risk

When someone attending the place of worship is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. See appendix 10 Agreement with Offender form.

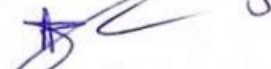

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: Harry clayson H. clay Position: Assistant Pastor

Signed by: Nathan Bowers  Position Elder

Signed by: CHRISTOPHER ILLIDGE  Position DEACON

Signed by: Alistair knights Position Deacon

Signed by:  DAVID PUTTICK  Position Pastor

Date: 10 / 03 / 2024

Adoption of the policy

Appendix 1

Statutory Definitions of Abuse (Children)

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

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

England

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

What is abuse and neglect?

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

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

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

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

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

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

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

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

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

Appendix 2

Definitions of Abuse - Adults

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

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

The Safeguarding duties apply to an adult who;

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

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

Link: The Care Act 2014

<https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

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

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

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

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

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

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

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

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

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

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

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

Appendix 3

Cause for Concern Form

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)^{1, 2, 3}

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): _____ Role/Job title: Signature: _____		
Other members of the household ⁴ :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		

Date and time of discussion with Safeguarding Co-ordinator⁵: _____

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

Please pass this form to your Safeguarding Coordinator without delay

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

- As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
- Essential principles of recording the information received/disclosed/observed:
 - Remember: do not investigate or ask any leading questions
 - make notes within the first one hour of receiving the disclosure or observing the incident
 - be clear and factual in your recording of the incident or disclosure
 - avoid giving your opinion or feelings on the matter
 - aim to record using the 4 W's and 1 H: When, where, what, why and how
 - do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
 - make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
- ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
- ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
- ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
- ***Passing information to the Safeguarding co-ordinator*** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory

agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :				
Initial Assessment of concern following advice ²					
Action taken with reasons recorded <i>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Coordinator:		Signature:	

OVERVIEW OF ACTIONS³:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

- ***Importance of consent from parents/carer or vulnerable adults (in the light of mental capacity)*** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to vulnerable adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual’s mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
- ***Initial assessment-*** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
- ***Overview of actions*** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

Appendix 4

Mirfield Evangelical Church Volunteer Leader's Form

We ask all prospective leaders with children and young people to complete this form. If there is insufficient room to answer fully any question please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate authority. If you require any help in filling in this form please ask.

1. Personal Details

Full Name :

Maiden name/Former Name(s):

Date and place of birth:

Address:

Post Code:

Telephone Number - Day time:

Evening:

How long have you lived at the above address? _____

If less than three years please give previous addresses and dates.

i) From _____ to _____ at :

ii) From _____ to _____ at :

Please tell us about any experience you have had working with children. Please include details of any relevant qualifications.

2. History

Please tell what you have been doing since leaving school. (This should include voluntary work, time at home caring for children work, hospitalisations, imprisonments. Please leave no gaps in your history.)

From _____ to _____ I did _____

From _____ to _____ I did _____

From _____ to _____ I did _____

From _____ to _____ I did _____

From _____ to _____ I did _____

3. References

Please tell us about someone who could tell us something about you. Please give us two names, addresses and telephone numbers of two people who you know, one of whom must not be involved in Mirfield Evangelical Church. Please say how you know each person

1.

2.

I am in agreement with the Statement of Faith of Mirfield Evangelical Church. I confirm that I have read the Church Safeguarding policy on protecting children and young people. I will endeavour to carry out the policy and if there are things I do not understand or I have reason to be concerned about a child I will check with the Safeguarding Officer or Deputy. I agree to police checks being undertaken if deemed necessary. I understand that any fees will be paid by the Church. I confirm that the submitted information is correct and complete.

Signed: _____ Date _____

Appendix 5

Junior Helper Form

Name of Place of Worship/Organisation _____

Group _____

Full Name of Junior Helper _____ DOB _____

Address _____ Phone number _____

Thank you for agreeing to be a junior helper in _____ (name of group). We very much value and appreciate your willingness to serve God in this way. You will be expected to help _____ (leader) with _____ (please state tasks). Above all help the children to have lots of fun but not forgetting to have fun yourself.

Never be aggressive, angry or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult. Above all show them God's love through your caring actions.

You will be assigned a named leader (please state) _____ who will give you care, personal supervision and guidance. You can talk to them at any time on any topic, even if it's not related to _____ (name of group) and even outside _____ (name of group) time. Also feel free to contact them if you can't attend _____ (name of group).

During _____ (name of group) other leaders may ask you to assist them when children are separated into different groups: please take your supervision from them for that period.

Finally, avoid too much close physical contact, children may wish to cling to you or constantly sit on your lap or jump on you whilst rolling around on the floor. Instead just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you are NEVER alone with the children. We will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the leader.

I _____ commit regularly to attend and help at _____ (name of group) for the agreed period of time with the exception of sickness, school outings, exams and study leave.

Signed _____ Age _____ Date _____

Travel arrangements getting home: I have made travel arrangements after _____ (name of group) particularly during the dark evenings, and these are as follows:

Approved by: Parent/Carer (person with parental responsibility)

Sign: _____ please keep a copy and return the other.

Agreed period: _____ months. Expires _____ You can arrange to renew this commitment at this date.

Appointment approved by: _____ (name of leader of group/organisation)

Named Leader: _____ Contact Number: _____

Appendix 6

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of place of worship/organisation:

Name of the group:

Who is normally responsible for group? (Name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

Have they been informed? YES NO (Please tick)

If so, when and by whom?

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? YES NO (Please tick)

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

Signed: _____ Print Name: _____

Date: ____/____/____

Appendix 7

General Information and Consent Form (for children and young people)

Place of Worship/Organisation:

Group:

Full name of child/young person

Date of Birth: ____/____/____

Address: _____

Name of GP: _____

Tel No: _____

Address:

NHS No: _____

Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or additional needs/impairment which may affect activity:

Name of parent/carer: _____

Tel no: Daytime _____ Evening _____

Mobile: _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____

Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

- All necessary information concerning the child/young person's health, allergies, medication etc.
- Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g, contact via email with changes to the youth meeting times: _Yes _No

I give permission for my child and the youth/children's workers to communicate using

_Telephone _mobile _email _internet

for the purpose of arranging children/youth activities.

(Please delete forms of communication you don't want your child contacted by)

Signed: (parent/adult with parental responsibility)

Date: _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, please contact _____ [name and designation] on _____[contact email] or _____ [phone number].

Appendix 8

Using Images of Children

Consent form for

(Name of church/organisation commissioning photography)

To: _____

Name of parent/carer* (*person with parental responsibility)

Name and age of child: _____

Church /Organisation/ Club child attends:

Location of photograph:

Church/Organisation (name) _____ would like to take
photograph(s)/make a video/webcam recording of
_____ (name of child/ren)

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent (Delete as appropriate)

- May we take images of your child during activities of the group or at the event? YES/NO
- May we use your child's image in our printed promotional publications? YES/NO
- May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility)

Date: ____/____/____

Youth/Children's Worker

I have checked which parents are happy for their child(ren)'s images to be used in the (churches/organisation's) _____ printed publications or on its website or both. YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) _____

Date: ____/____/____

Print name: _____

Conditions of use

- This form is valid for _____ (length of time in years) from the date of signing/ *for this project only. Your consent will automatically expire after this time.
- We will not re-use any images *after this time/*after the project is completed.
- If you would like to withdraw your consent at any point, please contact _____ [name and designation] on _____ [phone] or _____ [email]
- We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
- We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(*Please delete the option that does not apply.)

NB: This form can be adapted to include video if required.

Appendix 9

Activities and Day Visits

Name of Place of Worship/Group

Proposed Visit or Activity

Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (Inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc.)
- Date by which reply is to be made, and person to whom it should be sent
- Details of contact for safeguarding concerns and emergency contact

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

Reply Slip

One form per person

Full name of child/young person

Address

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies

Day: _____ Evening: _____

**I have read the above information and I give permission for
to take part in this activity.**

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

- All necessary information concerning the child/young person's health, allergies, medication etc.
- Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

I enclose a cheque or cash to the sum of £ ____ : ____

Signed _____ (parent/or adult with parental responsibility)

Date ____/____/____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

Appendix 10

Agreement with Offender Attending the Church

Name of Offender _____

Undertaking by the Church

The Church undertakes to give prayerful support, pastoral care and advice subject to the paramount importance of the welfare of children.

Signed _____ Safeguarding Officer

_____ Minister

Date _____

Undertaking by the Offender

1. I will never allow myself to be in a situation where I am alone with children or young people.
2. I will attend only those meetings of the church as directed by the eldership.
3. I will sit where directed in the church and will not place myself in the vicinity of children and young people.
4. I will not enter any parts of the building where children's events are in progress.
5. I will not seek friendship with any family where there are children and young people.
6. I will decline any invitations to hospitality if there are children and young persons in the home.
7. I understand that the circumstances of my background may be divulged to any appropriate person in the church where the protection of children is an issue.
8. I agree that during certain functions of the church other than services where children and young persons are involved, persons identified by the Safeguarding Officer, who are aware of my background, will accompany me.
9. I agree that the Safeguarding Officer may contact the probation officer or Statutory Agencies (Social Services Department or Police) if it appears appropriate
10. I understand that if I do not submit to any of the above undertakings I may be barred from certain activities of the church or from the church altogether and that the probation officer, Statutory Agencies or such other church as necessary will be contacted if the protection of children requires it.
11. I understand that any other concerns will be taken seriously reported to the Probation Officer or the Statutory Agencies.
12. I understand that this agreement will be reviewed at least every 12 months and is for an indefinite period.

Signed _____

Date _____