

# Safeguarding Policy

## November 2023

the **WellChurch**  
Loughborough



Please respect other members with your use of this confidential information



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# **MISSION STATEMENT**

The Well Church recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, and according to its resources, The Well Church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's / youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents / carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.

The Children Act 1989 makes it clear that child protection applies to children and young people up to 18.

# **THE WELL CHURCH POLICY**

The Well Church recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The Well Church has therefore adopted the procedures set out in this policy. It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by Thirtyone:eight (the Churches' Child Protection Advisory Service). The Well Church undertakes to file a copy of the policy and practice guidelines with Thirtyone:eight and social services, and any amendments subsequently published. The Well Church agrees not to allow the document to be copied by other organisations.

The Well Church is committed to on-going safeguarding training for all children's / youth workers and will regularly review the operational guidelines attached.

The Well Church also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

# **GUIDELINES FOR RESPONDING TO**

## **ALLEGATIONS OF ABUSE**

1. Under no circumstances should a Well Church worker carry out their own investigation into the allegation or suspicion of abuse.
2. Concerns must be reported as soon as possible to **the Safeguarding Co-ordinator**

**Name** Sarah Algar  
**Mobile:** 07900604564  
**Telephone no:** (office) 01509 266841

who is nominated by The Well Church to act on its behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Co-ordinator, then the report should be made to the trustee responsible for safeguarding:

**Name:** Martin Bull  
**Telephone no:** (home) 01509 263986  
**Telephone no:** (office) 01509 266841  
**Telephone no:** (mobile) 07913819895

If the suspicions implicate either the Co-ordinator and/or the Trustee responsible for safeguarding, then the report should be made to the Chairman of trustees.

**Name:** Saul Algar  
**Mobile:** 07846051449

Or alternatively contact

Thirtyone:eight (Churches' Child Protection Advisory Service)  
P.O Box 133  
Swanley  
Kent  
BR8 7UQ

**Telephone:** 0303 0031111

Or alternatively contact:  
Social Services (local)  
2 Lemyngton Street  
Loughborough

**Between 9.00 am and 5.00 pm Telephone no 01509 266641**

**Social Services Emergency Team**

**Outside office hours Telephone no 01162 551606**

3. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures on the Responding to Abuse: Worker's Action Sheet and handed to the Co-ordinator who will ensure that it is kept in a safe place.
4. Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of both the Co-ordinator and trustee responsible for safeguarding should not delay referral to the Social Services Department.
5. It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from Thirtyone:eight, although The Well Church hopes that members of the church will use The Well Church procedures. If, however, the person with the concern feels that the Co-ordinator / trustee responsible for safeguarding have not responded appropriately, or where they have a disagreement with the Co-ordinators as to the appropriateness of a referral, they are free to contact an outside agency directly. The Well Church hopes that by making this statement it demonstrates its commitment to effective child protection.
6. If a child / young person needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents / carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.
7. If the concerns for the child / young person centre around poor parenting, make these concerns known to the Co-ordinator.

## ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If a child / young person has a physical injury or symptom of neglect, the Co-ordinator / trustee will:

1. Contact Social Services or Thirtyone:eight for advice in cases of deliberate injury; if concerned about a child's / young person's safety; or if a child / young person is afraid to return home.
2. **Not** tell the parents or carers unless advised to do so having contacted Social Services.
3. Seek medical help if needed urgently, informing the doctor of any suspicions.
4. For lesser concerns, (e.g. poor parenting) encourage parent / carer to seek help, but not if this places the child / young person at risk of injury.
5. 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 Social Services direct for advice.
6. 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 Social Services.

## ALLEGATIONS OF SEXUAL ABUSE

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

1. Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Service Team direct. They will **not** speak to the parent/carer or anyone else.
2. Seek and follow the advice given by Thirtyone:eight. If, for any reason, they are unsure whether or not to contact Social Services / Police. Thirtyone:eight will confirm its advice in writing for future reference.



## **APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS**

The Well Church will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines 'Safe from Harm', the Criminal Records Bureau / Scottish Criminal Records Office / PECS Codes of Practice, Thirtyone:eight guidance and Church practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults.

## **SUPERVISION OF GROUP / CHILDREN'S / YOUTH ACTIVITIES**

The Well Church will provide details of the supervision for each specific activity in the church.

## **SUPPORT TO THOSE AFFECTED BY ABUSE**

The Well Church is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those attending the church who have been affected by abuse.

## **WORKING WITH OFFENDERS**

When someone attending The Well Church is known to have abused children / young people, The Well Church will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children and young people, set boundaries for that person which they will be expected to keep.

# **ABUSE OF TRUST**

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document *Working Together to Safeguard Children (1999)*.

Somebody may abuse or neglect a child / young person 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 a stranger.

## **PHYSICAL ABUSE**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child / young person. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child / young person whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

## **EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional ill-treatment of a child / young person such as to cause severe and continuous adverse effects on the child's / young person's emotional development. It may involve conveying to children / young people that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children and young people. It may involve causing children / young people to feel frightened or in danger, or the exploitation or corruption of children / young people. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

## **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child / young person to take part in sexual activities, whether or not the child / young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children / young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children / young people to behave in sexually inappropriate ways.

## **NEGLECT**

Neglect is the persistent failure to meet a child's / young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's / young person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child / young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's / young person's basic emotional needs.

## **MUNCHAUSEN'S SYNDROME BY PROXY**

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: '*A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children*'. The government issued guidance for professionals working in situations where Munchausen's is suspected in '*Safeguarding Children in whom Illness is Fabricated or Induced*' (2002).

## **SIGNIFICANT HARM**

This relates to the degree of harm that triggers statutory action to protect a child / young person. It is based on the individual child's / young person's health or development compared to that which could reasonably be expected of a similar child / young person, 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'.

## **SPIRITUAL ABUSE**

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

## **SPIRITUAL ABUSE (cont.)**

The issue of the exploitation of vulnerable children, young people and adults by people in positions of power within the church is covered in some detail in the report 'Time for Action', produced by Churches Together in Britain and Ireland.

## **DOMESTIC VIOLENCE**

The Home Office definition of domestic violence is 'Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse'.

## **ORGANISED ABUSE**

'Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related children / 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'. (Government Guidelines - *Working Together to Safeguard Children* 1999.)

## **CHILD PROSTITUTION**

Children / young people 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. (Government Guidelines '*Working Together to Safeguard Children*' 1999. See also '*Safeguarding Children Involved in Prostitution - Supplementary Guidance to Working together to Safeguard Children*').

# GUIDELINES FOR DISCIPLINE

## What is discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, correction, verbal rebuke, teaching and encouragement.

## Why discipline?

It brings security, produces character, prepares for life and is an expression of God's love for an individual.

## Things to Remember for Discipline in Youth & Children's Work

1. Ask God for wisdom, discernment and understanding for the children and young people in your care.
2. Work on each individual child's / young person's positives, do not compare one child / young person with another, but encourage and affirm them, giving them responsibility for simple tasks.
3. Build healthy relationships with children / young people, be a good role model by setting an example. You can't expect children / young people to observe the ground rules if you break them yourself.
4. Take care to give quieter and well behaved children / young people attention and resist allowing demanding children / young people to take all your time and energy.
5. Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
6. If children / young people are bored they often misbehave, so review your programme regularly.
7. **NEVER SMACK OR HIT A CHILD / YOUNG PERSON AND DON'T SHOUT.** Change voice tone if necessary.
8. Discipline out of love, **NEVER** in anger. Call on support from other leaders if you feel so angry you may deal with the situation unwisely.

9. Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children / young people understand what action will be taken if not kept.
10. Every child / young person is unique and will respond in different ways to different forms of discipline. It follows therefore, that each child / young person should be dealt with on an individual basis.
11. Some children / young people have a tendency to be disruptive in a group. Give them a chance, warn them and only separate them if they are disruptive as a last resort.
12. Have a disruptive child / young person sit right in front of you or get a helper to sit next to them.
13. Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
14. Take a disruptive child / young person to one side and engage with them, challenging them to change, whilst encouraging their strengths. (Note: Stay in sight of a co-worker at ALL times)

Remedial action can be taken against a constantly disruptive child / young person. They can be warned that you may speak to their parents / carers about their behaviour, they may be sent outside the room (under supervision), back into the church service or, after consultation with a church leader and advising the parent / carer, be banned from attending the group for a period of time.

If a child's / young person's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.

Pray with the other workers before the session and take time to debrief before you leave.

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*The Well Church recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the Church's care.*

*The interests of each child / young person are paramount at all times and if it is necessary to depart from general guidelines in particular circumstances, this should only be done with the knowledge of the particular worker's supervisor or, in an emergency, reported in writing after the event.*

# **GENERAL PRACTICE AND SUPERVISION**

1. Workers should treat all children / young people with dignity and respect in attitude, language and actions.
2. Consideration should be given as to whether a male or female worker should be involved, or more than one worker.
3. An additional adult will be summoned, (if needed) in situations where a worker is alone with a child / young person or small group.
4. The level of personal care must be appropriate and related to the age of the child / young person whilst also accepting that some children / young people have special needs.
5. The privacy of children and young people should be respected, avoiding questionable activity such as rough or sexually provocative games and comments.
6. Where confidentiality is important (e.g. counselling) and a child / young person is being seen on their own, ensure that other workers know the interview is taking place and that someone else is in the building.
7. No person under 16 years of age should be left in sole charge of any children / young people of any age. Nor should children or young people attending a group be left alone at any time.
8. Ensure that the only people allowed to participate in a children's / young person's activity are the workers assigned to that group. Other adults should not be allowed free access. Parents of crèche children may accompany their children in line with crèche guidelines and at the satisfaction of the crèche supervisor.
9. A register of children / young people attending a club or activity should be maintained, together with a register of helpers. This should note arrival and departure times. Where a child / young person is not present for the whole session, arrival and departure times should be noted as well as any visitors in the building.
10. Introduction of a log book recording activities and also unusual events or conversations will be helpful in the event of a subsequent accusation of assault. Also, regular bruising etc on a child / young person might come to light. A Log Book could protect both children, young people and workers.

11. Each group should have an accident / incident book. A Well Church Accident and Incident Form may need to be completed and returned to **Leader / Trustee** as soon as possible. The experience of CCPAS is that concerns can be raised many years after an event.
12. Current guidelines on children / young people supervision ratios are as follows:
  - 0 - 2 years 1 adult to 3
  - 2 - 3 years 1 adult to 4
  - 4 - 8 years 1 adult to 6
  - 9 - 12 years 1 adult to 8
  - 13 - 18 years 1 adult to 10

The number of children listed above is the maximum number of children within your group, by age bracket. For example, you could have one adult supervising:

- 2 x 18 month olds (Can have a max of 3 in the group)
- 2 x 3 year olds (Max group size of 4)
- 2 x 7 year olds (Max group size is 6)
- 2 x 8 year olds (Max group size is 8)
- 2 x 11 year olds (Max group size is 10)

With multiple leaders it is preferable to have one male and one female. These ratios would need to be increased for outdoor activities or for children / young people with special needs.

13. The Children Act 1989 makes it clear that child protection applies to children and young people up to 18. Children and Young people can be victims of abuse or perpetrators.
14. For visiting children and young people in their homes:
  - Inform a colleague of the proposed visit
  - Never go into a child's / young persons home if the parent / carer is absent
  - Keep a written record i.e. purpose of visit; time of arrival and departure; who was present; what was discussed.
15. A child / young person who visits a group (e.g. Livewires) should have their visit recorded in the register - name, address, age and telephone number. Without interrogating, it is necessary to establish whether the child / young person has any special needs (e.g. medication) so that the appropriate response can be made in



an emergency. The child / young person should also be asked if their parent / carer is aware of where they are.

16. Where possible personal and parental consent should be sought before taking and using photos. This will include a description of what form of media the photos will be used on.
17. Parents are allowed to assist at all levels of children's work on an ad hoc basis, without a DBS certificate, but must not be left alone with another person's child.
18. No helper may be involved with nappy changing, potty training or assisting a child on the loo. (we would be forcing the child to be exposed to the helper and we need a special DBS certificate to be able to do this). Parents must be called if there is a nappy that needs changing or a bottom that needs wiping.

19. **Communication with young people**

The use of mobile phones, email and social networking sites to communicate with young people outside of organised church meetings is recognised as an important tool to advertise events and give opportunities to young people to invite friends to events etc. However, it must be approached with great care. Parental permission must be sought before any communication takes place. Extreme caution should be taken at all times when communicating with young people via these methods. It is best practise where possible that invitations to young people are made through public invitations and are also made via the parent/guardian. For example, if a text is sent to a young person advertising an event, a second message would be sent to the parent inviting the young person. We strongly encourage parents to keep aware of who within The Well Church is in contact with their under 18's and the nature and content of these conversations. Any communications which highlight a potential child protection issue should be brought to the attention of the child protection coordinator immediately. More information on correct communications can be found in the communication section of this policy.

20. **If a young person is being disruptive**

- Ask them to stop
- Speak to the young person to establish the cause of the upset
- Inform the young person that they will be asked to leave if the behaviour continues
- Warn the young person that if they continue to be disruptive, this might result in longer term exclusion from the group

If a young person is harming themselves, another person or property, the other young people present should be escorted away from the disruption.

Two workers should request the young person to STOP. If they do not do so they may need to be warned that additional help will be called e.g. the Police. In exceptional circumstances it might be necessary to restrain the young person to prevent them harming themselves, others or property whilst you wait for the Police.

21. All leaders should have read the Risk Assessment & Fire Procedure for their group. Each group meeting should have access to a First Aid Kit. A designated trained First Aider should be in attendance.

A complete record of the incident must be kept and should include:

- what activity was taking place
- what might have caused the disruptive behaviour
- the young person's behaviour
- what you said and how you and others responded
- a list of others present who witnessed the incident

There should be three copies of this report - 1 for the leader, 1 for the worker and 1 in the Log Book.

22. Workers do not have the right to confiscate alcohol found in a young person's possession, but all activities run by The Well Church for under 18's operate a no-alcohol policy. Alcohol will not be allowed into any premises being used.

Whilst it is not illegal for a young person of any age to abuse solvents, if a worker becomes aware that there may be a problem, the young person should be encouraged to seek professional help.

It is a criminal offence to allow any young person in the care of a church group to produce, possess, use or supply illegal drugs. The Well Church Policy on drugs includes the following:

- anyone using or in possession of illegal drugs will not be allowed into any premises being used
- if found using drugs, workers should ask the young person to stop

- inform parents / carers if the young person is under 16
  - inform parents / carers if the young person is over 16, with their permission
  - discuss with the young person the proposed course of action, particularly if they re-offend (ie inform the police)
  - it may be necessary to liaise with the police to devise a strategy for dealing with the use of illegal substances
- Smoking is not permitted by law within any public premises.

### 23. **Transporting Children / Young People**

These guidelines apply to all drivers involved in the transportation of children and young people, organised by or on behalf of The Well Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

- Only those who have gone through the recruitment process for young people or children's work within The Well Church should transport children or young people and therefore should have read the Child Protection Policy and agreed to abide by it.
- The driver should hold a full driving licence, have adequate insurance and the vehicle should be in a road worthy condition.
- All children and young people should wear a seat belt at all times whilst travelling in the vehicle.
- The best effort should be made to ensure that drivers are not alone in a vehicle with one child or young person (especially of the opposite sex). I.e. a central meeting point should be arranged so that all children and young people can be collected and dropped off at the same time.
- In unavoidable circumstances a driver may have to be alone with a child or young person for a short period of time. In these circumstances, the child or young person should sit in the rear of the car.

*The Well Church recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the Church's care.*

*The interests of each child are paramount at all times and if it is necessary to depart from general guidelines in particular circumstances, this should only be done with the knowledge of the particular worker's supervisor or, in an emergency, reported in writing after the event.*

# **COMMUNICATION**

## **Introduction**

The use of mobile communication & social networking sites can be very advantageous to church leaders and youth workers both professionally and personally. In this day and age the pace of internet and social media is constant – and instant! It can offer opportunities to communicate with/ stay in touch with people near and far. However it can also be fraught with potential risks and difficulties. The following guidelines are designed for youth work volunteers and members of The Well Church who are members of social networking sites to ensure they follow best practice.

## **Guidelines**

1. Exchange of email addresses, phone numbers, and social media connections should only be done with under 18's following prior parental consent. We strongly encourage parents to keep aware of who within the church their under 18's are in contact with and the nature and content of these conversations.
2. Where possible, official communication in regard to youth events at The Well Church should take place through The Well Church Youth Facebook Pages (or similar), through public event invitations and wall posts. These are accessed by volunteers who help lead youth groups, and The Well Church Safeguarding Coordinator. This helps ensure all communication is kept on a professional level and the correct procedures are followed.
3. Where possible, official communication in regard to serving teams at The Well Church should take place through specific serving team Facebook groups and emails where the leader of that team is copied in. These are accessible via volunteers who help lead the serving teams, and The Well Church Safeguarding Coordinator. This helps ensure all communication is kept on a professional level and the correct procedures are followed. It is also recommended that the parents are informed of when the young person is involved in serving duties and the responsibilities they are expected to undertake that week.

4. It is strongly recommended that all Well Church Members who befriend young people via social networking sites restrict their profile to remove access to private contact information.
5. It is strongly recommended that you do not post any information about yourself on the internet which may be embarrassing, inappropriate, compromising or offensive, no matter who can view it. This includes your use of language, your posting of (or tagging of) photographs and your recounting of stories and experiences. It is also important that you also avoid using text abbreviations or smileys as these can be misinterpreted by parents / guardians.
6. When young people contact you personally away from The Well Church via social networking sites or any other media, then it is strongly recommended that you keep a copy of correspondence sent and received. Social networking sites that do not store a record of interaction must be avoided.
7. When young people contact you personally via social networking sites or any other media, then you must take every reasonable step to ensure that the young person does not form an inappropriate attachment to you. Such an attachment may be misconstrued by third parties, and may give the young person false expectations and impressions. If you suspect that there is a danger of this, you are advised to limit the contact as much as possible outside of youth groups, and must inform the Safeguarding Coordinator immediately.
8. Where you have any significant or regular contact with a young person via a social networking site, you should ensure, where appropriate and possible, that your supervisor and the young person's parents are aware that the contact is taking place.
9. More generally, if when viewing an internet site you become aware of a situation in which a young person is potentially in danger, then it is vital that you report it straight away. Depending on the situation, you may report it to either your Safeguarding Coordinator, the police, or another relevant authority.

**Appendix A - RESPONDING TO ABUSE:**  
**WORKER'S ACTION SHEET**

**C O N F I D E N T I A L**

Group (eg Livewires) \_\_\_\_\_

Name of Young Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Your Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**Sequence of events/Actual words used/Observations**

**(Use skin map attached where appropriate, but do not undress the child / young person!)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action taken, including persons/organisations contacted**

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**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Notes**

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**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

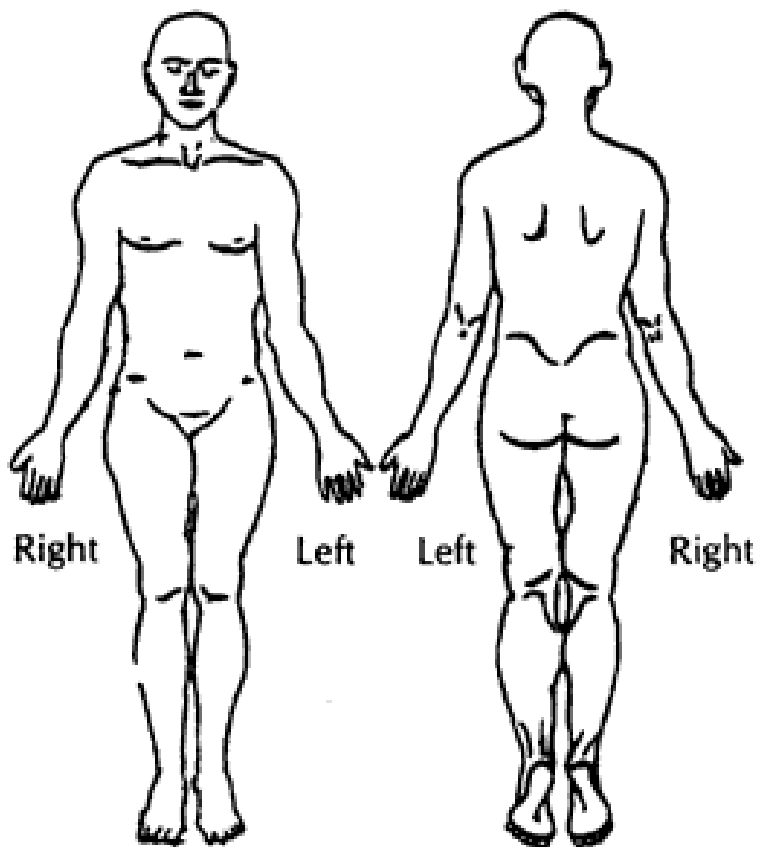
**Seen by** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Leader/Trustee**

## Appendix A - Body Chart





# Appendix B - Recognising possible signs of abuse

The following signs may or may not be the indicators that abuse has taken place, but the possibility should be considered.

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects, as well as different neighbourhoods and social classes. Whilst different practices must be taken into account, it is important to remember that all children / young people have basic human rights.

Differences in child rearing do not justify child abuse.

## **POSSIBLE INDICATORS OF PHYSICAL ABUSE**

Physical Indicators in Children and young people	Behavioural Indicators in Children and young people	Behaviours observed in adults who abuse children and young people
<ul style="list-style-type: none"> <li>• Injury to body places not normally exposed to falls</li> <li>• Injuries that have not received medical attention</li> <li>• Repeated urinal infections or unexplained tummy pains</li> <li>• Bruises/bites/burns/cuts with no accidental explanation</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot remember how injuries happened</li> <li>• Injuries not consistent with explanation given</li> <li>• Afraid to go home</li> <li>• Tries to harm him/herself (cutting/suicide/ etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Gives a different story to the child / young person as to how the injury happened</li> <li>• May say their child / young person seems to have a lot of accidents</li> <li>• Severely punishes the child / young person</li> </ul>

## POSSIBLE INDICATORS OF SEXUAL ABUSE

Physical indicators in children and young	Behavioural indicators in children and young people	Behaviours observed in adults who abuse Children
<ul style="list-style-type: none"> <li>• A lot of itching/pain in the throat, genital or anal area</li> <li>• Pain when: going to the toilet/ sitting down/ walking/ swallowing</li> <li>• Eating disorders</li> <li>• Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive preoccupation with sexual matters</li> <li>• Detailed knowledge of sexual behaviour</li> <li>• Inappropriate sexual actions with other children, young people and adults</li> <li>• Sexual activity through words or drawings</li> <li>• Severe sleep disturbances</li> </ul>	<ul style="list-style-type: none"> <li>• Very protective of child</li> <li>• Clings to child / young person for comfort</li> <li>• Jealous of child's / young persons relationships with others</li> <li>• Touches child / young person in a sexual way</li> </ul>

## POSSIBLE INDICATORS OF NEGLECT

Physical indicators in children and young people	Behavioural indicators in children and young people	Behaviours observed in adults who abuse children and young people
<ul style="list-style-type: none"> <li>• Not growing as expected</li> <li>• Losing weight</li> <li>• Looking pale</li> <li>• Not eating well</li> <li>• Not dressed appropriately for weather</li> <li>• Dirty or unwashed</li> <li>• Always hungry</li> <li>• Lack of medical / dental care</li> </ul>	<ul style="list-style-type: none"> <li>• Doesn't develop skills as expected</li> <li>• Appears to have little energy</li> <li>• Doesn't play with toys or notice people</li> <li>• Doesn't care for anyone</li> <li>• Takes care of their own needs a lot</li> </ul>	<ul style="list-style-type: none"> <li>• Does not supervise child / young person properly</li> <li>• Is not interested in child's / young person's life (fails to keep appointments, discuss any concerns)</li> </ul>

## POSSIBLE INDICATORS OF EMOTIONAL ABUSE

Physical indicators in children and young people	Behavioural indicators in children and young people	Behaviours observed in adults who abuse children and young people
<ul style="list-style-type: none"> <li>• Not developing as expected</li> <li>• Persistent tiredness</li> <li>• Complains of nausea, headaches, stomach aches with no obvious reason</li> <li>• Not given food/ clothing/ care as good as what other children have</li> </ul>	<ul style="list-style-type: none"> <li>• Goes back to behaving like a young child</li> <li>• Attention seeking behaviour</li> <li>• Depression / extreme anxiety/ aggression / frozen watchfulness</li> <li>• Running away / stealing / lying</li> <li>• Changes in mood or behaviour</li> <li>• Obsessions or phobias</li> <li>• Has a lot of adult responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Often rejects, insults or criticizes child / young person; even in front of others</li> <li>• Does not speak or touch child / young person with love</li> <li>• Does not pay attention to child / young person</li> <li>• Refuses to help child / young person</li> <li>• Isolates the child / young person (not allowed to see others)</li> <li>• Asks child / young person to do more than he / she can manage</li> </ul>

*Note: Pages 25, 26 & 27 do not form part of The Well Church Child Protection Documents, however the information given may be of use when working with children.*

# **Appendix C - Responding to a young person wanting to talk about abuse**

## **GENERAL POINTS**

- Above all **LISTEN**
- Accept what the child / young person says (however unlikely it may sound)
- Keep calm
- Look at the child / young person directly
- Tell the child / young person you will need to let someone else know – **don't promise confidentiality**
- Be aware the child / young person may have been threatened not to tell
- Never push for information. If a child / young person decides not to tell you after all, accept it and make sure they know you are always ready to listen
- As soon as possible write down the conversation

## **HELPFUL RESPONSES**

- You have done the right thing in telling
- That must have been really hard
- I'm glad you have told me
- It's not your fault
- I will help you

## **WHAT NOT TO SAY**

- Why didn't you tell anyone before?
- I can't / don't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Statements like: "I'm shocked. Don't tell anyone else."

## **CONCLUDING**

- Reassure the child / young person they were right to tell you and show acceptance
- Let the child / young person know what you are going to do next and that you will let them know what happens
- Follow the procedure as appropriate (contact Coordinator, see page 4)
- Consider your feeling and seek pastoral support if needed

## **MAKING NOTES**

- Make notes ASAP - if possible within one hour of the child / young person talking to you
- Write down exactly
  - what was happening immediately beforehand (description of the activity)
  - what the child / young person said
  - what you replied
  - dates & times
- Keep all hand-written notes, even if subsequently typed
- Keep all records in a secure place indefinitely

*Note: Pages 28 & 29 do not form part of The Well Church Safeguarding Policy Documents, however the information given may be of use when working with children.*

## **Appendix D - Appointment of Workers**

Note: All prospective workers will be asked to complete an application form and apply for a Criminal Bureau Certificate / Disclosure Barring Service.

The procedure for appointment will be:

- Informal discussion
- Completion of application form and self-declaration of any criminal record (found at the back of this booklet)
- Once a voluntary disclosure (self declaration) has been completed, a volunteer can attend an organised activity under the supervision of a certified leader for a short time as a trial period. During this time their sole supervision of children/young people would be limited in line with this policy, and
  - References contacted
  - Application made for a CRB / DBS is applied for
- Receipt of CRB / DBS certificate
- Meeting to complete contracts, agree role and discuss responsibility

Having a criminal record will not necessarily bar anyone from working with The Well Church. This will depend on the nature of the position and the circumstances and background of their offence/s.

## **Appendix E - SAFE FROM HARM** **GOVERNMENT GUIDANCE**

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of The Well Church so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children / young people may talk with an independent person.
4. Apply agreed procedures for protecting children and young people to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting children and young people.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children / young people.
8. Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children / young people.
9. Explore applicant's experience of working or contact with children and young people in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children / young people.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

Further information on the:

- Equal Opportunities Policy
- Criminal Records Bureau Code of Practice
- Secure storage, handling, use, retention and disposal of disclosures and disclosure of information
- Data Protection

can be obtained from The Well Church Office.

*The Well Church gratefully acknowledges the use of Churches' Child Protection Agency Service material in the formation of this Policy. Copying of CCPAS material by other churches or organisations is prohibited without CCPAS prior permission.*



# VOLUNTARY DISCLOSURE FORM

Please complete this form and return it in a sealed envelope to:

**Sarah Algar**  
**The Well Church Office**  
**39 Frederick Street**  
**Loughborough**  
**LE11 3BH**

## VOLUNTARY DISCLOSURE

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that the details of pending prosecutions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police Department of Health, or the Department for Education and Skills.

Name \_\_\_\_\_

Name of group(s) you are involved with (e.g., livewires)  
\_\_\_\_\_

Signature to confirm that you have read and agree to adhere to The Well Church Safeguarding Policy  
\_\_\_\_\_

## DISCLOSURES

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigation/pending prosecution?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give details including the nature of the offences and the dates  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name  
\_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Please provide two referees to support your application in becoming a youth / children's worker. These should be a past or present leader within a church (but not Martin Bull), and a character referee, both who have known you for more than 3 years. These cannot be family members.

**1st referee**

Name \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

**2nd referee**

Name \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_



