



DONCASTER EVANGELICAL CHURCH SAFEGUARDING POLICY

KEEPING ADULTS, YOUNG PEOPLE, CHILDREN AND
WORKERS SAFE AS WE REACH OUT WITH THE GOOD
NEWS OF JESUS

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Details of the place of worship

Name of Place of Worship:	Doncaster Evangelical Church
Address:	Wentworth Hall, Beckett Road, DN2 4AY
Tel No:	07913 577686
General Email address:	shanelhalls@gmail.com
Senior Leader and Contact:	Gerard Dixey (07983869861)
Safeguarding Lead and Contact:	Shanel Halls (07787681523)
Safeguarding Deputies and Contact:	Carol Clegg (07769 648884)
Charity Number:	511214
Denomination:	Evangelical
Denomination Association:	FIEC
Advisory Organisation for Safeguarding: Thirtyoneeight Helpline:	0303 0031111
Thirtyoneeight account number	14436
Insurance Company and Contact:	Congregational (01274 700700)

Introduction

Doncaster Evangelical Church (DEC) is an independent church which meets on Wentworth and Beckett Road crossroads in Wheatley, Doncaster.

We are part of the Fellowship of Independent Evangelical Churches (FIEC).

The objectives and beliefs of the church are set out in our constitution and Statement of Faith.

As a church family, we seek to praise and glorify God and honour Him in all we do.

Our chief end is to love God and love people who are made in His image. This means that safeguarding the people in our care should be at the heart of what we do.

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength... Love your neighbour as yourself. There is no commandment greater than these.” Mark 12:30-31 (NIV)

Children and young people’s work at DEC

Since 1980 when the DEC was founded, we can look back and see God’s faithful hand upon the youth ministry and give thanks for His power and protection on all the activities. As well as the Sunday School and church creche, DEC reaches out to children from all ages: the Tiny Tots group for parents/carers and their toddlers, the Ark Club for children of reception age up to the end of Primary school and the Saturday Youth Group for our church children from around Y6 and upwards.

Prior to the lockdown, we would take a group of young people away for a teaching and activity weekend- this may be reintroduced in the future.

Safeguarding these groups must always be kept in view as our commitment to loving God and loving people.

Adult care at DEC

Golden Outlook was an initiative created to meet that need as well as providing a place for any adult to come to the church building for games, social connection and some refreshments before hearing a Christian message. The group has grown in number and has been well received by many in the community and within the church family. There have been some in the group who have specific care and health needs and this has meant that members within the church family have been able to offer support and advice as well as pastoral care.

In addition to this, we introduced pastoral groups for the members of DEC, each of these led by a deacon. These groups ensure that people are prayed for and support can be given practically and spiritually. Safeguarding all adults who are connected to DEC is a priority and must be kept at the heart of what we do.

What is safeguarding and why is it important?

Safeguarding refers to the process of protecting children and adults, providing safe and effective care so that all may flourish. This includes all procedures designed to prevent harm to individuals. The Charity Commission require all charitable organisations to have strong and robust policies in place. It is the responsibility of the Trustees (Deacons and Elders) at DEC to uphold these policies as they are accountable for keeping workers and people in their care protected.

“He has shown you, O mortal, what is good. And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.” Micah 6:8 (NIV)

“Speak up for those who cannot speak for themselves, for the rights of all who are destitute.” Proverbs 31:8 (NIV)

Who else is responsible for safeguarding at DEC?

The answer is clear: Safeguarding is everyone’s responsibility. All of us who are involved in caring for others have a duty to uphold the systems that have been put in place here at DEC. Everyone should be familiar with the roles and responsibilities of those who are leading and coordinating safeguarding as well as the structure of communication that must be followed for effective safeguarding to take place.

This document covers the policy for working with children, young people and adults when they are taking part in activities organised by Doncaster Evangelical Church. It is intended to be a dynamic policy that is current, clear and put into practice.

Each person who is involved in any volunteer work with people at DEC, must receive a copy of this policy for both reference and knowledge of good practice. We would also ask them to sign that they have read the policy before each academic year (September) and if they are new to young people’s or adults’ work so that they keep the principles of safeguarding fresh in their minds.

Safeguarding awareness and Thirtyoneeight

The safeguarding team at DEC have been supported by the organisation Thirtyoneeight who specialise in advising, training and helping churches with all things related to safeguarding. Thirtyoneeight can be contacted at the following times: Normal office hours Monday – Friday 9 – 5 pm. Outside office hours 7- 9 am and 5pm – Midnight during the week 7am – Midnight at weekends. Their support line is: **0303 003 1111**.

The Leadership of DEC is committed to on-going safeguarding training and development opportunities for all workers, creating a culture of awareness of safeguarding to help protect everyone. All volunteers who work with vulnerable adults and young people will have Disclosure and Barring Service (DBS) clearance. As well as this, volunteers and other leaders such as elders and deacons will receive updates in current safeguarding training either internally or through Thirtyoneeight. This should happen every three years.

The Leadership will also ensure that children and vulnerable adults with additional support needs are provided with information as to where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

SECTION 1

Our commitment as a Leadership

The Safeguarding Team

Gerard Dixey: Senior person responsible for safeguarding

Shanel Halls : Safeguarding Lead

Carol Clegg: Safeguarding Deputy Coordinator. Lead on reporting and filing.

Paulette Page: Advisory role in safeguarding.

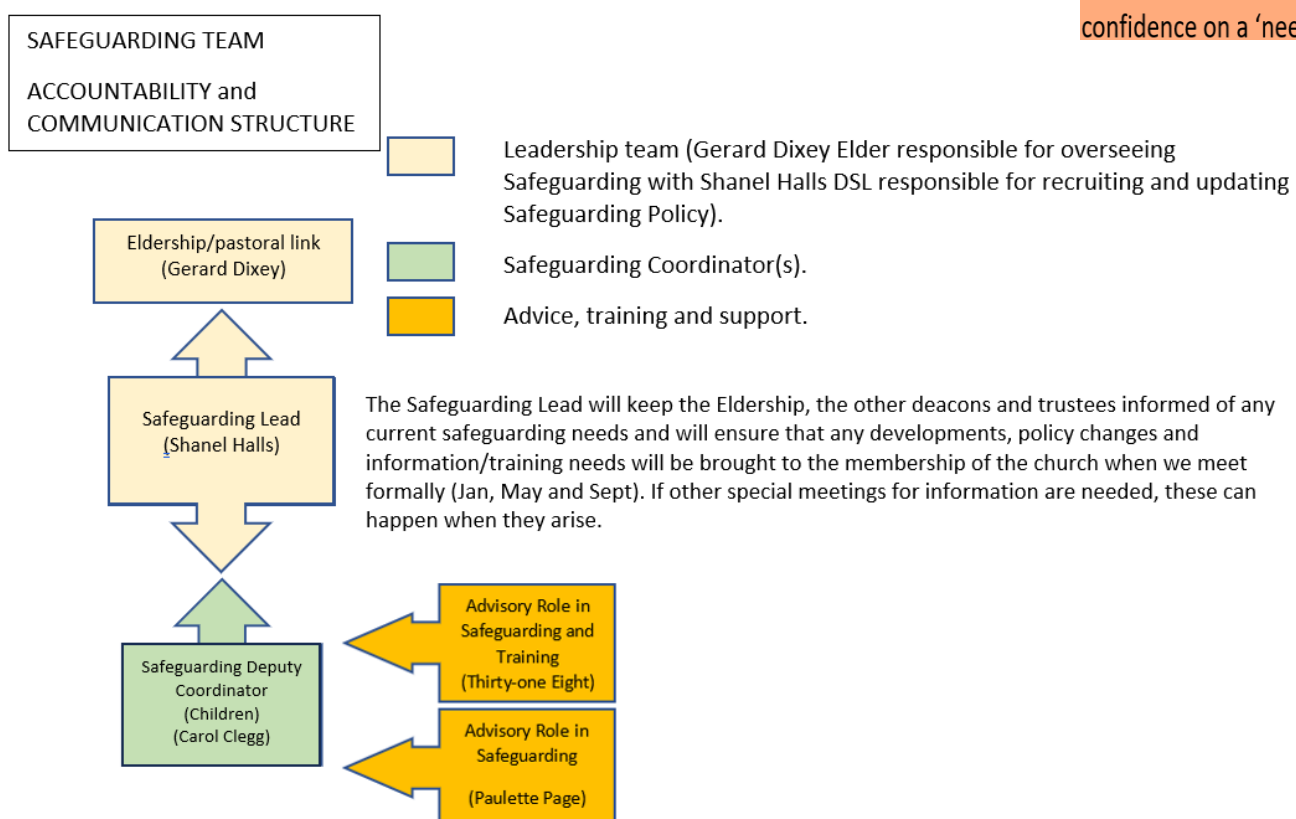
As a Leadership at DEC (Pastor/elders, deacons and trustees), we recognise the need to provide a safe and caring environment for children and young people. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to *“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 use the term ‘race’ here but as Christians we would rather use the term ‘people groups’ or ‘tongues and tribes and nations’, as there is only one race which is the human race that God made in His image). Each person made in God’s image should be treated with love, honour and dignity and must be safeguarded. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by Thirtyoneeight.

The Leadership undertakes to:

- 1) Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above inasmuch as the policies do not contradict the clear teaching of scripture- (The Bible) or the FIEC’s Statement of Faith and additional Ethos Statements. [Beliefs - FIEC](#)
- 2) Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- 3) Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children with care and support needs.

This needs to be done in strictest confidence on a ‘need to know’ basis



SECTION 2

Recognising abuse

Understanding abuse and neglect.

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children 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.

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

- 1. 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.

SECTION 3

Code of Practice for Suspicions of Abuse

To be followed by the Safeguarding Lead/ Coordinator/Deputies when consulted by a PIC (Person in Charge) or worker regarding the suspicion or allegation of adult or child abuse.

At the earliest opportunity the Safeguarding Lead /Coordinator/Deputies will arrange to meet with the PIC/worker concerned who will submit to him/her their written, signed, dated and timed **Cause for Concern form (see appendix)** (each adult and youth activity group will be issued with a set of forms) with their statement of the circumstances which have caused concern. The urgency of the meeting will be determined by the circumstances. Best practice is face to face if possible rather than a telephone conversation.

At the meeting the Safeguarding Lead /Coordinator/Deputies will obtain and record all possible further information with regard to the suspicion or allegation, together with any additional relevant facts, including if the incident is possibly under investigation by a statutory body. If additional information is added to the PIC/worker's original statement this should be signed by both the PIC/worker and the Safeguarding Lead /Coordinator/Deputies.

Should the Safeguarding Lead /Coordinator/Deputies not be available the PIC/worker should contact the Duty Social Worker on **01302 737777** and seek further guidance.

The DSL/Deputy will define the course of action to be followed and record the reason for their decision.

This will be one of the following:

- a. No further action is required.
- b. Consultation with/referral to the appropriate statutory body is required:
 - i. Children's Social Services
 - ii. LADO (Local Authority Designated Officer).
 - iii. Adult Social Services
 - iv. Police – in certain circumstances.

Whichever of these decisions is taken the DSL/Deputy will inform the PIC/worker concerned.

- If the decision is reached that consultation with/referral to a statutory body is necessary, the DSL/Deputy will make the approach to the appropriate statutory body.
- Once a decision has been reached a signed copy of all the reports and associated paperwork should be passed to the DSL/Deputy to be filed.
- Strictest confidentiality should be maintained throughout.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) the Safeguarding Lead Coordinator/Deputy, will need to liaise with Adult or Children's Social Services in regards to the suspension of the worker; also making a referral (for children) to a designated officer formerly called a (LADO). If a designated officer is not involved, the Safeguarding Lead Coordinator/Deputy will need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer. The numbers for these external agencies will be held by the Safeguarding Lead Coordinator/Deputy.

Responding appropriately to an allegation or suspicion of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Please see the diagram on the following page which shows how a referral for those working with children and young people is to be made: For those working with adults, see a similar referral process in the appendix.

- The person in receipt of allegations or suspicions of abuse should report concerns to the Safeguarding Coordinator/Deputies. (Use Cause for Concern form found in appendix).
- Shanel Halls (hereafter the DSL) tel no: **07787681523** who is nominated by the Leadership at DEC 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 DSL, if the suspicions in any way involve the DSL, then the report should be made to the Deputy Coordinator Carol Clegg tel no: **07769648884** If the suspicions implicate both the DSL/Deputy, then the report should be made in the first instance to Thirtyoneeight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Alternatively contact Social Services or the police.

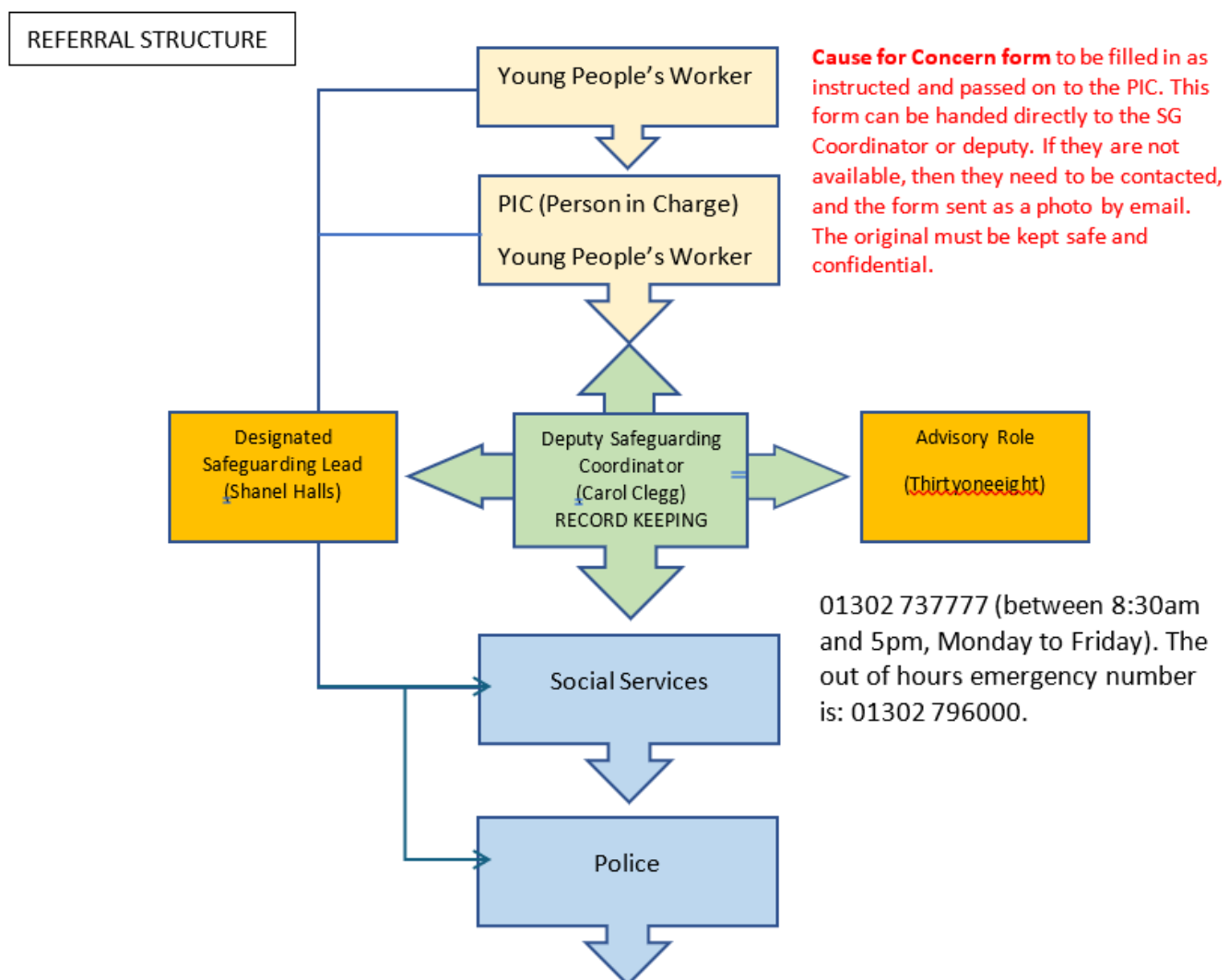
Where the concern is about a child the DSL should contact Children's Social Services. The local Children's Social Services office telephone number (office hours) is: **01302 737777** (between 8:30am and 5pm, Monday to Friday). The out of hours emergency number is: **01302 796000**.

Whistleblowing

At DEC, it is important that people feel confident to be able to raise legitimate concerns and are taken seriously and those reporting concerns are appropriately supported. We have been advised by Thirtyoneeight to include the following statement in this policy.

“As a place of worship, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the safeguarding Lead /Coordinator.”

STRUCTURE FOR CHILD RELATED REFERRALS



The DSL, Shanel Halls, **may** need to inform others depending on the circumstances and/or nature of the concern: The DSL will log that a safeguarding concern is being dealt with and will also inform our church insurers (**Congregational 01274 700700**) that there is the possibility that a serious incident concerning safeguarding may have occurred. The Charity Commission also need to be informed of any serious safeguarding incidents.

Suspensions must not be ordinarily 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 safe place.

Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyoneeight.

The Leadership of DEC will support the DSL /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. Transparency and good communication however, is vital.

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

The role of the DSL/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.

SECTION 4

Dealing with a disclosure

- Remain calm and sensitive to what the child/young person is saying, assuring him/her that their words will be taken seriously.
- Reassure the child/young person that he/she has done the right thing by reporting the incident and is not to blame.
- Let the child/young person know what further action will be taken.
- Ask the child/young person “Have you told this to anyone else?”
- Record, as nearly as possible verbatim, all the allegations made by the child/young person together with any known relevant facts, using the report form. A model form is in the Good Practice Guide.
- Avoid asking the child/young person to repeat the allegations unnecessarily.
- Affirm the child/young person’s feelings (don’t tell the child/young person how he/she should feel).
- Keep a note of his/her report in the log book, with the date, time and name of the individual to whom the report is given, and of course the action agreed. The log book will be kept securely.
- Do not show disbelief.
- Never ignore a child/young person’s allegations, or trivialise them, nor assume “it could never happen here”.
- Never promise to keep a child/young person’s secrets.
- Never enquire into details of alleged abuse, nor attempt a physical examination of a child/young person.
- Never speak to, or comment to the press or any other parties who do not represent statutory organisations. Parents should only be spoken to under the advice of the Safeguarding Coordinator/Deputies.

SECTION 5

Prevention

Safer recruitment

The Leadership at DEC will ensure all those desiring to work with young people,

both members and all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

Definition of terms:

Members = Christians who have formerly joined themselves to the church family. They are committed to the church and are able to vote in church business meetings.

Workers = Christians and non-Christians who are not in membership but are committed to the work of the church and have a desire to work with young people.

This includes ensuring that:

1. There is a written job description / person specification for the post.
2. Those applying have completed an application form and a **self-declaration form**. (See DSL for this)
3. Those who have applied will have an interview/talk. Safeguarding has been discussed at interview.
4. Written references have been obtained, (If this is seen as needed) and followed up where appropriate.
5. A disclosure and barring check DBS has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). The DSL will ensure all workers are DBS certified and that DBS forms are reviewed annually. (Most if not all will have completed the automatic Update Service for those who are volunteers. This means that fees do not have to be paid when DBS certificate expires).
6. Skills assessed and training provided.
A suitable training programme is provided for the successful applicant.
The applicant will need to complete a probationary period of 3 months or extended if it was necessary.
7. The applicant has been given a copy of the organisation's Safeguarding Policy and knows how to report concerns. They **MUST** sign that they have read the policy.

All volunteers and workers must be committed to the church and in agreement with our statement of faith and covenant. (This can be found on our website).

The Pastor/elders should be consulted before people are approached to be volunteers. At an initial discussion of the appointment, safeguarding issues should be raised and the appointment should only be confirmed following receipt of a signed self-declaration form and a DBS clearance.

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. This would include regular training with Thirtyoneeight, and a regular review for each worker with one of the PIC or Leadership.

SECTION 6

Pastoral Care

Pastoral care at DEC

Pastoral care is led by the Leadership at DEC and each member of the church will come under the support of one of the deacons in a 'pastoral group'. The vision for these groups is that each member feels supported spiritually, emotionally and physically through regular contact and prayer. The hope is also that each member would care for the other within the pastoral group and that a culture of love and support would run throughout the fellowship. Non-members who attend the church meetings will also receive care and support in a similar way, according to their individual needs.

There is also the opportunity for everyone to meet throughout the week within the many prayer and study groups that exist. Care for the church children and young people would normally work through contact with parents rather than workers contacting young people or counselling young people directly.

Supporting those affected by abuse

The Leadership at DEC is committed to offering pastoral care to support all those who have been affected by abuse and to work with statutory agencies as appropriate. The Leadership and Safeguarding Team, recognise that they may need to signpost individuals to other Christian agencies who specialise in supporting victims of abuse.

Supporting workers

All workers should feel supported by the PIC and the Leadership and their fellow workers. Regular opportunities to share concerns and encouragements with each other should be built in to the weekly agenda. If workers have had to deal with incidents that have involved a disclosure from a child or if abuse has come to light,

this may cause a high degree of trauma and specific pastoral care may be required, whilst at the same time, maintaining confidentiality.

Working with individuals who have committed an offence

When an individual attending DEC is known to have abused children, the Leadership will put restrictive measures in place and coordinate supervision for the individual concerned, offering pastoral care. Accountability and communication is vital at each stage of support and a risk assessment should be put in place. Again, it may be appropriate to contact another agency or other church groups for advice and experience as well as finding out more about an individual.

SECTION 7

Code of Conduct

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

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

As well as a general code of conduct for workers we also have specific advice for the different activities we are involved in and these are outlined in our **DEC Good Practice Guide** in the appendix.

Social media/phone policy

All workers should understand that contact with children, young people and vulnerable adults through phone calls, texting and social media or other digital platforms can be fraught with danger.

Workers wishing to engage with young people via social media should do this through a public community account with multiple administrators. For example: WhatsApp groups are a great way to link people together but care and openness needs to be paramount when communicating with minors who use such platforms. (Tell a leader or PIC that you are messaging and be sure parents are happy with this).

Workers should not give out their phone number to children or a young person

(unless they are family or close family friends), as they may not understand what appropriate use of a telephone number would be and the worker could end up being called incessantly or in the middle of the night. Again, openness and transparency are vital and nothing must be communicated that could lead to suspicion, misunderstanding or bring the name of Jesus and His church into reproach.

If, in the unlikely circumstance that the child/young person find the volunteer's phone number, email or private social media account, calls and messages should not be encouraged and should be reported to the DSL/Deputy.

Those who act on behalf of the church should not meet or work alone with a child or young person unless this has been agreed and arranged with parents and the Leadership are made aware. For a look at a more detailed [Online and Social Media Policy](#), see appendix.

Events with other churches.

Where events with other churches take place on DEC premises, safeguarding must be discussed at meetings prior to the event, to ensure leaders of the event have the appropriate level of DBS. A copy of the SG Policy should be read and understood. Each additional worker must work within the DEC Code of Conduct framework as laid out in the Policy.

Leadership Safeguarding Statement

The following statement was agreed by the leadership of Doncaster Evangelical Church:

The Leadership recognises the importance of its ministry and work with children and young people and also its responsibility to protect and safeguard everyone entrusted to our care; creating a culture which minimises any incidents within our church.

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.

We believe every child should be valued, feel loved and are safe and happy. We want to make sure that children we have contact with realise this truth and are empowered to tell us if they are suffering harm.

All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.

We undertake to exercise proper care in the appointment and selection of all those who will work with children.

We believe in the necessity of creating a culture in our church where the value of all people is recognised and any incidents that may occur are responded to appropriately.

We are committed to:

Following the requirements for UK legislation in relation to safeguarding children and good practice recommendations.

Respecting the rights of children as described in the UN Convention on the Rights of the Child.

Implementing the requirements of legislation regarding children and young people with disabilities.

Ensuring that workers adhere to the agreed procedures of our Safeguarding Policy.

Keeping up to date with national and local developments relating to safeguarding.

Supporting the safeguarding Lead /Coordinator(s) and all workers in their designated roles.

Supporting parents and families where appropriate.

Supporting, training and monitoring all those who undertake young people's work.

Supporting all who are affected by abuse.

Adopting and following the safeguarding standards developed by Thirtyoneeight.

We recognise:

Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.

Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.

Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures biannually.

If you have any concerns for a child then speak to one of the following who have been approved as safeguarding Lead /Coordinators for Doncaster Evangelical Church.

Shanel Halls

Carol Clegg

(Children)

Gerard Dixey

Paulette Page

Designated Safeguarding Lead

Deputy Safeguarding Lead /Coordinator

Overall Responsibility for Safeguarding
Safeguarding advice

A copy of this policy and procedures is available from the church secretary and is the original version signed by Leadership of Doncaster Evangelical Church.

Alan Stone	Pastor	_____
Andrew Hamilton-Plumb	Elder and Trustee	_____
Gerard Dixey	Elder and Trustee	_____
Andy Plumb	Deacon	_____
Kenneth Proudman	Deacon and Trustee	_____
John Cairns	Deacon	_____
David Craigmile	Deacon	_____
Jordan Halls	Deacon	_____

Date _____

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No. 1 DEC GOOD PRACTICE GUIDE

Guidelines for Conducting Children and Young Peoples' Activities

Introduction

In the great commission, Jesus said:

“All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28 v 18-20 (NIV)

As a church family at DEC, we desire that all children and young people, come to know Jesus Christ as their Lord and Saviour and follow Him for the rest of their lives. Those working with children have a significant responsibility to ensure their protection and safety.

To this end, those working with or being around children and young people in the life of the fellowship should be fully aware of, and agree to comply with the terms of the Safeguarding Policy document.

The notes below provide guidance on what is appropriate and inappropriate in interacting with children and young people. No guidelines can cover every possible situation, and sanctified common sense must be exercised; do not hesitate to seek advice from a PIC/activity leader an elder or a deacon.

Boundaries

- Workers should treat all children and young people with dignity and respect in attitude, language used and actions.
- The privacy of children should be protected- all questionable activity such as rough or sexually provocative games should be avoided.
- The level of personal care (e.g. toileting) must be appropriate and related to the age and circumstances of each child's needs.
- Only under exceptional circumstances should children be invited to your home. When this is envisaged ensure that the PIC of the activity (or a member of the Leadership) is aware and it is with the agreement of parent or guardian.
- Ensure that transport arrangements are cleared with the PIC or member of the Leadership and have parental/guardian approval. In some circumstances it may be unwise to carry a particular child as a lone passenger. When workers of the opposite sex are transporting children, have an escort, or drop off the two last children together at a suitable place, with parental consent.
- Consider carefully arrangements for residential holidays. Adults should not normally share sleeping accommodation with children, although there may be

exceptions- as in the care of young children, or where this is the custom in such places as youth hostels.

Guidance on touch

- All touch should be age appropriate and related to their needs (for example, taking a pre-school child to the toilet or publicly reassuring an upset teenager with a touch to the shoulder).
- An informal discussion should be had with parents so they can give verbal consent to taking their children to the toilet.
- All involved with children should have in mind the real concern about abuse and avoid any behaviour that could be misinterpreted in any way.
- Keep everything public- a hug in a group context is very different from a hug behind closed doors.
- Touch should be appropriate and normally initiated by the child and not the worker.
- Children have the right to decide how much physical contact they have with another, except in special circumstances, for example should they need medical attention.
- Team members should monitor each other in the area of physical contact, and should be willing to give and receive advice about anything that could be misunderstood.

Things to avoid

- Never place yourself in a vulnerable position.
- Avoid being alone with a child.
- Avoid any compromising situations.
- Do not show special attention/affection to an individual.
- Do not smack or physically chastise a child.
- Do not discuss personal relationships, or anything of a sexual nature with a child.
- Avoid any hurtful comments, even as a joke. E.g. about a young person.

Things to do

- Pray regularly for the workers and for the children.
- Exercise wisdom in all relationships with children.
- Listen to what children say, without being judgmental.
- Think about child safety at all times.
- Allow children privacy when changing and toileting (age appropriate).
- Ensure that there are sufficient workers for the number of children (this depends on age but normally there should not be more than six children per worker).
- Always be visible when counselling individual children.
- Discourage 'crushes' or infatuations- inform the PIC of difficult situations.
- Try to create time and space for children to talk informally to the workers.
- Discuss difficult situations with other workers or the PIC.

Safety

- Consideration should be given to the safety of all premises and equipment. Ensure that premises are well lit and that all activities are properly supervised.
- All workers should be familiar with safety requirements (e.g. fire evacuation) which should be clearly displayed.
- Wherever possible, at least one worker in each activity should have First Aid training and there should be ready access to a First Aid box.

Discipline

- Ask God for wisdom; pray for, and when appropriate with, the children; seeking the best way to maintain effective discipline and the encouragement of each child.
- Concentrate on each child's positives; do not compare them with each other, but build them up.
- Be a good role model, and set a good example.
- Take care to give appropriate attention to quieter and well behaved children; don't allow just some to take up all your time and energy.
- Be consistent in what you say and where necessary (for example to avoid manipulation) let other team members know what you have said.
- Discipline out of love- never hit or shout at a child- seek help from others if tempted to anger.

- Lay down ground rules for behaviour eg. no swearing, racism, bullying, damage to property.
- Keep the ground rules simple and clear and ensure children know what action will be taken if they are not kept.
- Talk to a misbehaving child away from the group, explain what they have done wrong, and encourage remorse, trying to leave them on a positive note.
- Never reject a child, just his or her behaviour- convince the child that he or she is valued, but poor behaviour is not.
- Consider each child's special circumstances to determine the most effective method of discipline.

Some practical ideas for dealing with poor behaviour

- Use different voice tones, but try not to shout.
- After warning, separate children who are disruptive when together.
- Have a child sit in front of you.
- Ask a helper to sit next to a child.
- Anticipate problems- try to avoid difficulties arising.
- If necessary take a child to one side, use praise, but encourage them to change what is unacceptable.
- Use speaking to parents as a sanction- but this must be done wisely, preferably based on some knowledge of the home situation.
- Talk about problems with other workers, the PIC or a member of the Leadership.
- In all, the over-riding aim is to bring children to Jesus. Such service may involve sacrifice, but always seek God's all-sufficiency.

No. 2 Signs and symptoms of abuse (Children)

Child abuse is any action by another person – adult or child – that causes significant harm to a child (0-17 years). It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse. Peer-on-peer abuse is something which all workers must look out for.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event, and it can increasingly happen online.

Neglect: ● Poor state of clothing/hygiene ● Emaciated or distended stomach ● Untreated medical problems ● Tiredness and listlessness [over and above that of a 'normal' teenager] ● Lack of, or poor, social relationships ● Compulsive behaviours such as stealing, begging or scavenging ● Frequent absentee or late ● Low self-esteem	Emotional Abuse: ● Sudden and unexplained issues with speech ● Persistent running away from home ● Fear of new situations ● Signs of self-harm ● Signs of solvent abuse [mouth ulcers, smell of glue, drowsiness] ● Wetting and/or soiling ● Change in behaviour, becoming attention seeking and/or developing self-soothing behaviours [rocking, hair twisting, thumb sucking] ● Poor peer relationships
Sexual Abuse: ● Soreness and/or bleeding in genitals, anus or throat ● Torn, stained or bloody clothes ● Chronic ailments like stomach pains/headaches ● Difficult walking/sitting ● Frequent urinary/yeast infections or STDs ● Chronic depression and low self-esteem ● Inappropriate sexualised behaviours and/or language ● Emotional outbursts ● Overly protective of siblings	Physical Abuse: ● Recurrent or unexplained bruises or burns ● Bite marks, welts or bald spots ● Unexplained lacerations, fractures or abrasions ● Untreated injuries ● Self-destructive behaviours ● Persistent running away from home ● Clothing inappropriate to weather [to hide parts of the body]

Female genital mutilation (FGM)

This is the practise of female genital cutting and female circumcision. This practise is found in Africa, Asia and the Middle East. If you overhear any conversation in this regard, or have suspicions about extended holidays to countries in these areas please speak directly to the PIC (Person in Charge) of the activity and they will refer this to the Safeguarding Coordinator Shanel Halls/Deputy Carol Clegg.

UK Government scheme to stop radicalisation to terrorist groups (PREVENT)

It is essential that workers are able to identify children who may be vulnerable to all types of radicalisation, and know what to do when they are identified. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, workers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Workers should be aware of the increased risk of online radicalisation, as terrorist organisations such as ISIL (Islamic State), seek to radicalise young people through the use of social media and the internet.

If any worker overhears any conversation in this regard, or notices any unusual behaviours, please speak directly to the PIC (Person in Charge) of the activity and they will refer this to the Safeguarding Coordinator/Deputies, Alan Parkinson/Carol Clegg.

Peer on peer abuse

All workers should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- up-skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing (humiliating, degrading acts in order to join something) type violence and rituals.

Addendum from the 2025 KCSIE document. **Stronger online safety expectations**
The “Four Cs” (content, contact, conduct, commerce) are expanded to explicitly include misinformation, disinformation, and conspiracy theories as harms. Also, new references to AI safety and cybersecurity standards are added.

No.3 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.

Web Link for electronic policy: [The Care Act 2014](#)

Web Link for electronic policy: [Care and Support Statutory Guidance under the Care Act 2014](#)

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.

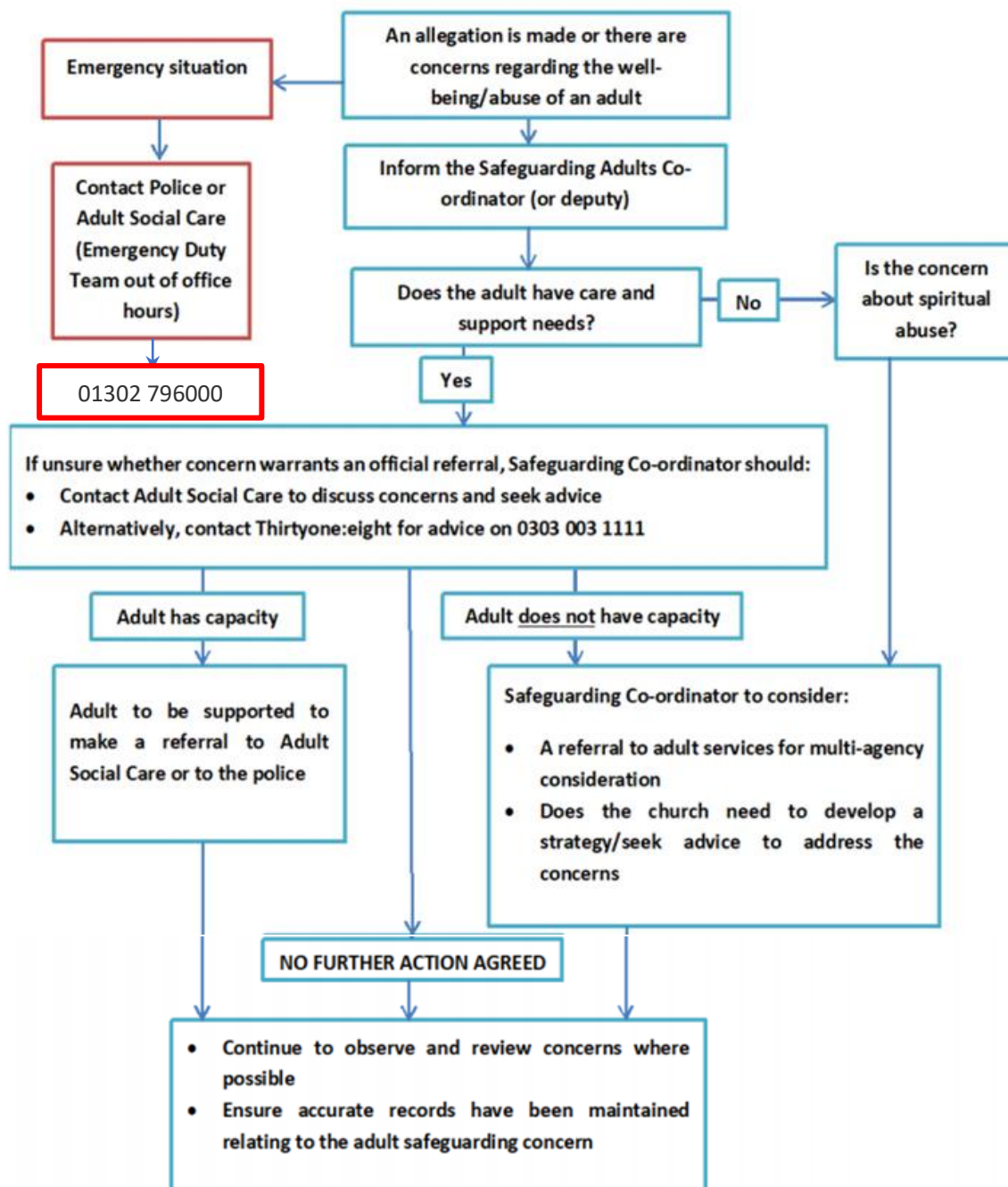
Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or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

No. 4 Structure for Adult related referrals

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



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

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

©Thirtyone:eight 2018 Flowchart for Action Adults at Risk

Model Supplementary Online Safety Policy for churches/places of worship/Christian organisations including an Acceptable Use Policy.

(To be read in conjunction with the Thirtyoneeight Online Safety Help Leaflet and incorporated within the main church/organisation safeguarding policy. Where churches have specific social media groups set up we advise that you tailor the relevant section to include the name/s of the group and named administrators. Any relevant policies should be attached to the acceptable use policy.)

When responding to concerns of abuse please refer to our 'Online Safety Flowchart' which can be downloaded separately.

Thirtyoneeight Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).

Policy guidelines for Church Workers/Volunteers

- Generally maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by

a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.

- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of skype and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one-to-one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes, and has clear aims and objectives for its use).

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding Lead /Coordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook.
- Workers should ensure their privacy setting meets the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group.
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy (This can be included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.

- WiFi Access will be via a secure password that will be changed quarterly.
Social media groups must be used in compliance with **Doncaster Evangelical Church's** policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which **Doncaster Evangelical Church** considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of Doncaster Evangelical Church may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Parent/Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for **Doncaster Evangelical Church** and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/YP Agreement

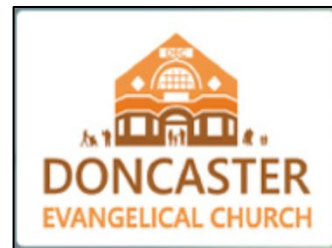
I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding Coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

No. 6

Cause for Concern Form
Confidential



Name of Child/Adult:
Age:
Church Activity:
Date:
Time:
Reason for concern (State what the child/adult said or what you observed that caused concern)
Category of Concern: Physical Neglect Emotional Sexual
(To be completed by the Safeguarding Coordinator/Deputies) State what action taken and when.
Sign: Date: Name of worker: Address: Contact number:

Please sign and date this form and immediately hand it to Shanel Halls(DSL) tel: **07787681523**
Carol Cleggs (Deputy Coordinator) tel:. **07769 648884**. If you cannot physically hand it to them
please call them and email them a photograph of this document.(Please keep the original in a safe
place and out of the public view) In due course will receive a follow up of concern raised.