

SAFEGUARDING

at the OPEN DOOR CHURCH and within the OPEN DOOR TRUST

2019

Contents

Policies & Personnel	4
Open Door Church Policy Statement.....	4
Personnel involved in Safeguarding	5
The Open Door Church Leadership Team.....	5
The Open Door Trustees.....	5
Designated Person for Safeguarding	5
Definitions of Abuse	6
Physical Abuse	6
Emotional Abuse.....	6
Sexual Abuse.....	6
Neglect.....	6

Procedures.....	7
Responding to Concerns.....	7
Signs and symptoms of abuse (Children & Young People).....	7
Signs and Symptoms of Abuse (Vulnerable Adults).....	8
What do we do if abuse is suspected or disclosed?	9
Responding to Concerns.....	10
Stage 1: Record and Report.....	11
Stage 2: Review and Refer.....	12
Stage 3: Report and Support	12
The duty to REPORT.....	12
Church or Trust Workers (voluntary or paid)	13
Personnel.....	13
Safeguarding Trustee.....	13
Designated Person.....	14
Safe Recruitment, Support & Supervision of Workers	14
Good Practice Guidance	17
Ratios.....	17
Recommended minimum ratios.....	18
The one-off situation	19
Respecting Children and Young People.....	19
Physical Safety at Church.....	22
Electronic Communication	22
Instant Messaging Services.....	23
Social Networking Sites.....	24
Good Practice Guidelines for Discipline.....	24
Ways of dealing with discipline:	24
Good Practice Guidelines with Colleagues	25
REPORT FORM: SAFEGUARDING	Error! Bookmark not defined.

These guidelines are written with the aim to safeguard all: the children, the workers and the Church. That is the key principle behind their publication.

For the purpose of these policies and guidelines, the term 'children and young people' is understood to encompass all children between the ages of 0 and 18.

Policies & Personnel

Open Door Church Policy Statement

The Statement below will be agreed at an ODC Partners' Meeting and shared publicly on our websites for the Church and the Trust. It will be reviewed annually by the Leadership Group of the Church and affirmed at a Partner Meeting.

1. As members of this Church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people aged from 0 to 18.
2. It is the responsibility of **each one of us** to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected.
3. We recognise that our work with children and young people is the responsibility of the **whole Church**.
4. We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.
5. The Church is committed to supporting, resourcing, and training those who work with children and young people, and to providing supervision.
6. The Church is committed to following the Home Office Code of Practice Safe from Harm and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its booklet Safe to Grow (sixth edition).
7. Each worker with children and young people must know the recommendations, and undertake to observe them. Each shall be given a copy of the Church agreed procedures and Good Practice guidelines (Safeguarding document).
8. As part of our commitment to children and young people, the Church has appointed SUE PULLEN to be their Safeguarding Designated Person. Their role will be regularly explained to children, and their name and contact details will be publicly displayed.

Children and young people belong to our Church today. They have much to give as well as to receive. We will listen to them. As we nurture them in worship, learning, and in community life, we will respect the wishes of children and young people.

Personnel involved in Safeguarding

The Open Door Church Leadership Team

Mr David Key (Church Leader)

Mrs Maggie Parkes

Mr Steve Warburton

The Open Door Trustees

Mr Steve Warburton (Chair of Trustees)

Mrs Maggie Parkes

Mr David Key

Designated Person for Safeguarding

Mrs Sue Pullen

Contact Details: Mobile - **07889 419 209**

 Email - suepullenuk@yahoo.co.uk

Definitions of Abuse

Physical Abuse

Actual or likely physical injury to a child, or failure to prevent physical injury to a child.

Emotional Abuse

The persistent emotional ill-treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.

Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes no-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Where adults fail to care for children and protect them from danger, seriously impairing health and development. Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not, in itself, proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.

Procedures

Responding to Concerns

Everyone has his or her part to play in ensuring the safeguarding of children within the Church.

Signs and symptoms of abuse (Children & Young People)

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

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults

- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, Inadequate care, etc

Signs and Symptoms of Abuse (Vulnerable Adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care

- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

What do we do if abuse is suspected or disclosed?

If the behaviour of a child gives any cause for concern OR

If an allegation is made in any context about a child being harmed OR

If the behaviour of any adult (including colleagues and members of the public) towards children causes you concern:

- **Do not** dismiss your concerns
- **Do not** normally confront the adult about whose behaviour you have concerns
- **Do not** take responsibility for deciding whether or not child abuse is actually taking place
- **Do not** investigate allegations
- **Do not** act alone or take sole responsibility for resolving the issue

Do	Don't
	
Give support	Minimise what is said
Listen and clarify	Show shock, alarm or disapproval
Explain what happens next	Question or push for information
Take action	Offer false reassurance

Responding to Concerns

STAGE 1

A worker / church attendee has a concern about the welfare of a child or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using the standard incident report form at the end of this document and the concern should be reported to the Designated Person within 24 hours

STAGE 2

The Designated Person receives the report of concern and then has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow.

(Any formal report to Social Services should normally be made within 24 hours of receiving a report)

STAGE 3

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee and the Church Leadership may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and, where formal referrals are made, reports may need to be made to the Independent Safeguarding Authority and the Charity Commission.

If the Designated Person for Safeguarding is not available, any reports or concerns should be passed to the Church Leader.

Stage 1: Record and Report

The duty of the person who receives information or who has a concern about the welfare of a child or young person is to RECORD their concerns in writing and to REPORT their concerns to the Designated Person. If he/she is not contactable reports should be made to the member of the Leadership Team or Trustee responsible for Safeguarding.

The report to the Designated Person should be made within 24 hours of the concern being raised.

The duty to RECORD & REPORT

As soon as possible after a child tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (if hand-written notes are typed up later the original hand-written notes should be retained)
- include the child's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child has said using the child's words
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to:
 - the Safeguarding Team
 - the Church Leader (as far as this is consistent with the welfare of the child concerned and possible pastoral responsibilities to any others involved)
 - representatives of the professional agencies

If such a report is made in an emergency without reference to one of the Safeguarding Team, one of the team should be informed as soon as possible after the report has been made. If concerns arise in the context of a children's group, the worker who has the concern may in the first instance wish to talk through their concern with their group leader. However, such conversations should not delay a report being made to the Designated Person. It should be clear that the duty remains with the worker to record and report their concerns to the Designated Person.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to report the concern to the Designated Person.

Stage 2: Review and Refer

The duty of the Designated Person on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.

The duty to REVIEW

In reviewing the report that is received the Safeguarding Team

- should take account of their own experience and expertise in assessing risk to children
- must take account of other reports that may have been received concerning the same, family or adult
- may speak with others in the Church (including the Church Leadership) who may have relevant information and knowledge that would impact on any decisions that will be made
- such conversations should not lead to undue delay in taking any necessary action
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised

The duty to REFER

The Safeguarding team will make a decision about who the report should be referred on to. They may:

- refer back to the worker who made the initial report if there is little evidence that a child is being harmed, asking for appropriate continued observation
- refer the concern to others

Stage 3: Report and Support

Responsibilities in stage 3 of the process are shared by the Safeguarding Team and the Church Leadership Team.

The duty to REPORT

Whenever a formal referral is made to Social Services the Designated Person should make the referral with the full knowledge of the Church Leadership team. The Church Leadership Team should make further reports to the Charity Commission and/or Local Authority Designated Officer (LADO) within Children's Services if it has been alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child

- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or children in a way that that indicates s/he is unsuitable to work with children.

Church or Trust Workers (voluntary or paid)

If a worker has an allegation made against them they should step down from all Church or Trust duties until the incident has been investigated.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children and young people, there is a statutory duty to report the incident to the Independent Safeguarding Authority.

If a worker in the Trust has been accused of causing harm to children or young people this would be classed as a serious incident that should be reported to the Charity Commission.

A record should be kept of all safeguarding incidents and should be considered in the annual review of the Church's safeguarding policy.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the Church continues to have a responsibility to offer support to all those who have been affected; Child, Other Family Members, Church Worker/Volunteer, Safeguarding Team, Leadership Team etc.

Personnel

Safeguarding Trustee

The responsibilities of the Safeguarding Trustee are:

- to ensure on behalf of the trustees/Church Leadership that there is a proper process in place to write and update the safeguarding policy and procedures
- to monitor the implementation of the policy and procedures on behalf of the Trustees
- to ensure that the policy and procedures are reviewed annually and to present the report of the annual review to the Trustees
- to receive reports from the Designated Person for Safeguarding (see below) regarding any safeguarding incidents in the life of the Church and to be responsible for keeping the Trustees informed as appropriate.

Designated Person

This is the person who will take a key role in helping the Church and Trust to respond appropriately to any concerns that are raised about the safety or wellbeing of children and young people. This should, as far as possible, be someone with relevant knowledge and skills for the role, or someone who is willing to develop such skills. The role does not need to be filled by someone with professional experience in safeguarding, but the person who takes it on does need to give time to understanding the principles of safeguarding.

It is possible for the Designated Person to have other responsibilities in the Church's work with children and young people, although when this is the case procedures will need to be agreed in the event that there is any suspicion or allegation concerning the conduct of the Designated Person.

The Designated Person can work as part of a team, but one person should take the lead in the team and be the named person for the role.

The Designated Person's role is to:

- receive and record information from anyone who has safeguarding concerns
- assess the information promptly and carefully, clarifying or obtaining more information when they need to consult with outside bodies
- where appropriate to discuss concerns, make a formal referral to Social Services or the police if appropriate or as advised
- inform both the Safeguarding Trustee and the other members of the Church Leadership Team of any referral
- make referrals, as appropriate, to the Independent Safeguarding Authority

Safe Recruitment, Support & Supervision of Workers

The Church will exercise proper care in the selection and appointment of those working with children, whether paid or volunteer. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children.

Guidelines for the Appointment of Children's Leaders and Helpers for KidsChurch, KidsChurch Seniors and Youth Work

The Church will ensure that the following selection procedures have been followed:

- A written role description for each post.
- All volunteers (both current and new) should complete an application form
- Prospective volunteers to be interviewed

- Two references will be taken up for adult volunteers (at least one should be from outside of the Church)
- Current statutory vetting procedures will be followed
- The worker will be appointed for a probationary period of 6 months after which a second interview could take place.
- The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures
- Induction into the relevant procedures and ways of working will be undertaken (to include safeguarding training)
- Administration of this process will be overseen by the Designated Person, but may be carried out by others.
- Until this procedure is completed, new workers must be supervised.
- All leaders and helpers should have a calling to work with children, which should, in turn, be recognised by the Church Leadership Team and have the agreement of existing children's leaders and helpers.
- The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, they should receive teaching and be part of a worship service regularly.
- All leaders and helpers should set a good example for Christ in their personal lifestyle.
- Meetings for leaders and helpers will be held approximately once per term, for support and planning.

Anyone may raise concerns or suggestions regarding the ministry amongst children with any of the Safeguarding Team or Leadership Team at any time.

Young leaders under 18 years of age

- In law young leaders under the age of 18 are children and cannot be treated as adult members of a team.
- Training and mentoring will be given to ensure that the young leader is helped to develop and hone skills, attitudes and experience.
- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.
- When considering ratios of staff to children the young leader needs to be counted as a child, not a leader.
- The Safeguarding Policy & procedures applies to a young leader just as it does to any other person.
- The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age

- If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.
- Young Leaders should not be given leadership responsibility for a group immediately below their own age, it is advised to have a gap of at least two years.

Good Practice Guidance

Ratios

An important aspect of any risk assessment is ensuring that you have a suitable ratio of staff to children and young people. A number of factors will come into play in assessing the ratio for any particular activity or group:

The age of the children and young people: In general, the younger the children the higher the ratio should be of adults to children.

Special needs: Do any of the children have special needs that will require additional support?

Behavioural issues: Do any of the children or does the group as a whole present challenging behaviour that can be difficult to control?

The venue: If the area being used is large and sprawling and it is difficult to contain children and young people while on the premises it may be necessary to have additional personnel. Activities that take place away from the church premises normally require a higher ratio of adults to children than those that take place inside.

Covering for emergencies: How will you manage if someone has an accident and needs immediate medical attention? If one of your workers is likely to be 'on call' is there sufficient cover in the event that he/she is called away?

Gender balance: If you have a mixed group of children and young people it is ideal to try to ensure that you have both male and female workers present. This becomes increasingly important for older age groups.

Recommended minimum ratios

The following table represents recommended minimum ratios of adults to children. This should be our starting point in calculating appropriate ratios for our groups and activities. If any special factors emerge within our risk assessments, we should increase the recommended ratio in order to ensure the safety of the children and young people.

Remember that in calculating the ratios of workers to children we should not include young leaders who are under the age of 18 among our number of adult workers.

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 10 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children
	It is proposed that the Morning Leader for KidsChurch (or an adult member of the KidsChurch team for that day) can – via their supervising role – provide the second adult for KidsChurch Seniors	

What happens when Age Groups are mixed?

If for example there are 11 children, 2 below the age of two, 4 three year-olds and then 5 between 5 and 8. It would be expected to allocate one leader for the below Twos, 1 for the Threes, and then another for the 5s to 8s, supplemented by another 'floating' person.

What happens when ratios fall below the required level?

The ratio of adults to children can fall below the optimum level in two different types of situation:

- In a one-off situation where a member of the leadership team is unavailable for one session and it is not possible to arrange alternative cover.

- On a more permanent basis, where it is not possible to find sufficient volunteers to staff a group at the desired level.

The one-off situation

When the first of these scenarios arises the remaining leaders should:

Determine whether it is safe to continue with the planned programme:

- Are there ways of working that would reduce the risks?
- If this is a week when additional staff were required because of the nature of the planned activities, should the activities be changed?

If children's and young people's safety is being put at unacceptable risk then the event should be cancelled

Write a report detailing:

- the circumstances that led to the reduced staffing levels the actions that were taken to reduce the risk to the children and young people.
- Give a copy of the report to the Designated Person for Safeguarding. An email is sufficient.

If the reduced staffing will lead to one adult being alone with a child or a group of children or young people then (if there is time) and no alternative close supervision can be arranged, any event off church premises should be cancelled. If the single adult is incapacitated the children or young people would be at risk – this is not acceptable.

Respecting Children and Young People

The Church will adopt a code of behaviour for all who are appointed to work with children and so that all children and young people are shown the respect that is due to them.

Respecting children

The following are guidelines for a code of behaviour.

Leaders and Helpers should:

- Treat all children with respect and dignity. Be aware of your own body language and invading a person's personal space.
- Use age appropriate language and tone of voice. Be aware of the effect you are having on the individual child.
- Listen well to children. Be careful not to assume you know what a child is thinking or feeling.
- Listen to what is spoken and how it is said. At the same time, observe their body language to better understand what is being said.

Do not engage in any of the following:

- invading the privacy of children when they are using the toilet or showering
- rough games involving physical contact between a leader and a child
- sexually provocative games
- making sexually suggestive comments about or to a child, even in 'fun': scapegoating, belittling, ridiculing, or rejecting a child.

When it is necessary to control and discipline children, this should be done without using physical punishment. (A situation may, however, arise where a child needs to be restrained in order to protect them or a third person.)

Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.

Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.

Workers should not normally plan to be alone with children. On Church premises this may mean leaving doors open, or having two groups working in the same room. Children and Young people should not be invited to a member of staff's home without the permission of their parents, and another adult should be present. On occasions when one to one work with a child is required this should take place with appropriate supervision and accountability structures in place.

Leaders and Helpers should:

- Only invite young people to your home, or on trips, in groups, and **always make sure another adult is present.**
- Notify the Designated Person of any trips for children which take place in the name of The Open Door Church or the Open Door Trust. Parental permission must always be sought for such an event.
- Not ever give lifts to young people on their own. Ensure that if transporting children that you have the correct insurance cover for passengers. When possible, ensure you have parental permission.
- Not share sleeping accommodation with young children if you take a group away.
- Be aware of any physical contact they may have with young people and record it when necessary. For instance, if they need to stop a fight, administer First Aid, give a hug to a child who is distressed, remove a child from danger, or protect themselves or others from attack.
- Not use physical punishment when controlling or disciplining children.
- Keep a log book. If any significant incidents take place a record should be kept in the Church Incident Book. Enter the names of both children and adults present and anything of note

which you observe, e.g. details of any fights broken up by the workers, allegations made by young people, incidences where a child is asked to leave. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry.

Abuse of Trust

Relationships between children and their leaders/helpers can be described as 'relationships of trust'. The leader is someone in whom the child has placed a degree of trust, this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

It is also not acceptable for a leader/helper to form a romantic relationship with a child with whom they have a relationship of trust.

It is recognised that strong friendships can develop between young people and Church youth workers. Frequently there is not a large discrepancy in ages and youth work is essentially 'relational' in nature at the upper end of the age group. However Youth Workers must not view their relationships with even young people in the age group 16 – 18 outside of the requirements to work in a way which safeguards all concerned.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

Workers should take care to avoid any instances when it could be considered that undue favouritism is being practised or that other young people are excluded from activities involving a leader and a young person. It is important that young people who might be vulnerable do not feel that they are 'excluded' or 'second-class' in any way.

Physical Safety at Church

The physical safety of children in the buildings used by the Open Door Church requires the care and vigilance of all Church attenders. The key principle is that parents need to be responsible for their children: their whereabouts, safety and behaviour... but all other adults need to support them in this endeavour. At various times areas of the building will either be 'out of bounds' or more of a risk than at other times and clear communication from the front of Church by the Service Leader is crucial in these situations.

One time of key risk is at the end of the service when children are no longer supervised by the KidsChurch team. It is vital that all children under 11 should be safely 'delivered' back to their parents or the adult responsible for them at this time, and that it is clear that parents are re-assuming their supervisory role.

Electronic Communication

Electronic communication has become an enormously important part of today's world. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

- electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood
- because of the informal style of electronic communication workers can easily cross appropriate boundaries in their relationships with young people
- some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and 'groom' children.

These are guidelines are written to try to maintain healthy and safe relationships between adults and children.

- Electronic communication must never become a substitute for face to face contact with young people.
- parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.
- workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given by parents or carers
- direct electronic communication with children of primary school age is inappropriate and should be avoided
- only workers who have been appointed under the Church's agreed procedures should use any electronic means of communication to contact children or young people on behalf of the Church or one of the Church's organisations
- contact by email with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter. Direct/personal messaging should not normally be used.
- workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person
- other than that which is necessary and appropriate as part of their role, workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives, clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided
- electronic communication should only be used between the hours of 0830 and 2200hrs
- Official Church emails to young people should be sent out with a Church footer indicating to the young people that this is an official communication, this should also be copied to the Church office email address
- Any photos or video taken on personal mobile phones should not be uploaded to social networking sites without parental permission
- Workers should not retain images of children and young people on their mobile phone or camera unless they have an official role as Church photographer.

Instant Messaging Services

The use of instant messenger services should be kept to an absolute minimum and not used by youth workers to initiate contact. Where a young person in need or at a point of crisis uses this as a way of communicating with a worker, significant conversations should be saved as a text file if possible - and a log kept of who with and when they communicated.

Social Networking Sites

- If adults are intending to add young people to their social networking sites as friends or followers they must first have the permission of the parents of the young person
- Adults should not normally make friend requests of young people
- It is the adult's responsibility to ensure that all of the available content on their site/blog/timeline is appropriate for young people to see (including content of photos uploaded)
- All communication with young people on social networks should be kept within public domains
- All communications with young people should be transparent and open to scrutiny

Remember: **NEVER ALONE** and **NEVER UNSEEN** are the basic rules of thumb in safeguarding young people... and need to be applied to the area of social media and electronic communication as well as in person.

Good Practice Guidelines for Discipline

A policy based upon the following guidelines should be agreed upon by each different section of youth work if and when necessary. It should reflect the age group and general activities of the children.

- Children should be disciplined without the use of physical punishment, shouting or name calling. Discipline is about our relationship with children not our mastery of them.
- Good discipline is built on respect between leaders and children. (This does not imply equality but does have an implication for leaders' attitudes towards children).
- Minor incidents/offences should be dealt with immediately on the spot. This prevents escalation and enables major offences to be seen as major.

Ways of dealing with discipline:

- Chastise the individual/group – criticise the behaviour not the person
- Move the offender to a less volatile situation - change the group activity
- Remove the child to a calm space away from others. Stay with them until they have cooled down, but keep the time out short.

If the above mentioned procedures fail to bring about the desired result, refer the issue to the Designated Person or Safeguarding Trustee.

Bullying is defined as “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”. Allegations and incidents of bullying should be reported to the Designated Person or Safeguarding Trustee

Good Practice Guidelines with Colleagues

If you see another member of staff acting in ways which might be misconstrued be prepared to speak to them or one of the Safeguarding Team about your concerns. Leaders and helpers should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes of behaviour.

REPORT FORM: SAFEGUARDING

[This report form is for the purpose of keeping a record of reports made to the Designated Safeguarding Person. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.]

Name of reporting worker/individual:

Name of organisation: OPEN DOOR CHURCH OPEN DOOR TRUST (delete as applicable)

Name of child:Date & time of incident:

Nature of concern:

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Have you made a full hand-written record of the incident/concern? **Yes No**

Who have you spoken to about your concerns? (delete as applicable)

Child	Yes	No		
Carer	Yes	No		
Organisation Leader	Yes	No	Name
Other	Yes	No	Name
Social Services	Yes	No	Name

What feedback have you received?

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How have your concerns been followed up?

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Signature of Worker: Date and time

Signature of Designated Person for Safeguarding

Date and time