

Safeguarding Policy **And Guidelines**

Llanishen Evangelical Church
Heol Merlin, Llanishen, Cardiff

Contents

	Page
Mission statement	3
Supervision and support	5
Definitions	5
Types of abuse	7
Bullying	9
Adult to child ratios	10
Possible indicators of abuse	11
Transport of children and young people	12
Photography	12
Code of behaviour	13
Communication technology	14
What to do if you think someone is being abused	15
Role of the Safeguarding Coordinator	17
Useful contacts	18
References	19

Mission Statement

Llanishen Evangelical Church is committed to the physical, emotional and spiritual well-being of all who come within its care. We will provide appropriate experiences including the opportunity to learn of God through the Scriptures. We believe that it is unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognise our responsibility to safeguard the welfare of all users, by a commitment to practice which protects them. In our work with children, young people and adults who may be at risk due to age, illness or disability Llanishen Evangelical Church will endeavour at all times to provide services and activities which minimise risk and are as safe as we can make them.

We recognise that:

- The welfare of all users is paramount
- All children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, parents, carers and other agencies is essential in promoting young people's and vulnerable adults' welfare.

The purpose of the policy:

- To provide protection for the children, young people and vulnerable adults who attend the activities at Llanishen Evangelical Church, including the children and relatives of adult members or users.

- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all members, attendees, volunteers, students or anyone working on behalf of Llanishen Evangelical Church. It does not apply to outside agencies/people who may use the building for any activities

We will seek to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them, giving due consideration to their wishes and feelings.
- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made, including the use of Disclosure and Barring Service (DBS) checks to help assess suitability.
- References will be sought for all employed and external volunteer posts
- Sharing information about safeguarding and good practice with children, parents, members and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents, carers and children appropriately.
- Providing effective management for members and volunteers through supervision, support and training.

We are committed to reviewing our policy and guidelines regularly.

Training, Supervision and Support

All those who work directly with children, young people or vulnerable adults should be aware of the safeguarding policy and attend training sessions which will be arranged regularly. Group leaders are responsible for ensuring fellow workers are aware of this policy.

The safeguarding coordinator and group leaders are responsible to the Elders and trustees for maintaining policy and practice. The named trustee with responsibility for safeguarding is John-Mark Frost.

If a worker has a complaint or allegation made against them they may be asked to suspend their activity until the matter is resolved. The safeguarding coordinator will consult with the Elders in this situation and if necessary support for the worker will be provided at the appropriate time. Similarly support will be arranged should a worker hear a disclosure which they find distressing.

Definitions

A child or young person is defined as anyone who has not yet reached their 18th birthday, regardless of whether they are living independently or not, or in education or employment.

A child or young person can be abused or neglected by somebody inflicting harm or failing to act to prevent harm. Abuse can be by an adult or another child/ young person. According to the Children Act 1989, harm is defined as ill treatment or impairment of health or development, including for example impairment suffered from seeing or hearing the ill treatment of another.

A vulnerable adult is a person over 18 years of age who is or may be in need of community care services by reason of mental or other disability, age or illness and who is unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation. This may include a person who; has learning disabilities, mental health problems including dementia, physically frail, older person with support/care needs, misuses drugs or alcohol, or has social or emotional problems.

Safeguarding includes protecting users from maltreatment, preventing impairment of health or development, ensuring the provision of safe and effective care, optimising life chances and ensuring children enter adulthood successfully.

Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are open to most of their peers.

All incidents of harm to anyone in our service will require an appropriate response to reduce risks and improve our service. For example, all accidents should be recorded in the accident log book located in the first aid box in the kitchen, at the church.

Significant harm is the accepted point at which it is appropriate to refer the situation to statutory agencies. The harm may take place over a number of incidents or might be a single, serious incident. It is better to seek advice than do nothing. It is not the role of anyone in Llanishen Evangelical Church to determine whether abuse has taken place, simply to report it to the statutory agencies, whose duty it is to investigate.

Types of abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or otherwise physically harming a person. May also be caused when a parent/carer fabricates symptoms of or deliberately induces illness in a child.

Emotional abuse. Defined as persistent emotional maltreatment of a child causing severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child they are worthless/ unloved/ inadequate or valued only in so far as they meet the needs of another person. It can feature age or developmentally inappropriate expectations being imposed on a child. This form of abuse can involve seeing or hearing the ill treatment of another, for example domestic violence, or can involve serious bullying. It is a feature of all types of abuse but can occur alone. With vulnerable adults it can include intimidation, being threatened, humiliated, verbal abuse, or coercion.

Sexual abuse. This involves forcing or enticing the person to take part in sexual activities whether or not the person is aware what is happening. It may involve physical contact or non contact activities such as getting children to look at, or produce, sexual online images, watching sexual activity or encouraging inappropriate sexual behaviour.

An extension of this is **Child Sexual Exploitation (CSE)** where the child or young person receives something in exchange for any sexual activity. This can be material things and experiences, for example money, goods, food, alcohol, parties, or things related to feelings such as meeting an emotional need, feeling wanted or that they belong or things related to the need to be safe, for example free from

threats and physical violence or threats to someone the child cares about.

Criminal Exploitation

Where children and young people are manipulated and coerced into committing crimes. Those who are exploited are victims of abuse, although not always perceived as such due to their criminal activity. Association with gang membership. County Lines is a police term for urban gangs exploiting young people to move drugs from a hub to another market, using dedicated mobile phone or 'deal lines'.

Neglect. This is the persistent failure to meet a person's basic physical or psychological needs that is likely to result in the serious impairment of their health or development. This may or may not be deliberate. It can include ignoring medical or physical care needs, preventing access to health, social care or educational services.

Financial abuse. This is the second commonest cause of abuse (after neglect) in vulnerable adults. It includes 'theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits' (DH 2000).

Domestic violence. Defined as any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged over 16 years, who are or have been intimate partners or family members, regardless of gender or sexuality. Risk is increased if person has a long term illness or disability, including mental health problems. Children and young people can be directly affected by domestic violence and abuse, including fearing seeing or hearing it within families, or worrying about its effects on another person, Those over 16 years can experience it directly in their own intimate relationships.

Bullying

This includes a range of abusive behaviour that is repeated and intended to hurt someone physically or emotionally.

We will seek to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities. We will aim to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need and we will provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

We recognise that bullying causes real distress and affects a person's health and development

- in some instances, bullying can cause significant harm
- all children, regardless of age, disability, gender, race, religion or belief, sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

Cyberbullying/online bullying;

This includes;

- excluding a child from online games, activities or friendship groups
- sending threatening, upsetting or abusive messages
- creating and sharing embarrassing or malicious images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- Setting up hate sites or groups about a particular child

Our regular discussions with staff, volunteers, children, young people and families will focus on:

- group members' responsibilities to look after one another and uphold the behaviour code
- practising skills such as listening to each other
- respecting the fact that we are all different
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well.

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders and our organisation as a whole

Adult to child ratios

Group leaders must ensure there is an adequate level of supervision otherwise the activity should not take place. Adult to child ratios are:

0-2 yrs of age 1 adult to 3 children

2-3 yrs of age 1 adult to 4 children

4-8 yrs of age 1 adult to 6 children

9-12 yrs of age 1 adult to 8 children

13-18 yrs of age 1 adult to 10 children

These are minimum numbers and it is recommended that there are always 2 adults present when working with or supervising children. Extra adults may be required if there are children with additional needs.

Any teenage 'helpers', under the age of 18, should not be included in the adult numbers

Possible indicators of abuse

- Excessive bruising, or bruising with distinctive pattern eg. shape of a hand, teeth marks, grip mark.
- Burn or scalds with particular patterning eg. cigarette burns, iron or to sites that are not expected to come into contact with hot objects eg. sole of feet, back of hands.
- Significant change in demeanour eg. suddenly very withdrawn, or conversely very aggressive or oppositional
- Persistently presenting as unkempt, smelly, dirty, or inappropriately clothed.
- Inappropriate use of language for age
- Unusual sexualised behaviours eg. drawing sexually explicit pictures
- Acquisition of material possessions such as new phone, clothing, money or regularly under the influence of alcohol when there is no reasonable explanation of how they have been attained (Child sexual or criminal exploitation)
- Secretive behaviour, periods of going missing, getting in or out of cars driven by unknown adults (Child sexual or criminal exploitation)
- Vulnerable adult's unexplained sudden inability to pay bills or maintain lifestyle

Transport of children and young people

1. Seatbelts must be worn by all children and young people in workers' cars. In addition booster seats are required by law for children under 12 years of age or less than 4ft 5ins in height (136cm).
2. Workers should try to avoid long periods in transit with children / young people. Should the rare occasion require them to transport one child alone, the worker should record the start and end times and mileage of the journey - and report these to the group leader as soon as possible after the occurrence.
3. Where parents make their own private arrangements the Church has no responsibility.
4. Children should travel in the rear of a vehicle driven by a worker, where possible.
5. Drivers and vehicles must be properly insured.

Photography

Group leaders must ensure that parents are given the opportunity of refusing permission for their children / young people to be photographed, i.e. opportunity to opt-out. Permission should be sought from all parents / guardians concerning the taking of and use of photographs for publicity purposes, including use on the website.

Code of behaviour when working in groups/activities

You must:

- Treat everyone with respect
- Provide an example of good conduct you wish others to follow
- Ensure that, whenever possible, there is more than one adult present during activities with children/young people or at least that you are within sight or hearing of others
- Respect a person's right to privacy
- Remember someone else might misinterpret your actions, no matter how well-intentioned
- Be aware that even physical contact with a child or young person might be misinterpreted.
- Recognise that special caution is required when discussing sensitive issues with children or young people
- Challenge unacceptable behaviour Report all allegations/suspicious of abuse

You must not:

- Have inappropriate physical, verbal, telephone or social media contact with children or young people
- Allow yourself to be drawn into a child or young person's inappropriate attention-seeking behaviour
- Make suggestive or derogatory remarks or gestures to people.
- Jump to conclusions about others before checking the facts
- Exaggerate or trivialise safeguarding issues.
- Show favouritism to any individual.
- Rely on your good name or that of the church to protect you.
- Believe "it could never happen to me."
- Take a chance when common sense, policy or practice suggests another more prudent approach.

You should give guidance and support to inexperienced helpers.

Communication technology

Electronic communication should primarily be used for factual / administrative matters only.

You should not communicate directly by phone, text or social media with those under 13 years old; communication should be via parents/ guardians.

For children aged 13 to 17 years old, permission should be sought annually from parents/guardians and from the child/young person before communicating by email, phone or social networking sites. Ideally this would involve a group chat, with 2 or more leaders in the group. Individual communication via technology should only be with those 16 years or older, where parental permission is not given.

What to do if you think someone is being abused or is at risk of harm

Safeguarding is everyone's responsibility and all workers must respond to concerns they may have about anyone's wellbeing. Concerns should be shared with the minimum number of people, and workers should not attempt to deal with the issue on their own. The following are guidelines to help in the process of dealing with a disclosure on the part of a child, young person or vulnerable adult.

In the event of a child/young person/vulnerable adult making a disclosure/allegation (This may relate to a parent/carer, teacher, another child or young person, church member/worker or anyone else the person has come into contact with)

- Remain calm, listen and show acceptance
- Allow time for the person to speak
- Be non-judgmental
- Be neutral and non-committal in responses
- Reassure the person they are right to share their concerns
- Do not react with outrage or disbelief
- Do not ask any leading questions
- Do not promise to keep a secret
- Do not confront the alleged abuser
- Do not make the person repeat their account
- Record in writing your account of the conversation as near verbatim as possible, as soon afterwards as possible
- Make a note of the date, time, place and people who were present at the discussion.
- Explain to the child/young person/vulnerable adult what action you will take with the information provided.

Following the above, or in other circumstances when you are concerned someone is being or is at risk of being harmed you should either:

a) Discuss the situation with the safeguarding coordinator, or in their absence the deputy safeguarding coordinator, who will provide advice, or make the necessary referral to social services, if appropriate, or support you in doing so.

Or

b) Contact the local social services department and inform the duty social worker of your concerns.

If a referral is made directly to social services then the safeguarding co-ordinator, or deputy, should be informed that this has been done, and the following information should be provided:

- Name of person making referral
- Club or activity that the child/young person/vulnerable adult was attending
- Brief outline of concerns eg. person made a disclosure or behaviour/presentation caused concerns

NB. You will not be expected to identify the child, young person or vulnerable adult involved.

IF YOU BELIEVE A CHILD/ YOUNG PERSON OR VULNERABLE ADULT IS IN IMMEDIATE DANGER OR REQUIRES URGENT MEDICAL CARE CALL 999

Code of Practice for the Safeguarding Coordinator

If consulted regarding suspicion or allegation of abuse the safeguarding coordinator will:

- elicit the reasons for concern and discuss confidentially the details
- ensure a detailed statement is written, if indicated
- decide a response and course of action as necessary
- take advice from Christian Safeguarding Services if necessary, without identifying the child or vulnerable adult
- no approach will be made directly to the family unless the Statutory Services agree

If concerns relate to the safeguarding coordinator these should be discussed with one of the elders, or advice sought from Christian Safeguarding Services

The Safeguarding coordinator or deputy will be responsible for organising DBS checks as appropriate for staff and volunteers

The Safeguarding coordinator will provide an annual report to the elders and trustees of work undertaken, whilst maintaining all confidentiality

Useful contacts

Safeguarding Co-ordinator

Nicola Morgan

Email: safeguarding@llec.org.uk

Deputy Safeguarding Coordinator/

Nia Oakes

Trustee with Safeguarding Responsibility

John-Mark Frost

NSPCC Wales Child Protection Helpline (free) 0808 100 2524

Operates Monday to Friday 10am – 6pm, outside these hours calls will be transferred to the free 24 hour service.

NSPCC Child Protection Helpline (free 24 hour) 0808 800 5000

Cardiff Social Services Department (office hours) 02920 536400

Cardiff Social Services Emergency Duty Team (outside office hours) 02920 448360

Childline 0800 1111

Free helpline for children and young people

Domestic Violence Helpline 0808 2000 247

Cardiff POVA (Protection of Vulnerable Adult) Coordinator

029 22330888 or email povasupportteam@cardiff.gov.uk

Christian Safeguarding Services Advice Line 0116 218 4420

Open 8am-10pm

References

HM Government (2006). Working Together To Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. London

NICE clinical guideline 89 (July 2009). When to suspect child maltreatment.

Great Britain, laws and statutes(1989 & 2004) Children Act 1989
Children Act 2004.

NSPCC. Safe Communities; A step-by-step guide

All Wales Child Protection Procedures 2008

Welsh Assembly Government (July 2000) In Safe Hands;
Implementing Adult Protection Procedures in Wales.

Social Services and Well-being (Wales) Act 2014

NOTES