



Kingdom Advance Network

SAFEGUARDING POLICY

Date Approved: _____

Date to be reviewed: _____

Signed: _____

Position: _____

Signed: _____

Position: _____

This document is based on a Model Safeguarding Policy supplied by the Churches' Child Protection Advisory Service. A copy of this policy and all amendments will be filed with CCPAS. This policy must not be copied by other organisations without the written agreement of CCPAS

Registered Charity No 1135259

Company Number: 7133411

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Details of the place of worship / organisation

Name of Place of Worship / Organisation:

Kingdom Advance Network / Advance Church

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General Email address: **info@kanuk.net**

Senior Leader Name: **Reverend Stephen Watson**

Senior Leader Contact Telephone / Email: **+44 (0)7764606572 stephenwatson@kanuk.net**

Safeguarding Coordinator Name: **Maria Fox**

Safeguarding Coordinator

Contact Telephone / Email: **+44 (0)7748 648974 mariafox@kanuk.net**

Membership of Denomination/Organisation:

Denomination / Organisation Safeguarding Officer: **As above**

Contact Details for Denomination / Organisation Safeguarding Officer: **As above**

Charity Number: **1135259**

Company Number: **7133411**

Regulators: **Charity Commission for England & Wales**

Insurance Company: **Commercial Combined Insurance (including Public Liability) held with 'Ansvar Insurance' Ansvar House, 31 St. Leonards Road, Eastbourne, East Sussex, BN21 3UR. Policy Number CCP2222235**

Our commitment

Kingdom Advance Network / Advance Church (hereafter “KAN Leadership”)

As KAN Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect (For Definitions of Abuse - see Appendices 2, 3 &4). 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 KAN Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

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

The KAN Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training (Appendix 9) for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Team in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the KAN Leadership agrees not to allow the document to be copied by other organisations.

As part of its mission, the KAN Leadership is committed to:

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

- Maintaining good links with the statutory childcare authorities and other organisations.

The KAN Leadership is committed to on-going child protection training for all children/youth workers and will regularly review the operational guidelines attached.

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

Section 2

Prevention

Understanding abuse and neglect

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

In order to safeguard those in our places of worship 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:

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

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

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Safer recruitment

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

- There is a written job description / person specification for the post.
- Safeguarding has been discussed at appointment and induction.
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The KAN Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

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

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct (Appendix 8) towards children, young people and adults with care and support needs.

Section 3

Practice Guidelines

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

As well as a general code of conduct for workers (Appendix 8) we also have good practice guidelines for every activity we are involved in and these are included in the appendices to this document.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or other nations. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets *thirtyone:eight's* safeguarding standards.

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

Section 4

Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. The procedures below should be followed:

- Documenting a concern
The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Jenny Watson, or Paul Larcombe or Jane Smith
(hereafter the "Safeguarding Co-ordinator Team Member")

Tel: +44 (0)7764606573 +44 (0)7590 550291 +44 (0)7855110896

Email: jenwatson@kanuk.net paullarcombe@kanuk.net janesmith@kanuk.net

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

If the suspicions implicate all members of the Safeguarding Co-ordinator Team, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Tel: **+44 (0) 303 003 1111**.

Alternatively contact Social Services or the police.

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

Name of local authority: Staffordshire Children's Social Services - First Response Team

Tel: 0800 1313126 between 8:00am and 5:30pm (4:30pm Fridays)

Out of hours Tel: 0345 6042886 (Staffordshire CC Emergency Duty Service)

Website Address: www.staffordshire.gov.uk/reportconcern.

Adult Social Services

Tel: +44 (0)345 6042719 between 8:30am and 5pm (4:30pm Fridays)

Out of hours Tel: as above Website Address: as above

Police Protection Team Tel: 101 In an emergency always call: 999

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
 - The insurance company may need to be informed, for example if legal action or a police investigation is being pursued (*Ansvar Insurance* telephone no: **+44 (0)1323737541**) quoting Policy Number CCP2222235.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place (see Appendix 6).
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from *thirtyone:eight*.
- The KAN Leadership will support the Safeguarding Team in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from *thirtyone:eight*, although the KAN Leadership hope that members of KAN will use this procedure. If, however, the individual with the concern feels that the Safeguarding Team have not responded appropriately, or where they have a disagreement with the Safeguarding Team as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the KAN Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Team is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

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

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, a member of the Safeguarding Team will:

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

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

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

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

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

If there is a concern regarding spiritual abuse, a member of the Safeguarding Team will:

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

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

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

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

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

The Safeguarding Team member will:

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

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

Section 5

Pastoral Care

Supporting those affected by abuse

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

Working with offenders and those who may pose a risk

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

Adoption of the policy

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

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: **thirty one:eight - to be arranged.**

End.

Member organisations may copy and reproduce any part of this template that may be relevant in their own internal materials but should always reference Thirtyone:eight as the source. Use of this material should not be taken as an endorsement of an organisations policy.

Appendices:

- 1 Leadership Safeguarding Statement
- 2 Statutory Definitions of Abuse (children)
- 3 Signs of possible Abuse (children and young people)
- 4 Signs of possible Abuse (vulnerable adults)
- 5 Initial Response to Concern or Allegation of Abuse
- 6 Cause for Concern Form
- 7 Pastoral Care and Code of Behaviour for those that pose a risk to children, young people and vulnerable adults
- 8 Staff Code of Conduct
- 9 In House Training
- 10 Transporting under 18's
- 11 Accident and Incident Form

Appendix 1

Leadership Safeguarding Statement

The KAN Leadership Team and the Board of Trustees (hereafter “KAN Leadership”) recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on: **11th February 2020**

This organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- 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, safe and happy. We want them 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 recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of KAN unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable Adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults 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 in regard to 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.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Team in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the procedures established by KAN.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people

- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in KAN affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by *thirtyone:eight*.

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. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- 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 annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding Leads for this place of worship/organisation.

Safeguarding Team Lead	<u>Maria Fox</u>	+44 (0)7748 648974
Safeguarding Lead	<u>Sarah Whittaker</u>	+44 (0)7590 405767
Safeguarding Second	<u>Paul Larcombe</u>	+44 (0)7590 550291

A copy of the full policy and procedures is available from the church office.

Signed: _____ Signed: _____

Date _____

For and on behalf of KAN Leadership Team

Appendix 2

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

England

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

What is abuse and neglect?

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is

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

Neglect

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

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

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

Appendix 3

Signs of Possible 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.

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Appendix 4

Signs of Possible 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.

Appendix 5

Initial Response to a Concern or Allegation of Abuse

If there is a concern that a child, young person or vulnerable adult may have been abused or a direct allegation of abuse is being made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body. (Appendix 6).
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes should be passed on to the Safeguarding Team to assist them should the matter need to be referred to Adult or Children's Social Services or the police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.

All documents should be signed, dated and kept for an indefinite period in a secure place.

Consideration should be given to any procedures that have already been adopted by the organisation and it is important that the conditions laid down by organisation's insurers are followed to ensure there is appropriate cover against any claims. There is also a requirement for some allegations to be reported to both the Charity Commission (if the place of worship or organisation has charitable status) and the Disclosure and Barring Service.

thirty one:eight can also offer independent advice that will be followed by written confirmation of the advice given. If the Safeguarding lead or team member, is not contactable or they are subject of the concerns, the statutory agencies should be contacted as outlined below.

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.

- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille, etc.

Helpful responses

- You have done the right thing in telling.
- I am glad you have told me.
- I will try to help you.

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Appendix 6

Cause for Concern Form

CONFIDENTIAL

Name of Group: _____

Name of Child/Young Person: _____

Address: _____

_____ **Date of Birth:** _____

Name of Person Reporting Incident: _____

Date: _____ **Time of incident:** _____

Sequence of Events/Actual Words Used/Observations:

For Safeguarding Leads Use Only

Action Taken (including person(s) contacted): _____

Date: _____ **Time:** _____

Notes: _____

Appendix 7

Pastoral Care and Code of Behaviour for those that pose a risk to children, young people and vulnerable adults.

Pastoral Care

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and KAN Leadership agree to:

- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programs, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Provide pastoral care and support to anyone with whom you are living. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and support you.

Example Code of Behaviour

Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults.
- I will attend meetings and activities as directed by the leadership.
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults.
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress.
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home.
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or vulnerable adults for whom they care.

- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate).
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported.
- I understand that this contract will be reviewed regularly (e.g. every 3 months) and will remain for an indefinite period.

Staff Code of Conduct

This code of conduct is written to give you clear procedures to work within, to help to ensure that the children/young people in your care are kept safe and to reduce the risk of allegations. The KAN Leadership recognises that there will be occasions where accidents happen, or where allegations are made despite following these guidelines, but they seek to give a framework that gives the best possible opportunity to prevent such instances from occurring.

The role you are undertaking means you are entering into a **'position of trust'** relationship with those you will lead. It is important that you understand the meaning of this as there are significant legal implications. In addition to these legal implications, we take seriously the role model that you become as a member of the Children's Team and/or Youth Team. The Leadership have expectations about your behaviour and lifestyle choices in this respect, and reserve the right to relieve you of your responsibilities should such choices conflict with the model we would wish our children and young people to see.

All activities will have specific procedures and it is important that before undertaking any new activity you talk to the organiser to ensure you fully understand these. If you are considering setting up an activity for the first time, please ensure you speak to the KAN Leadership Team and/or the Safeguarding Lead/Team, and that the necessary risk assessments are carried out prior to the activity.

- Never take a group of children or young people 'off-site' from the set meeting location without the permission of parents.
- Ensure under 18s are never left as sole responsible person in charge of a group.
- Carefully consider any physical contact. There are likely to be times when this is appropriate, such as to comfort a child who is upset or to offer congratulations. Workers should use their judgement to reassure or congratulate a child in an age-appropriate manner whilst maintaining clear professional boundaries. Physical contact should be brief and young person led (see 'Guidelines for Taking Care of Touching' below).
- All group activities must have a minimum of two workers. Any activities for under 3's must have a 1:4 ratio of adults to children. Careful consideration should be given to appropriate gender issues within each activity. For day trips or overnight stays, ratios must be increased, and this must be discussed and agreed in advance with the Leadership Team. As a guide, day trips would usually have a 1:10 ratio and residential trips a 1:8 ratio, but it does depend on the nature of the activity and the age and experience of individuals involved, so each case could be different.
- Should under 3s require a toilet break, they must be taken to their parents.
- Never give medication of any form to any child unless parental consent has been sought and given.

- Workers must understand the importance of not promising to keep secrets. Building a trusted relationship is always good but this must not be at the cost of protecting a young person from possible harm.

Guidelines for discipline

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your program regularly.
- **NEVER** smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive:

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

Taking care of touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.

- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream, etc.), encourage the child, young person or vulnerable adult to do what they can themselves, but in their best interests, giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Positions of trust

All those who work with children and young people, or who have significant contact with them and their families on behalf of the Church, are in positions of trust. It is, therefore, important to recognise that, as such, those working with children and young people will:

- be seen as role models by the children with whom they are in contact, at all times, including when they are off duty
- conduct themselves in accordance with the reasonable expectations of someone who represents the Church
- take care to observe appropriate boundaries between their work and their personal life. For example, they should ensure that all communications they may have with or about children are appropriate in their tone
- seek advice immediately if they come across a child who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate
- not expose themselves or others to material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European or international law

It is contrary to the policy of KAN for those in a position of trust, including leaders and children's/youth workers amongst others, to have sexual or inappropriate personal relationships with those for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence. It will be referred to the local authority designated officer (LADO) and in some cases it may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Independent Safeguarding Authority for possible barring.

Communication

Those on the Youth Teams need to take particular care when communicating with this group. It is accepted that social media/electronic communication is a part of everyday

culture today - use of closed groups is the most appropriate way for those in a position of trust to communicate. Wherever possible, contact should be made with young people on the public Facebook pages for KAN Youth.

Parents of any under 18s must be aware if you will be communicating with their child on a one-to-one basis over electronic media. This includes text messages, inbox messages via email or Facebook or any other messages that can only be seen by you and the recipient. It's not a big deal, but please just have a chat with their parents/guardians first.

Be careful with text message/emails/Facebook etc. Do not be over familiar; for example, avoid the use of 'x' to represent kisses at the end of messages, instead use a smiley face, and think carefully about the language that you use.

Leaders/workers should be mindful of the appropriate times of day to be contacting young people; for example they should not start message conversations with young people late at night. However, if a young person contacts a youth worker/leader in a distressed state late at night, then it is recognised that it may be appropriate to respond and the youth leader/worker should apply discretion. However, leaders/workers should avoid getting into prolonged one-to-one message conversations with a young person, especially of the opposite sex.

If a youth leader/worker has any concerns about any message received, that message is to be printed so that a physical record is kept of the message. This will usually only be necessary in situations which have highlighted potential safeguarding issues or messages that the leader/worker is concerned about.

Photography

Permission must always be sought from parents before any images are either taken (either stills or video) or shared.

Once parental permission has been sought and gained, when publishing photos on the KAN website/social media etc. avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child. Images accompanied by personal information, eg, this is X who likes to collect stamps — could be used by an individual to learn more about a child prior to grooming them for abuse.

Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities present a much greater risk of potential misuse. Similarly, avoid using images of children in their school uniforms.

Many young people or children now have the means to take photos and footage and this is fine, but workers should be vigilant to ensure photos/videos are not taken against the wishes of those involved. It may be worth highlighting to parents at the point of consent

that, whilst you will adhere to their wishes, you cannot guarantee the behaviour of those who are not workers on your team.

Infatuation

Occasionally, a child, young person or vulnerable adult may develop an infatuation with someone who works with them. These adults should deal with such situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with a manager or parent/carer so appropriate action can be taken to avoid any hurt, distress, misunderstanding or embarrassment.

Giving words to / praying with young people

Wherever possible, words from a youth worker should be shared in an 'open environment' where other people are, and not with the youth worker in a room on their own with a young person.

Wherever possible, words and prayer should be carried out male to male or female to female. If this is not possible then the youth worker should try to draw in a youth worker of the same sex as the young person into that conversation.

Travelling in cars

All youth/children's workers who give lifts to young people need to have a valid:

- MOT test certificate
- Insurance
- road fund license
- driving license

Current legislation can require that they should have Class 1 Business Use included in their insurance, it is essential that everyone transporting children or young people on behalf of KAN ensures that they have adequate insurance in place. All persons transporting children and young people will be required to sign KAN Transportation policy. (See Appendix 9)

Wherever possible youth/children's workers should ensure that they are not on their own in a car with a young person, particularly of the opposite sex. Therefore, where practical, seek to drop off children/young people in an order which avoids this. All drivers should be DBS checked for church activities, unless parents are responsible for sorting out transport for themselves and bringing each other's children.

Social events

Where social events are not specific KAN events, for example, events run by parents of the young people, this is to be made clear to the parents of any young people who are invited to attend.

Residential trips

When residential trips occur that involve one or more nights away from home, care should be taken to ensure that sleeping arrangements are appropriate. Sleeping arrangements should be same sex and in peer-appropriate groups to ensure the risks of abuse are minimised.

All medication should be handed in to, and kept safe by, the leader/worker. Similarly, knives etc. should be kept in the catering area and away from the young people.

Those responsible for food preparation must be able to do so safely to avoid endangering the health of those in their care. Current legislation requires them to hold a valid Level 2 food hygiene certificate. They should be prepared to present proof of attainment upon request.

Young leaders/workers

KAN is keen to develop and encourage all its members into the fullness of life that Jesus died for - this includes when a young person is identified as displaying potential for development into a 'young children's/youth worker/leader'. They should:

- be aged at least 16 before they are given responsibility and will always go through the full recruitment process and would need to follow all codes of conduct along with adults. (Under 16s can help/assist, but since it isn't possible to undertake a DBS check on them, they must not carry a position of responsibility)
- have a significant age gap between themselves and the young people they are working with

Appendix 9

In House Training

In line with policy guidelines the Safeguarding Team will ensure regular and appropriate updating training for trustees, wider leadership team, children and youth workers. Further to this they will ensure that there is a general training and update opportunity for all members of Advance Church members.

Trustees will be updated regularly and reviewed at every scheduled Trustees' meeting.

Wider leaders will be trained and annually updated at a designated meeting.

Children Workers & Youth Workers will be trained at induction and reviewed annually.

General church members will be trained and informed at an annual designated gathering, to coincide with *thirtyone:eight* Safeguarding Day.

Appendix 10

Transporting under 18's

Name: _____

KAN is committed to ensuring the ongoing welfare of the children and young people involved in youth work activities in children and youth work activities in the church. Therefore, by signing this form you agree to the following principles set out by KAN:

Transporting children in a car

- I have held a current full driving license for over two years with endorsements totalling no more than six penalty points.
- My car is in a roadworthy condition.
- I have contacted my insurance company, told them that I transport/give lifts to under 18's in a voluntary capacity and have checked that I have adequate insurance.
- I have checked that parental agreement has been obtained.
- Pick-up and drop-off times have been arranged.
- Correct child seat restraints will be used for under 12s or children under the height of 135cm where applicable.
- The number of children in my car will not exceed the usual passenger number and seatbelts must **ALWAYS** be worn by every person in the car
 - I will **NOT** use my mobile phone for any reason (calls or texts) when I am driving.
 - I will not consume alcohol in the previous 24 hours before the trip.
 - I will take the required breaks should the journey be longer than 4.5 hours.

I have read, understood and will adhere to Kingdom Advance Network's Transportation Policy.

Signed: _____ Date: _____

Appendix 11

Accident and Incident Form

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

Day, date and time of the incident _____

Names, addresses and ages of those involved in the incident:

Where did this incident take place?

Name of place of worship/organisation:

Name of the group:

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

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

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

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

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

Have you retained any defective equipment? ☐ YES ☐ NO ☐ NONE INVOLVED (Please tick)
If yes, where is it being kept and by whom?

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

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

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

Who else do you need to inform _____

Have they been informed? ☐ YES ☐ NO (Please tick)

If so, when and by whom? _____

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

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

Signed: _____ Print Name: _____ Date: ____/____/____

Form seen by: _____

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

Signed: _____ Print Name: _____ Date: ____/____/____