

# **KING'S CHURCH EDEN**

## **Children and Vulnerable Adult PROTECTION POLICY**

### **DECLARATION**

King's Church Eden acknowledges that it has a growing children's and young people's ministry. The Leaders take seriously their responsibility for the continuing welfare and protection of all children and young people entrusted to the Church's care. They are also aware of responsibility to take seriously the welfare and protection of vulnerable adults.

### **CHURCH MISSION**

As part of its mission King's Church Eden is committed to:-

- a) Listening to, relating effectively with and valuing children, young people and vulnerable adults whilst ensuring their protection within church sponsored activities.
- b) Encouraging and supporting parents/carers.
- c) Ensuring that children's and youth workers are given full support and training.
- d) Ensuring that those working with vulnerable adults are supported and given training where required.

### **KEY AREAS OF POLICY**

King's Church Eden recognises that children, young people and vulnerable adults in contemporary society may become victims of neglect and/or physical, sexual and emotional abuse. We have therefore set in motion this policy providing sensible and practical operational guidelines relating to the following areas:-

- a) Responding to allegations of abuse or neglect, including any made against leaders or members of the church
- b) Engaging paid staff (where appropriate) supported by a team of voluntary youth workers.
- c) Exercising proper supervision of activities and developing sound working practices.

King's Church Eden is committed to provide on-going training for all such workers within its total training program.

To implement this policy King's Church Eden has a designated **Safeguarding Coordinator**, to whom all concerns on this subject should be addressed.

Currently this person is **Mrs Ruth Evans – in case of safeguarding concerns she can be contacted on 07779267967 or (if less urgent) [safeguarding@kingschurcheden.co.uk](mailto:safeguarding@kingschurcheden.co.uk)**.

In the event of a concern regarding the coordinator, or if she is unavailable, concerns should be passed to the church leader: **Mr Jon Cook**  
[jon@kingschurcheden.co.uk](mailto:jon@kingschurcheden.co.uk).

# **King's Church Eden Children and Vulnerable Adults Protection Policy**

## **Role of the Safeguarding Coordinator**

1. To respond to any report or disclosure or suspicion of child abuse (or concerns relating to vulnerable adults) and to pursue procedures instituted by the Church.

### **This will mean in regard to PHYSICAL ABUSE to decide:-**

- a) What follow-up is required if emergency medical attention has been obtained
- b) If referral to Social Services is appropriate, whether the coordinator should initiate this in cases where there are serious concerns regarding the child or the parents or when the child is fearful of returning home.
- c) What further action is required.

### **In regard to any SEXUAL ABUSE to decide**

- a) When to refer to Social Services Department or the Police and to initiate this.
- b) Whether to consult with CCPAS (Churches' Child Protection Advisory Service) and to record outcome.
- c) What further action is required by church staff.

2. To receive written reports within 48 hours from all staff or team workers of all incidents and retain these in a secure confidential file.

3. To ensure the contact point of the Coordinator is known to all team workers in all activities.

4. To agree with KCE leaders a program of training for dealing with disclosures and suspicions of abuse and ensure that each worker undertakes this training.

## **APPOINTMENT OF VOLUNTARY CHILDRENS' AND YOUTH TEAM WORKERS, AND THOSE WORKING SPECIFICALLY WITH VULNERABLE ADULTS**

Selection will usually be made from existing Church members based on a prior assessment of their willingness and capability to serve. The final decision of appointment will be at the discretion of the church leadership team.

They will be told that DBS via the CCPAS is a prerequisite for appointment and that the appointment cannot be confirmed until satisfactory clearance has been obtained.

They must undergo the Church's stipulated training program and receive, read and sign a copy of the current Children and Vulnerable Adults Protection Policy. This will remain on file with the DBS disclosure.

## **Guidelines – Good Practice in working with children, young people and vulnerable adults.**

### **All workers should:**

- (a) Treat all children with the respect and dignity befitting their age, being careful of language, tone of voice and body language.
- (b) Not engage in any of the following:
  - (i) invading the privacy of children, especially when they are changing, showering or using the toilet;
  - (ii) dangerously rough, inappropriately physical or sexually provocative games;
  - (iii) making sexually suggestive remarks about / to a young person, even in fun;
  - (iv) inappropriate or intrusive touching of any form;
  - (v) any scapegoating, ridiculing or rejecting of any child.(These behaviours are equally unacceptable by young people and should be corrected as appropriate).
- (c) be capable of managing and disciplining children in a positive and constructive way. There must not be any form of physical punishment under any circumstance. In the event of confrontation between young people positive forms of behavioral management should be implemented, physical intervention should be avoided and consideration for personal safety and the safety of others in the group is paramount.
- (d) as far as is reasonably possible, ensure that another adult is present when treating children in cases of accident with first aid or in illness where close personal attention is required. One of the adults should be the same gender as the child.
- (e) not allow children to engage in excessive attention-seeking, particularly that which is overtly sexual or physical in nature.
- (f) only use their home for group activities and then only when no other appropriate venue is available.
- (g) exercise the greatest care and discretion in giving unaccompanied transport lifts to single children. Other than in exceptional circumstances parents (or care-givers) should, in any case, know beforehand of all travel arrangements.

### **Guideline - How to react when a child wants to talk about abuse**

It is not easy to give comprehensive guidance in advance of the event, but the following pointers should be helpful

#### GENERAL POINTS

Accept what the child says (however unlikely the story may sound)

Keep calm

Look at the child directly

Be honest

Let them know that you will need to tell someone else - don't promise total confidentiality

Even when a child has broken a rule, they are not to blame for the abuse.

Be aware that the child may have been threatened

Never push for information

#### HELPFUL THINGS TO SAY OR INDICATE

I am glad you have told me

It's not your fault

I will help you

## AVOID SAYING

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

Never make false promises

Never make statements such as:- "I am shocked, don't tell anyone else"

## CONCLUDING

Again reassure the child/vulnerable adult that he/she was right to tell you and that you believe them.

Inform them of what you are going to do next and that you will let them know what happens (You might have to consider referring the issue to Social Services or the Police to prevent a child/young person from returning home if you consider them to be seriously at risk of further abuse.)

Immediately afterwards refer to someone appropriately qualified for support, advice or follow-up.

Make notes of the discussions as soon as possible (preferably within an hour of the interview).

Write down exactly what the informant said, when he/she said it and what was happening immediately beforehand (e.g. a description of the activity).

Record the dates and times of these events and of when you made the record.

Keep all your hand-written notes - even if they are subsequently typed up.

## ***Guideline – for Recognising and responding to signs of abuse***

### SIGNS OF POSSIBLE PHYSICAL ABUSE:

Any injuries not consistent with the explanation given for them;

Injuries which occur to the body in places which are not normally exposed to falls or rough games etc.;

Injuries which have not received medical attention;

Instances where children are kept away from group inappropriately;

Reluctance to change for or participate in games or swimming;

Bruises, bites, burns, fractures etc. which do not have an accidental explanation;

Cutting/slashing/ or substance abuse.

### INDICATORS OF POSSIBLE SEXUAL ABUSE

Any allegations made concerning sexual abuse;

Child with an excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play;

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.

### EMOTIONAL SIGNS OF ABUSE

The following symptoms may be suggestive of possible child abuse; but they should not be taken in isolation

Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging;

Also:-

Depression and/or aggression;

Nervousness and frozen watchfulness;

Sudden under-achievement or lack of concentration;

Inappropriate relationships with peers and/or adults;

Attention-seeking behaviour;

Persistent tiredness;

Running away / stealing / lying.

**The above signs may or may not be indicators that abuse has taken place, but in the light of preceding events the possibility needs to be considered and investigated.**

Procedure - following an incident or on suspicion of any incident

*1 If physical injury is seen or reported*

a) If emergency treatment is required, attend Casualty Department at Penrith Hospital (or nearest other alternative) and inform the doctor of any concerns you may have. Then inform the Safeguarding Coordinator and write a note of incident.

b) If a satisfactory explanation of the injury is given, appropriate medical treatment has been obtained and the team worker has no special concerns, no further action should be necessary.

c) If concern arises because of inappropriate explanation, lack of medical treatment or apprehension in the child (see guideline on 'Recognising and responding to abuse') contact the Coordinator to decide whether:-

parents/guardians should be contacted to encourage them to seek medical attention and, if so, who should visit them?

If they go to their G.P. no further action is required.

If they are unwilling to seek medical help and the visitor still has concerns, the Coordinator will need to decide whether to refer to the Social Services Department.

*2. If a child refuses to go home*

and there is serious concern regarding the child's safety or about the parents, contact the Coordinator, who will decide whether to refer to Social Services Department, as well as any other action to take.

*3. If concerns arise regarding the possibility of sexual abuse*

a) Inform the Church Safeguarding Coordinator directly what caused the concern and he/she will liaise with Social Services or the Police. Make a written record of your particular concern.

b) Avoid speaking to parents or anyone else, at this stage, as there is always the possibility that they might be involved. Even if you doubt the child's story, this must not prevent you from following through the action.

It is in the best interests of all parties to involve the child protection authorities from the beginning, (For example, a child may say he/she has been abused by 'an

older young person' when, in reality, it could be by a parent or close relative, but the child can only bring him/herself to speak of 'another person'. Clearly, in such cases it would not be in the child's best interests to tell the parents before telling the authorities).

- d) If sexual intercourse is alleged to have occurred very recently, then referral to the Police is urgent. To ensure that any physical evidence is preserved, do not interfere with items such as stained clothing.
- e) Remember that church staff or team workers should not attempt to carry out any investigation themselves; the investigation of allegations is a matter for the Child Protection authorities. (Under Section 47 of the Children Act 1989, the Social Services Department has the lead responsibility for this).
- e) If, EXCEPTIONALLY, there should be disagreement between the worker and the Coordinator as to the making of a referral, the worker retains the responsibility, as a member of the public, to report serious matters directly to the Social Services Department.

In the case of a referral being required they will be made to the Cumbria Local Safeguarding Children Board:

<http://www.cumbrialscb.com/LSCB/professionals/hub/whattodoifyouhaveconcernsaboutachild.asp>

## **PROCEDURE FOR APPOINTMENT OF STAFF**

This is to be applied in the case of all paid staff employed by the Church who have regular involvement or contact with young persons and also to voluntary team workers wherever deemed to be appropriate at the discretion of the leaders of Kings Church Eden.

- 1 Completed application form to be sent to Church Leader
- 2 Written acknowledgement of receipt by Church Leader
- 3 Leader to compile short list if necessary
- 4 Letter inviting candidate(s) to interview  
Requesting two written references  
Letter to decline those not short-listed
- 5 Leader to set up Interview Panel  
Meanwhile, references to be taken up and candidate's experience, skills and qualifications checked
- 6 Interviews proceed  
Candidates to be selected and offers of appointment made subject to Police references and/or other checks followed by a probation period,  
Decline unselected applicants by letter.
- 7 Performance and security review to follow in 4 months' time.  
Date of this to be set in advance
- 8 After probationary period and satisfactory security clearance

Confirm appointment to staff and provide contract  
Obtain signature verifying acceptance of Church Child Protection Policy - this  
will remain on file with the DBS disclosure.

*King's Church Eden Children and Vulnerable Adult Protection Policy*

*Approved by the Trustees on*

*Friday 17<sup>th</sup> August 2018*

***Due for review July 30, 2019***

*Signed by Ruth Evans King's Church Eden Safeguarding Coordinator*

*On 30<sup>th</sup> July 2018*

I \_\_\_\_\_ (voluntary worker within King's Church Eden) have read,  
and agree to abide by, the Children and Vulnerable Adult Protection Policy. I know that if I  
have any concerns, or require further training, I must speak, in the first instance, to Ruth  
Evans.

I confirm I have a current DBS disclosure check with King's Church Eden, which is dated:  
...../...../20.....

Signed:.....

Date:.....