



# CLF Greenwich

## Safeguarding policy

Essential information for all paid workers and volunteers

A Colman – Lead Recruiter  
2/11/2022



CLF  
Greenwich

# CLF Greenwich - Safeguarding Policy

Name of Organisation: CLF Greenwich

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Members of Evangelical Alliance      Charity Number: 1045627

Insurance: Q Underwriting Faith Combined

## **Christian Life Fellowship**

### ***'Making Disciples of Jesus Christ'***

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults:

CLF Greenwich's vision is to make disciples of Jesus Christ through worship, ministry, evangelism, fellowship. We fulfil this vision as a growing Christ centered city wide family church committed to:

- Worship
- Ministry
- Evangelism
- Fellowship
- Discipleship



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## **Working with Youth**

Our Youth Departments are dedicated to raising Christ centred, confident and uncompromising, young men and women whose relationship with God is solidly grounded in Him.

At our Youth Services, the youth encounter Jesus through anointed praise, worship and teaching. They learn the foundations of Christian living and how to deal with real and relevant issues they face in today's world.

We aim to provide various initiatives for young people including Christian based pastoral support<sup>1</sup>, seminars, youth cell groups, youth retreats and much more.

## **Children's Church**

We believe that every child is a gift from God and should be valued and treasured. As such we have endeavored to create an environment where every child is nurtured and encouraged to develop and establish a lifelong personal relationship with the Lord during the foundational years of their lives.

The Children's Ministry currently caters for children aged between 4 year olds to 11 year olds. Each class is specifically tailored for the respective age group and covers biblical topics that incorporate current affairs and other up-to-date matters concerning our community and the world at large.

## **Crèche<sup>2</sup>**

As part of the Children's Ministry where possible we also provide crèche facilities. We seek to provide a warm and inviting service to all parents, guardians and those who care for children.

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<sup>1</sup> See Appendix 1 – CLF Greenwich Mentorship guidelines

<sup>2</sup> See Appendix 1.2 – CLF Greenwich Crèche Registration Form

The Crèche is designed to be a fun, ministering, safe and secure place for every child. We engage the children and provide pastoral care in a safe and healthy environment. Crèche services are available for children between the ages of 3 years and under. Any child beyond this age will be allocated to a class within the Children's church (as noted above) in accordance with their age. Currently children who attend the crèche are looked after by their parent/s and/or carer.

### *Our commitment*

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual, emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with the CCPAS.



The 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 for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with CCPAS and the local authority where each congregation is based, and any amendments subsequently published.

The Leadership agrees not to allow the document to be copied by other organisations.

## SECTION 2

### *Recognising and responding appropriately to an allegation or suspicion of abuse*

#### **Understanding abuse and neglect**

Defining child abuse or abuse against a vulnerable 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 vulnerable 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 which states:

*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 which states:

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

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

## **Definitions of abuse (Children)**

Abuse and neglect are forms of maltreatment of a child. 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 a stranger. They may be abused by an adult or adults or another child or children.

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

There are a further 10 areas of abuse

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2022)'

### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. 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 a stranger for example, 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 cyber bullying), 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) and/or Sexting<sup>3</sup>. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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<sup>3</sup> See E-Safety Flow Chart and Internet Safety Sexting Fact Sheets



## **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); or
- Ensure access to appropriate medical care or treatment.

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

(Statutory definitions for Wales, Scotland and Ireland)<sup>4</sup>

## **How to respond to a child wishing to disclose abuse**

### **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

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<sup>4</sup> See Appendix 2 – Statutory Definitions of Abuse for Wales, Scotland and Ireland



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

## **Safeguarding awareness**

The 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 from their local Child Protection Officer. This shall take place via multi-media, short seminars, giving and receiving regular updates re: child protection and observations to ensure good practice is being adhered to.



The Leadership will also ensure that children and vulnerable adults 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.

## **Responding to allegations of abuse**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Angela Colman hereafter the "Safeguarding Co-ordinator" who is nominated by the 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.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the appointed congregational leader. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services and Adult services office telephone number (office hours) for Medway is 01634306000. The out of hours emergency number is 08457626777.

The local Children's Social Services and Adult services office telephone number (office hours) for Greenwich is 02088548888. The out of hours emergency number is 02088548888.

The local Children's Social Services office telephone number (office hours) for Aldershot is 0845 603 5620. The out of hours emergency number is 0845 600 4555.

The local Children's Social Services and Adult services office telephone number (office hours) for Lambeth is Tel: 020 792 66010, Tel: 020 792 66583, Tel: 020 792 67868, Tel: 020 792 66586, Tel: 020 792 66676, Tel: 020 792 67856, Tel: 020 792 61772. The out of hours emergency number is 02079261000.

The local Children's Social Services office telephone number (office hours) for Sutton is 02087706080. The out of hours emergency number is 0845 600 4555.

The local Adult Social Services office telephone number (office hours) for Aldershot is 0845 603 5630. The out of hours emergency number is 0845 6004555.

The local Adult Social Services office telephone number (office hours) for Sutton is 02087706080. The out of hours emergency number is 02087705000.

The Police Child Protection Team telephone number for Aldershot is 0845 0454545.

The Police Child Protection Team telephone number for Sutton is 03001231212.

The Police Child Protection Team telephone number for Medway is 01622 690690

The Police Child Protection Team telephone number for Lambeth is 0207 230 3700

The Police Child Protection Team telephone number for Greenwich is 0207 230 3692

Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the denomination Philip Ankrah



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- 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.
- 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 CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- 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 CCPAS, although the Leadership hope that members of City Faith Ministries will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that 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 CCPAS) 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 CCPAS (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, the Safeguarding Co-ordinator/Deputy 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 CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

### **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

### **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**



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 need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

### **SECTION 3**

## **Prevention**

### **Safe recruitment**

The 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<sup>5</sup>
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed (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

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<sup>5</sup> See Appendices 3.1 – CLF Greenwich Job descriptions for Crèche; 3.2 - Children's Church; 3.3- Youth ;

3.4 –CLF Greenwich Application Form



- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **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 towards children, young people and vulnerable adults (Safeguarding Policy). The Leadership 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.

**The Home Office has issued guidance in 'Abuse of Trust Caring for young people and the vulnerable'. Please refer to the attached copy for guidelines in this area.**

### *SECTION 4*

## *Pastoral Care*

### **Supporting those affected by abuse**

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

This support is offered through pastoral care teams, and where necessary individuals will be referred to specialist counselling agencies.

## Working with offenders<sup>6</sup>

When someone attending a CLF Greenwich event is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, we will set boundaries for that person whom they will be expected to keep.

**The leadership shall manage the risk appropriately by creating clear policies and a code of behaviour in consultation with ccpas, which the individual must follow. This shall involve the use of contracts giving details of both the boundaries we expect the individuals to keep and the support we will offer them. It will be tailored specifically to the individual circumstances.**

### SECTION 5

## *Practice Guidelines*

As an organisation / place of worship working with children, young people and vulnerable adults 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 accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in.

The Children Act 2004 (England) through the Stay Safe outcome of 'Every Child Matters Change for Children' programmes, places a duty on organisations involved in providing services for children and young people to safeguard and promote their well-being. This means all workers should treat those they are caring for with respect and dignity as well as demonstrate competence and integrity.

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have

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<sup>6</sup> See Appendix 4 – CLF Greenwich Policy and code of behaviour for ex-offenders

responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

In addition, under Health and Safety at Work legislation, CLF Greenwich have a duty of care towards the well-being of all workers and ensure they are treated fairly. They are required to provide a safe working environment and guidance on safe working practice.

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

### **Risk Assessments<sup>7</sup>**

The appointed Risk assessment official (Ayshea Boadu), and workers should work in partnership in taking care of children, young people and vulnerable adults. It involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

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<sup>7</sup> See Appendix 5 – CLF Greenwich Risk Assessment Form

CLF Greenwich has a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

In a building the following may be considered hazardous: loose-fitting carpets, uneven floors, over-filled cupboards, very high shelves, blocked fire exits, glass doors, missing light bulbs, overloaded power points, trailing electrical cables, loose window fastenings.

### **Safeguarding Principles for Group or Activity**

Some general principles for running a club, activity or service include:

- Ensuring that everyone is treated with dignity and respect in attitude, language and actions.
- Consideration for the number of workers needed to run the group and whether they should be male, female or both.
- A clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
- The level of personal care (e.g. toileting) required appropriate to the needs of the individual.
- Clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
- Only workers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access.
- Making a note of other people in the building during the activity and any other events taking place at the same time.



## **Registration<sup>8</sup>**

At times when a child becomes a member or becomes involved in an activity run by CLF Greenwich, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. The forms should be renewed annually; these should be kept in a secure location either online or within the church office.

## **Keeping Records<sup>9</sup>**

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. Information about the prevention and detection of crime is exempt from data Protection requirements. It may, therefore, be inappropriate to release information to a parent that has been disclosed by a young person, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a child disclosing abuse) will be kept separately in a secure place at the Church Office. However, a cross reference should be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". In certain circumstances this

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<sup>8</sup> See Appendix 5.1 – CLF Greenwich Registration form for new or unknown child and/or young person

<sup>9</sup> See Appendix 5.2 – CLF Greenwich Accident & Incident Form ( including unusual or significant events).

information would need to be cross referenced between records. Concerns can be raised many years after an event and therefore records should be kept indefinitely as advised by insurance companies.

### **Accidents<sup>10</sup>**

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter will be sent to the parent or carer explaining what has happened in much the same way a school would respond.

### **Peer-group Activities (children and young people)**

All peer-group activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures and have the backing of the leadership of the organisation.

Before setting up a peer-led activity the following should be taken into consideration:

- The appropriateness of the venue for the activity
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years.
- If the provision of food is part of the activity, leaders must ensure that food is prepared in accordance with Basic Food Hygiene standards.
- If a peer-led activity involves under-8s and lasts for two or more hours a week for more than five days a year, it will need to be registered with OFSTED. If in doubt, contact them for advice.

Adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult worker.

The following should also be followed:

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<sup>10</sup> See Appendix 5.2 – CLF Greenwich Accident & Incident Form/Book

- If there are children/young people under 16yrs at an activity, adults workers should be present or within earshot.
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children or vulnerable adults.
- Young people (over 16) who assist with caring for other children/young people should be subjected to the same recruitment process as adults and have undertaken safeguarding training.
- Peer-group leaders should be aware of safeguarding procedures, including reporting concerns (e.g. abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.

Parents/carers must always be kept informed about what peer-group activities are for, who the leaders are, how they are run, where they meet and what parents can do to support them.

### **Unexpected attendance at activities**

Sometimes children, young people or vulnerable adults will want to join in with CLF Greenwich's activities without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is important to:

- Welcome them but try to establish their name, age (children), address and telephone number. Record their visit in a register.
- Ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.
- On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.



- Without an interrogation, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

### **Parents/Carers Staying With Children's Groups**

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Criminal Records Bureau and other checks.

- Parents can be permitted to observe groups and where appropriate take part. A distinction should be made<sup>11</sup>.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

### **Anti- bullying Policy and practice (children & young people)**

Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

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<sup>11</sup> This should not involve personal care, rather activities like helping to cut paper, or craft based work.





- Verbal -name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
- Physical - pushing, kicking, hitting, punching or any use of violence
- Sexual - sexually abusive comments or gestures
- Racial - any of the above because of, or focusing on the issue of racial differences
- Homophobic - any of the above because of, or focusing on the issue of sexual orientation
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended
- Cyber bullying – It is no different from ordinary bullying except a child bullies another child using digital technologies such as a computer or mobile phone.
- Cyber stalking – If an adult bullies a child and can be even more serious

CLF Greenwich has a zero tolerance to bullying so if it does occur children and leaders are able to report the matter and it can be dealt with promptly and effectively. There can be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

City Faith's Anti-bullying policy is attached to this document<sup>12</sup>

### **Special Needs and Disabilities**

Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.

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<sup>12</sup> See Appendix 5.4 – CLF Greenwich Anti-Bullying Policy

- Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Disability Discrimination Act). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- Ideally ensure that a worker of the same gender assists if they need help with toileting<sup>13</sup>, but again discuss with the person, their family or carer to discuss their preference and your ability to provide this. For example you may have a Sunday school with only female workers, so is a male child happy for a female to provide personal care, are the parents comfortable with this? Generally these issues once discussed can be agreed upon.
- Where possible make use of facilities that make buildings more accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- Developing appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

### **Intimate care guidelines**

**Treat everyone with dignity and respect and ensure privacy appropriate to age and situation.**

- The issue of privacy is an important one and everyone has a right to it. Some aspects of intimate care, of necessity, are carried out by a single adult. Having an adult working alone does increase the opportunity for possible abuse, but this has to be balanced by the loss of privacy and lack of trust implied if two people have to be present at all times.

**As far as possible, involve the child or adult in their own intimate care.**

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<sup>13</sup> Typically we would not require our volunteers to assist with this level of care, but would expect the parent/carer to supervise



- Always avoid doing things for the child or adult if they are able to do it alone or for themselves. If they are able to help, encourage them to do so. If the person is dependent on you for help, talk to them about what you are doing and offer choices where this is possible.

### **Reporting incidents<sup>14</sup>**

- If whilst attending to the intimate care of a child or adult you accidentally hurt them, or notice that they are sore or tender in the genital area, report this at once. If the child or adult becomes sexually aroused because of your actions, misunderstands or misrepresents something or has an emotional reaction without apparent cause, report it immediately by speaking to your manager or safeguarding coordinator. Make a report of the incident as soon as possible.

### **Organising an Outing**

When organising an outing or visit it is important to do the following:

- Visit proposed venue beforehand if possible to assess any risks
- Consider the individual needs of the children or adults.
- Ensure Parent/carer signs consent forms before major outings and are informed of the itinerary.
- Ensure parent/carer completes and signs a medical form and provides emergency contact numbers.
- Ensure the supervision ratios are adequate for the size of the group, the age of the children and the activities planned.
- Ensure children are appropriately supervised so that no child gets lost and there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- If a minibus is used for transport, ensure that the Approved Minibus Policy<sup>15</sup> is adhered to and it is roadworthy.
- If a coach is hired for the outing, ensure:
  - The coach company has appropriate public liability insurance and is willing to work to safeguarding standards.
  - The coach driver is suitable

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<sup>14</sup> See Keeping Records

<sup>15</sup> At present CLF Greenwich does not own a minibus so follow risk assessment for hiring of a minibus and/or additional approved transport



- The coach has appropriate seatbelts fitted and that children wear them for the duration of the journey.
  - Gangways, aisles and emergency exits are kept clear.
- Carry out a Risk assessment paying particular attention to:
- Potential dangers posed by strangers (adults and children)
  - A child's eye view of the outing in terms of possible dangers
  - Risks that may occur as a result of a special activity
  - Additional help required for a particular activity (e.g. lifeguard for swimming)

### **Filming and taking photographs**

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- Obtain written and specific consent from parents or carers before using photographs on a website.

### **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 vulnerable 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 not. 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 CCPAS' safeguarding standards.



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

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

## *Leadership Safeguarding Statement*

The Leadership of CLF Greenwich 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/organisation on: \_\_\_\_\_

This place of worship/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 to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We 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.



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- 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 the place of worship/organisation 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 co-ordinator/s 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 guidelines established by this place of worship/organisation.
- 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 the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.



## **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 co-ordinators for this place of worship/organisation.

\_\_\_\_\_ Child Safeguarding Coordinator

\_\_\_\_\_ Deputy Child Safeguarding Coordinator

\_\_\_\_\_ Adult Safeguarding Coordinator

\_\_\_\_\_ Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the Church Office.

A copy of our safeguarding policy has been lodged with CCPAS

Signed by leadership/organisation

Signed \_\_\_\_\_

Date \_\_\_\_\_



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## CLF Greenwich Safeguarding Policy Appendices\*

<b>Section 1</b>  <b>Who we are</b>	Appendix 1 – Mentorship Guidelines
<b>SECTION 2</b>  <b>Recognising and responding appropriately to an allegation or suspicion of abuse</b>	Appendix 2 – Statutory Definitions
<b>SECTION 3</b>  <b>Prevention</b>	Appendix 3.1 Crèche Job Description  3.2 Children’s Church Job Description  3.3 Youth Worker Job Description  3.4. Application Form  3.5 Self Declaration Form
<b>SECTION 4</b>  <b>Pastoral Care</b>	Appendix 4 – Policy and Code of Behaviour for Ex-Offenders
<b>SECTION 5</b>  <b>Practice Guidelines</b>	Appendix 5.0 – Risk Assessment Form  5.1 - Registration Form For New or Unknown Child or Young Person  5.2 – Accident & Incident Form  5.3 – Accident Record Form  5.4 – Anti Bullying Policy

\*Also refer to : E-Safety Flow Chart and Internet Safety Sexting Fact Sheets

