

BELLEVUE CHAPEL
SAFEGUARDING POLICY

Including

Guidelines for those working with children, young people and adults at risk or adults with care and support needs. in the church

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PART ONE – INTRODUCTION

Children are valuable but vulnerable members of society and, as such, need special care. We live in an age where parents are understandably concerned that their children should be kept safe from harm when they are engaged in activities out with their home. The Christian church is the largest voluntary organisation working with children and young people in Britain. Parents and carers are entitled to expect voluntary organisations, such as churches, to take the responsibility of caring for the welfare of their children seriously.

The Bible teaches that we have a duty to welcome children (Luke 9:48), to protect children (Matthew 18: 6-10) and to help them learn about Jesus (Mark 10: 13-16). Establishing clear written practices, as part of an overall church approach or policy, confirms our understanding of this responsibility.

It is also recognised that some adults, because of circumstance, health or disability may also be deemed as vulnerable members of society, being unable to safeguard their own wellbeing or being at risk of harm or exploitation. The church, following Jesus' example reaches out to such people. As a result, it is vital that church organisations ensure measures are put in place to safeguard vulnerable adults as well as children and young people.

As a 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. 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.

[What is a Safeguarding Policy?](#)

For our purposes, a 'Safeguarding Policy' is contained in a written document, endorsed by the elders of Bellevue Chapel. It states the church's commitment to listen to, relate effectively with and value children, young people and vulnerable adults. It also outlines practices to be put in place for their protection whilst they are engaged in church activities.

Why establish a written Safeguarding Policy in Bellevue Chapel?

We have a growing ministry for children and young people. As a result of this ministry, our Insurers require confirmation that the church has written Safeguarding procedures in place. We also have a growing ministry for reaching out into the community and welcoming people from all walks of life, including those who could be deemed “Adults at risk” or “Adults with Care and Support Needs”. Current law and practice make it clear that certain safeguards and guidelines should be followed by all organisations working with children and vulnerable adults. We want to ensure that children and young people entrusted to us, and adults with whom we have contact continue to be cared for appropriately and responsibly. We believe that a written policy, specifically created for our church, will provide a clearer framework which consolidates and clarifies general safeguarding practice and procedures.

We are aware that groups within the church have always followed good practice when working with children and that some groups also possess written guidelines issued by Christian organisations, such as Scripture Union. It is likely Leaders will, in addition to following the present general policy, consult these existing guidelines in connection with residential camps or other events for which more specific guidelines are required.

Although the current Safeguarding Policy is aimed primarily at Safeguarding, the principles reflect our attitude and responsibility to providing a safe and caring environment for adults who may be vulnerable. The procedures in place for reporting and/or acting on concerns about “Adults at risk” or “Adults with Care and Support Needs” will be the same for children and young people. If there is no designated Group Leader, then concerns should be reported directly to the Safeguarding Committee.

The Safeguarding Committee established within Bellevue Chapel are responsible for drafting the present Safeguarding Policy. This Policy was created and has been updated after careful consideration and discussion. The elders or the Church have approved the Policy and endorsed its terms.

The present Policy contains some material supplied by thirtyone:eight and so other organisations or churches should not copy it without first obtaining written permission from thirtyone:eight. The contact details for thirtyone:eight can be found at the end of this document and they have a copy of our policy.

Our Safeguarding Policy has been in effect since **9 November 2003**. It has been reviewed and updated in 2005, 2010 and 2019 and has been approved by Bellevue Chapel directors.

PART TWO – POLICY STATEMENT

Members of Bellevue Chapel should understand the purpose of, and support the implementation of, our Safeguarding Policy. Those working with children and young people should be familiar with its terms and should put into practice the guidelines contained in the policy. The ‘Policy Statement’ below has been adopted by the elders and underpins all guidelines and other statements contained in this policy document.

Bellevue Chapel's Safeguarding Policy Statement

'The elders and members of Bellevue Chapel are committed to caring for the spiritual, emotional and physical wellbeing of each other. We seek to safeguard the welfare of all people, regardless of age or ability, who come into contact with our church and its ministries.

We recognise the privilege and the responsibility involved in reaching out to children to teach them the message of the Christian faith. We believe that care and protection of children, young people and vulnerable adults is the responsibility of every individual within the church.'

Notes about the Policy Statement:

1. All members and groups should note, adopt and implement this statement.
2. The elders will ensure that this statement is brought to the notice of all existing and new members of the church. They will also ensure it is brought to the attention of anyone who is currently working with children or young people and any new workers. This will be done, in most cases, through providing the leader of each group with a copy of the Policy Statement and the Safeguarding Policy.
3. A copy of the policy statement will be placed in the church office along with information on where the Safeguarding Policy is kept should anyone wish to view it.
4. Where mission partners come under the work of a third-party organisation that has their own safeguarding policy, we expect them to carry out the duties and requirements of the organisation's policy.

Where mission partners work on our behalf we expect them to work out our safeguarding policy in accordance with local law and working with local authorities. In order to know how to respond to concerns appropriately it is important the mission partner is aware of local laws regarding abuse and safeguarding procedures for responding to abuse, including policy on reporting to local relevant authorities

PART THREE – DEFINITIONS OF TERMS USED IN THE POLICY

The following definitions are to help clarify what we mean when we use certain words or phrases in the present Safeguarding Policy:

1. 'Child' and 'young person' are often terms used to define those individuals who are under the age of 18. We sometimes use the term 'child' and 'young person' interchangeably in this Policy. Our Safeguarding Policy applies to *all* individuals under the age of 18 years who are involved in church

activities. It is suggested that the general principles of good practice contained in the present Policy should be applied to other church situations, including dealings with older teenagers and vulnerable adults.

2. 'Parent' – any reference to 'parent' includes any adult who we understand holds legal parental responsibilities and rights in relation to the child concerned. We are entitled to accept that any adult who presents as having, or confirms they have, care and control of the child concerned has the authority to do so. We use the term 'parent' throughout this policy to include all such adults.
3. 'Vulnerable Adult' or 'Adult at Risk' – a The Adult Support and Protection (Scotland) Act defines an adult at risk as a person over 16 years old who is unable to safeguard their own wellbeing, property, rights or other interests; who is at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected; who is at risk of harm if another person's conduct is causing (or is likely to cause) the adult to be harmed, or if the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.
4. 'The church' – throughout this policy, references to 'the church' are references to Bellevue Chapel.
5. 'Elders' – the elders are the leaders of our church. As a group, they provide spiritual guidance and direct the affairs of the church. They are responsible for overseeing the activities and practices of the church and for overseeing the care of individuals associated with the life and activity of the church. The elders delegate the responsibility for certain tasks to selected leaders and members of the church.
6. 'Safeguarding Committee' – please read Part 4 of this document. The Committee membership has been approved by the elders and has been subject to the same disclosure/criminal records checks as those working with children and young people in the church.
7. 'Group Leader' – A Group Leader, for the purposes of the present Policy, is an unpaid Church Worker, appointed by the elders, who is fulfilling a role of responsibility among a group of children or young people. The Group Leader is the person who has overall responsibility for the activity. All Church Workers, Junior Church Workers and Junior Helpers are responsible to the Group Leader who is in turn responsible to the elders of our church. Group Leaders will be over the age of 18 and be a member of our church.
8. 'Church Worker' (or 'worker') - the elders and Group Leaders delegate responsibility for certain activities to appropriate unpaid church 'workers'. Practical responsibilities are often delegated to Church Workers leading and involved in particular groups. They should be familiar with the Policy statement and the good practice guidelines contained in this Policy. Church Workers will be over the age of 18.
9. 'Junior Church Worker' - the elders and Group Leaders can delegate responsibility for certain activities to appropriate unpaid junior Church Workers between the ages of 16 and 18. Practical responsibilities can be delegated to junior Church Workers leading and involved in particular groups under the mentorship of a designated Group Leader or Church Worker. It is acknowledged

that junior Church Workers are themselves young people to whom the safeguarding policy applies and the level of responsibility they are given should reflect this. They should not be left with sole responsibility for any other young person. They should be familiar with the Policy statement and the good practice guidelines contained in this Policy.

10. 'Junior Helpers' - in some circumstances, Group Leaders and workers will also be assisted by Junior Helpers. A Junior Helper is someone who assists a Group Leader or a Church Worker with a group of children or carries out general organisational tasks (e.g. serving refreshments or taking the register). Junior Helpers can be individuals under the age of 18. It is acknowledged that Junior Helpers are themselves young people to whom the Safeguarding policy applies. They should not, at any time, be left unsupervised with children/young people during an activity and are not to be included when calculating adult: child ratios.
11. 'Group' – when we refer to 'group', we mean any part of the church engaging in or organising activities on behalf of the church. In this Policy when we mention 'group', we generally mean a group working with children. Examples of such groups are the Sunday School, Revue Youth Group, the Holiday Club etc.
12. 'Church activities' – when we use this phrase, we mean any organised activities or events, which have been arranged by any group or individual operating on behalf of the church in their capacity as a church group or Church Worker.
13. 'Missionary' – when we use this term we are referring to a person who has been commissioned by the church to promote Christianity in a foreign country or culture.

The definitions above are intended to assist in the general understanding of the present Policy. They are not intended to be interpreted in a way which prevents the church dealing in a sensible and appropriate manner with any issues arising, nor to imply any responsibility or liability on the church for situations, which arise outwith our jurisdiction, knowledge or control.

PART FOUR – THE SAFEGUARDING COMMITTEE

At present, there are six Committee members, namely:

- George Campbell
- Ken Knowles
- Wilma Armstrong
- Annemarie Douglas
- Julie Paterson
- Fiona McPhail.

George Campbell and Ken Knowles are elders in the church and have responsibility for overseeing the youth ministries within the church. George Campbell and Ken Knowles have overall responsibility for leading the Committee. Wilma Armstrong is a longstanding member of Bellevue

Chapel and has lifelong experience in dealing with children and young people. She is currently involved in a group praying for youth ministries and will have a responsibility towards the need of vulnerable adults. Annemarie Douglas has been a member of Bellevue Chapel since 2011 and has been involved in leading youth work throughout most of this time. Annemarie is also a paid employee of the church, working in an administrative capacity, and deals with all PVG administration. She will have the main responsibility for inducting new leaders and workers in safeguarding issues and dealing with forms and administration. Julie has been a member of the church since 2009 and has volunteered in 3 youth groups during that time (Parents and Toddlers, Holiday Club and our Bible Adventure Club. She is a day supply teacher in an Edinburgh primary school and has a responsibility in coordinating child protection procedures within this establishment. Fiona has been a member at Bellevue Chapel since 2007, and was the Sunday School (BAC) Group Leader for six years. Fiona continues to be involved in Bellevue children's activities. Those working with children will be advised of any change in the membership of this Committee. An elder of the church will sit on the Committee at all times. The Committee expects that their responsibilities in relation to safeguarding will evolve over time. At present, we see the role of the committee as including the following: -

1. Keeping under regular (annual) review the terms of the present Policy
2. Answering questions about the present Policy and its implementation
3. Ensuring policies and procedures are adhered to.
4. Providing general advice on Safeguarding issues or, if unable to do so, contacting the appropriate external agency (e.g. thirtyone:eight) to seek advice
5. Providing training, or assisting in providing training, as required by any individual or group within the church in connection with children, young people and vulnerable adults
6. Liaising with external agencies if required
7. Dealing with reported safeguarding concerns
8. Acting as advocate on behalf of a child or vulnerable adult in need of safeguarding
9. Being aware of general child safety issues and dealing with as necessary
10. Involvement in induction of new Leaders, Workers and Junior Helpers
11. Act independently in reporting concerns of abuse to the statutory authorities (Children or Adult Social Care or the Police).
12. Promoting the needs of children / vulnerable adults in the place of worship and keeping the leadership informed of good practice

The Safeguarding Committee can be contacted on the following telephone numbers if a matter should arise upon which advice is required: -

George Campbell 07801 848795 (primary contact person)

Ken Knowles 07549 530929

Annemarie Douglas 0131 629 5035 or 07445 810855

Wilma Armstrong 0131 339 6913

Julie Paterson 0131 336 0046 or 07732 369796

Fiona McPhail 07958345372

Unless the Safeguarding Committee take the view that matters require to be reported or discussed further, they will deal with questions and referrals confidentially. In certain cases, e.g. where a

possible claim on the church's insurance policy is likely, the Safeguarding Committee will require to inform the elders and the trustees immediately. In addition, the committee will inform the elders of any situation arising in which the Committee take the view that the elders should be involved, either in terms of consultation, decision making, dispute resolution, church discipline, ongoing pastoral support, or involving any of the emergency contact agencies outlined in Part Eleven of this policy.

PART FIVE – APPOINTMENT OF GROUP LEADERS, CHURCH WORKERS, JUNIOR WORKERS AND JUNIOR HELPERS

The four types of individuals who are intended to work with children in Bellevue Chapel are Group Leaders, Church Workers, Junior Workers and Junior Helpers. Please refer to PART 3 for definitions of these. The elders are ultimately responsible for the appointment of these individuals. Often the elders will delegate the responsibility for appointment of workers, Junior Workers and Junior Helpers to the Group Leader(s) of the group concerned.

All adults and those between the ages of 16 and 18 seeking to be appointed to work with children in Bellevue Chapel in the capacity of a Group Leader, Worker or Junior Worker must:

1. Complete an application to join the PVG Scheme, which is managed and delivered by Disclosure Scotland. When someone applies to join the PVG Scheme Disclosure Scotland carries out a criminal record check and the results are shared with the applicant and with Bellevue Chapel. If the information shows the applicant might be unsuitable for work with children, young people or vulnerable adults then this information will be shared with the Safeguarding committee who will take a decision on recruitment.
2. In the event that the applicant is already a member of the PVG Scheme but associated with another institution then steps will be taken to affiliate their membership with work undertaken at Bellevue Chapel.
3. Meet with a member of the Safeguarding Committee who will advise on completing the forms, process the forms and highlight some basic safeguarding principals from the safeguarding policy.

While a Group Leader or a Church Worker can commence involvement in a ministry, they should not be given sole responsibility of any child, young person or vulnerable adult until the PVG check has been completed and certificate received, and position confirmed. The applicant must be advised that their position is probationary for a defined period of time and until the outcome of the disclosure/criminal record check is known. At the end of this period the worker will meet with the Group Leader or appropriate elder to confirm their appointment.

Forms to be completed by those applying to work with children (Appendix A)

Form 1 Junior Helper Form

Junior Helpers

Junior Helpers (i.e. those between the ages of 14 and 18 years, and excluding Junior Workers) should complete Form 1 (Junior Helper form) and return it to the Group Leader. Each Junior Helper must be approved by the Group Leader and must be supervised by a designated leader or worker throughout any activity involving children.

PART SIX – FORMS FOR USE BY THOSE WORKING WITH CHILDREN – HOW AND WHEN TO USE THE FORMS IN APPENDIX B

Appendix B to the present Policy document contains forms for ongoing use.

What forms are included in Appendix B?

Form 2	General information and consent form
Form 3	Activities and day visits consent form (sample)
Form 4	Accident / incident form
Form 5	Responding to abuse form
Form 6	Tables of attendance (sample)

The forms in the Appendices to the present Policy have largely been adapted from thirtyone:eight styles.

Forms for use with children – FORMS 2, 3, 4, 5 and 6

The forms are for general use and, where possible, should be completed in respect of every child or young person taking part in church activities with effect from 9 November 2003 (adapted 2010 and 2019).

Form 2 is a general information / consent form. It can also be used when camps or residential activities are organised.

Form 3 is a model consent form for activities outwith the routine activity of the group. It contains all necessary information to be given/collected but is to be adapted for each activity.

Form 4 contains the information which should be recorded in the event of an accident / incident. These forms will be accessible for workers and helpers and should be completed as soon as possible after the event and passed on to a member of the Safeguarding Committee.

Form 5 should be completed if there is a disclosure of abuse or a concern brought to the attention of a leader, worker or helper about abuse or possible abuse. Information noted on a Form 5 may be of a very sensitive and confidential nature. It is important that, as soon as a Form 5 has been completed, this is passed to a member of the Safeguarding Committee without delay. Steps noted on Form 5 and the guidelines contained in Part 8 of this policy should be followed in the event of a disclosure or concern about abuse being brought to light.

Form 6 is a sample of attendance record. This can be adapted to suit individual groups. A record of all children/young people, workers and those in the immediate vicinity must be recorded for each activity.

What happens to forms 2-6 after completion?

All of these forms will be retained until the child or young person reaches the age of 25, after which, due to GDPR we would shred the forms. The forms should be retained by a Group Leader in a secure place in accordance with the Bellevue Storage Policy.

Forms 2, 3 and 4 contain general information those working with children will need to know and these forms should be retained by the Group Leader. Forms 8 and 9 (accident / incident and abuse concern forms) should be passed to the Safeguarding Committee, where possible in a sealed envelope, without delay. The information contained on a Form 9 is likely to be of a sensitive and confidential nature and it should be completed in confidence and passed on to the Safeguarding Committee in confidence.

Issues concerning abuse are frequently raised many years after the event or alleged event. The Safeguarding Committee will consider, in their annual reviews, whether it might be appropriate for a system to be put in place to catalogue such paperwork.

Form 6 should be kept by the Group Leader.

We have provided Leaders with a Safeguarding folder containing a supply of the styles in the appendices that can be copied for ongoing use. It is the responsibility of Group Leaders to keep these folders and forms in a safe and secure place.

PART SEVEN – GUIDELINES AND GOOD PRACTICE

The elders have the overall responsibility to ensure that all organisations and groups under the jurisdiction of the church are adequately staffed and well managed. The elders must be satisfied that the work of child and youth groups are planned so as to reduce to the minimum those situations where it may be possible for children and young people to suffer harm.

We believe that adhering to the present Policy represents good practice. Good practice can be of as much benefit to the workers as to the child. Wrongful allegations or even simple misunderstandings

on the part of children and others are not uncommon. With some minor adaptation, thirtyone:eight material has been used in this section.

General Principles

In this section, and in order to be as concise as possible, we use the term 'workers' in a general sense to include all those working with children in the church, including Leaders, Workers, Junior Workers and Junior Helpers.

All those working with children and young people in our church have an opportunity to show the love of God to those children attending their group, but they carry a heavy responsibility to demonstrate God's love appropriately.

All leaders and workers should seek at all times to treat children and each other with respect and to provide an example of good Christian conduct. Church Workers should be able to act at all times in a sensible manner which preserves the terms and spirit of the present Policy.

Any leader or worker who sees another member of the group acting in a manner which might be misconstrued, must be prepared to speak to them and, if necessary, to the Group Leader or to the Safeguarding Committee. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviours.

While it would be an impossible task to try to deal with every aspect of children's work or to cover every situation which might arise, here are some general principles which should be followed to ensure opportunities for abuse or allegation can be minimised: -

a. Child supervision: practical issues

- Ratio of adults to children - Leaders should consider carefully the number of workers who should be present for a specific indoor/outdoor activity or holiday event. As a guide, it might be helpful to consider the ratios required in regulations governing day care for under 8's. These are:

Adults:	Children
0 to 2 years	1: 3
2 to 3 years	1: 4
3 to 8 years	1: 8

Notes. *These are suggested figures – you may not, in practice, be able to achieve the same standards as for registered activities, but we need to ensure sufficient adults for child supervision.*

- Children should never be taken off church premises by less than two workers
- Where possible, a worker should never be left alone with a child, in a place or a room, which cannot be observed easily by others. Leaving doors open between rooms may achieve this.

- In certain circumstances (for example where a child requires assistance to go to the toilet or where a child is upset) it may be appropriate that a male or female worker supports a child of the same sex. In some situations, it will be sensible for more than one worker to accompany a child.
- In situations where a worker requires seeing a child on their own, e.g. where confidentiality is necessary, then ensure that others know the interview is taking place and that someone else is present in the building throughout the duration of the interview.
- As far as possible, Church Workers should not meet a child or young person off church premises without the knowledge of a parent or another adult. If it is necessary to meet the child off church premises, then fellow workers should be advised and consideration should be given to whether more than one worker should meet with the child.
- If a worker invites a child or young person to his or her home, he or she should ensure this is with the knowledge of the team/leadership and that a parent has given consent.
- No person under 18 years of age should be left in sole charge of any children of any age, nor should children or young people attending a group be left alone at any time. Only Group Leaders and Workers should be left in charge of children. Helpers should be supervised at all times.
- A register of children or young people attending the club or activity should be kept, and a register of workers / helpers. This should include a note of any others in the building at the time (e.g. a maintenance person). See Form 10.
- A record of unusual events (ie. accidents and incidents) should be kept, with each leader recording what they witnessed. Forms 8 and 9 in Appendix B should be used to record accidents, incidents and any abuse concerns. A note of unusual events can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. A child who constantly makes throwaway sexual comments about Church Workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of children all make similar comments about one worker, this should warn the leadership that they have a problem with that person. Recording such events can protect both children and workers.
- It is suggested that workers also record on the Form 8 incidents such as fights and what action was taken by the leaders. Parents (and older children) should, in certain more serious circumstances, be asked to sign the forms that have been completed by Group Leaders or Workers. In some situations, it may be appropriate for information on forms to be kept fully confidential. Because accusations of abuse may be made many years later, records should not be destroyed or thrown away but should always be passed to the Safeguarding Committee. Please see the Safeguarding committee if you have any queries about this.
- Make sure that the people allowed into a children's activity (e.g. crèche, nursery, Sunday School, holiday club, youth club) are workers assigned to that group. Other adults should not have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note this in your attendance/unusual events log.

- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and wherever possible have parental approval. Where children and young people are to be transported by car or minibus, arrange to have more than one adult passenger (including driver) in the vehicle. If this is not possible then other workers and parent/carer should be informed.
- Leaders should consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom. It is likely Leaders will, in addition to following the present general policy, require to consult existing written guidelines the church already uses from Scripture Union in connection with camps. If any such information is unavailable or insufficient for the group's purposes, the Group Leader should speak to the Safeguarding committee who can provide further thirtyone:eight guidelines specifically designed for camps and residential activities.

b. Boundaries

- 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 is, or may be thought to be, sexually stimulating to the adult or the child.
- Avoid games or activities which may have sexual connotations or be misconstrued.
- All children, young people and vulnerable adults have the right to decide how much physical contact they have with others, except in exceptional circumstances such as a medical emergency.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood or misconstrued.
- When physical touch is necessary (e.g. first aid, 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

c. 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.
- Discipline is the education of a person's character. It can include nurturing, training, instruction, verbal rebuke and encouragement. While no Church Worker has the authority to adopt the role of 'parenting' a child, we accept that there will be occasions where discipline is necessary.
- Ask God for wisdom, discernment and understanding.
- Work on building and maintaining 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.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property. Make sure everyone including workers understand what action will be taken if not adhered to.
- Never smack or hit anyone. Children should never be disciplined out of anger. If you feel too angry to deal with a situation wisely then call upon another worker to support you or to deal with the situation.
- Respect the child as a person. Do not reject them – just their behaviour. Do not discipline the child publicly where possible.
- Take care to give the quieter and well-behaved children attention and don't allow the more demanding children to take all your time and energy.
- Be consistent in what you say and ensure other workers are aware of the rules and of what has been said – this avoids manipulation!
- Never remove them from the room and discipline in private.

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.
- Be aware that there may be underlying causes for their behaviour

d. Safety

- Leaders should do a general safety check on premises before children attend for church activities there. Any dangerous or unhygienic fixtures or fittings should be removed from the premises.
- The Property Team (Tommy Allan, Steve Law, Willie Shepherd and Andrew Sim) in the Church is responsible for maintaining the overall safety and cleanliness of the church building. Any concerns should, in the first instance, be reported to the Property Team.

e. Accidents and emergencies

- Group Leaders must ensure that they and their group are aware of what plans should be taken in the event of an emergency, e.g. where a child is injured or takes ill during a church activity.
- An adequate First Aid kit should be readily available and all leaders, workers and helpers should know where it is. A worker in each group should be delegated the responsibility for ensuring that the first aid kit is well stocked. A portable kit should be taken with each group when children are taken off church premises and minor cuts and grazes should be treated using the First Aid kit. Special care must be taken when dealing with blood or any other bodily fluids and rubber gloves should be used and then disposed of. The First Aid Kit is located in the store room of the church.
- An Accident book should be kept, and any accidents that take place throughout a church activity should be noted as soon as possible after the event (see Form 8). If a child is injured or takes ill throughout the course of a church activity his or her parent should be informed as soon as possible. Whatever the severity of the injury or illness, the Group Leader or a group worker must inform the parent, either in person, by telephone or in writing of the incident. A note of the incident and how / when the parent was notified must be recorded on Form 8 as soon as possible after the event.
- In certain circumstances it may be necessary to take the child to hospital immediately. The Group Leader should make the decision about whether to take the child to hospital or call an ambulance and may wish to consult with a parent before this is done. If a parent cannot be contacted or is unable to escort the child to hospital, at least one leader of the same sex (where possible) should accompany the child and should take the child's signed consent form with them.

Insurance

Bellevue Chapel has an Insurance policy, which includes public liability insurance for outdoor and indoor activities organised by the church.

PART EIGHT – INFORMATION ABOUT CHILD ABUSE AND ACTION TO TAKE IF CHILD ABUSE IS SUSPECTED

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. It is important that we have a clear system in place for dealing with concerns about possible abuse. The aim of this section is to assist the church in acting appropriately if abuse / suspected abuse comes to light.

We have used, with some adaptation, thirtyone:eight material for this part of our Policy.

The guidelines contained in parts c. and d. for responding to a child and reporting abuse or suspected abuse to the Safeguarding Committee should be followed in all situations where abuse or suspected abuse comes to light irrespective of whether the allegations are made against a parent, a church worker / member, an adult outwith the church, or another child.

a. Categories of Abuse for Children

For recording all cases the following are the standard categories of abuse. Although these are presented as discrete definitions, in practice there may be overlap between categories.

- (i) **Physical injury**
Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
- (ii) **Sexual abuse**
Any child may be deemed to have been sexually abused when any person(s) by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to, the behaviour.
- (iii) **Non-organic failure to thrive**
Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive have been established.
- (iv) **Emotional abuse**
Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.
- (v) **Physical neglect**
This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack

of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances, which endanger the child.

b. Definitions of Abuse (Adults)

- (i) **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- (ii) **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- (iii) **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- (iv) **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- (v) **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- (vi) **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- (vii) **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- (viii) **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- (ix) **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- (x) **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

c. Signs and Symptoms of Abuse in Children

The following signs may or may not be indicators that abuse has taken place - other factors such as medical problems or family problems may be the reason - but the possibility should be considered.

PHYSICAL

- Any injuries not consistent with the explanation given for them
- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Bruises on babies
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Cuts/scratches/burns/substance abuse
- Eating disorders – anorexia, bulimia
- Signed of under or over use of medication and/or medical problems left unattended
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact and/or keeps fully covered even in hot weather.
- Person appears frightened or subdued in the presence of a particular person or people.

Other explanations: gangs, bullying, self-harm

SEXUAL

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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

Stands on its own but is part of all other abuse. Can include abusive/condemnatory language, domestic abuse or parents with health, psychiatric or addictive conditions.

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression/aggression, extreme anxiety
- Attention seeking behaviour • 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

d. Signs and Systems of Abuse in Adults

PHYSICAL ABUSE

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

DOMESTIC VIOLENCE

- Unexplained injuries or 'excuses' for marks or scars
- Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 yrs.

SEXUAL ABUSE

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns

PSYCHOLOGICAL ABUSE

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness

- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

FINANCIAL OR MATERIAL ABUSE

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

MODERN SLAVERY

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

DISCRIMINATORY ABUSE

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

INSTITUTIONAL ABUSE

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

NEGLECT AND ACTS OF OMISSION

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

SELF-NEGLECT

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

e. Responding to a Child Wanting to Talk About Abuse

It is not easy to give precise guidance, but the following may help: -

GENERAL POINTS

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm, even if on the inside you are feeling something different
- Be attentive and look straight at them while they are speaking
- Be honest and don't make promises you can't keep particularly regarding 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 or bribed not to tell
- Reflect back to them what they have said. This shows you are listening, checks you have heard properly and leaves it open for the child to say more.
- Try to establish facts (i.e. where did this happen, who was it, what happened?) but never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- Avoid asking closed or leading questions (e.g. was it in your bedroom? was it daddy that did this?) – you might put something into the young persons head that wasn't there and this could damage any investigation. Also the young person could panic and give false information to cover up.

THINGS YOU SHOULD CONSIDER SAYING

- Thank you for telling me • I am taking what you are telling me seriously
- It's not your fault
- You've done the right thing in telling me
- I will try and help you
- I will be here to listen

DON'T SAY

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

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Do not revisit the conversation unless the child initiates it.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
- Contact the Safeguarding committee or contact an agency such as thirtyone:eight for advice or go directly to Social Services/Police/NSPCC (see below under heading 'What steps to take if you suspect or have been advised abuse has occurred').
- Consider your own feelings. A short meeting should be arranged with a member of the Safeguarding Committee to summarise events and to discuss any needs you may have for further pastoral support.

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Form 8 in the Appendix, should be completed in full as soon as possible after the event. Record dates and times of these events and when you made the record. Include details of phone calls/conversations, including names and telephone numbers. If you cannot complete a Form 8 immediately then keep all hand written notes, even if subsequently you subsequently complete a Form 8. All forms should be passed without delay to the Safeguarding Committee and will be held indefinitely.

f. What steps to take if you suspect abuse or have been advised abuse has occurred?

1. **You must report concerns as soon as possible to a member of Bellevue Chapel's Safeguarding Committee** (see Part 4 of this document for contact details). You may also tell your Group Leader as long as the concerns do not involve them. The Committee may seek advice from external agencies, discuss the concerns with the elders and depending on the nature of the concerns, discuss with the young persons parents.

On rare occasions it might be necessary to take immediate action to contact Social Services and/or Police to discuss putting into effect safety measures for the child so that the child does not return home. This should be discussed with the Safeguarding Committee first, but if this is not possible, then a direct referral can be made. A referral to Social Services or Police should always be made where sexual abuse is suspected.

Where it is decided that Social Services or Police are to be contacted then parents of any child involved should NOT be contacted without prior agreement from the said authority. To do so

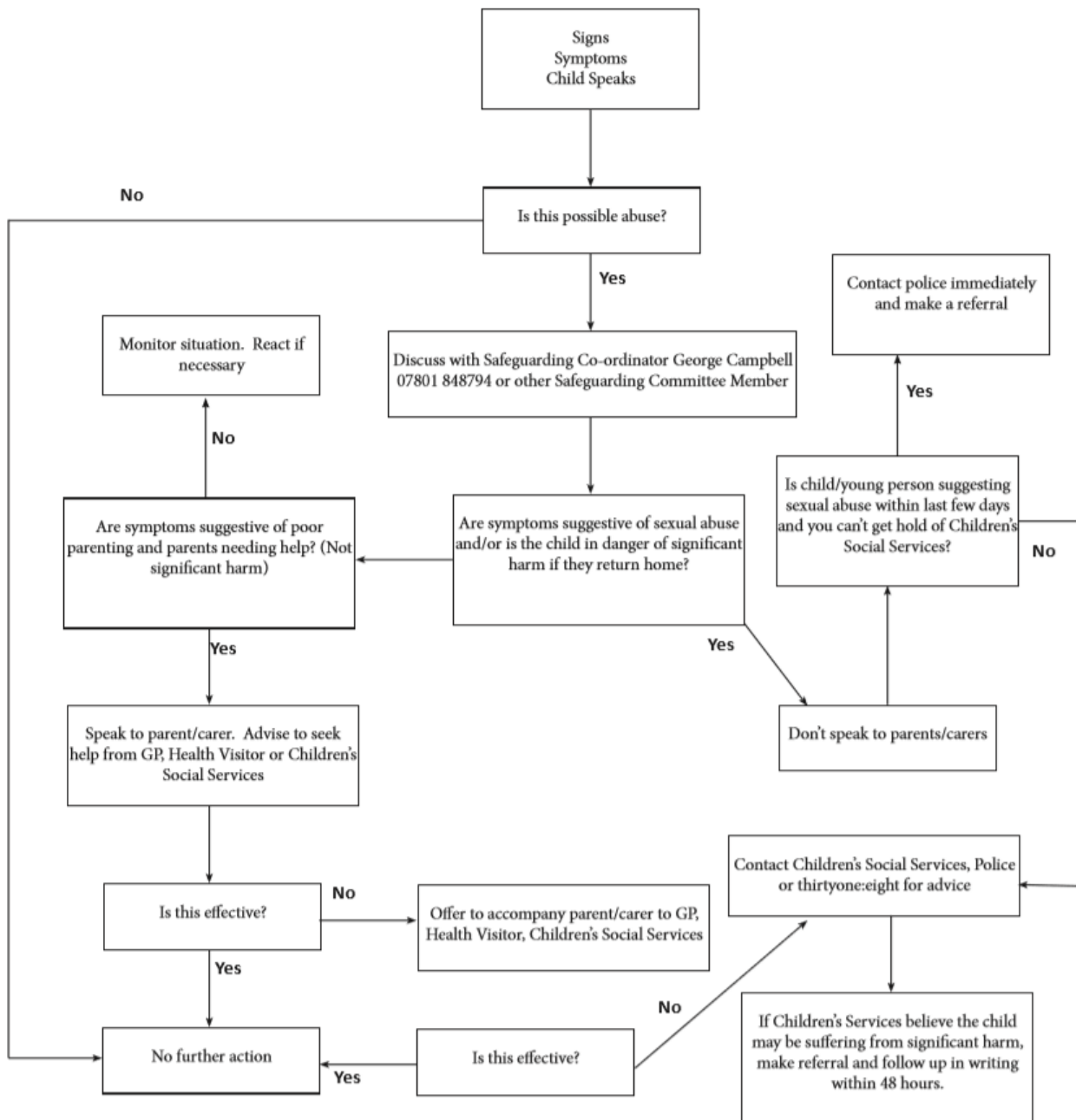
could jeopardise any subsequent investigation or could alert the perpetrator. If the concerns involve a close relation of a Committee member it may be necessary to exclude that Committee member from discussions (see point 3).

2. **Complete a Form 8 as soon as possible and pass this directly to the Safeguarding Committee.**
3. **If the suspicions involve any member of the Safeguarding Committee then these suspicions should not be reported to that individual** and the other Committee members should be advised immediately that the suspicions involve that individual. The individual suspected would not then be involved in discussions about how to deal with the reported concerns. If the suspicions involve two or more members of the Safeguarding Committee, the remaining member(s) may discuss the reported concerns with an elder of the church. In those circumstances thirtyone:eight may also be contacted for initial advice or discussions or, if the matter is an emergency, an immediate referral may be made to police or social work. The contact details for all such organisations can be found in Part 11 and Part 12 of the present Policy.
4. **Suspicious / disclosures should not be discussed with anyone other than those nominated above.** Likewise, you should treat any disclosures made to you in the utmost confidence throughout, and after any reporting process to the above named individuals / organisations.
5. It is, of course, the right of any individual to make direct referrals to the child protection agencies or seek advice from thirtyone:eight, although we hope that members of the church / parents will use the above procedure. If, however, you feel that the Safeguarding Committee has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct.

General notes about Part 8 guidelines

1. Situations might arise in the future, which do not primarily involve a child (or a child involved in our church) but may have implications for the safety of children while they are engaged in church activities. Where any allegation of abuse implicates anyone involved in our church, the Safeguarding Committee should be advised immediately. One example of this may be disclosure by an adult of childhood abuse against a church member - the adult who made the allegation(s) should be advised in advance of the steps being taken and told why this action is deemed necessary. The present Safeguarding Policy contains guidelines. It would, of course, be impossible to envisage every situation, which might arise where there may be concerns about the abuse of a child coming into contact with our church. The Safeguarding Committee has been created to assist church members and workers with any child protection or safeguarding issues arising in practice.
2. Where an individual has suffered abuse and seeks help / advice through the church we should, in addition to taking any appropriate steps mentioned above, be willing to assist him or her in contacting appropriately trained support / counselling agencies such as those listed in Parts 11 and 12 of this Policy.

FLOW CHART FOR ACTION – SUSPECTED ABUSE OF CHILD

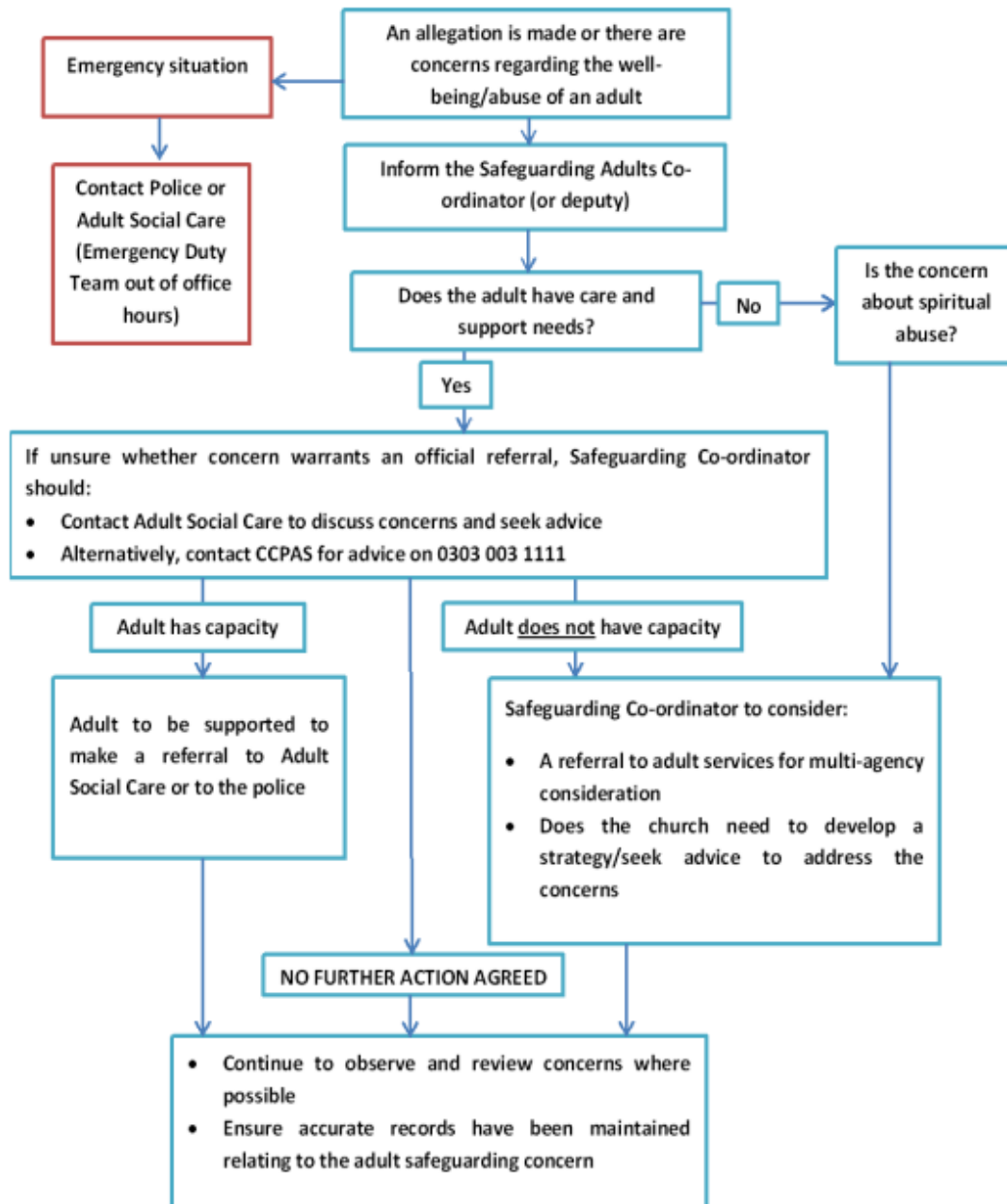


THIRTYONE:EIGHT 0303 003 1111
Social Work 0131 200 2324 or Out of Hours 0800 731 6969
Police (Amethyst Team) 0131 316 6600

At each stage you MUST inform the person that this is a Child Protection referral (for suspected abuse of a Vulnerable Adult see Emergency Contacts Section 11.1c.)

FLOWCHART FOR ACTION – ADULTS AT RISK

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

PART NINE – OTHER POLICY INFORMATION AND RESOURCES

A number of other policies and guidelines are available and can be obtained from the Safeguarding Committee. These include: -

- Policy on recruiting Ex-Offenders
- Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information
- Guidelines for Handling Allegations and Complaints Against Church Staff

Thirtyone:eight also provide guidelines that can be obtained through the Safeguarding Committee. These include, for example: -

- Anti-Bullying Policy
- Gangs – Signs of involvement and how to respond
- Guidelines for Discipline
- Praying with Children and young People
- Rough Guide to Internet Safety
- Teaching your Child to Stay Safe

For information on any of these or other safeguarding topics please contact a member of the Safeguarding Committee.

PART TEN – STATEMENT OF COMPLIANCE

As a church, we undertake to do our very best to ensure compliance at all times with the terms of this Safeguarding Policy but there may be occasions when, for good reason, absolute compliance is impractical or impossible. We seek to follow the spirit of the present Policy at all times and to behave in a reasonable and responsible manner, having regard to the safety and welfare of children and vulnerable adults entrusted to our care.

PART ELEVEN – EMERGENCY CONTACT AGENCIES

1. Social Work Department of the City of Edinburgh Council
 - a. Social Care Direct (children) 40 Captain's Road, Edinburgh, EH17 8HN tel - 0131 200 2324
 - b. Bellevue area social work team - Leith Social Work Centre, St John's House, 71 Constitution Street, Edinburgh, EH6 7AF – tel 0131 553 2121.
 - c. Social Care Direct (adults) tel 0131 200 2324.
 - d. Out of hours emergency team (switchboard) tel - 0800 731 6969

2. Lothian and Borders Police

- a. Police Headquarters, Fettes Avenue, Edinburgh, EH4 1RB – tel 0800 555111
- b. Family Protection Unit – Amethyst Team, Vega House, Lothian and Borders Police, Police Headquarters, Fettes Avenue, Edinburgh, EH4 1RB 0131 316 6600 (Operates Out of Hours)
- 3. Thirtyone:eight (formerly Churches’ Child Protection Advisory Service (CCPAS)), PO Box 133, Swanley, Kent, BR8 7UQ – tel 0303 003 1111 E-mail: info@thirtyoneeight.org Web: www.thirtyoneeight.org

PART TWELVE – FURTHER CONTACTS

- 1. CHILDREN 1ST
(ROYAL SCOTTISH SOCIETY FOR PREVENTION OF CRUELTY TO CHILDREN)
83 Whitehouse Loan Edinburgh EH9 1AT
Tel: 0131 446 2300
www.children1st.org.uk

Children 1st provides advice to anyone about child abuse issues.

- 2. ChildLine
NSPCC West House, 42 Curtain Road, London, EC2A 3NH
Helpline for children: 0800 1111 (open 24 hours)
www.childline.org.uk

National free helpline for children in trouble or worried. The 0800 number is specifically for children’s use. They will offer advice and direct help and can act if the child requests practical help.

Childline offer an additional telephone helpline – ‘The Line’ – for children living away from home (in foster care or residential care) which operates as follows: Mon – Fri 3.30 p.m. to 9.30 p.m. Sat – Sun 2.00 p.m. to 8.00 p.m. The helpline is specifically for children in care to share their feelings of separation and loss etc. The helpline number is 0800 884444

- 3. Kidscape
2 Grosvenor Gardens London SW1W 0DH
Tel: 0207 730 3300
Helpline: 08451 205204
www.kidscape.org.uk

National charity teaching children how to keep safe. They publish a lot of useful information on protecting children from both abuse and bullying.

- 4. Association of Christian Counsellors
29 Momus Boulevard Coventry CV2 5NA
Tel: 0845 124 9569/0845 124 9570
www.acc-uk.org

Gives advice about training, accreditation and supervision of Christian counsellors.

APPENDIX A

FORMS TO BE USED BY THOSE APPLYING TO WORK WITH CHILDREN/YOUNG PEOPLE

INDEX OF FORMS IN APPENDIX A

1. Junior Helper form

Form 1**Bellevue Chapel Junior Helper Form**

Name of Place of Worship/Organisation _____

Group _____

Full Name of Junior Helper _____ DOB _____

Address _____

Phone number _____

Thank you for agreeing to be a junior helper in _____ (name of group). We very much value and appreciate your willingness to serve God in this way. You will be expected to help _____ (leader) with _____ (please state tasks). Above all help the children to have lots of fun but not forgetting to have fun yourself.

Never be aggressive, angry or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult. Above all show them God's love through your caring actions.

You will be assigned a named leader (please state) _____ who will give you care, personal supervision and guidance. You can talk to them at any time on any topic, even if it's not related to _____ (name of group) and even outside _____ (name of group) time. Also feel free to contact them if you can't attend _____ (name of group).

During _____ (name of group) other leaders may ask you to assist them when children are separated into different groups: please take your supervision from them for that period.

Finally, avoid too much close physical contact, children may wish to cling to you or constantly sit on your lap or jump on you whilst rolling around on the floor. Instead just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you are NEVER alone with the children. We will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the leader.

I _____ commit regularly to attend and help at _____ (name of group) for the agreed period of time with the exception of sickness, school outings, exams and study leave.

Signed _____ Age _____ Date _____

APPENDIX B**INDEX OF FORMS IN APPENDIX B**

FORMS – NUMBERED: -

2. General information and consent form
3. Model for activities and day visits
4. Accident / incident form
5. Responding to abuse form
6. Tables of attendance form (double sided)

Form 2 – General Information and Consent Form

Bellevue Chapel General Information and Consent Form (for children and young people)

Full name of child/young person

Date of Birth: ____/____/____

Address: _____

Name of GP: _____

Tel No: _____

Address:

NHS No: _____

Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or additional needs/impairment which may affect activity:

Name of parent/carer: _____

Tel no: Daytime _____ Evening _____

Mobile: _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____

Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while

involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g, contact via email with changes to the youth meeting times: Yes No

I give permission for my child and the youth/children’s workers to communicate using

Telephone mobile email internet

for the purpose of arranging children/youth activities.

(Please delete forms of communication you don’t want your child contacted by)

Bellevue Chapel would, on occasion, like to take photograph(s)/make a video/webcam recording of _____ (name of child/ren)

These images may appear on social media.

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown. Please return the completed form to:

To the parent (Delete as appropriate)

- 1. May we take images of your child during activities of the group or at the event? YES/NO
- 2. May we use your child's image in our printed promotional publications? YES/NO
- 3. May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility)

Date: ____/____/____

Email address:_____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, please contact (insert email address).

Form 3 – Model for Activities and Day Visits

Bellevue Chapel Consent Form for Activities and Day Visits

Proposed Visit or Activity

Design your own form to include the following:

Date: _____

Venue: _____

Departure place and time _____

Return place and time _____

Cost _____

(Payment can be made by cheque (payable to Bellevue Chapel), cash or bank transfer (details to be provided separately))

Transport arrangements _____

What to bring _____

Please return the completed reply slip to (insert name) by (insert date), with details of your preferred payment method.

Reply Slip

One form per person

Full name of child/young person

Address

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies

Day: _____ Evening: _____

I have read the above information and I give permission for _____ to take part in this activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

3. All necessary information concerning the child/young person's health, allergies, medication etc.
4. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

I enclose a cheque or cash to the sum of £____:_____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

Form 4 – Accident/Incident Form

Bellevue Chapel 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: ____/____/____

Form 5 – Responding to Abuse Form

BELLEVUE CHAPEL**Responding to abuse / concerns of abuse – Worker’s action****Sheet**

Name of Child/Young Person/Vulnerable Adult _____

Address _____

Date of Birth ____/____/____

Name of Person Reporting Event _____

Date of event ____/____/____ Time _____

Sequence of Events/Actual Words Used/Observations

Action Taken

Name of Person Contacted: _____

Date ____/____/____ Time _____

Notes (use other side of form if more space needed):

Next Steps –

1. Speak to the Safeguarding Co-ordinator, George Campbell or a member of the Safeguarding Committee as soon as possible. Other Committee contacts are – **Ken Knowles 07549 530929, Annemarie Douglas 0131 629 5035 or 07445 810855, Wilma Armstrong 0131 339 6913, Julie Paterson 0131 336 0046 or 07732 369796 and Fiona McPhail 07958345272**

2. If the concerns do not involve your Group Leader you may also discuss the matter with him or her. Do not discuss the concerns with anyone else.

3. In certain exceptional cases you may need to make an immediate decision without the assistance of the Safeguarding committee, for example, about whether it is safe for a child to return home, whether police or social work should be contacted etc. In those cases you may wish to contact thirtyone:eight by telephone, using the contact numbers contained in the Safeguarding policy.

Note - Parents should be kept informed as a matter of general good practice but the first and paramount consideration should always be the safety of the child. If a referral is being made to Police or Social Work concerns should NOT be discussed with parents until the appropriate investigations have taken place.

