



# Christ Church, Stock

## Safeguarding Children Operational Procedures

***A set of agreed policies and procedures for ensuring a safe environment for children within the care of our church, in response to the Children's Act 1989.***

Compiled from material by various sources.  
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Created October 2022 by Katy Smith & Penny Champion  
Approved: January 2023  
Reviewed: January 2024

**FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILD' REFERS TO ANYONE UNDER THE AGE OF 18 YEARS.**

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## Introduction

“All those who come in contact with children in their everyday work have a duty of care to safeguard & promote the welfare of children....and should be aware of the procedures to follow to pass on their concerns/suspicious.” Children’s Act 2004

“All organisations that work with or come into contact with children should have safeguarding policies and procedures to ensure that every child, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm.” NSPCC 2022

Christ Church, Stock (CCS) has put in place this Child at Risk Safeguarding Policy which aims to ensure appropriate care for the children and young people attending the church.

**Definitions of safeguarding** - "Safeguarding is the action that is taken to promote the welfare of children and protect them from harm." NSPCC 2022

**Definition of a child** - The NSPCC (2022) defines a child as everyone under the age of 18 years.

**If there are any concerns regarding the safety of a child, this should be brought to the attention of one of our safeguarding officers as soon as possible.**

**Designated Person for Safeguarding**

Katy Smith – 07872177089

**Safeguarding Trustee**

Penny Champion – 01277 841709 / 07857 650805

## Policy Statement

As part of the mission of Christ Church, Stock, we are committed to:

- Respecting, listening, and valuing the children and adults in our community.
- All staff & volunteers being aware of the signs of all types of abuse and be aware of the reporting procedures.
- Having a system for dealing with concerns about possible abuse
- Recognizing our work with children is the responsibility of the whole church.
- Exercise proper care in the selection and appointment of those working with children, whether paid or volunteer.
- Supporting, resourcing and training staff to always act in the best interest of the child or young person.
- The church is committed to following this safeguarding policy and updating as appropriate following the Home Office Code of Practice *Safe from Harm* and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its booklet *Safe to Grow* (6th edition).
- As part of our commitment to children and young people, the church has appointed Katy Smith as Designated Person and Penny Champion as Safeguarding Trustee. Their roles will be regularly explained to children, and their names, addresses and phone numbers publicly displayed.

This statement was agreed at the church meeting held on 15<sup>th</sup> October 2017.

Signed on behalf of the Church;

## Safeguarding Team

It is the responsibility of all staff & volunteers to be aware of the signs and symptoms of abuse

It is the responsibility of all staff & volunteers to report any concerns they may have about the welfare of a child to the designated lead for Safeguarding or the Designated Deputy for Safeguarding.

Staff & volunteers should be alert to the potential need for early intervention



### **Designated Person for Safeguarding**

Katy Smith - 07872177089

Designated to advise the church on any matters related to the safeguarding of children and take the appropriate action when abuse is disclosed, discovered, or suspected.



### **Safeguarding Trustee**

Penny Champion - 07857 650805

Designated to oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees.

(Further definitions of these roles can also be found in Safe to Grow- Safeguarding children and young people in the local church. Sixth Edition 2011. Available from [http://www.baptist.org.uk/Articles/499204/Safe to Grow.aspx](http://www.baptist.org.uk/Articles/499204/Safe%20to%20Grow.aspx))

## **Types of Abuse**

### ***Physical Abuse***

Any way of intentionally causing physical harm to a person, including making up symptoms of an illness or causing a child to become unwell.

### ***Sexual Abuse***

There are 2 types of sexual abuse – contact and non-contact abuse. And sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child. This includes:

- sexual touching of any part of a child's body, whether they're clothed or not
- using a body part or object to rape or penetrate a child
- forcing a child to take part in sexual activities
- making a child undress or touch someone else.
- Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- showing pornography
- exposing a child to sexual acts
- making them masturbate
- forcing a child to make, view or share child abuse images or videos
- making, viewing or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

## ***Online Abuse***

Online abuse is any type of abuse that happens on the internet. This can happen on device connected to the internet or:

- social media
- text messages and messaging apps
- emails
- online gaming
- live-streaming sites.

## ***Non-Recent Abuse***

Abuse can have an effect on health, relationships and education. It increases the chances of developing mental health problems and drug or alcohol issues. If someone has been abused as a child, it's more likely that they'll suffer abuse again. This is known as revictimization.

## ***Neglect***

**Physical neglect** - A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.

**Educational neglect** - A parent / carer doesn't ensure their child is given an education.

**Emotional neglect** - A child doesn't get the nurture and stimulation they need.

**Medical neglect** - A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

## ***Grooming***

The relationship a groomer builds can take different forms. This could be:

- A romantic relationship as a mentor an authority figure a dominant and persistent figure.
- A groomer can use the same sites, games and apps as young people, spending time learning about a young person's interests and use this to build a relationship with them. Children can be groomed online through:

Whether online or in person, groomers can use tactics like:

- pretending to be younger giving advice or showing understanding buying gifts giving attention taking them on trips, outings or holidays.
- isolating children from their friends and family, making them feel dependent on them.

It's important to remember that children and young people may not understand they've been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

## ***Female Genital Mutilation***

What is female genital mutilation (FGM)?

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting'.

## ***Emotional / psychological Abuse***

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a person. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Emotional abuse includes:

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt a child
- blaming and scapegoating
- making a child perform degrading acts
- not recognising a child's own individuality or trying to control their lives
- pushing a child too hard or not recognising their limitations
- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- manipulating a child
- never saying anything kind, expressing positive feelings or congratulating a child on successes
- never showing any emotions in interactions with a child, also known as emotional neglect.

## ***Domestic Abuse***

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers.

### **Types of domestic abuse**

Domestic abuse can be emotional, physical, sexual, financial or psychological, such as:

- kicking, hitting, punching or cutting
- rape (including in a relationship)



- controlling someone's finances by withholding money or stopping someone earning
- controlling behaviour, like telling someone where they can go and what they can wear
- not letting someone leave the house
- reading emails, text messages or letters
- threatening to kill someone or harm them
- threatening to another family member or pet.

### ***Criminal Exploitation and Gangs***

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.

#### **What is a gang?**

The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.<sup>1</sup>

**Peer group** - A relatively small and transient social group which may or may not describe themselves as a gang depending on the context.

**Street gang** - Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.

**Organised criminal gangs** - A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation'.

#### **County Lines?**

A police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines". If a child has been trafficked for the purpose of criminal exploitation then they are a victim of abuse.

### ***Child Trafficking***

Children and young people are tricked, forced or persuaded to leave their homes, moved and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

### **Types of child trafficking**

Traffickers often groom children, families and communities to gain their trust. They may also threaten families with violence or threats. Traffickers often promise children and families that they'll have a better future elsewhere.

Trafficking is also an economic crime. Traffickers may ask families for money for providing documents or transport and they'll make a profit from money a child "earns" through exploitation, forced labour or crime. They'll often be told this money is to pay off a debt they or their family "owe" to the traffickers.

### ***Child Sexual Exploitation (CSE)***

When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship – This comes under grooming. They may trust their abuser and not understand that they're being abused.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

#### Types of child sexual exploitation

When a child is sexually exploited online, they might be persuaded or forced to:

- send or post sexually explicit images of themselves
- film or stream sexual activities
- have sexual conversations.
- Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation:

- to exert power and control
- for initiation
- to use sexual violence as a weapon.
- Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

### ***Bullying and Cyberbullying***

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

## **Responding to Abuse**

**PLEASE DO NOT DISCUSS THE INCIDENT OR THE CONTENTS OF THE FORM WITH ANYONE ELSE  
AFTER YOU HAVE REPORTED IT TO THE SAFEGUARDING TEAM.**

### **STAGE 1 – RECORD AND REPORT**

RECORD any concerns in writing and REPORT concerns to the Designated Person. If they are not contactable, reports should be made to the Safeguarding Trustee.

The report to the Designated Person should be made within 24 hours of the concern being raised.

Please use the Incident / Accident form and complete it as fully as possible; if you are unable to complete any section, explain why this is the case.

The form and any other notes should be kept secure and confidential place and made available only to:

- the Safeguarding Team
- representatives of professional agencies

If concerns arise in the context of a children's group, the worker who has the concern may in the first instance wish to talk through their concern with their group leader.

It should be clear that the duty remains with the worker to record and report their concerns to the Designated Person.

If a child is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services (see page 14 for relevant contact numbers.)

## **STAGE 2 – REVIEW AND REFER**

DESIGNATED PERSON ONLY on receiving a report - review the concern that has been reported and refer to appropriate services.

All original reports should be retained safely and securely by the Designated Person and a written record should be made of the actions taken on the Safeguarding Review and Refer form.

The duty to REFER

The Safeguarding Team will decide who the report should be referred on to. They may:

- refer back to the worker who made the initial report if there is little evidence that a child is being harmed, asking for appropriate continued observation
- refer the concern to others who work with the child/children in question, asking for continued observation
- make a formal referral to the local Social Services Department or The Essex Child and Family Welling Service.

## **STAGE 3 – REPORT AND SUPPORT**

Responsibilities in Stage 3 of the process are shared by the Safeguarding Team.

The duty to REPORT

Whenever a formal referral is made to Social Services the Designated Person should

- report the referral to the Safeguarding Trustee and Pastor

If a worker has an allegation made against them, the Designated Safeguarding Person will ask them to step down from all church duties until the incident has been investigated.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children and young people, the Designated Person has a statutory duty to report the incident to the Independent Safeguarding Authority. A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.

**STAGE 1**

A worker/church attendee has a concern about the welfare of a child or the behaviour of an adult

The person who has the concern has a duty to:

**RECORD AND REPORT**

A written record must be made of the concern using the Accident / Incident Form – Please give this form to a designated safeguarding person on completion.

**Forms can be found in The Church Secretary's Office.**



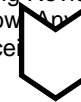
**STAGE 2**

The Designated Person receives the report of concern

He/she then has a duty to

**REVIEW AND REFER**

The report will be reviewed by the Designated Person and any other relevant information collected on a Safeguarding Review and Refer Form and a decision will be taken as to what action should follow. An informal referral to Social Services should be made within 24 hours of receiving the report.



**STAGE 3**

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee, and the Minister, may have a duty to

**SUPPORT AND REPORT**

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made to the Disclosure and Barring Service and the Charity Commission.

## **Who to Contact Outside CCS**

Any concerns about the welfare of a child should be referred to the Designated Lead or Deputy for Safeguarding. However, in exceptional circumstances such as an emergency or genuine concern that appropriate action has not been taken, staff members and volunteers can contact the Trustees responsible for safeguarding or speak directly to children's social care.

### **When concerns are expressed about the Minister**

Any safeguarding concerns involving a Minister should always be reported to the Independent Safeguarding Authority in addition to following the church's normal procedures.

### **When concerns are expressed about the Designated Person**

Any safeguarding concerns involving the Designated Person for safeguarding, should be raised with the Safeguarding Trustee and the Minister.

## **Other Services**

### **NSPCC Child Protection helpline - 0800 800 5000**

This is a free 24 hour service providing counselling, information and advice to anyone concerned about a child at risk of abuse. The experienced helpline staff can make direct contact with CSF, the police or your local NSPCC team on your behalf if you wish.

### **Essex Child and Family Wellbeing Service - 0300 247 0014**

(Also known as MASH – Multi Agency Safeguarding Hub)

The Essex Child and Family Wellbeing Service is made up of Health Visitors, School Nurses, and Healthy Family Support workers. Accessible at your local family hubs or by phone, experienced staff can listen to your concerns and offer support and services to you.

### **Essex Children's Social Care - 0345 603 7627**

### **Essex Adult Social Care - 0345 603 7630**

## **Safe Recruitment Policy**

The church will exercise proper care in the selection and appointment of those working with children, whether they are paid or volunteers. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children.

### **Guidelines for the Appointment of Children's Leaders and Helpers**

The Church should ensure that the following selection procedures have been followed:

- The details of the role are included with the application form.
- New volunteers should be part of a discussion with the group leader about what is expected of them.
- Two referees will be required and at least one should be from outside the church and these references may be taken up.
- Disclosure and Barring Service (DBS) check will be applied for and updated every three years.
- The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures
- All volunteers are expected to take part in Safeguarding training/updating.

Administration of this process will be overseen by the Designated Safeguarding Person but may be carried out by others.

Until this procedure is completed workers must be supervised.

All leaders and helpers should, where possible, set a good example for Christ in their personal lifestyle.

### **Young leaders under 18 years of age**

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team.

A young leader must be supervised by an adult leader at all times, and never given sole responsibility for a group of children.



When considering ratios of staff to children the young leader needs to be counted as a child, not a leader.

The Safeguarding Children Policy applies to a young leader just as it does to any other person.

If the young leader accompanies a group on a residential activity he or she should have separate sleeping accommodation from both the adult leadership team and the children they are working with.

Young Leaders should not be given leadership responsibility for a group immediately below their own age; there should be an age-gap of at least two years.

## **Youth Work Regulated Policy**

A policy based upon the following guidelines should be agreed upon by each different section of youth work, if and when necessary. It should reflect the age group and general activities of the children.

Minor incidents or offences should be dealt with immediately. This prevents escalation and enables major offences to be seen and dealt with as major offences.

Ways of dealing with discipline:

- Move the child to a less volatile situation - change the group activity
- Remove the child to a calm space away from others. Stay with them until they have calmed down.

If such procedures fail to bring about the desired result, the issue should be referred to the Designated Person or Safeguarding Trustee

Bullying is defined as: "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group - either physically or emotionally"

Allegations and incidents of bullying should be reported to Designated Person or Safeguarding Trustee

### ***Leaders and Helpers should:***

- Only invite young people to their homes or on trips, in groups, and always make sure that another adult is present. The Designated Person should be notified of any trips for children which take place in the name of Christ Church. Parental permission must always be sought for such an event.

- Ensure that if transporting children that the correct insurance cover for passengers is in force. When possible, ensure that parental permission has been obtained
- Not share sleeping accommodation with children on group outings.
- Be aware of any physical contact they may have with young people and record it when necessary. Examples include the need to stop a fight or administer First Aid.
- Not use physical punishment when controlling or disciplining children.
- Any incident / accident should be logged on an incident/accident form and given to the designated safeguarding person or safeguarding trustee. These should then be kept in a secure place.

## **Safer Online Working Policy**

These guidelines are written to try to maintain healthy and safe relationships between adults and children.

- Parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc. of children.
- Workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given.
- Direct electronic communication with children of primary school age should be avoided.
- Only workers who have been appointed should use any electronic means of communication to contact children or young people on behalf of the church or one of the church's organisations.
- Contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter
- Workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child other

than that which is necessary and appropriate as part of their leadership role

- Workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives. Clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided.
- Official church e-mails to young people should be sent out with a church header and footer indicating to the young people that this is an official communication. This should also be copied to the church e-mail address.
- Any photos or videos taken on personal mobile phones should not be uploaded to social networking sites without the permission of the parents of the children involved.
- Workers should not retain images of children and young people on their mobile phone.

### ***Instant Messaging Services (IMS)***

The use of instant messenger services should be kept to a minimum.

Where a young person in need or at a point of crisis uses this as a way of communicating with a worker:

- significant conversations should be saved as a text file if possible, and
- a log kept of who and when they communicated.

### ***Social Networking sites***

If adults are intending to add young people to their social networking sites they must first have the permission of the parents of the young person

It is the adult's responsibility to ensure that all of the content on their site is appropriate for young people to see (including contents of photos uploaded)

All communication with young people should be kept within public domains

All communications with young people should be transparent and open to scrutiny

The basic rule of thumb in Safeguarding young people is "Never alone or unseen" and this should be borne in mind in the context of electronic communication.

## ***Photography***

Anyone designing a website for the Christ Church Website or using the church's social media pages will ensure care is taken to ensure the safety of children and young people. Website builders / Social Media users are encouraged to follow these guidelines:

- Photographs are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Obtain written and specific consent from parents or carers before using photographs of anyone under 18 on a website.
- Children and young people under the age of 18 should not be identified by name or other personal details. These details include email or postal addresses and telephone numbers.

- Ensure that the image files are appropriately named – do not use names in image filenames or alt tags.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- When posting activity ideas for children or young people ensure they comply with good safeguarding practice.

## **Physical Contact: Code of Conduct**

The following guidelines are helpful when considering whether touch is appropriate in any given situation.

- For whose benefit is this taking place? Is it for the sake of the child or young person or is it for your own benefit?  
Touch should be in response to a child's needs and not related to the worker's needs. It should be age appropriate, welcome and generally initiated by the child, not the church worker.

- If you find yourself in a situation where no-one else is present, it is always advisable to avoid physical contact. General advice is to keep everything public.
- Be mindful of your body position and always ask permission.
- A hug in the context of a group is very different from a hug behind closed doors. However, remember that not all people express friendship or affection in the same way and some people (children included) find any sort of touch an infringement of their personal space.
- If you find that the child or young person is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive. This includes taking great care not to engage in.
- Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

## **Toilet / Changing Facilities**

The current policy when taking young child to the toilet, this should only be done by their parent / guardian, or a DBS checked helper.

In the instance that an individual does not wish to use either the male or female toilet or is transitioning from male to female or female to male, the disabled toilet can be used as a unisex facility.

## CCS Ratio Policy

When working with unaccompanied children the following recommended minimum ratios apply:

Age range	Recommended minimum ratio for <b>INDOOR</b> activities
0 – 2 years	1:3 (minimum 2)
3 years	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)
8 – 12 years	2 adults (preferably one of each gender) for up to 20 children with an extra adult for every 10 additional children
13 years and over	2 adults (preferably one of each gender) for up to 20 children with an extra adult for every 10 additional children

Age range	Recommended minimum ratio for <b>OUTDOOR</b> activities
0-2 years	1:3 (minimum 2)
3 years	1:4 (minimum 2)
4-7 years	1:6 (minimum 2)
8-12 years	2 adults (preferably one of each gender) for up to 15 children with an extra adult for every 8 additional children

These recommendations do not take into account any special circumstances such as children's behavioural issues, developmental issues, disability and so on, which may require more adults in the group.

In calculating the ratios of workers to children, young leaders who are under the age of 18, should be counted as one of the children, not one of the leaders or helpers.



# Incident / Accident Form



Name:	
Date / Time:	

Accident / Incident:

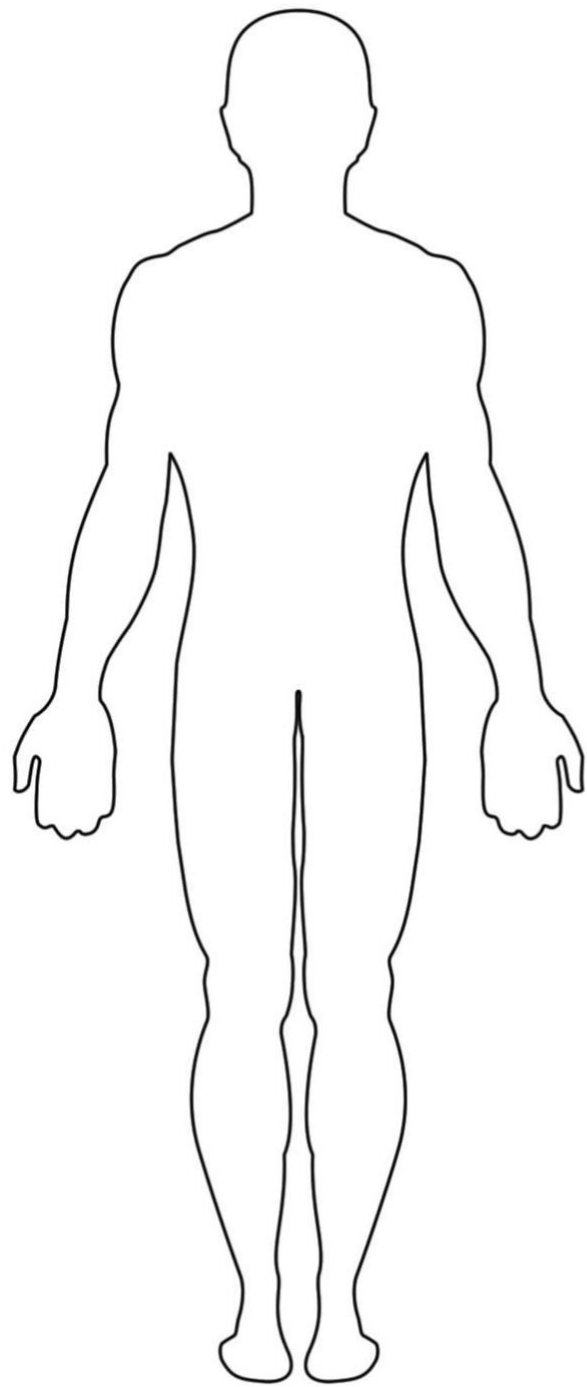
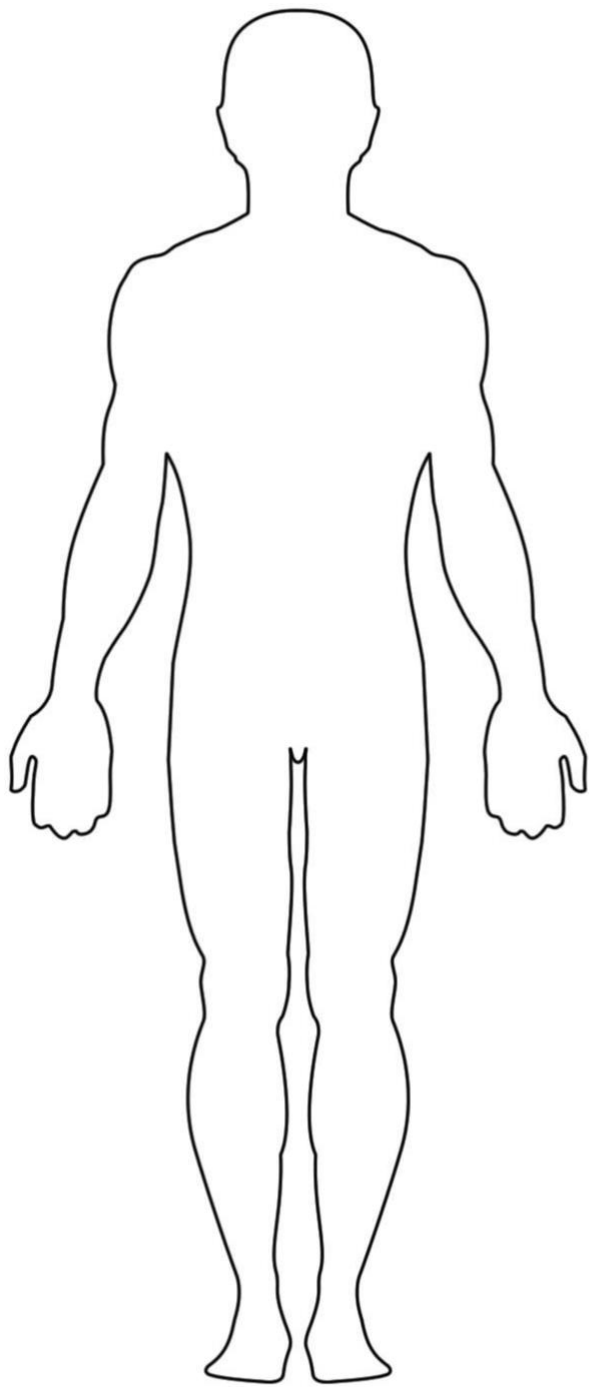
  
  
  
  
  
  
  
  
  
  

Treatment:

Name.....

Signature.....

Parent Signature.....





# Information / Photography Form



Name:			
Date of Birth:			
Address:			Postcode:
Parent/Guardian:			
Contact Numbers:			
Email:			

Allergies:			
Medical Conditions:			
Medication:			

I am happy for my child to walk home on their own	
I consent to photographs being taken of my child for Rooted use	
I consent to photographs being taken of my child for Christ Church Stock use (youth services)	
I consent to photographs of my child for Christ Church Stock website	
I consent to photographs of my child being used for Christ Church Stock social media	

Name.....

Signature.....