Safeguarding Policy

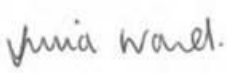
and

Standards of Safeguarding Practice

Endorsed by the Leadership and presented at the Church Members' Meeting

Signed/ Date: **P.Mashinter & J. Waud**

Subsequently reviewed, up-dated, and re-presented to the church annually



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Cornerstone Church

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1. Statement of Commitment and Intent (SS1)

Name of Place of Worship:	Cornerstone Church Brighouse
Our Sunday morning service is held at:	139 Bradford Road, Brighouse, HD6 4AD
Tel No at Café 139premises:	01484 715605
Website:	www.cornerstone-church.co.uk
Email:	cornerstonebrighouse@outlook.com
Affiliated to:	The Fellowship of Independent Evangelical Churches (FIEC)
Charity Number:	XN51220
Insurance Company:	Public Liability Insurance with Towergate insurers

Our mission as a church is to be effective in our local community as "salt" and "light". We aim to take the gospel into the community at every opportunity. As much as possible, we also aim to invite and encourage all who will, to come into the buildings for a variety of clubs, activities, meetings and services.

As a church, we recognise the need to provide a safe and caring environment for all who attend the 139 Bradford Road premises, as well as at any other church activity, including home groups and outings. The church Leadership recognises that we have a responsibility (a "duty of care") under the "Working Together to Safeguard Children" guidance revised 2013 ,2015 & 2018, and the "Care and Support Statutory Guidance" updated July 2016 & 2022 to protect ("safeguard") and promote ("offer opportunities for life-enhancement") the welfare of the children, young people and vulnerable adults entrusted to our care. As a Church offering activities for such groups, we are included in the bodies referred to as the "Third" or "Voluntary Sector" addressed by government departments in documents and advice. As leaders, workers and members we are accountable to the parents/carers and the authorities, to each other and ultimately to God.

The policy and attached practice guidelines are based on the ten 'Safe and Secure' safeguarding standards (hereafter designated SS:1,2 etc) published by the Churches' Child Protection Advisory Service (CCPAS). The documents provide clear guidelines and protocols for procedures to promote the best practice with regard to safeguarding issues:

a) for the protection and welfare of children, young people and vulnerable adults
b) for information and guidance for the church leadership
c) for the support and protection of workers
d) for the reassurance of parents.

We wish to operate and promote good working practice; therefore the Leadership is committed to:

a) endorsing and following all safeguarding legislation and procedures and the UN Universal Declaration of Human Rights/ International Covenant of Human Rights
b) providing on-going safeguarding training for all its workers and regularly reviewing the operational guidelines
c) ensuring that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
d) supporting the Safeguarding Officer/s in their work and in any action, they may need to take in order to protect children and vulnerable adults.
e) developing a culture of awareness of Safeguarding issues, to help protect everyone.

2. Legal Framework (SS1,3)

The following documents have been used for reference or to provide guidance in the preparation of this policy:

- CCPAS 'Safe and Secure' manual, with supporting linked documents
- The Children Act 2004,
- Working Together to Safeguard Children (April 2013, March 2015, updated 2018)
- For adults: The Care Act 2014 and the document 'Care and Support Statutory Guidance'. Also "Statutory Guidance to support local authorities implement the Care Act 2014" (Updated July 2016)
- For vulnerable adults: The serious crime act 2015 (section 76)
- The UN Convention on the Rights of the Child (UNCRC)
- The UN Universal Declaration of Human Rights (UDHR**)**
- Police Act 1977 and ref Rehabilitation of Offenders Act 1974
- The Data Protection Act 1998
- Equality Act 2010

The church leadership is committed to:

- Supporting parents/carers and families
- Ensuring that children/youth workers are given support and training
- Finding ways to deal with any concerns about vulnerable adults or child welfare issues
- Supporting victims of abuse, and encouraging them in their faith
- Dealing appropriately with any "offenders" who may attend the church.

Children's/Youth workers, and all church members are committed to:

- Valuing children/young people within church activities.
- Following guidance provided within this policy and
- Attending team meetings and prayer times
- Taking advantage of any training provided whenever possible.

The church has appointed Julia Waud & Joanne Brook as Safeguarding Officers. (Hereafter designated 'SO')
The role might typically include:

- The preparation and implementation of a safeguarding policy and its review annually
- Ensuring safeguarding policies and procedures are followed
- Acting as an advocate on behalf of children and adults in need of protection.
- Acting as recruiter of children and youth workers
- Arranging and making sure workers and leaders attend relevant training
- Keeping accurate records relating to safeguarding concerns.
- Regularly informing the Leadership on good practice issues
- Working in partnership with statutory and other agencies

Person responsible for Health & Safety (Buildings): Mr Andy Tippett-Moore
Person responsible for Health & Safety (Food Hygiene): Mrs Julia Waud and Mr Nathaniel Martin for Café 139
Person responsible for Health & Safety (First Aid): Mrs Julia Waud

3. Maintaining Awareness and a Safer Culture (SS:2,3,6,10)

The Leadership understands the need for the entire church setting to operate with a 'safer culture'. This means that transparency is encouraged in our dealings with each other so that healthy challenge of working practice leads to more effective and safer ways of working with vulnerable people.
The Leadership is committed to understanding the importance of the key principles of safeguarding so that they can:

- Support the workers including the safeguarding Officer/s
- Promote good practice and training
- Be role models for safe practice and lead by example
- Facilitate and nurture a safer culture across all activities of the church

Safer cultures recognise that there are a number of elements that contribute towards the safeguarding of vulnerable people within organisations, including safer recruitment, training and development of staff and managing those that may pose a risk. All of these elements need to be operated within a context of 'respectful uncertainty' and vigilance. Separate sections of the policy deal with these matters.

This place of worship is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Therefore, the whole Church needs to:

- Accept the guidance of the Leadership and Safeguarding Officer about safeguarding
- Understand and support the work of safeguarding
- Ensure that the vulnerable have access to information which can help them

In order to inform and guide the members and congregation, a presentation of the church's safeguarding policy, with explanations, will be included in the members meeting on a regular basis.

In relation to training and awareness, the Leadership agrees that the church will fund relevant role specific training for those who work with any vulnerable group, and also for other activities of the church. (This might include safeguarding training, health and safety, First Aid, Food hygiene, Equality and Inclusion, Safe Recruitment.)

Church-linked groups and activities using Bradford Road led by Cornerstone personnel
Café 139 is not a 'Regulated Activity' so does not qualify for DBS checks for staff. However, it will operate under Cornerstone's general safeguarding principles, will follow a group code of conduct and issue role description agreements to staff.
'Tots & Toys' is not a 'Regulated Activity' so does not qualify for DBS checks for staff. However, it will operate under Cornerstone's general safeguarding principles, and will follow a group code of conduct which should be shared in some form with attending parents, so that expectations and boundaries are clear.
Memory Café is not a 'Regulated Activity' so does not qualify for DBS checks for staff. The leaders will assume host responsibility for ensuring that Cornerstone safeguarding principles are followed, regardless of where the event is held.
CAP events: The leaders will assume host responsibility for ensuring that Cornerstone safeguarding principles are followed, regardless of where the event is held. Staff qualify for DBS disclosures due to the nature of their work.

On occasion, the Leadership allows other groups to use the Bradford Road premises for meetings or events. We recognise the host's responsibility towards vulnerable people in these circumstances. When arranging for visiting groups, the following should be checked:

- If the group includes vulnerable people of any age, do the visiting leaders/organisers give an assurance of upholding good practice standards for the event?
- Does the group have its own Safeguarding policy to follow?
- If not, do they agree to follow our host policy guidelines, a copy of which will be available in the building

Cornerstone Church

4. Appointing Workers (SS3&4)

The church Leadership recognises its duty to select workers carefully for any position which involves contact with children, young people or vulnerable adults. The fact that workers are voluntary does not affect the seriousness with which they approach this duty. Anyone found to have abused children will not be allowed to do any work in the church connected with children/young people or vulnerable adults, although other areas of service may be found which are acceptable for them to be involved with.

The Recruitment & Appointment Process for Church Workers (Children, Youth, Vulnerable Adults)

Candidates for work with children, youth or vulnerable adults (paid or unpaid) may be considered excellent choices by virtue of experience and/or skills. They may offer, be recommended or approached to do the work. However, in order to ensure adherence to 'safer recruiting' guidelines, Cornerstone Church will adopt the following process:

Pre application

- Some discussion to take place between candidate and Team Leader and/or Elders about the spiritual nature of the role the candidate is being considered for, and the requirement of Christian commitment.
- Job/role description and person specification will be given to the candidate for consideration.
- Candidate will be informed that the position is subject to a DBS check, application forms to be completed & references taken up.

If the Team Leader/Elders are satisfied about suitability and candidate wishes to continue, then:

- Forms given out to candidate: Application form, including names of referees, and Self-declaration form (separate file)
- Applicant returns forms for checking
- References taken up

Referee request form and reference form + the person spec and role description will be sent to each referee. SAE enclosed if request posted.

If application and references are satisfactory, then:

Disclosure and Barring Service (DBS) check (enhanced disclosure, with barred list/s if appropriate)

As the final stage in the appointment process, the applicant will be asked to make an application for a criminal records disclosure on the DBS form (supplied by CCPAS) having provided necessary identification verification to the Safeguarding 'Recruiter'. They must show their certificate to the Recruiter when it arrives for confirmation.

*Under new DBS arrangements, the applicant should register for e-up-dates within 14 days of receipt of their certificate. They will be issued a registration number which they can give to the church for future checks to be made more frequently and easily on-line. This also makes the DBS check transferable as long as it is for the same role description, for voluntary to voluntary, paid to voluntary, but not for transfer from voluntary to paid work.

All application documents, along with DBS information and references, will be collated, recorded and held securely and confidentially by the Church Safeguarding Officer.

On satisfactory completion of the DBS check, the applicant will be appointed and may take up the work.

They will sign the 'Role & person description, with role-specific guidelines' form (separate file) which will be co-signed by the Safeguarding officer and an Elder. They will then be provided with the 'Policy to Practice' document. They will be encouraged to attend safeguarding training as soon as is possible.

5. Management of Workers (SS:4,6)

Following appointment to a role as outlined above, the Leadership will ensure all workers will be trained, supported and supervised in accordance with good practice guidelines (Home Office 'Working Together' Document and CCPAS). This includes:

Agreed Codes of Conduct

Each team of workers, under the guidance of the Safeguarding Officer (and with reference to CCPAS guidance), will be involved in developing a code of conduct for their particular group/activity – crèche, Sunday School and teens clubs operate very differently and therefore present specific needs. This 'Guidelines for Best Practice' document will thus be the standard to which workers within that setting must adhere.

Staff reviews by church leadership

On-going reviews of staffing by group leaders with the church Leadership will take place. Any concerns about a worker's behaviour, attitudes, conduct, life-style or spiritual commitment shall be dealt with confidentially, tactfully and prayerfully but firmly. It is always to be remembered that no-one has a right to work with children/young people/vulnerable adults.

Team meetings

Regular team meetings will be held to enable agreed procedures to be kept under review and workers to share concerns, experiences and expertise. Mutual support and accountability within the context of prayerful enthusiasm is expected of all workers.

Junior Helpers (Aged under 18)

The use of young people as junior helpers is beneficial for their training and for the benefit of the group/activity they help in. Only young people already known by the church may be selected by group leaders in consultation with the church leadership. However, group leaders must accept responsibility for the supervision and guidance of these young people, who must NEVER be left alone or in charge of the group. Clear guidelines for their role and behaviour should be discussed with them, and they should elect a group adult as their individual mentor. A 'Role description and agreement' (see separate file) should be discussed and signed. DBS checks for those over 16 are required.

Accountability

All church workers must accept their accountability to God. Good Safeguarding practice also places a line of accountability: Worker > Team leader > Safeguarding Officer > Church Leadership. This also provides the line of referral for passing on concerns (see policy section 7 for procedures).

6. Working and Communicating Safely (SS:5,6)

Duty of Care

Cornerstone Church accepts this responsibility under **The Children Act 1989 and Children Act 2004.** All workers will treat those they are caring for with respect and dignity as well as demonstrate competence and integrity. The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. The church Leadership is committed to ensuring all workers understand and acknowledge the responsibilities and trust inherent to their role.

Safe practice guidelines are essential for those who work with the vulnerable to minimise situations where actions can take place or be misinterpreted, resulting in damaging false accusation against workers.

In addition, under **Health and Safety at Work** legislation, Cornerstone accepts its duty of care towards the well-being of all workers by ensuring they are treated fairly and with respect, have a safe working environment and guidance on safe working practice.

6.1 Health and Safety (Buildings and Equipment)

Buildings being used for groups or activities should be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment should meet the required safety standards. An annual review should also be carried out and, where necessary, action taken. All electrical equipment should have undergone an electrical safety test. In the UK these are known as PAT (Portable Appliance Inspection) tests.

6.2 Health & Safety (Food Hygiene)

Any food offered without charge on the premises (e.g. shared lunch, club snacks) should meet food safety regulations. Basic standards of food hygiene should be adhered to and workers preparing or serving food should practise good personal hygiene. Fresh drinking water should be available at all times. (NB. Separate standards applying to the Café are detailed in Café documents)

6.3 Risk Assessments

Leaders of the church's children & youth clubs have a responsibility to assess the risk involved in the activities that are provided, to be prepared for unforeseen eventualities, anticipating situations where youngsters could be harmed and taking steps to minimise the risks. This would generally take the form of an informal check before the start of an activity. In the case of off-site outings or events, staff should complete a risk assessment form (separate file), which should be taken with staff, along with contact & information forms for each child. See Policy to Practice guidelines for further detail.

6.4 Keeping Records

- Each group will maintain a dated register of all attending, adults as well as children. Old registers will be given to the Safeguarding Officer for safe keeping in case a future enquiry or investigation requires attendance evidence.
- Parents/carers of children attending clubs will be asked to complete a registration form (separate file). This form should be renewed annually. Current forms must be kept in an accessible file, but with respect to confidentiality.
- An 'Accident Book' and separate 'Incident Logbook' will be provided. Workers should record accidents as indicated in the book and inform parents/carers. Events or conversations which cause concern or are 'unusual' should be recorded accurately in the Logbook.

6. Working and Communicating Safely ctd.

6.5 Home Visits

Pastoral Care visits should be undertaken with due respect for boundaries and confidentiality. (See section 6:10 and section 8 Pastoral Care.)

Children/Youth workers and leaders may need to make home visits from time to time. If possible, visits should be by pre-arrangement. These guidelines should be closely followed:

- Inform the Safeguarding Officer or another worker of the proposed visit.
- In the case of children and young people never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the purpose, time you arrived and left, who was present, what was discussed

An invitation to a worker's home should only be extended for a clearly identified purpose/occasion and with the knowledge of the team/leadership and the permission of the parent/carer. Such an invitation must NEVER be to a single child on their own, which could be open to misinterpretation or suspicion of grooming.

6.6 Transportation

Workers may occasionally use their cars for transporting children or young people for church activities or events. Drivers will have read & accepted the guidelines in the form 'driver role description and guidance' (separate file). In addition, group leaders and event organisers should bear in mind:

- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone being left behind.
- At collection or dropping off points no child or young person should be left on their own and the driver should make sure they are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g., where there has been a disagreement, or they have romantic feelings for a driver.

6.7 Filming and Taking Photographs

Since the introduction of the Data Protection Act in 1998, organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children, young people and vulnerable adults are kept safe.

- Permission (verbal or written) must be given for the use of any image, following clear explanation of the purpose for which it will be used.
- Digital images should not be stored (camera or computer) once used as planned and declared. They should not be used for any other purpose. They must not be posted to social media.
- While children under 18 may be included in a large group church-event photograph to be used for publicity, other images of children should not be taken.
- No personal details of the subjects of images (e.g., address, phone no, e-mail, etc) should be published
- Obtain written and specific consent from parents/carers before using photographs on the church website.

In addition, group leaders must ensure that youngsters attending clubs do not use their personal phones to take photographs or video footage of others attending the club.

6. Working and Communicating Safely ctd.

6.8 Data

The Data Protection Act 1998 provides privacy protection for individuals about whom personal, identifying data is kept. As a church we must comply with these regulations in relation to:

a) Workers' applications and declarations with any subsequent references and DBS information.
b) Registration/Parent Permission form for Clubs
c) Images i.e., video/camcorder/photograph
d) Covenant of Care Agreement
e) Agreement made with offender

The Act provides guidance on the "processing" of data including its collection, storage, use and destruction. Data must be:

- obtained with the consent of the individual and their knowledge of the purpose of its use
- relevant to the purpose for which it will be used
- held in a secure place (e.g., lockable filing cabinet or room, computer with password)
- shredded once out of date or no longer needed for reference

Where disclosing information might place a child, young person or vulnerable adult at risk, then safeguarding considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders.

Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always be sought from Children's Social Services, Adult Services, or the police. CCPAS can also advise in such circumstances.

6.9 Supervision

In order to supervise children's activities safely it is necessary to have '***sufficient'*** adult leaders and helpers. Specific adult to child ratios does not apply in the church setting, but the following principles will apply at Cornerstone clubs.

- All staff will be appointed via our 'Safer Recruiting' process (see section 4 above)
- Children must never be left unsupervised while on the premises
- No person under 18 shall be left in charge
- One worker should not be left alone in the building with one child
- A minimum of 2 adults (preferably one of each gender and not related) must be present in each group. If the group cannot be adequately staffed on any particular occasion, then it must close for that session. Care must be taken to advise parents of the cancellation, and available staff should attend the building to inform any other arrivals, so that no child is left unattended.
- Any private 1-1 discussion should be held with any doors open and with the knowledge of others nearby.

6. Working and Communicating Safely ctd.

6.10 Positions of Trust

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately. Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

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

As a Church we recognise the special needs of the group of **young people aged over 16 (the age of consent) but under 18 (officially "adult").** We undertake to follow the principles found within the **Abuse of Trust guidance** issued by the Home Office. These guidelines are aimed at protecting young people where there is a "relationship of trust". Such a relationship exists where one party is in a position of power or influence over the other by virtue of their work or the nature of the activity, i.e., any youth worker / youth.

It will therefore be unacceptable for those people in such a position of trust in the church, to engage in any behaviour which might allow a sexual relationship to develop whilst ever the relationship of trust continues.

As a church, we also recognise that among the mixed community of people attending our many activities and meetings is potentially a group of adults who may require special provision, care and thought because of the nature of their physical and/or mental condition, or whose circumstances make them 'at risk of harm'.

Definition of Vulnerable Adult (aged over 18):
The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)
The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

For example, people who have:
a mental disorder, dementia, personality disorder, physical disability or sensory disability, learning disability.
Or people who are:
homeless, substance abusers, living with domestic abuse or violence, asylum seekers, a refugee, being treated as a slave or forced to marry.

Any such person, who is unable to protect him/herself from significant harm or exploitation, is vulnerable to: neglect or omission, emotional, physical, financial, spiritual or sexual abuse, discriminatory abuse, institutional abuse.

We undertake to be watchful, loving and caring, and to respect behavioural boundaries in all our dealings with vulnerable adults. We will respect their human dignity and seek to provide for their needs and comfort sensitively. We will listen to them and their carers and be careful to use appropriate language and contact. We will always be mindful of our position of trust, and of our accountability to man and God.

7. Responding to Concerns (SS:7, 4)

Every organisation that is in contact with, or provides services for children, young people or vulnerable adults must be able to respond appropriately to concerns or allegations of abuse. Our job is to listen and record with as much clarity as is reasonably possible and then pass the information on. The statutory responsibility for undertaking investigations relating to safeguarding concerns rests with the statutory agencies – Police or Children's/adults services.

The safety and well-being of the child or vulnerable adult is paramount. In upholding Christian principles of justice, of supporting and offering protection to the weak and vulnerable, we can be confident that we are also upholding Biblical teaching. We will therefore handle concerns as described in the following protocols.

7.1 Responding to a Child Wanting to "Disclose"

Before confiding, a child may 'test you out' by asking if you can keep a secret. Always say, "it depends what the secret is". When a child "discloses" (talks about abuse/makes allegations), you must not promise to keep the secret (in fact you are obliged by law to pass the information on), but should explain that you must tell (group leader/SO). Encourage the child to do that immediately, themselves or with you. If you feel at all uncomfortable or out of your depth, tell the child you think this is something really serious and important and would they mind if you get (group leader) to hear about it. Then call for urgent help.

It is important that the worker should listen carefully ***WITHOUT PROMPTING OR ASKING LEADING QUESTIONS*** which may prejudice the outcome of any ensuing investigation. Never push for information, but assure the child that you are willing to listen and to help at any time.

Don't say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- I am shocked!
- Don't tell anyone else!
- Why? When? How? Where? Who?
- Never make false or impossible promises.

Do say:

- You have done the right thing in telling
- That must have been really hard
- I am glad you told me
- It's not your fault
- I will help you

To Conclude:

- Reassure the child
- Let the child know what you will do next. Get the child to go with you to your "line manager" if possible, or go alone. Tell the child you will let them know the outcome.
- Tell your group leader (unless they are implicated) or SO immediately, **but do not discuss the matter with anyone else – staff or parents/carers unless there is an immediate danger in which case contact the police.**
- Make notes immediately for the LOG BOOK: what was said by the child and yourself, adding notes on circumstances, date, time etc.

Apply the 'Need to know' rule.
It may be appropriate to let the group leader know that you have to pass a concern on to the SO, without giving details. The matter must not be discussed with anyone else.

The SO or church leadership shall then either:

- Check for further detailed information and guidance in the CCPAS 'Safe & Secure' manual - Section 7
- Contact Thirtyoneeight (formally CCPAS) for advice.

  Thirtyoneeight helpline is available 24 hours a day – 0303 003 1111

- Contact Calderdale Council 01422 288000 (urgent children safeguarding)

  office hours only - 01422 393336 (children)

  0300 304 5555 option 2 ('Gateway to Care' for adult

  Out of hours duty team (5.30-9pm) – 01422 393000 (children & adults)

- Call the police 101

  (Child Protection Team) 01422 337362

Any telephone referral must be confirmed in writing within 48 hours. The agency taking the referral will advise about next steps.

Confidentiality must be observed and information communicated on a "need-to-know" basis.

As a matter of policy, parents/carer will not be informed, even if they have not been named or implicated in the disclosure.

7.2 Staff concerns about a child

Workers may notice bruises, burns, weal's etc. on a child at the club. It is quite natural and acceptable for the worker to ask the child how it happened. In the case of a reasonable, plausible and unworried explanation of an accident, appropriate sympathy should be offered, and the matter mentioned 'in passing' to the parent/carer at the next opportunity.

However, if the answer given by the child is dubious, or if other signs/symptoms present, or if fresh injuries occur regularly, then staff must speak to the group leader and/or SO as soon as possible – **NOT to parents/carers**. Details will be clarified and advice sought to determine if the case indicates neglect, or physical abuse or sexual abuse. (see appendix 1)

Note: Confidentiality should be observed and information communicated on a "need –to- know" basis. All such incidents and/or concerns should be carefully logged in the LOG BOOK with dates and details.

The SO/leadership will then take appropriate action to suit the circumstances – **see p12**

For other concerns i.e., "neglect" (e.g. poor parenting), SO or other church representative may arrange direct private contact with parent/carer to suggest visit to doctor/health visitor, or request help from social services. The church itself may be able to offer support.

The church leaders and Safeguarding Officer also need to be alert to issues such as domestic abuse, bullying, sexual exploitation, forced marriage, and modern slavery. There may not be physical signs but conversations may give indications that a person needs help. All of these are serious matters which cannot be ignored. Concerns should be logged and protocols on p12 followed.

7.3 Allegations against workers

All those working with children/young people in the church need to be extremely careful that their behaviour, actions or words cannot be misconstrued.

Although the leadership and SO do all in their power to screen workers through the safe recruiting process, and despite careful training etc. as outlined in this policy, it is still possible that allegations may be made against workers. Any such allegations must be treated seriously and responded to immediately. It is known that there are on occasions allegations made which are malicious, but we must never presume this to be the case, or treat the situation with this idea as the default assumption. Equally, even if the person against whom an allegation is made resigns to avoid action being taken, the church still retains the responsibility of reporting the matter appropriately and to take further action as necessary.

For this reason, in order to protect staff and to accurately inform decisions about next steps:

- Registers of children AND STAFF are to be kept at each session. Registers should be kept indefinitely.
- Records of accidents are to be kept.
- Any incident or concern should be reported to leaders/SO and notes logged immediately for future reference

No one accused directly should enter into defence or argument but seek help IMMEDIATELY from group leader/leadership/SO even if this should happen at home (eg a phone call). In the event of any allegation being made, the church must not attempt to carry out any investigation or questioning of those involved.

However, the Safeguarding Officer should:

- record information accurately and clearly, without comment or judgment
- use registers and log book to check the validity of the accusation if it relates to church – i.e. attendance at accused time, and evidence of any previous history of concerns about the accuser or accused.

The nature of the allegation, together with the above information, may well dictate the next steps. The SO should contact CCPAS for advice then take the most appropriate course of action.

1) An accused worker will be moved to a different role or suspended from working with children until the matter is resolved. They will be allocated a member of the church leadership as support.
2) If an accusation is made to the leadership, or direct to Social Services or the Police, then the worker should not be informed (for their own protection), but should be closely supervised during any subsequent contact with children, until advice is taken from the statutory authorities or action instigated.
3) The SO will act as liaison between church, worker and the authorities.

The SO must assess the circumstances against the following criteria and contact other agencies as appropriate.

- The Local Authority Designated Officer must be contacted within 24 hours when an allegation is made against a worker with children or young people.
- When an allegation is made against someone who works with vulnerable adults, the Adults Social Care Team through the 'Gateway to Care Team', or Safeguarding Adults Board should also be contacted.
- When an allegation is made regarding a person working in the church, the church's insurance company should be contacted to alert them to the situation which has arisen
- When the church becomes a registered charity, the Charity Commission Regulator will need to be contacted and informed of the situation
- If the accused person works in regulated activity and is suspended, then removed from RA, then a referral for barring consideration should be made to the DBS, in consultation with the statutory authorities. (NB. It is an offence not to do this.)
- A risk assessment will take place after any statutory investigation and/or disciplinary procedure has been completed.

In the case of a (malicious) accusation which cannot be corroborated by evidence or witnesses, and the Social Services or accuser or police do not pursue the matter further, and the innocence of the accused is established, then the leadership must ensure that the worker is **COMPLETELY EXONERATED** and allowed to return to the work - if they so wish.

This is in order to protect the reputation and witness of both the worker and the church.

It is recognised by the leadership at Cornerstone that a variety of people, not just the one accused, may have been involved in this situation or affected by it irrespective of the final outcome. These folk may subsequently need special pastoral care. It may be that some would require professional counselling which is outside of the training or expertise of anyone within the church fellowship, but the church is committed to prayerful, Bible-based ministry and to the support of everyone in the fellowship and beyond. While we regard prayer as an intrinsic part of pastoral care, we recognise that it needs to be undertaken sensitively and responsibly.

For further guidelines, see section 8 Pastoral Care

8. Pastoral Care (SS8)

Pastoral Care is fundamental to the life of a Christian community. The New Testament teaches that Christians will love one another, encourage one another in their mutual faith and support one another when anyone is experiencing difficulties. We believe that same love, care and support should also be extended to any 'neighbours' who cross our path. The most basic level of pastoral care is **listening** and simple listening can make a tremendous difference for those experiencing difficulties.

8.1 Care structure

At Cornerstone, we do not underestimate the contribution those with pastoral responsibilities can make in providing a listening, non-judgemental and caring environment for anyone seeking support, whether they belong within the church family or not. We operate a Team structure, with responsibilities for pastoral care and support shared with Small Group Leaders, who are answerable to the church leadership. We also recognise others in the church, gifted and skilled in various areas of expertise, who are able to offer specific support and help.

There is a difference between 'counselling' and listening/pastoral care. All are of value and often work alongside each other but it is important that counselling is left to those who are appropriately qualified. Those assuming a listening role should not be afraid to acknowledge their limitations and refer people on to those with the requisite skills should the role begin to slide into counselling. However, if someone, for example, admits to regularly self-harming or is suicidal, then professional counselling and medical help should immediately be sought.

Trust and confidentiality are vital to the 'listening-care' relationship. Prayer for a person in a vulnerable situation needs to be conducted with sensitivity, discernment and respect. Their needs should only be shared, in general terms, within the pastoral care team, on a 'need-to-know' basis.

8.2 Care in practice – impact of abuse

If the issue of any form of abuse should arise within the church (disclosure, allegation or suspicion), then it is recognised by the leadership that a variety of people may have been involved or affected, who may subsequently need special pastoral care. It may be that some would require professional counselling but the church is committed to prayerful, Bible-based ministry and support of everyone within the fellowship and beyond.

Who may need care?
Victim, abuser, family of victim, family of abuser, friends, church worker, victim of historic abuse, etc. The extent of the possible repercussions should not be under-estimated.

What may they feel?
Loss of safety, loss of trust, loss of self-respect, guilt, shame, blame, anger, confusion, faith-doubts etc.

Who should care?
If the accused/abuser and victim are both part of the fellowship, care must not be offered by the same person to both parties. The SO may liaise with those involved to ensure a mutually acceptable arrangement can be made.

It also needs to be recognised that strong feelings and reactions are to be expected, but the leadership and Pastoral Care Team will encourage unity and mutual support in an effort to avoid division or factions within the church.
*This is a further reason for the general policy of "need-to-know" sharing of information only, so that rumour and half-truth is avoided, and trust and respect maintained.

How to care.
Listen carefully. Drop your own fears and preconceived ideas. Listen calmly.
Offer sympathy and sensitive Christian love. Listen non-judgmentally. Keep confidences wisely.

Working in Partnership to Support Those who may Pose a Risk (SS:9,10)

This particular standard is to deal with situations when a known or suspected offender joins the church. We want to ensure that a welcome is given, but in order to maintain the safety of the whole congregation and to assist the offender to avoid temptation, conditions will be attached to their activity and level of involvement.

CCPAS recommends that due to the addictive and/or persistent nature of abusive behaviour, if a person has committed sexual offences, they should never work or be placed in any position of responsibility that puts them in contact with children, young people or vulnerable adults. Even though the individual may have regretted and accepted responsibility for what they have done, the possibility of succumbing to opportunity or habit is still present.
Similarly, where an individual has committed offences of a violent nature, a risk assessment will need to be carried out to ascertain the level of risk posed and to inform decisions about how best to manage the risk.

The Leadership at Cornerstone recognises the value of working in partnership with other agencies who can advise and guide in areas where we do not have their level of expertise. We also understand and accept rules of confidentiality, but will endeavour to present our need to safeguard our congregation in an informed manner. Any information shared will be held in trust. Whatever the background to the offence, confidentiality will be respected and information shared on a 'need-to-know' basis.

The following protocols should be applied as most appropriate for each individual case:

- In the first instance, a leadership representative and/or Safeguarding Officer should make contact with the offender's supervising officer, or if residing in supervised accommodation the manager, in order to seek assurance about the level of risk.
- A 'Covenant of Care' (separate file) may be discussed and agreed to clarify boundaries for the person's activity and conduct in the church to reduce risk for others in the church, but also reduce the risk of the person being falsely accused or suspected of wrong-doing. Such an agreement could be with the individual or with their supervisor or care manager. It should also address the support and guidance available to the offender which can be provided by the church.
- If the offender's family attends the church, they shall also be made aware of any arrangements.
- The leadership/SO will monitor the situation and be careful to offer maximum pastoral support to the offender for their spiritual nurture.
- If the offender moves on, the leadership/SO will liaise with the statutory authorities to ensure that the next church's leaders are aware of the offender's background.

The Leadership wishes to acknowledge that known risk can be managed.
UNKNOWN risk is the difficulty.
Therefore, we are committed to vigilance in the operation of this policy to ensure a safe and caring place for all who attend.

Cornerstone Church

Appendix 1

Statutory Definitions of Abuse (Children)

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance. ENGLAND The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

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

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

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

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

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

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

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Signs and Symptoms of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food,
- Untreated illnesses,
- Inadequate care, etc

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

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Appendix 2: Statutory Definitions of Adult abuse

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14: Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

For example, people who have:
a mental disorder, dementia, personality disorder, physical disability or sensory disability, learning disability.
Or people who are:
homeless, substance abusers, living with domestic abuse or violence, asylum seekers, a refugee, being treated as a slave or forced to marry.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

• Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
• Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
• 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.
• 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.
• 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.
• 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.
• Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
• 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.
• 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.
• 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.

Cornerstone Church

Appendix 3

From Policy to Practice

General Guidelines for Best Practice for all those working with Children & Young People at Cornerstone Church

Our children and young people are gifts entrusted to us by God. Therefore, workers should conduct themselves in a way that is "worthy of the Gospel of Christ". We are challenged in Philippians to do "whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious" (Phil 4:8).

This document supports the Cornerstone Church Safeguarding Policy which has been endorsed by the Eldership and presented for agreement to the church membership. It provides comprehensive guidance applicable to all church settings and activities which include children and young people. It is intended not only to protect children and young people, but also to protect *workers* from false accusation. Such guidance for best practice to support the Policy is also recommended by the church Insurance Policy provider.

Not every possible circumstance can be addressed in this document, so workers should apply its intrinsic principles to situations not covered, with the over-riding tenet being: "The welfare of the 'child' is paramount". Workers must not behave in a discriminative way towards any individual on the basis of their age, sex, ethnicity or disability.

Furthermore, workers agree to follow the role-specific guidelines which they were given on their appointment, to serve the Lord at Cornerstone in an atmosphere of mutual accountability and to make themselves accountable to the church leadership, safeguarding officer, and ultimately to God. The church leadership takes seriously its role of supervision and monitoring of workers, but will do so in a reciprocal relationship of trust and respect for the safeguarding officer and group leaders to whom responsibility is delegated.

Regular Team Meetings will be used to review guidelines in the light of any new advice received from CCPAS or other bodies, to consider and assess their effectiveness, to discuss problems and raise any questions. The church is committed to providing in-house training or will pay for attendance at any appropriate professional training courses available to us.

1. Positions of Trust

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately. Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage

- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

2. Supervision

a) Children should be supervised at all times with a view to maintaining safety, order and respect for premises, equipment and other people. Suitable arrangements for drop-off and collection of children should be made for each group as appropriate, and monitored by group leaders.
b) No person under 18 shall be left in charge.
c) Registers of everyone attending (including workers) shall be kept for every session.
d) A minimum of 2 adults (preferably one of each gender) should be present in each group. Larger groups require more staff. If the meeting cannot be staffed at the required level, it must be cancelled.
e) Any private 1-1 discussion should be held with any doors open and with the knowledge of others nearby.

3. Safety

a) Premises and equipment should be checked regularly and problems or damage reported to church officers.
b) There should be a proper regard for hygiene (especially toilets, kitchen)
c) First aid kit and accident book should be kept accessible. Accidents needing adult attention should be logged. Parents should be notified.
d) For clubs where parents are not attending, registration forms providing 'allergy & medical conditions' information must be kept accessible and up-to-date.
e) Workers must not smoke or use tobacco products in the presence of children and/or youth.
f) Workers must not be under the influence of alcohol or illegal drugs at any time while volunteering.
g) Common sense should be applied in all settings and circumstances. Activities should be as safe as is reasonable in the context. Risk assessment (church forms provided) must be carried out for all activities or situations and held on file for reference.
h) Log any unusual occurrences, e.g., behaviour difficulties or if anyone was asked to leave.
i) Outings/off-site activities must be covered by parent/carer permission in writing.
j) If the use of cars cannot be avoided for transport, the following must be observed: full driving licence, valid "business" insurance, use of all seat-belts and booster seats as required, no over-loading. (see role description & guidelines for 'Driver')

4. Boundaries

a) Workers must never strike or shake a youngster, or be aggressive.
b) "In the face" shouting should be avoided as it may constitute a form of physical abuse
c) If it is necessary to intervene in a fight or restrain a violent child, workers should use the minimum force required and let go as soon as is safe.
d) Touching should be age-appropriate and initiated by child not worker.
e) Avoid any physical contact which may be misconstrued. ***Never*** touch between rib-cage and knee or engage in an activity which is, or could be thought to be, sexually stimulating to the child or to the adult.
f) Avoid showing favouritism and special relationships and refrain from giving substantial gifts (not including prizes, rewards etc) to individual children /young people. These behaviours could be perceived as 'grooming'.

g) Discourage the development of 'crushes. If you become aware that you are the recipient/target, let other staff know and discuss strategies for managing the situation with the team leader and/or safeguarding officer.
h) Never humiliate, ridicule, threaten or degrade children /young people. Avoid the use of 'put-downs'.
i) Never criticise a child's parents/carers.
j) Do not blaspheme or use inappropriate language or humour. Discourage bad language among the children without over-reacting. Explain why blaspheming is offensive to staff.
k) Keep everything public and open!

5. E-safety

E-safety is the term for the safeguarding standard concerned with best practice in the use of all forms of communication technology (CT).The technology is advancing constantly, along with young peoples' expertise in its use, its accessibility & affordability, and in particular the constant presence & use of mobile phones between youngsters. This section is intended to address the issue of the safe use of this tool and its huge potential for good, within the context of our church youth work.

a) Images (see Policy 6.7)
- Children may be included in a church event or activity photograph where their parents/carers are present. Their details should be withheld.
- Permission (verbal or written) must be given for the taking and use of any other images, following clear explanation of the purpose for which it will be used.
- Digital images should not be stored (camera or computer) once used as planned and declared. They should not be used for any other purpose. They must not be posted to social media.
- No personal details of the subjects of images (e.g. address, phone no, e-mail, etc) should be published
- Obtain written and specific consent from parents/carers before using photographs on the church website.
- All workers must ensure that youngsters attending clubs do not use their personal phones to take photographs or video footage of others attending the club.
- All workers must ensure that **no-one** at the group SHOWS anyone else any inappropriate images
- If you-tube or other internet clips are being used for the session, it is the duty of the workers to ensure that no inappropriate images are attached e.g., in adverts during the showing.

b) Mobile phones
- Workers should avoid using their phone (call or text) for personal purposes during the session.
- Workers should not store club-attenders numbers on their phones. They should not give their numbers to the children. If there is not a church/club phone, they may have parents as contacts for use in emergencies or to share information. In this case, texts should be used and kept as an audit trail.
- Groups should include rules for children's use of phones at club in their code of behaviour. Staff should insist on adherence to that agreed code.

c) E-mail
- Addresses should not be exchanged with children.
- Any messages to/from parents should be kept as an audit trail.

d) Social media
- Staff must avoid the use of personal social media contact with children attending the club
- Use of a group page/wall should only be set up and monitored by a group's nominated adult/s, who should retain administrative rights. This is a safe platform for chat and news, as it is open to all

members, shared, & monitored, and only 'members' accepted to the group have access to it. Parents should be invited to join the group, so that this may be used effectively as a news and up-date service.

6. Discipline

Discipline is evidence of love and is at the heart of God (Hebrews 12 v 5 – 12 and Proverbs 22 v 6). It is upheld in order to ensure safety and happiness and the smooth running of the session. Caring discipline brings security (youngsters need to know the boundaries), produces character and prepares for life. Only in the context of structured, imposed discipline can youngsters learn and develop *self*-discipline. When discipline problems become a feature of the club, it may be that boredom is the cause and the programme at fault. Leaders should make honest assessments to check if this is the case. Discipline problems in a specific child may be a symptom of a more serious underlying problem. Staff must be sensitive to individual children's needs and backgrounds. Concerns should be mentioned to the group leader for discussion/advice.

Each worker should set a good example. In particular, behaviour, speech and relationships between workers should reflect Christ-like attitudes and standards. God's love and wisdom should be sought by all workers for the performing of their work with youngsters.

a) Principles

- Work on each child's positives, do not compare them with each other, but encourage and build them up, showing you value each child as an individual.
- Take care to give quieter and well-behaved children attention and don't allow more 'troublesome' children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said to avoid manipulation. Stick to the agreed lines.
- You need to be insistent, consistent and persistent. EXPECT to be listened to, and instructions to be followed!
    - Practice the principle of forgiveness and starting again with a clean sheet, but insist on apology.

b) Practical matters

- NEVER smack or hit a child
- Discipline out of love NEVER anger. (Move away and call on support from other leaders if you feel you may deal with a situation unwisely in your anger.)
- Do not shout in anger or use 'put downs.
    - Lay down ground rules e The Space, Burnsall Rd, Brighouse, West Yorkshire, HD6 3JT

e.g. no swearing, racism or calling each other names, respect for property etc. Club rules are best kept to a minimum, presented as positives rather than negatives, discussed with the group to clarify meanings and implications, reviewed and referred to often.

- Make sure the children understand what sanctions will apply and for what, and when.
- Talk to a disruptive or challenging child away from the group, not publicly. Explain what they have done wrong, encourage remorse – leave them on a positive note. Follow the agreed strategies and steps to sanctions.

7. Procedures

a) Staff must be willing to undertake safeguarding training.

b) Anyone seeing another worker acting in a way which could be misinterpreted or is inappropriate should speak to the individual privately, or if unable to do so, to the group leader or safeguarding officer, about the concern.

c) Team meetings should include a safeguarding item where general or specific issues/incidents can be raised. This provides opportunity for real and honest evaluation of procedures, practice and behaviour, and for changes or corrections to be made to ensure future best practice. A written record of issues discussed and decisions reached at meetings should be kept as minutes.

d) Staff must be prepared to cooperate fully with any investigation by the authorities into allegations of abuse or misconduct.

e) All church workers must accept their accountability to God. Good Safeguarding practice also places a line of accountability: Worker > Team leader > Safeguarding Officer > Church Leadership. This also provides the line of referral for passing on concerns (see policy section 7 for procedures).

Note: This appendix is provided as a separate document to all children & youth workers upon appointment, as a follow-up to their initial role-specific description and guidelines.

Appendix 4 Covenant of Care

A Covenant of Care is a private, confidential agreement between Cornerstone (represented by the Pastor/ Elder and Safeguarding Officer) and an offender or ex-offender who is attending church whilst on probation, under supervision or in care. If possible, the church will liaise with the supporting agency involved.

The purpose of this Covenant of Care is to ensure that Cornerstone can:

- provide adequate and appropriate protection, care and support for all attendees.
- make an accurate risk assessment to inform decisions about the necessity or otherwise of implementing protocols at church. We will only share information on a 'need-to-know' basis (Safeguarding Officer, Pastor, Elders)
- work with the individual to agree and action any protocols thought necessary or helpful.
- appoint a mentor, with the individual's agreement, to support the individual, and hold them accountable
- work in partnership with the supporting agency to ensure that we take advice on how best to meet the needs of the individual named. We will not try to assume professional counselling or rehabilitation roles, but will offer to support such processes as appropriate.
- offer appropriate pastoral support to the individual in their exploration of faith
- offer pastoral support to any family and/or others within the church affected by the individual's offence.

Covenant of Care between Cornerstone Church Brighouse, and

Name:_____

Address:_____

Signed:_____(Cornerstone)

Signed:_____

(named person or agency acting on behalf of named person)

Points Discussed & Agreed. Protocols.

Safeguarding Officers Julia Waud (07949 852063)Joanne Brook (07747 419922)

Points Discussed & Agreed. Protocols.