



LifeChurch
MANCHESTER

**LifeChurch Manchester (LCM) Safeguarding Children and Young
People**

Policy and Procedures

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For more information please contact Lisa Woodman

or Jen Cooper * (see appendix K for contact details)

**LifeChurch Manchester
235 Washway Road,
Sale,
Manchester,
M33 4BP**

Lifechurch.uk.net

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Contents

1. Introduction and Statutory Context	5
1.1. How to read this document	5
1.2. Disclosure and Barring Service (DBS)	6
2. Roles & Responsibilities	6
2.1. Trustees, including the Safeguarding Trustee	6
2.2. The Safeguarding Team (<i>see appendix K</i>)	6
2.3. The Designated Person for Safeguarding of Children and Young People	6
2.4. Operational Lead for Safeguarding at LCM - The Associate Pastor	7
2.5 The Operations Manager	7
2.6. Children and Youth Workers.....	8
2.7. Leaders of Children and Youth Work.....	8
2.8. Vision Partners and the church community	8
3. Children and Young People’s Activities at LifeChurch Manchester.....	8
3.1. Sunday Children and Youth groups, Kids Clubs, Holiday Clubs, Youth Groups & Life Groups	9
3.2 LifeTots, Baby Chat and similar	9
3.3. Externally held events where the parents/carers are not present	9
4. Recognising Abuse	9
4.1. Abuse and neglect	10
4.2. Signs to be aware of.....	11
5. Responding to concerns.....	11
5.1. What to do if a child or young person discloses abuse to you	11
5.2. What to do if you are concerned that a child is being harmed	12
5.3 Allegations against Workers	13
5.3.1 When concerns are expressed about the Senior Leader or the Associate Pastor of LCM	14
5.3.2. When concerns are expressed about the church’s Designated Person for Safeguarding, Deputy Designated Person for Safeguarding, or the Safeguarding Trustee.	14
5.4. Procedure for responding to concerns.....	14
5.4.1. Stage 1 - Record and Report.....	15
5.4.2. Stage 2 – Review and Refer	15
5.4.3. Stage 3 – Report and Support.....	16
5.5. When a known offender against children attends church	16
6. Safer Recruitment, Support & Supervision of Workers	17

6.1. Young Leaders under the Age of 18 Years	18
6.2. Children’s Worker Database	19
6.3. Training	19
6.4. Parent/Carer helpers	19
7. Safe Behaviour: Guidelines for Children’s Workers.....	19
7.1. General Guidelines.....	19
7.2. Worker to Children ratios	20
7.3. Physical Contact.....	21
7.4. Nappy Changing & Toileting Children.....	21
7.5. Mentoring/One to One (1:1) Discipleship	21
7.6. Visiting Children or Young People at Home.....	21
7.6.1 Small groups in the home (such as Youth LifeGroups)	22
7.7. Children with Additional Needs.....	22
7.8. Children with no parental/carers supervision.....	22
7.9. External events	22
7.10. The use of technology – including online meetings (Zoom, Facetime, Google meet etc.)	23
7.10.1. Sharing Information with the children	23
7.10.2. Messaging Services.....	24
7.10.3. Social Networking.....	24
7.10.4. Use of mobile devices by children.....	25
7.10.5. Mobile Phones.....	25
7.10.6. Taking Video and Photographs of Children	25
7.10.7 Virtual meeting platforms.....	26
7.11. Bullying	26
7.12. Group Behaviour Expectations	26
7.13. Transporting Children & Young People	27
7.14 LifeYouth - when a youth becomes 18	27
7.15 LifeYouth - joining the team after leaving LifeYouth	27
Appendix A.....	29
Appendix B	32
Appendix C	34
Appendix D.....	36
Appendix E	39

Appendix F	41
Appendix G	43
Appendix H	44
Appendix I	45
Appendix J	46
Appendix K	47

1. Introduction and Statutory Context

This document contains the Policy and Procedures for safeguarding children and young people at LifeChurch Manchester.

LifeChurch Manchester has a responsibility to ensure that it makes arrangements to safeguard and promote the welfare of children and young people. In discharging this responsibility, account must be taken of:

1. Working Together to Safeguard Children (HM Government March 2015)
2. *Safe to Grow* (Baptist Union of Great Britain, 2011)

It is part of being a responsible church to take seriously the welfare of children and young people.

A **child** is defined in The Children Act (1989) as a person under the age of 18. This is the definition used throughout this document wherever the terms ‘child’, ‘children’ and ‘children and young people’ are used. Unless a section of this document is stated as applying to a limited age range within this definition, it applies to the entire age range.

This document is to be read and used as a resource by those involved in work with children (as defined above) at LifeChurch Manchester. This includes leaders and regular helpers in all types of activities for children and young people regardless of whether they are paid or voluntary. Throughout this document, the term children’s worker is used for these people.

It is the responsibility of the Trustees of LifeChurch Manchester under the leadership of the Associate Pastor to maintain this policy and monitor its usage. The Trustees have appointed a Designated Person for Safeguarding and a Deputy Designated Person for Safeguarding who will perform a key role in helping the church to respond appropriately to any concerns that are raised about the safety or well-being of children in LifeChurch Manchester.

Throughout this document when the term ‘the church’ is used, this refers to LifeChurch Manchester.

1.1. How to read this document

This document is intended to be read by all those people who are involved in running the children’s work and the youth work at LifeChurch Manchester. It will be read by all new applicants for such work and will be read by all existing workers when it is issued or whenever it is revised.

On first reading, it should be read through from beginning to end with the exception of section 6 which covers recruitment and is aimed at the leaders of groups. If you are applying for a position as a worker you may wish to read section 6 as it sets out the procedure that will be followed for your application.

Section 7 contains guidelines that cover work with various ages of children. Depending on the group(s) that you work with, some of these sections will not apply. It is important that you know that the guidelines exist even if you don’t have to use them in your group situation.

It is intended to be available as a continuing resource for workers to refer to and it should be used to clarify the procedures in the event of a worker having a concern regarding Safeguarding.

1.2. Disclosure and Barring Service (DBS)

DBS Disclosures will be obtained and renewed every 3 years for all those working with children and young people within LifeChurch Manchester.

2. Roles & Responsibilities

2.1. Trustees, including the Safeguarding Trustee *(see appendix K)*

It is the role of the Trustees to ensure that LifeChurch Manchester's Safeguarding Children and Young People - Policy and Procedures is implemented and resourced in the church. Their responsibilities include:

- Ensuring that the policy is followed when safeguarding incidents occur;
- Appointing a Trustee as the Safeguarding representative on the Team. The Safeguarding Trustee will ensure that responsibilities of the Trustees in terms of safeguarding are discharged, however the responsibility of Safeguarding still remains the responsibility of all the Trustees.
- The Safeguarding Trustee will be part of the Safeguarding Team, who will be proactive in ensuring the church takes its responsibilities seriously in terms of safeguarding children and young people.

2.2. The Safeguarding Team *(see appendix K)*

The Safeguarding Team comprises of The Designated Person for Safeguarding of Children and Young People, The Designated Person for Safeguarding of Adults at Risk, The Deputy Designated Person for both of these positions, the Operational Lead for Safeguarding and the Safeguarding Trustee.

The team will help the church to respond appropriately to any concerns that are raised about the safety or well-being of a child, young person, or adult at risk.

2.3. The Designated Person for Safeguarding of Children and Young People

The Designated Person for Safeguarding of Children and Young People is the person for anyone in the church to come to for advice about safeguarding in regards to children and young people.

This person should be someone with relevant knowledge and skills for the role. Their responsibilities include:

- Receiving and recording information from anyone who has safeguarding concerns.
- Assessing the information promptly and carefully, clarifying or obtaining more information where they need to.
- Making a formal referral to Social Services or the police when appropriate or as advised. Should this occur, the Associate Pastor and Safeguarding Trustee will be informed. This may also include making referrals as appropriate to the Independent Safeguarding Authority and the Local Authority Designated Officer (LADO) (organisations are required to report any allegations against people who work with children to the LADO (WTTSC, 2015)).
- Being the link between the church and the local Baptist Association for safeguarding matters.
- Attending Safeguarding Training at least every 3 years.
- Ensuring that any safeguarding concerns/allegations expressed in relation to the Associate Pastor are reported immediately to the Trustee for Safeguarding in addition to following the church's Safeguarding Children and Young People – Policy and Procedures.
- Being aware of any church members who may have professional expertise in the area of safeguarding and child protection and would be willing to be consulted if necessary. However,

seeking advice from others and gathering further information should not cause undue delay in taking any necessary action and should be fully recorded.

The Deputy Designated Person for Safeguarding of Children and Young People

The Deputy Designated Person for Safeguarding of Children and Young People performs the above duties in the absence of the Designated Person for Safeguarding of Children and Young People. The Deputy Designated Person for Safeguarding supports the Designated Person for Safeguarding when situations arise, for consultation, and for further advice if relevant.

Where the Designated Person for Safeguarding of Children and Young People is also part of the Children's Workers Team, careful consideration needs to be given that there is no conflict of interest, and LCM must mitigate against this. It must also be noted that the Designated Person for Safeguarding of Children and Young People does not need to be part of LCM Leadership and they should not be the Associate Pastor.

2.4. Operational Lead for Safeguarding at LCM - The Associate Pastor

The Operational Lead for Safeguarding at LCM is the Associate Pastor. Alongside the Trustees they are responsible to ensure that LCM's Safeguarding Children and Young People - Policy and Procedures is implemented and resourced in the church. Their responsibilities include:

- Ensuring that the policy is followed when safeguarding incidents occur;
- Ensuring that the Safer Recruitment Processes is followed;
- Monitoring implementation of the Safeguarding Children and Young People - Policy and Procedures;
- Giving support to people in the church working with children and young people;
- Ensuring that safeguarding training is available to people who work with children and that each worker attends that training at least once every 3 years;
- Communicating the Safeguarding Children and Young People Policy to the church members meeting and the wider church community and ensuring that it is reviewed annually and updated where appropriate;

Additionally, the Associate Pastor will be notified of any relevant Safeguarding concerns to co-ordinate pastoral care to both the victim and the alleged perpetrator, and will ensure that this is provided by more than one person.

The pastoral care will be provided by the Pastoral Support Team or leaders of the church.

In the absence of the Associate Pastor, another Trustee (other than the Safeguarding Trustee) will take on this responsibility.

2.5 The Operations Manager

The Operations Manager is the staff member who is responsible for:

- Ensuring the practical outworking of the Safer Recruitment Processes for every new applicant to the children or youth teams, paid or voluntarily.
- Ensuring that all Disclosure and Barring Scheme (DBS) checks are completed for every new applicant to the children or youth teams, paid or voluntarily, and routinely checked while a person remains on the teams.

- Organising relevant safeguarding training for all members the children or youth teams, paid or voluntarily, and ensuring that this is attended at least every 3 years by each member of the teams.
- Ensuring that there is a system for DBS Disclosures & Training to be recorded on the church database which is held securely, and that this is kept up to date.

2.6. Children and Youth Workers

All children and youth workers for LifeChurch Manchester need to take personal responsibility for ensuring that the LifeChurch Manchester Safeguarding Children and Young People - Policy and Procedures is implemented. The safeguarding responsibilities include:

- Attending Safeguarding Training at least every 3 years;
- Being aware of the ways in which children and young people are harmed
- Being able to recognise the possible signs of abuse;
- Knowing what to do if a child or young person discloses abuse;
- Knowing what to do if an allegation is made about a fellow worker;
- Knowing who to speak to if they have any suspicions or concerns;
- Following the agreed Code of Behaviour for Children's Workers and the Behaviour Expectations for the particular group within which they work (Appendix G or H).

2.7. Leaders of Children and Youth Work

Additional responsibilities for leaders of Children and Young People's work:

- To follow the Safer Recruitment process when recruiting new team members, whether paid or voluntarily.
- Ensure the Children's Workers have completed an induction and attended safeguarding training within 6 months of starting with the team and at least 3 yearly thereafter.
- Knowing what to do if a worker shares with them concerns about a child and accessing advice from the Designated Person for Safeguarding as soon as possible. Ensuring that the Safeguarding procedure is followed including the duty to record the concern.
- Ensuring that each Children and Young People's Group has a Group Behaviour Expectations plan in place. This can be developed with the children.

2.8. Vision Partners and the church community

The church vision partners have a responsibility to welcome children as Jesus did (Mark 9.7). They should be aware of the LifeChurch Manchester Safeguarding Children and Young People - Policy and Procedures and know who the Designated Person and Deputy Designated Person for Safeguarding are so they know who to speak to if they suspect that a child or young person is being harmed.

3. Children and Young People's Activities at LifeChurch Manchester

The church activities with children and young people fall into the following broad headings, all of which have the potential for abuse to be disclosed, discovered or suspected. This policy applies to all children's and young people's work inside our church buildings, and events outside, the buildings that LifeChurch Manchester has organised.

The safeguarding policy and procedures apply to all these events and, in view of that, all children's and young people's workers are required to obtain a DBS disclosure which will be renewed triennially or ongoing via the update service.

A person who is banned from working with children and young people is not allowed to be part of the children and youth teams, or to attend any children or youth events or activities. Should the Designated Safeguarding Officer believe that any individual is unfit to work with children or young people, they will have the authority to ensure that such person is withdrawn and / or barred from such activities until a time that the concern is lifted.

3.1. Sunday Children and Youth groups, Kids Clubs, Holiday Clubs, Youth Groups & Life Groups

These groups usually operate in the absence of parent / carer
Safeguarding practice is important in terms of

- The Safer Recruitment process of all workers,
- Appropriate behaviour by workers (which includes an appropriate response to a child/young person's behaviour),
- A safe environment for the groups to flourish,
- Being mindful of abusive behaviours by:
 - other workers towards children and young people,
 - other children or young people in the group on child abuse
 - people who are outside of the group, or church.

3.2 LifeTots, Baby Chat and similar

These groups operates whilst the parent/carer is present with the child. In this setting, workers will need to be aware of behaviour that they may observe whilst running the group e.g. witnessing a parent physically chastising a child, swearing at a child/calling names, being consistently negative about a child, threatening or leaving a child alone, etc. The workers will also need to be aware of parents/carers who may feel low in mood and be struggling to cope.

3.3. Externally held events where the parents/carers are not present

These are events that may be organised by individual groups or the whole church and could involve the children being away from home for one or more nights. Some examples are:

- Weekends away organised by the church e.g. Kids Camp, Youth Getaway
- Group outings to external venues
- The children's section of a church event such as an away day or a church weekend

4. Recognising Abuse

Safeguarding is a complex area requiring prudent judgement and action if harm/abuse is disclosed, discovered or suspected. Professionals who work in this area daily still find it difficult to assess situations as often it is not clear cut and the abuse is hidden amongst a number of concerning, positive and resilient issues. The effect of the worker's own history/childhood should not be underestimated. Therefore, it is important that clear definitions are used and advice and supervision is sought. It is essential that workers respond to their instincts and discuss these with the Designated Person for Safeguarding or their Deputy.

It is not the responsibility of children's or youth workers at LifeChurch Manchester to confirm whether abuse has taken place or to investigate potential abuse; but their responsibility is to follow the Safeguarding Children and Young People - Policy and Procedures and report any concerns to statutory organisations that will perform this function.

The following definitions of abuse are taken from *Working Together to Safeguard Children* (HM Government, 2015) and from *Safe to Grow (2011)*. **A more comprehensive list of forms of abuse is found at Appendix A.**

4.1. Abuse and neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or 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.

- **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.

- **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 (such as domestic abuse). It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Neglect**

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger.

- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

- Spiritual Abuse

Safe to Grow (Baptist Union of Great Britain, 2011) highlights spiritual abuse, which *"occurs when someone uses their power within a framework of spiritual beliefs or practices to satisfy their own needs at the expense of others."*

This can relate to situations where a child is labelled as "evil" or being "demon possessed", placing pressure on children to make a decision that is not appropriate to their age or developmental stage or creating an environment in which children are discouraged from asking questions or holding an alternative view. All these scenarios can be linked/lead to one or more of the four main definitions of abuse above.

- Bullying

Bullying is another way in which children or adults abuse children. It can be verbal, physical, sexual or via electronic communication such as texting, emailing and social networking sites.

4.2. Signs to be aware of

It is not possible to be prescriptive or exhaustive about the signs and symptoms of abuse and neglect but some areas that might be suggestive of abuse are as follows:

- Unexplained injuries or injuries with an inconsistent explanation;
- Injuries on areas of the body not usually prone to injury such as cheeks, buttocks and other soft tissue areas;
- An injury that has not been treated or received medical attention. ;
- Changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper), an eating disorder or self-harming behavior;
- Inappropriate sexual awareness that is beyond their age/development stage;
- Signs of neglect such as undernourishment, untreated illness, inadequate care, being left home alone, inappropriate clothing for the weather, consistently unclean, etc.

If a worker note any of these indicators, it is not confirmation that abuse is taking place but they should discuss their concerns with the Designated Person for Safeguarding who should then report the situation to statutory agencies, if necessary.

The above is not an exhaustive list.

5. Responding to concerns

5.1. What to do if a child or young person discloses abuse to you

All children and young people should know how to contact the Designated Person for Safeguarding in the church. However, children often only disclose any abuse that has happened to them to people they trust and when they feel safe, which means that every children's worker needs to know what to do if a disclosure is made to them. The most important thing is to listen.

- Don't panic or show anxiety about what you are being told. React calmly so as to not further distress the child or young person.
- Create a safe environment in which the child or young person can share their concerns.
- Again, listen carefully to what you are being told.

- Allow time for them to say what they want.
- Don't rush or interrupt them.
- Don't ask more questions than you need to in order to establish whether there is cause for concern, or to ensure a clear and accurate understanding of what has been said.
- If you need to ask questions to clarify what the child is saying, always use open questions and not closed questions. Eg. Tell me what you mean by .. 'hit' or ... 'the other day'...
- As soon as you believe there is cause for concern allow the child to finish, but do not question them any further. Explain that you will have to tell someone who knows what to do next. Reassure them that you need to do this to keep them safe.
- Accept what the child or young person says and take seriously what you are hearing.
- Reassure the child or young person and tell them that you know how difficult it must be to confide in you.
- Tell the child or young person that they are not to blame and they have done the right thing in speaking to you.
- Help the child or young person to understand what is going to happen next – the child should be informed that other people will need to be told about the concerns that have been shared and who those people may be.
- Do not promise or lead a child to believe that any child protection concern that affects them, or other children or young people, will be kept confidential.
- Be aware that a child or young person may be frightened and that they may have been threatened if they tell someone what has been happening to them.
- Remember that most children feel loyalty to their parents or significant people in their lives and often find it difficult to say things to their detriment.
- Make a hand written record as soon as possible after you have spoken to the child or young person about what you have been told. Use the child's language in your record. Include any questions that you asked to prompt a response from them. Make sure you sign the record and write the date and time to demonstrate a contemporary record.
- The disclosure **must** be reported to the Designated Person for Safeguarding or their Deputy in their absence as soon as possible, no later than 24 hours of the disclosure being made.

In Summary, if a child or young person discloses something to you...

<u>✓ Do's</u>	<u>✗ Don'ts</u>
✓ Listen & Clarify	✗ Minimise
✓ Give Support	✗ Show Shock, Alarm or Disapproval
✓ Explain What Happens Next	✗ Question or Push for Information
✓ Take Action	✗ Offer False Reassurance

5.2. What to do if you are concerned that a child is being harmed

Everyone has their part to play in ensuring the safeguarding of children and young people within the church.

Source of Concerns include the following:

- **If** the behaviour of a child or young person gives any cause for concern.
- **If** an allegation is made in any context about a child or young person being harmed (including child on child abuse which must be taken as seriously as adult on child abuse).

- **If the behaviour of any adult (including fellow children’s workers and members of the public) towards children or a young people causes you concern.**

X Do not dismiss your concern, in particular do not ignore or dismiss concerns about a professional or a colleague.

X Do not confront the adult about whose behaviour you have concerns (the exception to this may be to reflect with a colleague something they have done that they may not be aware of or have forgotten such as “Did you realise that you just took a child on their own into an enclosed room?” – however if it is a repeat occurrence discuss with the Designated Person for Safeguarding).

X Do not take responsibility for deciding whether or not a child is being abused.

X Do not investigate allegations – this is the role of the police or children’s social services.

X Do not act alone.

X Do not take sole responsibility for what has been shared or any concerns you may have.

✓ Do follow the church’s Safeguarding Children and Young People - Policy and Procedures, in particular the Procedure for Responding to Concerns

5.3 Allegations against Workers

If you see another worker acting in a way that concerns you or might be misconstrued, speak to the Designated Person for Safeguarding about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions within the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice.

The following procedure should be followed:

- When an allegation of abuse has been made do not approach the alleged perpetrator about it.
- Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
- Once the allegation has been reported to the Designated Person for Safeguarding they can liaise with the relevant statutory authority, and with the regional The Baptist Union of Great Britain, (BUGB) Safeguarding Lead if they need further advice.
- Whilst waiting for an outcome from the statutory authorities, the worker about whom the concerns have been raised will be supervised as closely as possible, or will be asked to step down from their role temporarily.
- Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place).
- A written record of all discussions with statutory authorities or other parties should be maintained by the Designated Person for Safeguarding and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Associate Pastor) can access them.
- No information about the allegation will be shared with people in the church other than those directly involved in safeguarding or those offering pastoral support to the people involved.

The suspension of a worker (paid or voluntarily) following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. It may be relevant to seek support from external services (eg, BUGB) in the first instance.

It may be necessary, for the sake of the child at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere (on a temporary or permanent basis). In such cases the

Designated Person for Safeguarding at the new church will be informed of the reasons for this happening.

5.3.1 When concerns are expressed about the Senior Leader or the Associate Pastor of LCM.

Any safeguarding concerns involving a Pastor should always be reported immediately to the Designated Person for Safeguarding, following the church's usual procedures. However the Pastor involved in the concern must not be informed that a concern has been raised about them in the first instance.

5.3.2. When concerns are expressed about the church's Designated Person for Safeguarding, Deputy Designated Person for Safeguarding, or the Safeguarding Trustee.

Any safeguarding concerns involving the Designated Person for Safeguarding or Safeguarding Trustee should be raised with the Chair of the Trustees. They in turn should consult the Regional Safeguarding Lead at the BUBG. However the Designated Person for Safeguarding/ Safeguarding Trustee must not be inform that a concern has been raised about them in the first instance.

5.4. Procedure for responding to concerns.

A worker has a concern about the welfare of a child/young person or the behaviour of an adult.

The person with the concern has a duty to **Record and Report**

A written record (Appendix B/C) **must** be made of the concerns, and the concern should be reported to the Designated Person for Safeguarding within 24 hours (if this has been done verbally, it must be followed up in writing as soon as possible).

If a child or young person is in imminent danger of harm a referral should be made to the Police or Social Services without delay, and the Designated Person informed as soon as possible after.

The Designated Person receives the report of concern and has a duty to: **Review and Refer.**

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow.

Any formal referral to Social Services should normally be made within 24 hours of receiving the report. If the police or social services advise the church to make a formal referral, this advice should be followed.

If a child or young person is in imminent danger of harm a referral should be made to the Police or Social Services without delay.

All **action taken** should be recorded and kept securely. Depending on the seriousness of the safeguarding concern, the Designated Person for Safeguarding should make the Safeguarding Trustee aware so there is another layer of scrutiny.

If the allegation includes the Safeguarding Trustee then this discussion should take place with the Chair of Trustees.

If the allegation involves the Designated Person for Safeguarding, then discuss the concern with the Safeguarding Trustee or the Chair of Trustees. They should be informed as soon as possible following the reporting of concerns.

Support should be offered to all parties affected by any safeguarding concerns including the referrer (by more than one person for the different parties). All allegations against employed members of LifeChurch Manchester staff should be referred to the LADO, who may provide additional guidance and advice. If a worker is subsequently dismissed working with children or young people, then a referral needs to be made to the Disclosure and Barring Service.

Child Safeguarding incidents should be reported to the Charity Commission as a serious incident in the annual return.

5.4.1. Stage 1 - Record and Report

It is the duty of the person who has the concern to **RECORD** the concern and to **REPORT** it to the Designated Person

As soon as possible after a child or young person tells you about harmful behaviour or an incident takes place that give cause for concern, a written record should be made and should:

- Be legible and state the facts accurately (if hand written notes are typed up later the original handwritten notes should be retained securely).
- Include the child's full name, address, date of birth (or age if date of birth is not known).
- Include the nature of the concerns/allegation/disclosure.
- Include a description of any bruising or other injuries that you may have noticed and the demeanour of the child.
- Include an exact record of what the child has said using the child's words.
- Include what was said by the person to whom the concerns were reported including any questions asked.
- Include any action taken as a result of the concern.
- Be signed with date and time.
- Be kept securely and confidentially and made only available to the Designated Person and professionals in other agencies if a referral is appropriate.

A verbal report may be given also to the Associate Pastor and the person(s) providing pastoral support to any of the parties, this should only be done as directed by the Designated Person for Safeguarding.

5.4.2. Stage 2 – Review and Refer

It is the duty of the Designated Person for Safeguarding in LifeChurch Manchester to **REVIEW** the report and decide to whom the report should be **REFERRED**.

The Designated Person may:

- Refer back to the worker who made the initial report if there is little evidence that a child or young person is being harmed, asking for appropriate continued observation.
- Refer the concern to others who work with the child or young person in question asking for continued observation.
- Speak directly to the adult about whom the concern has been raised – this may be the parent/carer of the child or it may be one of the children or young people's workers. **If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person for Safeguarding should never address the adult directly but should refer their concerns to the Police or Social Services.** In these circumstances, to take the concern to the alleged perpetrator may place the child or young person at more risk, or could make any statutory investigation difficult to pursue because the child or young person may be intimidated.
- Make a formal referral to the local police or social services department.

The Designated Person for Safeguarding should make a written report that is stored confidentially and securely at the church office that outlines this decision making process, balancing the risks with protective factors. Any advice from persons with professional expertise should be clearly documented. A person with professional expertise is someone who works in the field of safeguarding children. The Designated Person for Safeguarding has a list of people within the church with relevant expertise.

5.4.3. Stage 3 – Report and Support

In the event of a formal referral, it is the duty of the Designated Person for Safeguarding in LifeChurch Manchester to **REPORT** the referral and it is the responsibility Associate Pastor and Pastoral Support Team to provide appropriate **SUPPORT** for those involved in, or affected by, the reporting of a concern. If a formal referral is made to Social Services or the Police...

- **Report the referral** to the Safeguarding Trustee and to the Associate Pastor if either are involved in the report of concern it should be reported to the Chair of Trustees. If an allegation is made against an employed member of LifeChurch Manchester staff, the Disciplinary procedures as laid out in the Staff Handbook will be followed.
- **LADO** - If an allegation is made against an employed member of LifeChurch Manchester staff, the allegation should also be reported to the Local Authority Designated Officer (LADO) by the Designated Person for Safeguarding, or the Safeguarding Trustee. The LADO is located within social services and should be alerted to all cases in which it is alleged that a person who works with children or young people has:

- Behaved in a way that has harmed, or may have harmed a child or young person;
- Possibly committed a criminal offence against a child or young person, or related to a child or young person;
- Behaved towards a child or young person in a way that indicates they are unsuitable to work with children or young people;

The allegations do not have to be substantiated before being referred to the LADO. A LADO helps coordinate information sharing with the correct people. They monitor and track any investigation with the expectation that it is resolved as quickly as possible. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

- **Disclosure & Barring Service** – If a worker is removed from their post of working with children or young people or would have been removed from the post had they not resigned, there is a statutory duty to report the incident to the DBS.
- **Charity Commission** – If a worker has been accused of causing harm to children or young people this would be classed as a serious incident that should be reported to the Charity Commission in the annual return.
- A record should be kept of all safeguarding incidents and should be considered in the annual review of LifeChurch’s Safeguarding Children and Young People - Policy and Procedures as these may highlight potential gaps in the policy.

5.5. When a known offender against children attends church

LifeChurch Manchester aims to be a church that is welcoming and open to all. It is a place for people who have failed and for people in need. However, the Gospel imperative to welcome the sinner needs to be set alongside the Gospel imperative that the protection of children and young people must be paramount. This is a challenge when it comes to those who have abused children or young people. In *Safe to Grow* (2011), the Baptist Union recommends that the person’s behaviour in church is properly managed, and a contract is put in place.

Before any contract is designed (a template for a model version is available on BUGB) a proper risk assessment that outlines the risks and the protective factors must be conducted and reported to the Leadership Team. This risk assessment must be stored securely and reviewed quarterly. If an offender is the on the Sex Offenders’ Register, they will come under MAPPA guidelines (Multi-agency Public Protection Arrangements), which support the principle of a written contract for an offender attending a place of worship.

In producing a contract, Designated Person for Safeguarding will take advice from the wider Safeguarding Team, and the BUGB safeguarding office, as well as external agencies (such as the police, children's social services and probation service) where necessary. Typically, this process will involve the following:

- Decisions about who should be aware of this person situation beyond the Safeguarding Team.
- Receiving input from a Specialist Probation Officer if the person is on the Sex Offenders' Register or under supervision.
- Discussing the information gathered with the Associate Pastor.
- An open conversation with the person so that boundaries made clear such as:
 - Which meetings the person may attend e.g. no small group where children or young people attend, etc.
 - Which area of the church the person should sit in e.g. never in the family area.
 - They are always accompanied by a befriender on church premises.
 - The person should decline hospitality where there are children or young people.
 - The person should never be alone with a child or young person whilst attending church functions.
 - The person should not be allowed in the areas where children and young people meet.
- Consideration of how the contract will be monitored and enforced given that an offender's behaviour is often manipulative.
- What will happen in the event the contract is breached.

If the person joins another church, the Designated Person for Safeguarding should inform the church leadership at the new church, if known, of the circumstances so they can also put protective factors in place. The Specialist Probation Officer should also be made aware.

These principles are also likely to be needed for a person who has not been convicted, but where a DBS disclosure reveals that the person has faced a series of allegations about the sexual abuse of children or young people.

6. Safer Recruitment, Support & Supervision of Workers

LifeChurch Manchester will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary.

No person for whom it is known has been convicted of a crime against a child or young person will be able to work, or volunteer, at LifeChurch Manchester as a children's worker or a youth worker. (For further information on this standard in a spiritual context please see *Safe to Grow* (2011) pages 9-10). Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone who is disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a member of the Senior Leadership Team, Ministry leaders or LifeGroup Leaders within LifeChurch Manchester. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified, or to knowingly allow such an individual to continue to work with children. It will be made clear to all children's workers and youth workers applicants that LifeChurch Manchester requires an enhanced Disclosure and Barring Service (DBS) disclosure.

The following Safer Recruitment Processes is in place for anyone volunteering to become a children's or youth worker at LifeChurch Manchester:

- **Application Form** – all applicants must complete the LifeChurch Manchester Application Form for Children & Young People's Work (Appendix D). This contains some statements against which the applicant must sign:
 - That the applicant has read the LifeChurch Manchester Children's Safeguarding - Policy and Procedures and agree to adhere to it,
 - A Criminal Records Statement,
 - That all the information on the application form is correct and complete
- **Formal conversation** – The formal conversation should be completed by a staff member from the LCM 0 – 25 Years Team (*this is the team led by the 0 – 25 Co-ordinator, that oversees all of the children, youth and young adult work organised and run by LCM*).
 If a concern is raised in the application, or the formal conversation, the staff member should seek advice from a member of the Safeguarding Team before accepting the person's application.
- **References** - Formal references will be requested in writing using the Reference Request Letter Template (Appendix E)
- **Identity Checks** – As part of the DBS disclosure application process, the applicant must provide documentation for proof of identity (passport, driver's license, etc.).
- **Enhanced DBS Disclosures & Barring List** – all applicants will be required to complete an Enhanced DBS Check and the Barring List will also be checked. Applicants should be made aware of this. A criminal offence will not necessarily be a bar to a person serving with children or young people. Any decision will be dependent on the nature of the position, and the nature and circumstances of the offence(s). A decision will be made in discussion with members of the Safeguarding Team.
 LifeChurch Manchester will always use a risk-based approach to decision making
 Applicants who have lived overseas in the past 5 years for more than 6 months must provide an additional character reference.
- **Training** - following positive references, a DBS check and a formal conversation, new team members can start on team as long as they are booked on level 2 safeguarding training within the next 6 months. This training will then be repeated every 3 years.
- **Probationary period** – If staff member from the 0 – 25 Years Team feels at any point that a person should no longer serve on the team, they should speak to the 0 – 25 Co-ordinator, who is able to stop a team member from continuing to serve.

A copy of each applicants' DBS details, application form, references and training dates will be kept on file updated and reviewed regularly by the Operations Manager.

6.1. Young Leaders under the Age of 18 Years

In law, young leaders under the age of 18 are children and cannot be treated as an adult member of a team within LifeChurch Manchester.

There are some practical considerations:

- A young leader must always be supervised, and never left alone with the children.
- They should not be counted in the ratios of staff to children.
- Permission of the Parent/Carer needs to be sought for the young leader just as you would for any other person under the age of 18.
- The Safeguarding Children and Young People - Policy and Procedures applies to the young leader as it does to any child or young person.

- As soon as the young leader turns 18 years of age, LifeChurch Manchester needs to instigate the above Safer Recruitment Processes, even though the Young Person may have been involved in children's work or youth work for sometime.

6.2. Children's Worker Database

The Operations Manager will keep a simple database/spreadsheet that will be held securely and will contain the following information:

- Name
- References Gained
- Date Enhanced DBS Disclosure Completed & Satisfactory and dates of any subsequent DBS Disclosures
- Dates Safeguarding Training Completed
- Other demographic details (address, contact number etc) are held on Church Suite.

This is to help the church be able to monitor implementation of the LifeChurch Manchester's Children's Safeguarding - Policy and Procedures, particularly in relation to Safer Recruitment and Training.

6.3. Training

It is important that all workers (paid and voluntarily) understand the agreed procedures for protecting children. Safeguarding Children training must be attended at least once every 3 years.

6.4. Parent/Carer helpers

If a child requires support by their own parent / carer for an activity, the parent / carer is not required to go through the safer recruitment process. However, it needs to be made clear to the parent / carer that they are solely responsible for the care/supervision of their own child. That parent / carer should be supervised when supporting their child in group activities involving other children by a group leader that has gone through the safer recruitment process.

If a parent/carers is helping out on rare occasions with a LifeChurch Manchester activity then they do not need to go through the safer recruitment process, but should hold a DBS check and not be left alone in the care of any children. They must be supervised by a group leader who has been through the safer recruitment process at all times.

7. Safe Behaviour: Guidelines for Children's Workers

This section contains a code of behaviour that LifeChurch Manchester has adopted for all who are appointed to work with children and young people, so that children and young people are shown the respect that is due to them whatever their age, gender, racial background, culture or disability.

7.1. General Guidelines

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

Workers should treat all children /young people with dignity and respect in attitude, language and actions. In particular:

- Use age appropriate language and tone of voice;
- Do not engage in any of the following:-
- Invading the privacy of children or young people when they are using the toilet or shower;

- One on one rough games including contact between a leader and a child or young person;
- Sexually provocative game/comments;
- Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may, however, arise where a child needs to be restrained in order to protect them or a third person.)
- Each Children’s and Young People’s Group where parents/carers aren’t present should have clear behaviour expectations (see appendix for standard plan).
- No children or youth worker should normally be left working alone with children and young people. At least two adults should be present before external doors are opened for an activity. If the event is for boys and girls, there must be a male and female leader present before the doors are opened and the event begins.
- If a worker does find themselves on their own they should:
 - Assess the risk of sending the child/young person home.
 - Phone another team member and let them know the situation, and phone the parent.
 - Get a second worker as soon as possible
 - Write down a record of what happened.
- A children’s worker or youth worker should never act alone in telling a child or young person that they are not allowed to attend a church group anymore. This is a children’s team or youth team decision and should involve the 0 – 25 Years Co-ordinator. Advice can also be sought from the Designated Person for Safeguarding if needed.
- If a child or young person wants to talk on a one-to-one basis to a worker, they should make sure that they hold the conversation in a public space (e.g. church foyer, café) where other adults are present.
- The only adults allowed to participate in children’s and young people’s activities are those appointed and trained as children or youth workers unless it is an irregular occurrence for a special event to make up numbers, or do a specific task in, which case they should be under the supervision of an appointed and trained children’s or youth worker.
- The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore that they have been given information about the group, including relevant names and contact telephone numbers.

7.2. Worker to Children ratios

Below are the agreed ratios of adults to children, recommended for all activities with children and young people. There should always be two adult workers or volunteers present. If the event is for boys and girls, it is strongly encouraged and would be preferable if at least one male and one female leader is present.

Age Group	Children’s Workers	Number of Children
2 years and under	1 with a minimum of 2	3
3 years	1 with a minimum of 2	4
4 to 7 years	1 with a minimum of 2	8
8 years or older	1 with a minimum of 2	10

The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

No person under 18 years of age should be left in sole charge of any children of any age.

7.3. Physical Contact

The following guidelines should be followed regarding physical contact:

- Keep everything public.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

7.4. Nappy Changing & Toileting Children

Children who attend Crèche may require a nappy change whilst there. Should this arise the parent is responsible for changing the nappy. This should not be done by a member of the Crèche team.

Children in Rockets (2.5 years – Reception) may require help toileting as they are in the age range of toilet training. Parents of children in Rockets will be asked whether their child can toilet themselves independently. If they can, an adult will accompany them to the toilets but not enter the cubicle or provide any personal care. If the child requires assistance with toileting, their parents will be notified by a member of the Rockets team and they will take their child to the toilet if needed during the session.

7.5. Mentoring/One to One (1:1) Discipleship

If a worker is working as part of a recognised mentoring / one to one (1:1) programme for the church with a young person such as support, individual discipleship, etc:

- Only male leaders can provide mentoring to boys and only female leaders can provide mentoring to girls.
- The parents of all young people involved in mentoring will sign a consent form to say they are aware that the mentoring sessions will be taking place and they are happy for them to do so.
- A mentoring meeting should have an agreed start and end time, and the worker should notify an identified staff member from the Children's or Youth Teams.
- Keep a basic record of dates of meetings.
- Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night or school hours, etc
- The person offering the mentoring should liaise regularly with someone in the church (e.g. a staff member from the Children's or Youth Teams) to provide oversight and objectivity to the work.
- 1:1 mentoring should **not** take place over virtual platforms (such a Zoom, Facetime or Google meet) as this is a more vulnerable environment for both the adult and the young person than an in-person meeting.

7.6. Visiting Children or Young People at Home

It may be part of the church's work to visit children and their families at home for example; Children's workers visiting families of 'kids club' children to get to know the parents better. These visits should

ideally be done in two's and if it is an initial visit to the family, the details of the address should be shared with the a staff member from the Children's or Youth Teams prior to visiting.

7.6.1 Small groups in the home (such as Youth LifeGroups)

Youth LifeGroups should be run by two leaders who have gone through the safer recruitment process. However, this may not always be feasible and therefore they can be led by one adult leader with the presence (in the house) of a parent/carer of one of the group members.

7.7. Children with Additional Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc. They may have limited understanding and may behave in a non age-appropriate way. It is good practice to speak with the parents of children/young people with additional needs and find out from them how best to assist the child or young person. They may require individual behaviour expectations to be drawn up.

7.8. Children with no parental/carer supervision

When children turn up to, and want to join in, with church activities without the knowledge of their Parents/Carers, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. One of the Children's Workers should phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

7.9. External events

These guidelines cover events that are held off the church premises and, typically, are not held with parents/ carers present. This applies mainly to residential events (where the children are away from home over one or several nights) but includes events held other than in LifeChurch Manchester buildings for durations of a day or less.

These require robust arrangements including:

- Risk assessments (liaise with the Operations Manager about this)
- Parents/Carers should be informed in writing of the arrangements and consent gained from the person with parental responsibility (this is a legal status which gives the adult all the rights and responsibilities of a parent. Married people automatically have it and so do mothers but unmarried fathers do not).
- The children/young people should be divided into groups, each with a responsible adult (even if the whole group is to remain together), who should be given a list of names of the children for whom they have the responsibility.
- If travelling in small groups, it is best practice that the same children are accompanied by the same adult on the outgoing as well as the returning journey to mitigate against a child becoming lost.
- If overnight stays, boys and girls must sleep in separate rooms or tents.
- If the event is for boys and girls, there must be at least one male and one female leader present.

- The risk assessment should also include an aspect of whether adults should share sleeping accommodation with children/young people as this will depend on the age of the children, their need of support, likelihood of bullying/abuse from other children, nature of the venue, etc. If it is decided that the adult will share sleeping accommodation with the children/young people, the children should be able to dress/undress separately from the adults and an adult should never sleep alone in a room with children or young people.
- For overnight stays, there must be parental consent for each separate event, and emergency contact details for parents documented. Likewise, parents/carers should be given the contact details of the venue to be used in case of an emergency.

7.10. The use of technology – including online meetings (Zoom, Facetime, Google meet etc.)

Due to the informal style of electronic communication, workers can easily cross appropriate boundaries in their relationships with children and young people.

In general:

- Communications between workers and children and young people, by whatever methods, should take place within clear and explicit boundaries. This includes the wider use of technology such as mobile phones, text messages, email, digital cameras, videos, webcams, social media and blogs.
- Workers should only share personal information that is appropriate as part of their role.
- All communications should be transparent and open to scrutiny.
- Any texts, emails or posts on social networking sites that raise concerns should be discussed with the Designated Person for Safeguarding.
- Care must be taken when sharing phone numbers, email addresses or social networking identities with the children in a group.

7.10.1. Sharing Information with the children

Where appropriate, electronic communication can be used to notify and remind children and young people about events.

It is not appropriate to use electronic communication directly with primary school aged children, 11 years and younger. If practical, electronic communication with parents/carers could be used instead.

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and should not be pressurised into divulging information they would rather keep to themselves.

- Communication about youth events eg the dates, times, or cancellations should be done, where possible, with the parents / carers of the young people.
- Direct contact with young people should generally be for information-giving purposes only and not for general conversation.
- On the general consent form parents/carers sign to agree that the young person can receive such communications from a youth worker.
- Where an email address, mobile phone number or similar is required, this should be recorded as part of the contact details for the child.
- If email is used to communicate with the children, the other leaders of the group should be copied in.

- It is important that workers use clear and unambiguous language in all electronic communication to young people to reduce the risk of misinterpretation.

7.10.2. Messaging Services

As text messages, whatsapp messages and social media messages are closed conversations and potentially secretive in nature, this communication should be limited between youth workers and youth. It is acknowledged that there are some circumstances where this type of communication is reasonable:

- Reminding a young person to bring a consent form with them to the next event
- Reminding them about an upcoming event
- Details or a reminder about being them being on a serving rota, or part of a team for an upcoming event
- Arranging a 1:1 mentoring session with the young person

If a youth worker needs to contact a young person of a different gender to them, they should ask a worker of the same gender as the young person to contact them instead, or they should create a group with a worker of the same gender in the chat as well.

If a worker receives an unsolicited text message (or similar) from a young person, the worker must discuss this with the 0 – 25 Years Co-ordinator before any response is sent. Please be aware it may not be appropriate for a reply to be sent, and that an in person conversation may be needed with the young person. The Designated Person for Safeguarding should be notified and a 'Safeguarding Note of Concern' should be completed (see Appendix C)

Workers should not delete any messages or communication between themselves and a young person.

A youth worker should always be willing to provide access to their messaging services (texts, whatsapps) in relation to their communication with a young person to the 0 – 25 Years Co-ordinator or a member of the Safeguarding Team if requested.

7.10.3. Social Networking

Please note that due to the variety and evolving nature of social networking sites, it is difficult to provide comprehensive guidelines around this.

Social networking is a useful means of publicising events or notifying young people of any changes to events, but this communication should also be backed up with a more direct means of communication to the youth, or to their parent / carers.

Age limitations on social media sites must be respected – where young people in the group are below the age for use of a site, this communication method should not be used to communicate with them (regardless of whether the parents / carer allows it).

If a young person requests to follow / be a friend with a youth worker on social media, the worker can accept this request, but a worker should **never** initiate a request to follow / be a friend to a young person.

Workers should ensure that all content on their social media accounts, including photos, is suitable and appropriate for young people to see.

Where possible, no direct messaging should take place between a young person and youth worker on social media (it should only be done via text / whatsapp). In exceptional circumstances, this communication can be used e.g. the youth has lost their phone and important information needs to be passed over to them.

Workers should not delete any messages or communication between themselves and a young person. Workers should not use, or enable, time-limited messages or communication with a young person.

A youth worker should always be willing to provide access to their social media messaging in relation to their communication with a young person to the 0 – 25 Years Co-ordinator or a member of the Safeguarding Team if requested.

7.10.4. Use of mobile devices by children

In the context of this section, mobile device means any device that is portable enough for a child or young person to bring along to a meeting. This could range from a basic mobile phone, smart phones to tablets and laptops. In view of the fact that most of these devices include a camera of some sort, this section should be read in conjunction with the section about use of cameras.

- Young people are likely to have mobile devices with them at all times. Ideally their use would be kept to a minimum during organised church activities. Primary School aged children should be discouraged from bringing any mobile devices to church activities.
- It is important that parents are aware of any rules that a group might have regarding mobile devices and that information about this is given to them when a child joins a group.
- Leaders need to bear in mind that some parents like their children to have mobile phones with them so that they can stay in contact.

7.10.5. Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Workers should use clear unabbreviated language, particularly when texting.
- Workers should not generally take photos on their personal equipment. If a worker has been asked to take photos in an official capacity as part of an activity, their role should be made clear to other workers and the photos uploaded onto a church computer and deleted off their phone as soon as practicable.

7.10.6. Taking Video and Photographs of Children

At LifeChurch Manchester we seek to create an environment that is safe for all children. The taking of photographs is particularly pertinent to children that are Looked After (“in care”) or adopted children. Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

1. Permission must be obtained, via the Children’s Registration Form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded. It must be made clear why that person's image is being used, and what you will be using it for.
2. If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.

3. Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
4. Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone numbers.
5. When using photographs of children and young people, it is preferable to use group pictures.

7.10.7 Virtual meeting platforms

The following guidance applies when using virtual meeting platforms with children and young people for LifeChurch Manchester activities:

1. All meetings are required to have 2 leaders present at all times. Both leaders need to have gone through the LifeChurch Manchester safer recruitment process.
2. A password and waiting room function must be used in order to ensure both DBS checked adults are present before any children or young people are present. This function also prevents any un-invited individuals joining the meeting.
3. If the content of the session becomes inappropriate or concerning, the meeting can be ended or the individual removed from the meeting.

7.11. Bullying

Children and young people should know how to report any incidents of bullying:

1. Take any allegations of bullying seriously and report it to the leader for the activity.
2. Ensure that details are carefully checked before action is taken.
3. All incidents of bullying should be recorded by the children's worker.
4. Consideration should be given to informing the parents / carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation. Ordinarily parents / carers of all children should be kept informed in order to support the Children's Workers and be part of the solution.
5. If it is thought that an offence has been committed, then the Designated Person for Safeguarding should be contacted and it be treated as safeguarding issue where consideration is given to contacting the police.
6. The bullying behaviour or threats of bullying must be investigated and stopped quickly. The children's workers involved will meet with the Designated Person for Safeguarding and the Safeguarding Trustee to agree a plan. This must be documented and stored securely so the plan can be reviewed and revised as circumstances change. The child or young person who is bullying should be given a warning and be asked to apologise to the child who has been on the receiving end. If possible, those involved should be reconciled.
7. The child or young person doing the bullying should be helped to address their bullying behaviour.
8. Once the bullying has been dealt with, the situation should be monitored to ensure that it doesn't happen again. All children should be able to feel safe when attending church.

7.12. Group Behaviour Expectations

To keep children and workers safe, it is important that each children and young people's group has a group behaviour expectations that is developed and agreed by the group, if age appropriate. For all ages, it is best to keep the codes of conduct simple and put them in a positive framing if possible e.g. "Be kind" rather than "No bullying". If a child or young person is not cooperating with the Group Behaviour Expectations, it is then easy to say "we agreed how we would behave...".

It is important that the children's workers develop a behaviour management plan for their group as this gives everybody a defined way to work. This keeps children's workers safe who may have different parameters about what is acceptable. There are various people in the church who can provide assistance if necessary and direct children's workers to examples of good practice.

If there is a child with special needs in the group, it may be advisable to come up with an individual behaviour management plan for them that is developed with their parent / carer.

7.13. Transporting Children & Young People

The policy of LifeChurch Manchester is that it is not appropriate for children's workers or youth workers (whether paid or voluntarily) to provide lifts to children or young people on a regular basis eg to and from weekly activities or groups, other than their own child(ren).

Transportation is the responsibility of the parent / carer.

On occasion, it may be necessary for a youth leader to provide a lift to young person. In these circumstances:

- Leaders should not give a young person a lift alone.
- Two adults must be in the car,
- The Youth Pastor must be informed about that the lift is taking place,
- The young person(s) parent / care **must** sign a consent form **before** the lift takes place.

In exceptional circumstances, a leader may need to provide a young person with a lift without another adult being in the car.

These circumstances must be discussed with Youth Pastor before it takes place, and the young person's parent / carer **must** have signed the relevant part of the consent form for this. If it is an urgent situation, the parent / carer can give consent in a text message or email to the youth and the Youth Pastor.

7.14 LifeYouth - when a youth becomes 18

Young people who are part of LifeYouth will turn 18 during their final year of attending youth (i.e. they will be year 13 at school / college or equivalent). However, as they are still part of LifeYouth until the end of that academic year, Safeguarding procedures will remain in place until they formally leave LifeYouth.

Year 13 students / those who are 18 and in their final year of education will leave LifeYouth at the last Friday night event in July, before the break for the summer. After this they are no longer part of LifeYouth.

7.15 LifeYouth - joining the team after leaving LifeYouth

If someone who has finished year 13 would like to join the LifeYouth team at the start of the next academic year, they will need to go through the Safer Recruitment process like anyone else who wants to join the team. In addition, a risk assessment will be completed regarding them, given they are so close in age to the young people who will be attending LifeYouth. Depending on the conclusion of the Safer Recruitment process and the risk assessment a decision will be made about if they can join the team or not. If they are not able to, this decision and the reasons for it will be explained to them.

Any volunteer who joins the LifeYouth team, regardless of age, will be a LifeYouth team helper, and they will not hold any responsibility for events that are held by LifeYouth, or in the organisation of these events.

Over time a helper may become a LifeYouth leader, and at this point they may take on some responsibilities, under the guidance and support of a LifeYouth Main Leader (e.g. an employed LifeYouth staff members at LifeChurch Manchester, or a member of the LifeYouth Core Team).

Appendix A

DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Definition	Additional Notes
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The	

	person experiences spiritual abuse as a deeply emotional personal attack.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.	
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.	
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.	
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.	
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.	
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.	

	Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.	
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.	
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.	
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.	
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.	
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.	

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- Unexplained injuries on areas of the body not usually prone to such injuries;
- An injury that has not been treated/received medical attention;
- An injury for which the explanation seems inconsistent;
- A child or adult at risk discloses behaviour that is harmful to them;
- Unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper);
- Inappropriate sexual awareness in children;
- Signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place.

It is also important to remember that there might be other reasons why most of the above are occurring.

Appendix B

LifeChurch Manchester Safeguarding Incident Report

This incident report is for the purpose of keeping a record of any report made to the Designated Person for Safeguarding. Please PRINT this form and then use it to make a hand written record of our observations and any conversations, before you sign and date it.

Name of the worker reporting the incident:

Activity:

Name of the child:

Date & time of incident:

Nature of the incident:

Action taken:

Have you made a full written record of the incident/concern? (Yes/No)

Have you contacted the Designated Person for Safeguarding? (Yes/No)

What feedback have you received?

Please fill in the below boxes to indicate who else has been spoken to about your concerns.

	Yes	No	Name
Child			
Parent/Carer			
Church Leaders			
Social Services			
Other (please specify organization name)			

Signed by the worker who raised the incident report:

Name

Date & time:

Signed by the Designated Person for Safeguarding:

Name:

Date & Time:

Appendix C

LifeChurch Manchester Safeguarding Note of Concern

Please PRINT this form and then use it to make a hand written record of your observations and any conversations, before you sign and date it.

Name of the worker reporting the note of concern:

Name of Child:

Activity:

Date & time of the concern:

Please record the details of the incident/issue you are concerned about. Include precise comments where possible. Please keep the account factual.

What is your concern?

How did you become aware of the issue?

Who have you reported your concern to? When did you report the concern?

Signed:

Print Name:

Role:

Date & Time this report was completed:

The below is to be completed by Designated Safeguarding Person

Outcome (please include the outcome of discussions with parents/carers where this is appropriate):

Signed:

Print Name:

Date & time:

Appendix D

LifeChurch Manchester Application Form for Work with Children and Young People

We ask all prospective workers with children and young people to complete this form. The information will be kept confidential by the church, unless requested by the appropriate authority. Please complete the form in block capitals.

Please indicate what group you would like to serve in:

.....

1. Personal Details

Full Name

Maiden/Former Name(s)

Date & Place of Birth

Address

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Postcode

Phone number

Please tell us about your Christian experience. (How long you have been a Christian, which churches you have attended, name of leader, any relevant activities undertaken)

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Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training, either in a paid or a voluntary capacity.

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Have you ever had an offer to work with children and/or young people declined?

Yes No

If yes, please provide details about this below.

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Do you suffer, or have you suffered, from any illness that may affect your work with children and/or young people?

Yes No

If yes, please provide details about this below.

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2. References

Please give details of two people (Christians) who know you well and who would be able to give you a personal reference.

Reference 1:

Name

Address

Phone number

Email Address

Relationship to you

Reference 2:

Name

Address

Phone number

Email Address

Relationship to you

If you have lived abroad for more than a six month period within the last 5 years, please provide an additional reference below.

Additional Reference:

Name

Address

Phone number

Email Address

Relationship to you

3. Declaration

I have received the LCM Safeguarding Policy – Children and Young People. I am also aware that I can access it through the LCM website, and I have familiarised myself with the policy.

Yes No

Has there ever been any cause for concern regarding your conduct with children and/or young people (including questioned or cautioned by police)?

Yes No

If yes, please provide details about this below.

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To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?

Yes No

If yes, we will need to discuss this with you.

I confirm that the above information is correct and complete.

Signed

Dated

Because of the nature of the work for which you are applying, this position is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which, for other purposes, are “spent” under the provisions of the Act. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or young people within LifeChurch Manchester.

Appendix E

LifeChurch Manchester

Reference for application for work with children or young people.

1. Referee's details

Name

Address

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Phone number

Email Address

Please fill in this form to the best of your knowledge regarding the applicant.

2. Applicant's Details

Full name of applicant:

Please tell us about their Christian experience (How mature is their faith? In what ways have they previously served in Christian ministry?)

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Please give details of previous experience of looking after or working with children and/or young people.

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In your knowledge, have they ever had an offer to work with children and/or young people declined?

Yes No

If yes, please provide details about this below.

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Do they suffer, or have suffered, from any illness that may affect their work with children and/or young people?

Yes No

If yes, please provide details about this below.

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Has there ever been any cause for concern regarding their conduct with children and/or young people (including questioned or cautioned by police)?

Yes No

If yes, please provide details about this below.

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To your knowledge have they ever had any allegation made against them which has been reported to, and investigated by, Social Services and/or the Police?

Yes No

I confirm that the above information is correct and complete.

Signed

Dated

Because of the nature of the work for which the applicant is applying for, this position is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which, for other purposes, are "spent" under the provisions of the Act. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of the person's approval to work with children or young people within LifeChurch Manchester.

Appendix F

LifeChurch Manchester (LCM) LifeYouth (LY) 1:1 sessions and Lift Policy

LifeChurch Manchester (LCM) recognise that having one to one (1:1) meetings with young people who attend LifeYouth (LY) events can provide an invaluable opportunity for them to talk through how they are feeling, and for them to feel valued and heard. LCM want to invest in our young people and feel that 1:1's are a great way to do this.

However, 1:1 meetings require additional safeguarding measures to be in place.

This policy has been developed to ensure the safety of our young people and our youth leaders.

1. Any LY leader who wants to meet with a young person in a 1:1 setting must read through the following guidelines and sign this form before they will be able to do so. They must also read through the LCM Children's Safeguarding policy.
2. 1:1 sessions should take place between a leader and a young person of the same gender.
3. Any plan to arrange a 1:1 meeting with a young person must be shared with the LCM Youth Pastor before it is organised.
4. A 1:1 session should not go ahead without the approval from the LCM Youth Pastor.
5. Before a leader meets with a young person the LCM Youth Pastor must have received a signed consent form from the young person's parent / guardian stating that they are happy for their child to meet with a leader for 1:1 sessions. Without this consent form 1:1 meetings cannot go ahead.
6. All 1:1 meetings with a young person should take place in a public place.
7. If the meeting has to take place at the young person's home, their parent / guardian must be in agreement with this, and there should always be another adult in the house. The session should not take place in a bedroom of the home, and the door of the room the meeting is taking place in should always be open.
8. Leaders should not meet with a young person in their own home without specific permission from the young person's parent / guidance and the LCM Youth Pastor. If a meeting in a leader's home is agreed, then a second adult should always be present in the house. The session should not take place in a bedroom of the home, and the door of the room the meeting is taking place in should always be open.
9. Before the leader meets with the young person, the leader should text the LCM Youth Pastor with the details of the date, time and place they will be meeting the young person.

10. As the leader is meeting the young person they should text the LCM Youth Pastor to confirm the 1:1 session is starting, and when they leave the young person they should text the LCM Youth Pastor again to confirm the 1:1 has finished.
11. If a leader feels there is something they need to discuss, or get advice on following the 1:1, they should make the LCM Youth Pastor aware of this, who will provide relevant support.
12. If a leader has any safeguarding concerns about a young person following a 1:1 session, they must report this immediately to the Designated Safeguarding Lead for Children or the Deputy Designated Safeguarding Lead. (Details of who these people are can be found in the LCM Children's Safeguarding policy).
13. Leaders should not give a young person a lift alone. If a young person needs a lift, then two adults must be in the car, the LCM Youth Pastor must be informed about it, and the young person(s) parent / guardian must sign a consent form before the lift takes place.
14. If a leader needs to provide a young person with a lift without another adult being in the car, then the LCM Youth Pastor needs to be informed, and the young person's parent / guardian must complete the relevant consent form for this.

I confirm that I have read, and understood the guidelines above about 1:1 sessions with young people, and giving lifts to young people.

Name: _____

Signed: _____

Date: _____

Appendix G

LifeChurch Manchester (LCM) LifeYouth (LY) 1:1 sessions Consent from for parents / guardians

LifeChurch Manchester (LCM) recognise that one to one (1:1) meetings between a responsible adult and a young people can provide an invaluable opportunity for the young person to talk through how they are feeling, and for them to feel valued and heard. LCM want to invest in our young people and feel that 1:1's with leaders from the LifeYouth (LY) team are a great way to do this.

1. 1:1 sessions will only be carried out by LY leaders. All LY leaders are DBS checked, have read the LCM Children Safeguarding policy and are up to date with their Children's Safeguarding training.

2. Plans for 1:1 sessions will be agreed between the young person and the LY leader, but they will not take place until the arrangements has been agreed with the LCM Youth Pastor.

3. 1:1 meetings with a young person will be held in a public place. If a meeting has to take place in the young person's home, you (the parent/ guardian) will be made aware of this arrangement, and it will be arranged that another adult is in the house.

4. LY leaders will not give a young person a lift without another adult being present, and without you the parent/ guardian) signing a consent form for this. If lifts are needed with one only one adult in the car, you (the parent/ guardian) will read and sign a specific consent form before the lift goes ahead.

I _____ (print name) give permission for my child

_____ (print name) to attend 1:1 sessions with a LY leader under the guidance above.

Signed: _____

Date: _____

If you would like to talk further about 1:1 sessions, or if you have any questions, please feel free to contact the LY Youth Pastor, _____ on 01618500770 or email them at _____@lifechurch.uk.net

Appendix H

LifeChurch Manchester (LCM) LifeYouth (LY) Lifts by leaders Consent from for parents / guardians

I _____ (print name) give permission for my child _____ (print name) to be given a lift to or from LifeYouth (LY) events by a LY leader, where there is a second adult in the vehicle.
I understand that both I and the LCM Youth Pastor will be made aware prior to a lift being provided to my child.

Signed: _____
_ Date: _____

If you would like to talk further about 1:1 sessions, or if you have any questions, please feel free to contact the LY Youth Pastor, _____ on 0161 850 0770 or email them at _____@lifechurch.uk.net

OR / AND

I _____ (print name) give permission for my child _____ (print name) to be given a lift to or from LifeYouth (LY) events by a LY leader on _____ (date)

I understand that the LY leader will be the only adult in the vehicle at the time.

I also understand that the LCM Youth Pastor will be made aware of this lift being provided to my child.

Signed: _____
_ Date: _____

If you would like to talk further about 1:1 sessions, or if you have any questions, please feel free to contact the LY Youth Pastor, _____ on 0161 850 0770 or email them at _____@lifechurch.uk.net

Appendix I

Group Behaviour Expectations (LifeKids)

(suggested example is shown below)

In our groups both on Sundays and midweek, the same 'Code of Conduct' applies. With the children, we refer to it as 'The Rules'. They are gone through during each session so every child knows what kind of behavior is expected. The rules are as follows –

1. Respect the space
 - Look after the building, paint on walls etc,
 - Look after the equipment,
2. Respect your leaders.
 - Listen to instruction given & do what is asked as quickly as possible
3. Respect each other.
 - Listen to each other & look out for each other,
 - No bullying or intimidation.

We also have a clear behavior management plan should children be breaking the 3 rules.

1. Warning – if a child breaks a rule, firstly we give them a warning and a reminder of what the rules are.
2. Yellow Card – this means that they need to sit out of the activity for 5 minutes. This is designed not to separate or punish them, but to give them a moment to calm down and reflect, ready to go back into the activity well.
3. Red Card – this means we call or fetch their parent/guardian to come and collect them early. Depending on the group or activity, it may mean they miss the next session, but this is down to the leader to decide. Their parent will be informed of their behavior, but it will also be made clear that they are welcome back to the activity, once the red card has been completed.

Occasionally, there may be an incident which requires an immediate red card, skipping the warning and the yellow card. For example physically hurting another child. This decision needs to be made by the activity leader only.

Appendix J

Group Behaviour Expectations (LifeYouth)

(suggested example is shown below)

In all of our groups either on Sundays, midweek or on Friday evenings, the same 'Code of Conduct' applies. The following points are how we expect young people to behave. We don't go over these points each week but they are reinforced and talked through if an issue arises or as and when we feel it is necessary to go through them.

1. Respect the space.
 - Look after the building, paint on walls etc.
 - Look after the equipment
 - Only use rooms that are currently being used by LifeYouth
2. Respect your leaders.
 - Listen to instruction given & do what is asked as quickly as possible.
3. Don't leave the building without informing a leader and signing out.
 - Respect each other
 - Listen to each other & look out for each other
 - No bullying or intimidation

If a young person is not follow the code of conduct we would expect we would do one or more of the following depending on the severity of what has been done:

1. Reiterate – If a young person is not following the code of conduct we would talk to them and remind them of what we expect. We may also do this with the whole group when appropriate.
2. Warning – We would explain to the young person that if they continue to break the code of conduct they will be sent home or not allowed to return the next week.
3. Parental contact- If a young person is regularly breaking the code of conduct we would call their parent/guardian to talk through the issue. This may lead to a meeting with both the parents and the young people to discuss how to move forward.
4. Sent home- Occasionally there may be an incident, which requires a young person to be sent home immediately. For example if they physically hurt another young person or a leader or are showing extremely aggressive or uncontrollable behavior. If this happens, parents/guardian will be called and a discussion will follow to determine if and when that young person is able to return to LifeYouth.

Appendix K

The Safeguarding Team Contact Details

Designated Person for Safeguarding of Children and Young People

Lisa Woodman
07798554198
lwhrsolutions@aol.com

Deputy Designated Person for Safeguarding

Jen Cooper
07843984796
jenc@lifecyclechurch.uk.net

The Operational Lead for Safeguarding / The Associate Pastor

Alastair Cutteridge
07795676273
alastairc@lifecyclechurch.uk.net

Designated Person for Safeguarding of Adults at Risk

Sue Fox
07776228910
suef@lifecyclechurch.uk.net

Trustee for Safeguarding

Ann Flatman

LCM Trustees

Chair of Trustees

Mark Smith

Trustees

Andrew Barclay-Watt,
Ann Flatman,
Angela Chard,
Peter Morris,
Nigel Thompson

Relevant Post holders

Operations Manager: Jen Cooper

0 – 25 Years Co-ordinator: Tony Campbell