



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

**Policy and Procedures**

**July 2022**

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**Registered Charity Number - 1111303**

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## 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 work that is done with children.

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 the 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 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 the church.

### 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 and 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. DBS (Disclosure and Barring Service)

DBS Disclosures will be obtained and renewed for all those working with children and young people.

## 2. Roles & Responsibilities

### 2.1. The Associate Pastor, Senior Leadership Team, Trustees & the Nominated Safeguarding Trustee

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

1. Ensuring that the policy is followed when safeguarding incidents occur
2. Implementing Safer Recruitment Processes
3. Monitoring implementation of the Safeguarding Children and Young People - Policy and Procedures
4. Giving support to people in the church working with children and young people
5. 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.
6. Communicating the Safeguarding Children and Young People Policy to the church members meeting and the wider church community and ensuring that it is reviewed bi-annually and updated where appropriate
7. 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.

### 2.2. The Designated Person for Safeguarding

The Designated Person for Safeguarding is the key link person for people in the church to come to for advice about safeguarding and this person will help the church to respond appropriately to any concerns that are raised about the safety or well-being of a child or young person. The person should be someone with relevant knowledge and skills for the role. The responsibilities include:

1. Receiving and recording information from anyone who has safeguarding concerns.
2. Assessing the information promptly and carefully, clarifying or obtaining more information where they need to. A person without professional experience will need to take more advice from others with the expertise. There will be an identified list of people in the church who have professional experience in safeguarding children who the Designated Person for Safeguarding can contact to discuss particular cases. Seeking advice from others and gathering further information should not cause undue delay in taking any necessary action and should be fully recorded.
3. Consulting with outside bodies such as Children's Social Services or the Police.
4. 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)).

5. Being the link between the Church and the local Baptist Association for safeguarding matters.
6. Attending Safeguarding Training at least every 3 years.
7. Ensuring that there is a system for DBS Disclosures & Training to be recorded on the Church Database which is held securely by the Kids Pastor, Youth Pastor and Designated Person for Safeguarding/Deputy.
8. 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.
9. 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.
10. Where the Designated Person is also part of the Children's Workers Team, careful consideration needs to be given that there is no conflict of interest and the Church must mitigate against this. It must also be noted that the Designated Person does not need to be part of the Church Leadership and they should not be the Associate Pastor.

There will also be a Deputy Designated Person for Safeguarding who performs the above duties in the absence of the Designated Person.

### 2.3. The Associate Pastor and Trustees

The Safeguarding Trustee hold the primary responsibility within the trustees for safeguarding, however it is expected that all the trustees share this responsibility. The Safeguarding Trustee will work alongside the Associate Pastor who will provide leadership to the team and be proactive in ensuring the Church takes seriously its responsibilities in terms of safeguarding children.

As well as this, the Associate Pastor will be aware of safeguarding issues within the Church and offer pastoral care, particularly in the context of a safeguarding investigation. *Safe to Grow* (2011) notes that it is not appropriate for one person to offer pastoral care to both the victim and the alleged perpetrator and that this should be done by more than one person.

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

### 2.4. Children and Young People's Workers

All Children's and Young People's Workers 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:

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

## 2.5. Leaders of Children and Young People's Work

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

1. Knowing how to recruit new Children's Workers using Safer Recruitment Processes and ensure they are implemented.
2. 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.
3. 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.
4. Ensuring that each Children and Young People's Group has an age appropriate behaviour plan in place. This can be developed with the children.

## 2.6. 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/young people's work inside and events outside the church that the church 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 involved in the running of any of these activities or to attend them. 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/barred from such activities until such occasion as that concern is lifted.

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

These groups usually operate in the parent's/carer's absence and safeguarding practice is important in terms of safer recruitment of workers, appropriate behaviour by workers (which includes an appropriate response to a child/young person's behaviour) and a safe environment for the groups to flourish. Here workers need to be mindful of abusive behaviours by other workers towards children/young people and child on child abuse as well as abuse that may be occurring outside of church.

### 3.2 Life Tots

This group 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 chastise a child, swearing at a child/calling names, being consistently negative about a child, threatening



or leaving a child, 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:

1. Weekends away organised by the Church e.g. Kids Camp, Youth Getaway
2. Group outings to external venues
3. 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/supervision is sought. It is essential that workers respond to their instincts and discuss these with the Designated Person for Safeguarding or their Deputy.

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

These 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:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment);
2. protect a child from physical and emotional harm or danger;
3. ensure adequate supervision (including the use of inadequate care-givers); or
4. 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:

1. Unexplained injuries or injuries with an inconsistent explanation
2. Injuries on areas of the body not usually prone to injury such as cheeks, buttocks and other soft tissue areas
3. An injury that has not been treated/received medical attention
4. Changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper), an eating disorder or self-harming behaviour
5. Inappropriate sexual awareness that is beyond their age/development stage
6. 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 notes 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 and report to statutory agencies what is observed if necessary. This 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.

1. 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
2. Create a safe environment in which the child or young person can share their concerns
3. Again listen carefully to what you are being told
4. Allow time for them to say what they want
5. Don't rush or interrupt them or 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
6. 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'...
7. 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
8. Accept what the child or young person says and take seriously what you are hearing
9. Reassure the child or young person and tell them that you know how difficult it must be to confide in you
10. Tell the child or young person that she/he is not to blame and she/he has done the right thing in speaking to you

11. 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 which have been shared and who those people may be
12. Do not promise or lead a child to believe that any child protection concern which affects them or other children or young people will be kept confidential
13. Be aware that a child or young person may be frightened and that they may have been threatened if they tell of what has been happening to them
14. 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
15. Make a record as soon as possible after you have seen the child about what you have been told and use the child's language and recording any questions that you asked to prompt a response. Make sure you date, write the time and sign the record 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 Someone Discloses Something to You...

✓ Do's	X Don'ts
✓ Listen & Clarify	X Minimise
✓ Give Support	X Show Shock, Alarm or Disapproval
✓ Explain What Happens Next	X Question or Push for Information
✓ Take Action	X 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...

1. **If** the behaviour of a child or young person gives any cause for concern...
2. **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)...
3. **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...
4. **Do not** dismiss your concern, in particular do not ignore or dismiss concerns about a professional or a colleague
5. **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)

6. **Do not** take responsibility for deciding whether or not a child is being abused
7. **Do not** investigate allegations – this is the role of the police or children’s social services
8. **Do not** act alone
9. **Do not** take sole responsibility for what has been shared or any concerns you may have
10. **Do** follow the church’s Safeguarding Children and Young People - Policy and Procedures, in particular the Procedure for Responding to Concerns

### 5.3. Procedure for responding to concerns

Stage 1 – 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 within 24 hours (if verbally, followed up in writing ASAP)

**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.**

#### Stage 2- Designated Person

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.**

#### Stage 3 – Action Taken

All action taken should be recorded and kept securely. Depending on the seriousness of the safeguarding concern, the Designated Person should make the Safeguarding Trustee and the Associate Pastor aware so there is another layer of scrutiny. If the allegation includes the Associate Pastor then this discussion should be with the Senior Leader and if it involves the Designated Person, then discuss with the Safeguarding Trustee or the Associate Pastor. The Associate Pastor and Safeguarding Trustee should be informed as soon as possible following the reporting of concerns.

## Support and Report

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 Life Church staff should be referred to the LADO in the local authority to investigate. If a worker is subsequently dismissed from their work with children, 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.

### 5.3.1. 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:

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

### 5.3.2. Stage 2 – Review and Refer

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

The Designated Person may:

1. 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
2. Refer the concern to others who work with the child or young person in question asking for continued observation
3. 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 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.

4. Make a formal referral to the local police or social services department.

The Designated Person 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 has a list of member's of the church with relevant expertise.

### 5.3.3. Stage 3 – Report and Support

In the event of a formal referral, it is the duty of the Designated Person in Life Church to **REPORT** the referral and it is the duty of the Safeguarding Trustee and the Associate Pastor 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...

1. Report the referral to the Safeguarding Trustee and to the Associate Pastor if neither are involved in the report of concern and to the Senior Leader.
2. **LADO** - If an allegation is made against a children' worker or other employed member of staff, the allegation should also be reported to the Local Authority Designated Officer (LADO) by the Designated Person 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.

3. **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 because of the risk they pose to children and young people, there is a statutory duty to report the incident to the DBS.
4. **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.

5. 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.

#### *5.4. When a known offender against children attends church*

Life Church 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 the Safe to Grow website) 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 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 the Associate Pastor and Trustees will take advice from the Baptist Union's safeguarding office external agencies (such as the police, children's social services and probation service). Typically this process will involve the following:

1. Decisions about who should be aware of this person situation beyond the Associate Pastor, Trustees and the Designated Person for Safeguarding.
2. Receiving input from a Specialist Probation Officer if the person is on the Sex Offenders' Register or under supervision.
3. Discussing the information gathered with the Senior Leader.
4. 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.
5. Consideration of how the contract will be monitored and enforced given that an offender's behaviour is often manipulative.
6. What will happen in the event the contract is breached.

If the person joins another church, the church leadership at the new church should be informed of the circumstances so they can also put protective factors in place. The Specialist Probation Officer should also be made aware

These principles are likely to need to be applied to a person who has not been convicted but 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

Life Church 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 that they have been convicted of a crime against a child or young person will be able to work at Life Church Manchester as a Children's 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 Leadership Team, ministry leaders or Life Group Leaders. 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 applicants that Life Church Manchester requires an enhanced Disclosure and Barring Service (DBS) disclosure.

The following Safer Recruitment Processes will be followed:

1. **Application Form** – all applicants must complete the Life Church 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 Life Church 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
2. **Interview** – The interview should be completed by the Kids or Youth Pastor. The Kids or Youth pastor will liaise with the Designated Person to discuss any applicants prior to accepting them on to team.
3. **References** - Formal references will be requested in writing using the Reference Request Letter Template (Appendix E)
4. **Identity Checks** – As part of the DBS disclosure application process, the applicant must provide documentation for proof of identity (passport, driver's license, etc.)
5. **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) and will be taken in discussion with the Designated Person for Safeguarding and the Safeguarding Trustee. The Associate Pastor will be informed of any new team members via updated team list. Life Church Manchester will always use a risk-based approach to decision making  
Those applicants who have lived overseas in the past 5 years for more than 6 months must provide an additional character reference.

6. **Training-** following positive references, DBS check and interview, new team members can start of team as long as they are booked on level 2 safeguarding training within the next 6 months. This will then be repeated every 3 years.
7. **Probationary period** – If the Kids or Youth pastor feels at any point that a person should no longer serve on the team, they are 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 by the Kids and Youth Pastor.

### 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 the team. They should be assigned a mentor who will encourage them and help to develop their skills. There are some practical considerations:

1. A young leader must always be supervised and never left alone with the children
2. They should not be counted in the ratios of staff to children
3. 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
4. The Safeguarding Children and Young People - Policy and Procedures applies to the young leader as it does to any child or young person
5. As soon as the young leader turns 18 years of age, Life Church Manchester needs to instigate the above Safer Recruitment Processes even though the Young Person may have been involved in Children's Work for some time

### 6.2. Children's Worker Database

The Designated Safeguarding Officer/Deputy Safeguarding Officer will keep a simple database/spreadsheet that will be held securely and will contain the following information:

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

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

### 6.3. Team Building and Supervision

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns, building relationships and identifying other matters that may need clarification and guidance. The Kids and Youth Pastor meet regularly with the Associate Pastor to review workload, plans, concerns and pray for ministry.

## 6.4. Training

It is important that all workers understand the agreed procedures for protecting children. Safeguarding Children training must be attended at least once every 3 years. For up to date advice on recruitment procedures refer to the following website:

[http://www.safenetwork.org.uk/help\\_and\\_advice/employing\\_the\\_right\\_people/pages/safer\\_recruiting.aspx](http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/pages/safer_recruiting.aspx)

## 6.5. Parent/Carer helpers

If a child requires supporting by their own parent or carer for an activity, the parent or carer is not required to go through the safer recruitment process. However it needs to be made clear to the parent/carers that they are solely responsible for the care/supervision of their own child. That parent/carers 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 at a Life Church Manchester activity on a regular basis (more than once a month) then they will need to go through the safer recruitment process.

If a parent/carers is helping out on rare occasions with a Life Church 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 the church 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:

1. Use age appropriate language and tone of voice
2. 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
3. When it is necessary to control and discipline children and young people, this should be done without using physical punishment

4. Each Children's and Young People's Group where parents/carers aren't present should have a behaviour management plan (see appendix for standard plan)
5. No children's 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. Depending on the gender mix and age of the group it may be appropriate for there to be one leader of each gender before the doors are opened
6. If workers do find themselves on their own they should
  - Assess the risk of sending child/young person home
  - Phone another team member and let them know the situation, phone the parent.
- Get a second worker as soon as possible
  - Write down a record of what happened
7. 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.)
8. A children's worker should never act alone in telling a child they are not allowed to attend a church group anymore. This is a children's worker team decision and should involve the team leader. Advice can also be sought from the Designated Person for Safeguarding if needed.
9. If a child or young person wants to talk on a one-to-one basis you should make sure that you hold the conversation in a public space (e.g. church foyer, café) where other adults are present.
10. The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's 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 worker. The leader of the activity should be aware of any other adults who are in the building
11. The parents/carers may or may not attend church and it is important therefore that they have been given information about the group including contact telephone numbers

## 7.2. Worker to Children ratios

Below are suggested ratios of adults to children, recommended for all activities with children and young people. There should always be two adult volunteers present.

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

Where possible, ensure that male and female volunteers are present.

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; nor should children or young people attending a group be left alone at any time.

### 7.3. Physical Contact

The following guidelines should be followed regarding physical contact:

1. Keep everything public
2. Touch should be age-appropriate and generally initiated by the child rather than the worker
3. Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child
4. Children are entitled to privacy to ensure personal dignity
5. Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
6. 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

Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

### 7.4. Nappy Changing & Toileting Children

Children who attend Little Sparks may require a nappy change whilst there. It has been agreed that should this arise that the parent is contacted to do this. This is for practical reasons as there must be at least two people in the room and it would be unsuitable to change the nappy in the Little Sparks room with the other children present and likewise it would not be appropriate for one of the team to leave the room and be alone with the child in the toilets or leave the other team member alone in the room with the rest of the children. This is to safeguard children and the workers.

Children in Rockets may require help toileting as they are in the age range when they are 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 can take their child to the toilet.

### 7.5. Mentoring/One to One Discipleship

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

1. The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with
2. A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting
3. Keep a basic record of dates of significant meetings, text messages and emails
4. Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night or school hours, etc
5. A written record should be kept of issues/decisions discussed at meetings

6. The person offering the mentoring should liaise regularly with someone in the church (e.g. youth or kids pastor) to provide oversight and objectivity to the work. This is essential as it is easy to become unaware that boundaries are being breached especially when someone has a very real need
7. One to One mentoring should NOT take place over virtual meetings (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 an initial visit to the family, the details of the address shared with another person prior to visiting.

### 7.6.1 Small groups in the home (such as Youth Life Groups)

Youth life groups would preferably be run by 2 leaders that have gone through the safer recruitment process. However, this may not always be feasible and therefore they can be led by 1 adult leader with the presence (in the house) of a parent/carer of one of the group members. Young people from the life group may meet separately at times without any adults, see section 7.9 for further guidance.

## 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, 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 an individual behaviour management plan.

## 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:

1. Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register
2. Ask the child if a parent/carer is aware of where they are. One of the Children's Workers should phone and make contact
3. On leaving, give the child a consent form and explain it needs to be filled in and brought back next time
4. 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. Peer-led activities for young people

All youth activities will be overseen by named adults who have been selected in accordance with Safer Recruitment Processes. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

Peer to peer activities can take place on a virtual platform (such a Zoom, Facetime, Google Meet) with parental consent of the young people involved.

### 7.10. 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 at Life Church for durations of a day or less.

These require robust arrangements including:

1. Risk assessments (See Appendix F) of the venue (washing/toileting facilities, fire exits, sufficient sleeping arrangements for overnight stays, local services in case of an emergency, etc) and adult to child ratios. This list is not exhaustive
2. 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).
3. 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
4. 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
5. If overnight stays, boys and girls must sleep separately
6. If the group is a mixed sex group, then the workers should also be mixed sex
7. 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
8. For overnight stays, there must be parental consent for each separate event and emergency contact details for parents documented and likewise parents/carers should be given the contact details of the venue to be used in case of an emergency. Other health & safety issues to consider are:
  - a worker with First Aid
  - the person responsible for catering should hold a Basic Food Hygiene Certificate
  - insurance cover for the building and whether there are limits on the numbers it accommodates
    - Fire Safety (accommodation should have at least two fire exits, know the fire drill for the building)
    - once there familiarise yourself with the building (e.g. how to turn gas, electricity or water off, etc)
    - kit list for the activities planned so that the appropriate clothing is brought
    - suitably licensed activities
    - ensuring that the vehicles and their drivers are appropriately insured and qualified, etc.

This is not an exhaustive list.

Although not all scenarios can be accounted for, these general principles will help to minimise risk but it is the risk assessment that will identify unique mitigating actions that need to be undertaken for particular outings.

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

Advanced technology in the form of mobile devices (mobile phones, tablets, laptop computers and digital cameras) and the internet is increasingly used by both adults and children.

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

In general:

1. It is important that use of any of these technologies is as public and open as possible when used in the context of children and young people's work in the church.
2. A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use
3. Any texts, emails or posts on Social Networking sites that raise concerns should be passed on/shown to the Children's Worker's Line Manager/Supervisor
4. Care must be taken when sharing phone numbers, email addresses or social networking identities with the children in a group. Workers may prefer to have separate email addresses/identities for use when communicating with the children

#### 7.11.1. Sharing Information with the children

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

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.

1. Contact with children and young people should generally be for information-giving purposes only and not for general chatter
2. Each group should have its own policy as to whether electronic communication can be used to communicate with the children to advise them of meeting dates, cancellations etc. It is important that any such policy does not exclude any children - alternative arrangements should be made for children where this is the case
3. 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
4. On the general consent form parents/carers sign to agree that the young person can receive such communications



5. Where an email address, mobile phone number or similar is required, this should be recorded as part of the contact details for the child
6. If email is used to communicate with the children, the other leaders of the group should be copied in
7. It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation

#### 7.11.2. Messaging Services

Because of its closed and potentially secretive nature, the use of any form of messaging (ie text, WhatsApp) should be avoided. It is acknowledged that there are some circumstances where texting to remind young people to bring a consent form eg or about an event/rota date is a reasonable way of communicating.

1. Workers should avoid using messaging or similar facilities to communicate with children on a one to one basis
2. Should a worker receive an unsolicited text message (or similar) from a child, careful consideration should be given as to whether a reply should be sent and, if so, what it should be. It may be appropriate to discuss the response with other leaders

#### 7.11.3. Social Networking

Social networking can be useful as a means of publicising events or notification of changes but should generally be backed up with a more direct means of communication. Note that due to the variety and evolving nature of social networking sites, it is difficult to provide comprehensive guidelines.

1. Age limitations on social media sites must be respected – where children in the group are below the age for use of such a site, the communication method should not rely on them being registered (regardless of whether the parents allow it)
2. Details of leader's personal accounts on social media sites by leaders should not be shared with the children. Instead, group accounts or facilities such as Facebook pages or a twitter identity for the group should be used
3. It is essential that all content including photos is suitable as young people look up to workers
4. Copy other workers into communication in order to be transparent

#### 7.11.4. 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.

1. 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.
2. 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
3. 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

#### 7.11.5. Mobile Phones

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

1. All mobile phone use will be primarily about information sharing
2. Workers should keep a log of significant conversations/texts
3. Workers should use clear unabbreviated language, particularly when texting
4. 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.

#### 7.11.6. Taking Video and Photographs of Children

At Life Church 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, 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 or fax numbers
5. When using photographs of children and young people, it is preferable to use group pictures.

#### 7.11.7 Virtual meeting platforms

Following the COVID-19 pandemic the use of virtual meeting rooms (such as Zoom, Facetime, Google Meet) have become increasingly more popular. The following guidance applies when using these facilities with children and young people for Life Church Manchester activities:

1. All meetings are required to have 2 leaders present at all times. Both leaders need to have gone through the Life Church 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.

### 7.12. 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

### 7.13. Group Codes of Conduct ("The Rules") and Behaviour Management Plans

To keep children and workers safe, it is important that each children and young people's group has a code of conduct 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 code of conduct, 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 or carer.

### 7.14. Transporting Children & Young People

The policy of Life Church Manchester is that it is not appropriate for Youth Workers and Leaders (whether employed or volunteers) to provide lifts to children or young people on a weekly or regular basis to and from mid-week youth clubs and groups other than their own child or children. Transportation is the responsibility of the parent/carers and they should arrange such transportation amongst themselves. It may be possible to transport the friend of one's own child or children provided that there is a friendship established outside of church and that reciprocal arrangements exist and occur at other times during the week (ie to/from school, other events and activities). Church attenders should only transport someone else's child or children to Sunday church services and mid-week clubs where the child or children are family friends and reciprocal arrangements exist and occur at other times during the week (ie to/from school, other events and activities). In either of the above cases, where there can be no reciprocal arrangement (ie the church member/youth worker does not have their own child or children and they are

bringing the child of a friend) then the matter should be discussed with the Safeguarding Officer prior to any transportation. If any guidance is required for any individual circumstances the detail should be discussed with the Safeguarding Officer.

### 7.15. Events Held Away From The Church or Regular Venue

If it is practical and possible, it is often better to arrange to meet at a venue rather than arrange transport since children's workers can put themselves in a vulnerable situation when offering lifts to children or young people.

However, when lifts are necessary, the group leaders need to include consideration of the transportation when carrying out the risk assessment for the event. Particular consideration needs to be given if a child is vulnerable and/or displays behaviour traits (for example, sexualised behaviour) or is suspected as having a crush on the Children's worker.

In these cases, providing lifts may put workers and other children at risk.

The following guidelines should be followed:

1. Parents need to give written permission for their child to be given a lift and should be informed of when to expect their child home
2. At collection or dropping off points, children should not be left on their own. A child should always be collected by an appropriate adult
3. Whenever possible two adults should be in the car and children's workers should avoid giving regular lifts to children and young people on their own to and from church activities. If the children or young people are given regular lifts then the rota in which the children get picked up first and dropped off last should be rotated so the same child is not the same one to be picked up or dropped off first each time
4. If unforeseen emergency circumstances arise during the course of a mid-week club requiring a Children's Worker to give a child a lift alone, then the child should be asked to sit in the back of the car. The Children's Worker should inform the activity leader (or another member of the team if it is the activity leader) prior to making the journey
5. Children's workers should not spend long periods of time in the car talking
6. All identified drivers of children should go through Life Church Manchester's Safer Recruitment Processes unless they are chaperoned by a Children's Worker who has. Drivers should also have read the Life Church Manchester Safeguarding Children and Young People - Policy and Procedures and signed to say they have done so
7. Note that there are extra licensing regulations for driving minibuses; drivers who passed their test after January 1<sup>st</sup> 1997 cannot drive a minibus that is designed to seat more than 16 people on a standard car license. Note that there may be extra age restrictions for hired vehicles
8. Where private vehicles are used for transportation, it is the responsibility of the driver and owner to ensure that the vehicle and driver are correctly insured, well maintained and road worthy. Unless absolutely certain, the owner should confirm that the insurance will cover this use of the vehicle (some insurers regard this as 'business use')

Where hired vehicles (such as minibuses) are used, it must be confirmed at the time of hire that the insurance cover is correct



# 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 reports made to the Designated Person for Safeguarding. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.

Name of worker:

Name of group:

Name of child:

Date & time of incident:

Nature of the concern:

Action taken so far:

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

Who have you spoken to about your concerns?

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

What feedback have you received?

Signature of children's worker:

Date & time:

Signature of Designated Person for Safeguarding:

Date & Time:

# Appendix C

## LifeChurch Manchester Safeguarding Note of Concern

Name of Child:

Activity:

Date & time:

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

Issue:

How did you become aware of the issue?

Signed:

Print Name:

Role:

Reported to:

Date & Time report completed:

*(The following 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.

#### 1. Personal Details

---

Full Name

---

Maiden/Former Name(s)

---

Date & Place of Birth

---

Address

---

Postcode

---

Phone

---

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 give details.

---



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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 give details.

## 2. References

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

Name		
Address		
Tel		
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.**

Name	
Address	
Tel	
Email Address	
Relationship to you	

### 3. Declaration

- Have you read, understood and agree to the LifeChurch child protection 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 give details

---



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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 \_\_\_\_\_

Where the applicant is under the age of 18 years:

Parent/Guardian Counter Signature \_\_\_\_\_

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 new children's/youth worker

#### 1. Referee's details

Full name:

---

Email address:

---

Telephone number:

---

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

#### 1. 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 give details.

---

---

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 give details.

---

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 give details

---

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 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 F

## Risk Assessment Form

Activity	Risk	Control Measure
<i>Example</i> Craft	Injury due to use of scissors & needles.	Correct ratio of adults to children for effective supervision. First aiders at hand. Children to only use children's scissors – adult scissors to be used by adults only.

# Appendix G

## Group Code of Conduct & Behaviour

### Management Plans (Lifekids)

In our groups both on Sundays and midweek, we 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 H

## Group Code of Conduct & Behaviour

### Management Plans (LifeYouth)

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
  - Don't leave the building without informing a leader and signing out.
3. 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 Life Youth.

# Key Contact Details for Safeguarding

## Designated Person for Safeguarding

Lisa Woodman\*  
07798554198  
[lwrsolutions@aol.com](mailto:lwrsolutions@aol.com)

## Deputy Designated Person for Safeguarding

Jen Cooper\*  
07843984796  
[jenc@lifechurch.uk.net](mailto:jenc@lifechurch.uk.net)

## Trustee for Safeguarding

Ann Flatman

## Associate Pastor

Alastair Cutteridge  
07795676273  
[alastairc@lifechurch.uk.net](mailto:alastairc@lifechurch.uk.net)

## Recruiter (DBS checks)

Jen Cooper\*\*  
0161 850 0770 ext 204  
[jenc@lifechurch.uk.net](mailto:jenc@lifechurch.uk.net)

*\* indicates a change in personal details for the role, from June 2023*

*\*\* indicates a change in personal details for the role, from September 2023*

*These changes do not affect, or require any changes to, the policy.*