

Safeguarding Under-18s Policy

1 INTRODUCTION

Safeguarding is a priority at KCC

King's Community Church, Southampton (KCC) is committed to safeguarding children and we hold it as a priority. We firmly believe that all children have the right to be protected from abuse irrespective of gender, ethnicity, disability, sexuality or beliefs, and we aim to constantly improve our own standards of safeguarding, safety and care for children, as well as working to protect those at risk who are known to us.

We seek to understand the needs of children of all ages, to ask for their views and to be responsive to them. We are working towards greater consultation with children with a view to making access to help more accessible and offering more information on staying safe.

Definitions and abbreviations

CHILD means anyone who has not reached their 18th birthday.

CAY is an abbreviation for Children and Youth.

SGO is an abbreviation for Safeguarding Officer.

Group Leader means a person appointed to lead a CAY group on an ongoing basis. They are the ones who are responsible for appointing, training and overseeing team as well as leading the work of the group.

Session Leader is a person who takes responsibility for a group or activity temporarily, usually on a rota.

Use of this policy

This policy is freely available for anyone to read. We ask that nobody copies it without permission, nor takes any part of this out of context. If you have any questions contact the Safeguarding Officers (contact details at the end.)

Who this Policy applies to

This policy applies specifically to all who work with children at KCC whether paid or voluntary (even if they themselves are not yet 18), as well as to the leaders and trustees of KCC, but we expect all who attend KCC to do their part to keep children safe and cared for. Following this policy is essential to the safety and safeguarding of under 18s at KCC, and is also part of our commitment to our insurers, to the Charity Commission and to other organisations which, quite rightly, require us to be diligent in safeguarding children.

Related documents

This Safeguarding Policy should be read in conjunction with other relevant policies including other Children and Youth policies and Health and Safety policies. There are also a number of related written procedures, and each group should have a Team Handbook giving more detail on how the principles in this policy will work out in practice in each setting. There is a list of relevant documents at the end.

Oversight and legal responsibilities

Elders and trustees are ultimately responsible for making sure all vulnerable groups are safeguarded and that KCC meets all legal responsibilities in this area. They ensure that:

- there are at least two Safeguarding Officers –one male, one female – who will maintain an overview of what is happening with regard to children’s safety and wellbeing at KCC and seek to improve this where possible. More information on Safeguarding Officers below.
- a commitment to safeguarding is promoted across the church, and support the implementation of policies and procedures
- relevant laws and government expectations regarding safeguarding are implemented across the organisation, especially relevant where the Safeguarding Co-ordinators have no jurisdiction (eg Health and Safety, Human Resources, Data Protection.)
- the organisation has appropriate insurance including legal protection and public liability cover

This policy is approved and endorsed by the Trustees and Elders of KCC (see the end for date of approval and when it is due for revision.)

2 SAFEGUARDING AWARENESS AND TRAINING

Safeguarding: a whole-church commitment

- KCC is committed to the highest standard of care for children across the whole church
- We promote the message that safeguarding is everyone's responsibility and aim for everybody to play their part in keeping to the policies and procedures which are in place to help protect the under-18s
- We offer guidance to those who play key roles outside of children's work, such as stewards and Duty Managers
- Posters showing the Safeguarding Officers and how to contact them is displayed on the premises, explaining that anyone can report concerns to them.

Training

KCC promote good practice in all areas of caring for others and a key part of that is training of workers. With SGO support:

- It is the responsibility of each Group Leader to ensure that prospective workers are given suitable training in safeguarding and good practice as part of the induction process for those who work with under-18s.
- It is HR responsibility to ensure it is done for paid staff who will have a pastoral role and/or work with children and youth as part of their paid employment.

INSURERS REQUIREMENT:

- Annual refresher training will be carried out for all those who volunteer with children and youth.

3 SAFER RECRUITING OF ALL WHO WORK WITH UNDER-18s

The general principles KCC follow are:

- We will always check references for all employees and volunteers who will work with, or have regular contact with, children
 - DBS checks with a check of Barred Lists will always be done before over-16s do Regulated Activity with children (as the Law requires.)
 - Under-18s must not become Interns or be given placements at KCC without special provision being discussed with an SGO and an Elder, and special safeguards put in place.
- ❖ [Recruiting of paid employees Policy](#)
 - ❖ [Recruiting procedure for volunteers with under 18s](#)
 - ❖ [Policy on Overseas People Serving at KCC](#)

4 MANAGEMENT OF WORKERS

Supervision of CAY workers

KCC expect that all CAY Group Leaders will manage their team including making sure that:

- there are regular team meetings where possible, or at least sub-team meetings (eg all those on rota that day)
- there are opportunities for team to raise questions, reservations and concerns with the Session leader and/or Group Leader and that this is encouraged
- they monitor new and young workers for good practice and confidence/competence in their role.

Also Group Leaders must ensure that there is adequate supervision of workers, eg

- By Session Leaders during each session
- By each member of the team looking out for each other, and reporting any concerns to the Group Leader or a Safeguarding Officer
- By personal contact with each worker from time to time.

Young Helpers in CAY groups

While it is good to give some responsibility to suitable teenagers, we have a responsibility to care for them as children, and also to meet all legal requirements.

More detail is given in

- ❖ [Under 16s working with Under 18s: Group Leaders Guide](#)

For details on items relevant for all workers, see

- ❖ [Code of Conduct \(part of Initial Training Handbook\)](#)

5 WORKING SAFELY

KCC seek to always keep the current legislation and government guidelines relating to caring for under-18s. We aim for a very high standard of health and safety because it is an essential part of caring for people.

A. HEALTH AND SAFETY

a. Risk Assessment

Risk Assessments must be carried out as part of the planning for all events and activities which carry the name of KCC (or KCC groups) wherever they happen.

All activities require a Risk Assessment which:

- has been discussed between the event leader and any senior team for the event
- names a designated person for the event (for repeating events this will be named as a role-title) who must make sure the provisions of the Risk Assessment are carried out, and where necessary adapt to the current situation (and communicate changes to team) if that improves safety
- has been completed and approved by the H&S officer and a Safeguarding Officer (submitted in accordance with the H&S current requirements)
- is communicated effectively to the relevant team (usually by the team leader.)

For regular groups, one Risk Assessment should cover all expected activities and be reviewed annually or sooner if things change. The actions specified in the RA will be communicated in written format, usually in a Team Handbook.

Where regular groups decide to include any activity not already covered, they must complete another Risk Assessment and follow the process above.

Note that no under-18s are to be in the buildings of KCC without suitable adult supervision.

Risk Assessments must cover the following with regard to Health and Safety:

- ensuring that the premises used for activities are secure, safe and suitable for the chosen activities
- equipment used is safe and appropriate for the ages of the children
- activities have sufficient safeguards in place to make them as safe as they can be
- provision for a high level of food hygiene
- what provision there is for First Aid to be provided as needed by those who have suitable qualifications
- ensuring the safety of team as well as children, so include preparation, set up and pack down as well as things only done by team (eg using the oven to bake biscuits made by children.)

Risk Assessments must cover the following with regard to Safeguarding:

- All those who will work with the under-18s being checked as required by KCC Recruiting policies, and suitably trained
- Having a suitable ratio of workers to under-18s (including what happens if more children/fewer team turn up than was expected.)
- Provision for recording who is present (including team) for emergency purposes

- How the workers will know how to contact parents if needed
- Provision of security for the children (protection from general public, how they will be prevented from leaving without permission etc)
- Any safe working procedures which need to be established in this particular activity – eg if areas outside the room are not secure, how workers will supervise children moving around, eg going to the toilet.

Note on adult-child ratios.

These ratios are Ofsted-standard for our guidance and we do not have to comply, particularly not when the parents are available (as on a Sunday morning), but we do expect all groups to run safely.

- 0 to 2 years old:** 1 adult to 3
- 2 to 3 years old:** 1 adult to 4
- 3 to 8 years old:** 1 adult to 8 children
- 8-17 years old:** 1 adult for the first 8 then one adult for every additional 10 children

Helpers under 16 years old count as children in these ratios.

Where parents are not available, then if the group has boys and girls, there should be at least access to a team member of each gender.

Going off-site has different ratios, see the Special Activities Policy.

High Risk Activities

This includes any water activities, use of inflatables, any sports involving projectiles, anything involving activities at height or underground and any activity in potentially dangerous terrain. These require special planning and thorough Risk Assessment and planning should begin well in advance.

❖ [See the Special Activities Policy](#)

b. Recording of incidents

- Accidents and incidents must be recorded in accordance with current Health and Safety processes at KCC. Parents must be informed of what has happened as soon as possible.
- For head injuries, even where there is little external sign of damage, must be notified to the parent before the child leaves the group and they must not leave unaccompanied (even if they usually do so.)

B. SAFER WORKING EVERY DAY

a. Keeping logs

KCC are moving towards all CAY groups keeping a log , with notes made after any session where there is something of note to record. This will include:

- Any incidents or accidents, including a note of those recorded under H&S regulations and those which have been reported to SGOs.
- Any concerns about anything (H&S, Safeguarding, wellbeing of team etc)
- Where there were ways of working which could be improved
- Any discipline issues, any sanctions applied to under-18s

- Any significant conversations with parents
- Anything suggesting areas for specific training or communication.
- Logs will include names and sensitive information, therefore we recommend password protected electronic records since they can be immediately available for writing and reference while staying secure from others. If paper is used it must be kept secure.

b. Data Protection

Personal data must be handled securely, kept away from those who do not have a right to know, and not shared with anyone without the consent of the person themselves (age 16+) or their parent (under 16s).

For more detail see

- ❖ [Data Protection Policy](#)
- ❖ [Data Protection \(DBS handling\) Policy](#)
- ❖ [Confidentiality Policy](#)

c. Visual Images

Do not take photos or video of under 16s in their groups, nor of 17 and 18 year olds except with their formal permission.

Only the KCC Media team may take images in children's groups and they will not use any without the consent of the child's parent (and the consent of any workers visible in images.)

For more detail see

- ❖ [Visual Images Policy.](#)

d. Where children are given access to the internet at KCC activities

i) Own devices

Groups which allow their members to have internet-accessible devices must have rules about what is acceptable during group time. As far as possible, workers must monitor the use of phones etc and not allow the children to:

- Browse unsuitable material
- Post/ share or live-stream inappropriate, unkind or unwanted photos/videos or other material of themselves or others
- Use their phones in any way which disrupts the group or upsets other people.

If this becomes a disciplinary issue with a child, follow the group's processes for disruptive behaviour.

ii) b) Use of KCC online devices

We strongly suggest that under-18s are not allowed to use KCC devices such as computers if they are connected to the internet or the KCC network, but if this is to be allowed then there must be:

- Restrictions built in where possible to prevent unsuitable sites being accessed and to prevent access to the K drive (KCC hard drive) or backup
- guidelines for the internet users including bans for those who do not comply

- a “safe internet use” contract to be signed by all children who use the facility
- close supervision of use
- games which have capacity to connect to other people via the internet must not be used, or must be set up in such a way that they cannot connect

C. DEALING WITH PROBLEMS

a. Dealing with disruptive behaviour

- i) Make sure there are expectations (rules maybe) for the group which are:
 - established by leadership (in consultation with older children if appropriate) and backed up by sanctions
 - understood by all workers and applied evenly (inconsistent standards week to week are confusing)
 - communicated to the children.

- ii) Make sure there are suitable sanctions for bad behaviour eg:
 - Verbal rebuke
 - Removal of some privilege
 - Removal from peers (Time Out)
 - Removal from group and/or parent called
 - Suspension from group

- iii) What workers can do to help:
 - Build healthy relationships with the children so they know you care
 - seek to understand the disruptive child – they may be under pressure
 - make the programme interesting, well planned and well delivered; adjust to fit the children you have in the group
 - praise, celebrate and reward good behaviour, effort and attitude
 - find what the children are good at or love to do (especially the disruptive ones) and let them shine
 - express forgiveness and restore good relationship after any rebuke or sanction.

b. Bullying

(Note that in this policy, where bullying is adult-to-child it is covered under abuse.)

Bullying is when one child (under 18) or a group of children, behaves in a way which does one or more of these to another child or group over a period of time:

- intentionally hurts them either physically or emotionally
- seeks to control them by threats or intimidation
- creates a hostile, degrading or humiliating situation for them.

KCC recognises the often serious and long-lasting consequences of bullying and we will not tolerate it.

All CAY workers should:

- set an excellent example by always demonstrating that they value every child for their uniqueness, and accept everyone for who they are
- make clear that we do not always like someone's behaviour but we love them as a person
- help to build an ethos of respect, where the children themselves recognise bullying as disrespect and inform adults where they cannot handle it themselves
- challenge any kind of talk which belittles or mocks anyone or which implies prejudice against others
- take seriously any child's concerns and listen with respect to those who feel that they are being bullied. Even if the incident seems trivial to an adult, if it matters to the child, it matters
- look for patterns of behaviour as well as isolated incidents since the more often an unkindness is repeated, the more effect it has on the victim and the more of a habit it becomes for the bully
- always report bullying or reported bullying to the Group Leader.

Group leaders should have a strategy to deal with any report of bullying, which will include listening to the victim(s); ensuring their safety; involving the parents where feasible; monitoring the situation and, if appropriate, encouraging confidence-building activities for victims.

c. Alcohol

Where activities are for under-18s or mainly for under-18s there will be no alcohol allowed on the premises/at the event.

Workers must not take under-18s to bars or pubs, and must not give them alcohol.

Where there are activities for all age groups on our premises, the sale of alcohol will be under the supervision of the licensee and the provision of free alcohol on KCC premises will be overseen by the Designated Responsible Person.

d. Illegal substances and misuse of substances

KCC will not tolerate the use of illegal substances, nor substance misuse (such as inhaling of solvents or abuse of prescription medications) and will involve the police where they have evidence of such activity among under 18s of KCC.

Leaders of groups for youth must ensure the following is carried out for all groups:

- this policy is made clear to all those attending
- make clear what disciplinary measures will be taken
- provide team guidance on these issues.

e. Gangs

KCC recognises the serious implications of youth gangs. The youth team will be made aware of this issue and know how to offer guidance to young people who are liable to be drawn into gang culture.

❖ [See Use of Force Policy](#)

D. SPECIAL ACTIVITIES

a. Outings, trips and transport for groups of under-18s

KCC aims to make all outings, trips and other special activities as safe as they can be by careful planning, a clear understanding of how to minimise risk, commitment to best practice and good supervision.

- ❖ [See Special Activities Policy.](#)
- ❖ [Individuals giving lifts is covered in the Code of Conduct](#)

b. Overnight activities (sleepovers)

KCC will not sanction any KCC sleepovers including under-18s in people's homes, but have no jurisdiction over private events.

All overnight activities organised by KCC must follow the procedures for residential activities.

- ❖ [See Special activities policy.](#)

E. ACTIVITIES OUT OF GROUP TIME

(As always, this policy does not apply to personal arrangements between you and the parent. Babysitting – see below under F/b)

For organised group activities outside of the usual group times, workers must keep to

- ❖ [The Special Activities Policy.](#)

And that policy applies to all out-of-group activities for children of primary school age and below.

However, for those who work with youth, there are Procedures for some activities. Where there are such Procedures, workers must keep to these and do not need to keep to

- ❖ [The Special Activities Policy](#)

i) Informal/ad hoc activities with Year 10+ young people outside of group time

For activities such as an informal meet up in a local cafe or in a park for a kick about all workers must follow the

- ❖ [Procedures for Youth activities out of group time \(section on ad hoc activities.\)](#)

For below Year 10, follow the

- ❖ [The Special Activities Policy.](#)

ii) Mentoring

For one to one meetings for the purpose of mentoring any young people from Year 7 to Year 11 all workers must follow the

- ❖ [Procedures for Youth activities out of group time \(section on mentoring.\)](#)

iii) Having children in your own home (eg for a meal or group activity)

NOTE

When KCC has a meeting or activity for under 18s and it happens in a person's home then every adult who is in that home while the meeting is in progress MUST be DBS checked even if they don't take mix with the children/young people. This is a legal requirement. The only exception is that any 18 year olds who are participants in the group do not need a DBS.

For all meetings/activities in a person's home with young people under year 10 then workers must follow:

❖ [Special Activities Policy](#)

For young people of year 10+ follow:

❖ [Procedures for Youth activities out of group time \(section 3.\)](#)

Or, if this is a Mixed-age activity then see

❖ [Procedure for Safeguarding in mixed-age groups](#)

F. MISCELLANEOUS ACTIVITIES

a. Visiting children in their homes

This applies to mentoring and visits for any other reason.

a) If the parent is a regular attendee at KCC and agrees to the visit then it can go ahead, as long as the visiting team member is not alone in the house with the under-18.

b) If visiting an under 18 whose parent is not a regular KCC attendee:

- visiting team must talk with the Group Leader to make sure they receive:
 - training based on Guidelines For Community Visiting
 - any extra training needed for visiting under-18s
 - a Visiting ID card and possibly a personal alarm.

b. Babysitting

KCC does not organise babysitting in people's homes because we believe it is much safer for parents to make their own arrangements with people they know and trust, and who know their children.

The only way KCC can help is to introduce the parent to someone who is willing to babysit, so the parent can meet them, get to know them, allow them to spend supervised time with their children, and decide for themselves if they want them to babysit.

c. Peer-led activities

We accept that groups of teens can meet together as friends and organise their own activities etc but once the activity is initiated by, or carried out in the name of, KCC then we have a duty to ensure safeguarding standards are maintained. For this reason:

- Where there are peer-led groups of all under-18s they must have a valid Risk Assessment (even if they are not in a KCC building) AND be in a place where a DBSd adult leader can oversee and monitor the group
- Where there is a group which includes under-18s and with leaders of 18+ those leaders must be recruited as for any child/youth worker, even if the members of the group are all in the 16-18 age group.

The Youth leaders who initiate such groups must monitor the young leaders well, and check frequently that the group is running safely and to the benefit of all.

d. Where children mix with adults who are not on a Child/Youth team

In the Child/Youth Groups

Parents of children of school age and above are not usually allowed to stay in group, and if there are special circumstances then the same rules apply as for pre-school parents, but that cannot be allowed week after week and other arrangements need to be made. Where parents of pre-school age children stay in group they must not care for children other than their own, and never go to the toilets when another child is in there (other than their own.)

All-age events

In church on a Sunday and at other family events/activities we expect parents to care for their own children (or adults to care for children they bring.) For most of these situations we can only specify no unaccompanied children on publicity.

Mixed-age activities where under 18s may attend unaccompanied (eg choir, sports, AV team)

We accept that where under-18s are allowed to be in groups with adults, and where those groups are not set up as being for under-18s, there need to be special arrangements for safeguarding.

Therefore the following provisions must apply:

- ❖ [Procedure for Safeguarding in mixed-age groups](#)

6 SAFER ELECTRONIC COMMUNICATIONS

- ❖ [More detail is given in Code of Conduct](#)

KCC expects all communications with under-18s to:

- appropriate and wholesome in content
- take place with parents being aware and, for younger children, the communication goes to them as well
- kept for a year (electronic communications) so that they may be reviewed in case of allegations

- where electronic communications and/or social media or other technologies are used there are suitable safeguards to ensure that children are not put at risk in any way.

7 RESPONDING TO CONCERNS

❖ [For KCC's response to reported concerns, see Safeguarding Officer Procedures](#)

A. RESPONDING TO A RANGE OF CONCERNS

Why it is important to report concerns

- Reporting genuine concerns of any kind will not jeopardise anyone's employment at KCC, nor their voluntary roles (sometimes called a "Whistle Blowing" clause.)
- Remember that a child's welfare is more important than all considerations such as whether you will offend someone.
- You can trust the Safeguarding Officers to take reports seriously, but not to over-react.
- Reporting even small things is important because there may be a number of small things which, taken together, become significant.

We urge anyone to speak to the relevant Group Leader or to a Safeguarding Officer if they think safety or safeguarding could be improved, if they have any concerns about staff or other adults/ their behaviour towards children, or if they have any reason to suspect a child is being mistreated. Concerns and allegations will always be taken seriously, with referrals to relevant agencies and/or the police where appropriate.

Who to report to:

All reports about KCC workers, and any allegations against you as a KCC attender must be reported to a Safeguarding Officer. There are at least two Safeguarding Officers so that a concern about one can be reported to the other.

If the person you are concerned about is attending KCC (or a KCC group eg GEMS or Youth) or in the family/household of someone who does attend then report to the relevant Group Leader or KCC Safeguarding Officer.

URGENT SITUATIONS: if immediate violence or harm is likely, ring the police on 999.

Otherwise, where a KCC Safeguarding Officer is not readily available, any serious urgent situation should be reported at once to the relevant agency.

If you do that regarding someone in KCC, you must also let a KCC Safeguarding Officer know that you have made the report.

If the person is NOT attending KCC or a KCC group then how do you know them?

A) In connection with your work with a KCC group which mainly serves the community beyond the church eg CAP, Food Centre, Parish Nursing etc

In this case, follow the group's reporting procedures. If you don't know them, ask a KCC Safeguarding Officer.

All written reports must be stored very securely. Unless your group has other arrangements, ask a KCC SGO to put them in the special safe.

or

B) This is about a friend or acquaintance who does not attend KCC. Contact the relevant agency. You may ask a KCC Safeguarding Officer for advice.

PLEASE ALSO SEE THE REPORTING FLOWCHART

Who NOT to tell:

- Do not talk to other people about the situation, only the person you are reporting to and anyone you and they agree should be told.
- Do not talk to a parent/adult you suspect of neglect or abuse, nor their close friends. Try to avoid a person knowing that you are reporting them, since they may become aggressive to you or to the child in question, or try to persuade you to not report it. They could also destroy evidence.

While we encourage reports to be made to KCC so that we can take action, you may instead report genuine concerns direct to an appropriate outside agency (eg Children's Services, the Local Authority Designated Officer, NSPCC or police). In this case, it is very helpful if you also tell a Safeguarding Officer or other senior leader that you have done so.

B. DISCLOSURES

a. Receiving a disclosure

If a child starts to tell you about abuse, what you do and say is important because if you are not accepting and open the child may stop telling you something which they may have taken a long time to get up courage to say. Also what you do can affect the outcome of any future court case/custody case.

What to do if a child starts to tell you something significant

- Listen patiently, showing acceptance of what the child says, however unlikely or it seems.
- Do not ask "leading" questions like "Was it Daddy who did that?"
- Be honest: let them know that you will need to tell someone else
- Do not make promises you cannot keep
- Be careful not to let your strong feelings about what you are hearing make the child think you are upset with them
- Never suggest the abuse is their fault – even if they were being disobedient or foolish at the time
- Never push for information. If the child decides not to tell you then accept that.

Helpful Things you might say or convey

- ✓ I believe you
- ✓ I will do what I can to help you or get you help.

Avoid saying

- x Why didn't you tell anyone before?
- x Is that really what happened? Are you sure? Why? How? When? Who? Where?
- x Don't tell anyone else

Concluding

Reassure the child they were right to tell you. Let the child know what you are going to do next and that you will let them know what happens. Your next steps are to write notes and report everything as outlined below.

Will they be at risk if you let them leave today?

- **Yes**, then talk to the Group Leader immediately. If no leaders are with you then ring the police on 999. NEVER take the child/young person home with you.
- **No**, then let the young person know what you are going to do next and that you will let them know what happens. They can then leave at the normal time. Only Group Leaders should speak to parents about what has happened.

b. Recording the disclosure

The immediate safety of the child is of first importance but as soon as feasible and preferably within one hour, write down:

- Date/ time of the disclosure and date/time of the record
- How the conversation took place (the context),
- Where it took place and who was there
- Exactly what the child said and what you said
- You may find it helpful to use the form called Initial Observations of Abuse and there is also a "body map" which can be used to indicate areas of injury/abuse. Do not delay in order to find these, however.

Keep all hand-written notes, even if subsequently typed. All records should be kept in a secure place: a Safeguarding Officer can show you where.

c. Reporting the disclosure

Report to the Group Leader or Safeguarding Officer.

If it is necessary to take immediate action to protect the child, the Group Leader will call the police (999) or get the Safeguarding Officer to do so if they are there.

If you do not have access to Group Leader or Safeguarding Officer, you may call the police yourself. Never take the child to your own home, nor engage in any altercation with the parent –let the police handle it all.

[See Appendix 1 below.](#)

C. RECOGNISING ABUSE

Be aware that most of these could be perpetrated by children as well as adults, especially older children. This is not an exhaustive list, but the main types of abuse.

PHYSICAL ABUSE

Physical abuse is anything which deliberately causes physical harm to a child, including extreme, inappropriate physical chastisement. Physical harm may also be caused when a parent or carer fabricates the symptoms or deliberately induces illness in a child.

Possible signs:

- Any injury not consistent with the explanation given for them or which do not have an accidental explanation, especially those in places which are not normally exposed to falls, games etc.
- Untreated health problems/signs of medication misuse

- Self-inflicted injury

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment and neglect of a child, though it may occur alone.

Possible signs:

- Adult is cold, critical, ridicules or humiliates child persistently, rejects them
- Child shows fear, adult uses intimidation or bullying
- Child not being allowed any contact with other children
- Child is expected to act older or much younger than their age/ability.

SEXUAL ABUSE

Child Sexual abuse is any exploitation of children under the age of sixteen for sexual pleasure, gratification or profit by another person. Sexual abuse can include touching a child sexually in areas usually covered by underwear, forcing a child to do a sexual act, exposing a child to sexual experiences such as watching explicit video.

Possible signs:

The main way others know about sexual abuse is when allegations are made by a child concerning any kind of abuse (they may not immediately mention the sexual element.)

- Child may show excessive pre-occupation with sexual matters or a detailed knowledge of adult sexual behaviour or regularly engage in age-inappropriate sexual play.
- Sexual activity through words, play or drawings. They may be sexually provocative with adults
- Unexplained incontinence, unusual difficulty in walking/sitting, pain, itching, bruising to genital area.

Sexual abuse can be part of Child Sexual Exploitation (see below.)

NEGLECT

Neglect is when parents or carers, intentionally or not, fail to provide food, warmth, safety from harm, or other basic needs in an ongoing and severe way. They may not take a child to a doctor when needed, or give necessary medication. They may fail to supervise their child or leave them at home alone.

Possible signs:

- Persistent tiredness or hunger, poor personal hygiene or clothing is dirty
- Changes or regression in mood or behaviour, particularly where child withdraws or becomes clinging.
- Attention-seeking or destructive behaviour.
- Nervousness, frozen watchfulness

FINANCIAL ABUSE

Financial abuse – where someone is stealing from or defrauding a person or controlling their money (or money intended for their benefit) in a way which is not in their best interests. It is a common feature of domestic or relationship abuse – see below.

LEADERSHIP ABUSE

The misuse of “authority” by those in leadership so that the young person does not feel free to make moral/spiritual choices for themselves.

The NSPCC website has very helpful information on what to look for in a child which may indicate abuse. www.nspcc.org.uk > help and advice > worried about a child > when to worry about a child

D. OTHER CAUSES FOR CONCERN

a. Children's well being and parental mental health or substance abuse

Where a parent has mental health difficulties, mental illness and/or alcohol/substance abuse problems, it is less likely that the family will be warm, caring and supportive. There is a much higher chance of there being neglect or abuse. If a worker knows that there are such problems at home, please talk to a Group Leader even if you do not know of any actual abuse. It will help us monitor things, and perhaps find a way to support the family. Group Leaders should report any concerns to a Safeguarding Officer.

b. Domestic Abuse

Older teens can be subject to domestic abuse or "relationship abuse" as it is often called since it does not always involve living together. It is important to help teenagers to realise that healthy relationships should allow for each partner to make their own decisions, albeit with consideration for the other.

Even where domestic abuse does not directly involve the child, it is still very harmful to them and can cause lasting trauma, so where you become aware of domestic abuse where there are under-18s in the home, always report it.

c. Recent and emerging areas of safeguarding concern

KCC seek to be proactive in meeting new challenges with regard to safeguarding, particularly where they are impacting on the children and youth we encounter.

We seek to ensure senior CAY leaders keep up to date in any relevant matters and we will encourage them to undergo training in such matters (and find support from other CAY leaders in other churches where they have greater experience.) We recognise that this becomes more important as we as a church move into new geographical locations and may find abusive practices we have not seen before.

These could include for example:

- **Sexting** - sending of indecent images. See
 - ❖ [Dealing with those who send indecent images \(Sexting\) SG Guidance](#)
- **Grooming** - befriending of children for the purposes of sexual abuse. It can begin online or in person.
- **Child Sexual Exploitation** - where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity, usually for financial gain. It can involve physical contact or can be carried out online (or other technology.)
- **Extremism** – seeking to sow division between people on the basis of race, faith; justify discrimination against women and girls; arguing against democracy and rule of law. Children are often targeted as vulnerable.

- **Child trafficking** - child abduction/recruitment of children for the purpose of exploitation, eg for the sex trade but also for illegal adoption or to work as slaves.
- **Spiritual abuse** - where beliefs in demonic activity/witchcraft give rise to cruelty to those believed to be possessed or cursed.
- **Forced marriage** – where someone (often a girl but not always) faces great pressure to marry against their will. It is illegal in England. (Note, in an arranged marriage both people agree freely to the marriage and there is no coercion.)
- **FGM** – violence against girls, usually before puberty, often resulting in great pain and ongoing health problems. It is common in some cultures but there is no religious basis for the practice.

8 PASTORAL CARE

KCC recognise that pastoral care and Biblical encouragement are an important part of our life as a church. We seek to avoid misunderstandings, safeguard those who need pastoral care and to protect those providing that care from unfounded allegations.

❖ [See the KCC Pastoral Care Policy](#)

For the purposes of this Safeguarding Policy we will mention two important areas of pastoral care which particularly relate to Safeguarding.

a. Supporting children with disabilities and their carers

At KCC we highly value all children, regardless of disabilities or additional needs.

We aim to work with parents to find the best way to care for that child and enable them to do what they can do and enjoy. We also appreciate that the parents may well be in need of some time without their child and where safe and feasible we will aim for that to happen. Where the child is able to have a place in our specialist Treasure Trove group, the staff have training and processes for safe ways of working which means that they can carry out intimate personal care. Outside of Treasure Trove intimate personal care has to be provided by the parent or legal carer.

Treasure Trove also has workers with specialist skills in communicating with children with additional needs and disabilities, including some sign language.

KCC also recognise that children with disabilities and additional needs are statistically more likely to be abused. Please note that this does not suggest that parents of children with disabilities are any less caring than other parents (often they are more caring because they need to be.)

However, the child may be:

- less physically able to defend themselves
- less able to tell anyone else about what has happened
- less able to understand that certain behaviours are not acceptable

Also:

- Caring for their needs may put great pressure on parents and/or other carers
- More people are likely to be involved in their care
- A wide range of carers are more likely to be giving intimate care

We encourage our workers to be:

- Supportive of each other so as to prevent team getting to the end of their patience, but also supportive of best practice so that bad practice is noticed and reported
- Vigilant in looking for any signs of abuse
- Good "listeners": even where the child's language skills are low or non-existent there may be attempts to communicate (eg via technology, signing, sounds, gestures etc)
- Supportive of parents so that parents are able to express their need for respite
- Proactive in signposting parents under pressure to where they can get help.

b. Support of those who have been abused

We are committed to supporting those who have suffered any kind of abuse in the past (whether the abuse was recent/recently disclosed or not) to the best of our ability and we recognise that, in addition to offering general pastoral care, prayer and ensuring they have people who can support them, this will sometimes include helping them to find specialist support.

9 THOSE WHO POSE A RISK TO CHILDREN

We do not ban those who have had a criminal conviction for sexual offences, nor those who pose a risk for other reasons because:

- we love and accept others as we have been loved and accepted by God. That does not mean that we condone what they have done, or put others at risk however.
 - if we ban people who are a risk, they would simply go to another church where they may not be so well managed. Instead, where we know people pose a risk to children we have a programme to prevent them having access to children.
- ❖ [See Policy on people who are a risk to children](#)

10 WORKING WITH OTHER ORGANISATIONS

a. Working in schools

Where KCC work in schools there will be a formal agreement with the school (which can be on paper or expressed by emails which should be kept) and should cover:

- the name of a person to act as point of contact
- arrangements for DBS checking and training of KCC workers
- how KCC workers should comply with rules for visitors or other rules (how to check in, where they may go etc)
- what activities they expect the KCC workers to provide.

It may also include what KCC is offering (running assemblies, providing mentoring, producing resources etc), what times they will be expected to be there, how they can cancel (eg if the worker is too ill to go) and what feedback they will receive.

b. WORKING OVERSEAS

Where KCC sends anyone to work overseas with under-18s, the person at KCC organising the trip must make sure the following has been done:

- all workers are over 18 and have been recruited as for work with CAY at KCC (including DBS if the law allows.)
- the organisation(s) they are sending workers meets at least basic safeguarding standards
- the workers going overseas know those standards and provisions
- they know how to report allegations of abuse in that organisation and, if necessary, in that country
- they have organised their own travel insurance.

Where you are asked by KCC to work overseas you must:

- uphold the principles and values of this policy
- work within the law of the country you are in

c. NON-KCC GROUPS USING KCC PREMISES

Where KCC lets the premises they do so on a commercial basis and we do not have jurisdiction to monitor the safeguarding practices of hirers.

Contracts specify that there is to be no illegal activity and that appropriate safeguarding arrangements are in place for under-18s and vulnerable adults (if applicable.)

11 New initiatives and activities not covered by current policies

If at any point in the future KCC plans to start any activity which involves under-18s who are not under the supervision of their own parents there must be full consultation with SGOs from the start to ensure that all safeguarding processes are foundational.

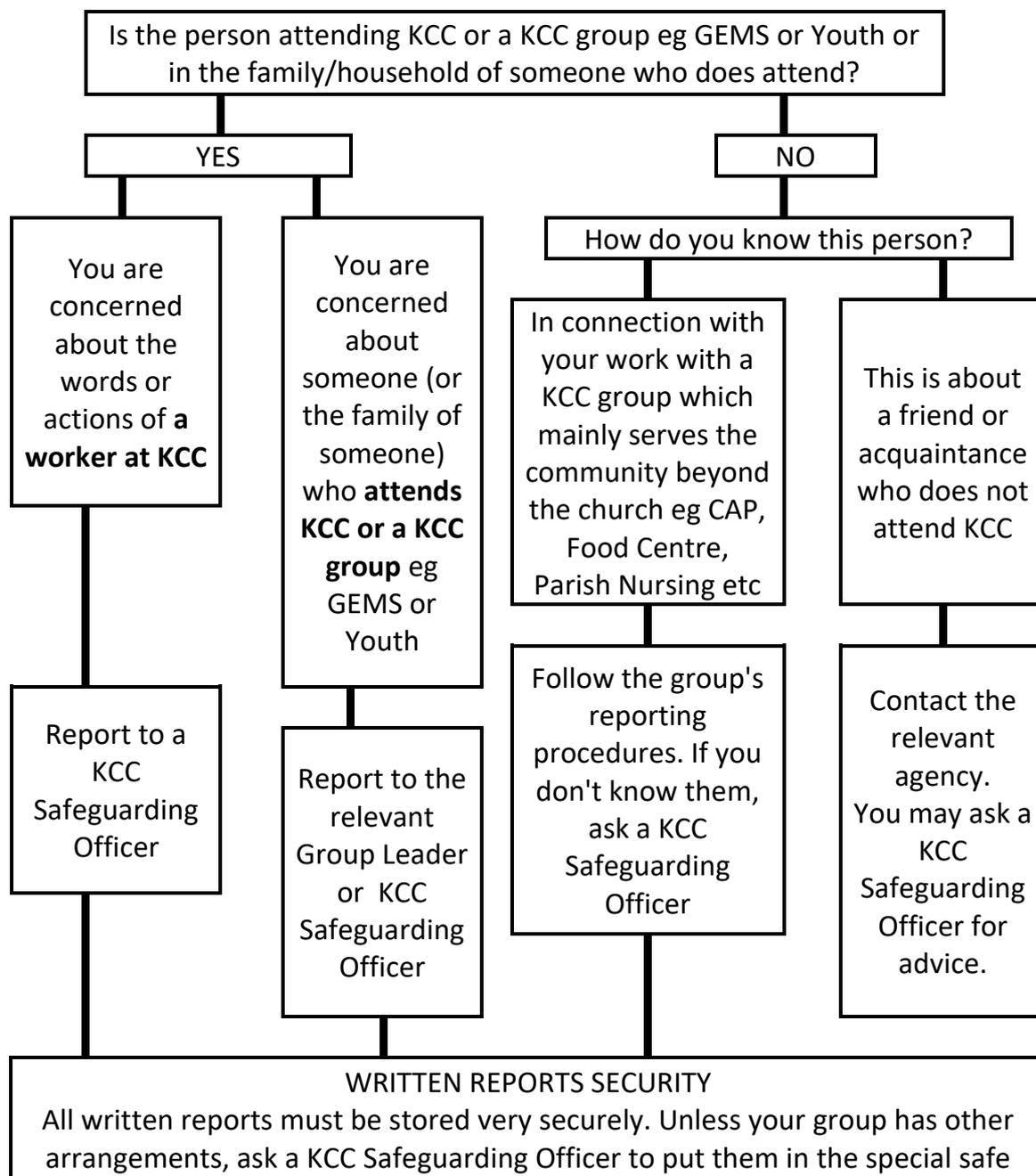
Currently we do not run any of the following and these must not be started without full consultation:

- Drop-in centre, advice centre, pregnancy support centre, counselling.
- Caring for children in settings such as day care, before/after school clubs
- Having under-18s staying with host families
- Having under-18s in accommodation provided by KCC

And the following is done on an ad hoc basis already and each event needs full consultation:

- Childcare provided by KCC eg for parents attend an activity with KCC such as a training course
- Activities run jointly with other churches where children will not be under the supervision of their own parents.

Reporting concerns: who to report to (non-urgent situations*)



*URGENT SITUATIONS: if immediate violence or harm is likely, ring the police on 999. Otherwise, where a KCC Safeguarding Officer is not readily available, any serious urgent situation should be reported at once to the relevant agency. If you do that regarding someone in KCC, you must also let a KCC Safeguarding Officer know that you have made the report.

OTHER RELATED DOCUMENTS

SAFEGUARDING

- Special Activities Policy (Under-18s) 2019
- Procedures for Youth activities out of group time
- Use of Force Policy (Under-18s)
- Policy on people who are a risk to children (Offenders)
- Dealing with those who send indecent images (Sexting) Guidance 2018
- Missing Child Alert Procedures
- Missing Child Alert Sunday Session Leaders Guide
- Recruiting, training and related paperwork
- Recruiting of paid employees Policy
- Recruiting procedure for volunteers with under-18s 2019
- Initial Training Handbook for workers with under-18s 2020
- Code of Conduct for Teams with under-18s 2020
- Recruiting Interns Procedure 2018
- Interns IDF Initial Declaration Form 2018
- Policy on Overseas People Serving at KCC 2017
- Under 16s working with Under 18s: Group Leaders Guide 2019

COMMUNITY WORK AND PASTORAL

- *Visiting Guidelines*
- *Pastoral care Policy*

DATA PROTECTION

- Data Protection Policy
- Visual Images Policy
- *Confidentiality Policy*

HUMAN RESOURCES/ADMIN

- Recruiting procedures paid workers
- Disciplinary and grievance procedures
- *Anti- Bribery Policy*
- *Grievance and Disciplinary Policy*

REVIEW PERIOD: 1 YEAR (as required by Insurance company)

**REVIEW TO BE DONE BY:
Safeguarding Officer reporting to Trustees**

Next review is due:

March 2021

THIS POLICY	DATE	Name given to the policy at this point
First approved by Trustees (after review tracking introduced.)	18/03/2019	Safeguarding Under-18s Policy
Changes made regarding Reporting process and activities outside group time	18/03/2020	Safeguarding Under-18s Policy 2020