

EAST CHESHIRE AREA MEETING

SAFEGUARDING POLICY

2014

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## **Section 1 – The Aim of our Policy**

From time to time our spiritual journey requires us to take risks. As adults, taking risks is easier when we know we are supported by others and have confidence in our personal experience.

Our children are more vulnerable with limited experience and their protection is a paramount responsibility.

This document follows the legal requirements of the 1989 & 2004 Children's Act, it may be detailed and in places prescriptive but we have tried to write it in a spirit that allows our children and those that work with them, to grow in the spirit. In order to do this, we want to create a framework that lets our children know that they are both physically and emotionally safe but allows sufficient freedom for them to choose the paths and challenges of their own spiritual journey.

## Section 2 – Essential Names and Contact Information

Local Meeting Safeguarding Coordinator see laminated form in every Meeting House
CCPAS Help Line  0845 123 4549
NSPCC  0808 800 5000
Area Health and Social Care Duty Officer See laminated form in every Meeting House
Local Police 101 or 999 in an emergency
Area Meeting Safeguarding Coordinator Janina Miklaszewicz 07561 393937
Children and Young People's Link Trustee Gill Alcock 07977 886328
Area Meeting Clerk Denise Renshaw 07974 997798
Britain Yearly Meeting Safeguarding Coordinator Michael Booth 020 7663 1023
Area Meeting Insurance Company  Congregational

## Section 3 – Guidelines for Good Practice When Working With Children

Regarding the care of children coming to Meeting for Worship or joining events organised by a meeting, it is the duty of each Local Meeting within East Cheshire Area Meeting:

- To seek to prevent the physical, sexual or emotional abuse of any child or young person while engaged in any activity organised by the Meeting.
- To protect adults against false allegations.
- To take up any allegation of abuse, whether perpetrated in the course of Meeting activities or elsewhere, if made in the context of Quaker activities.
- To operate this policy with close regard to the testimonies and traditions of the Society.

We have a duty of care to minimise risk and to ensure that our policy is flexible enough to respond to varying levels of precaution depending on the nature of the events being organised.

The policy aims to be in keeping with Quaker values of openness, equality and absence of hierarchy or authority figures. We recognise that the statutory checks of the Disclosure and barring Service (DBS) play an important role in protecting children from potential abusers but this is only one part of our child protection policy. All the procedures detailed below, many of which are already common practice, should be followed in addition to DBS checks.

1. All workers (employed or volunteer) should hold a certificate of their DBS clearance.
2. At least two adults, ideally not from the same household, should be present at any event with children and young people.
3. An adult should not be alone with a child where their activity cannot be seen, unless this is a parent with their own children. This may mean leaving doors open or two groups working in the same room.
4. New volunteers should only be able to help with children's activities if they have been coming to Meeting for an appropriate length of time and are known and accepted by Children's committee and have had a valid statutory check.
5. On Quaker outings, overnight and residential activities, parents and/or guardians may leave their children in the care of other adults while they themselves are not on the premises or in the immediate area as long as parental permission / in loco parentis forms have been completed.
6. Where an activity involving a member of the Meeting is organised by parents and not by the Meeting, this is a private arrangement and parents take sole responsibility.
7. Area Meeting will appoint two people both members, preferably one Trustee and one member of Area Meeting Children and Young Person Committee to take on the role of Area Meeting Safeguarding Coordinators. These are trusted and trained people to whom children, young people or adults can take concerns regarding their own or someone else's safety. It is recommended that Local Meetings appoint at least one designated Local Meeting Safeguarding Coordinator preferably in membership of the Area Meeting.
8. Meetings should foster an understanding in children and young people of how to be active participants in their own safety and make them aware of the appointed adults.
9. All members and attenders at Local Meetings are responsible for contributing to the safety and well being of all others and need to be well informed in this as in other aspects of health and safety. The Local Meeting and Area Meeting Safeguarding Coordinators should receive appropriate training organised via Area Meeting and share this with their meetings.
10. Children's committee have a responsibility to inform all adults working with children of their roles and responsibilities.
11. In the event of an allegation / disclosure being made a Safeguarding Coordinator should be informed or an Elder/Overseer if the safeguarding coordinator is not available. Then external agencies should be brought in, in line with Area Meeting guidelines found in the full Child Protection Policy.

## Process for the DBS Check

Local meeting clerks (or other appointed verifiers) should initiate a DBS check for each prospective worker (employed or volunteer)- the applicant – by giving them the reference number for the local meeting and password required. The applicant can then complete the form which may be on-line or hard copy, though the former is preferred. Once the process has been successfully completed, the name of the approved worker should be recorded in the minutes of the local business meeting.

(Note : If there are any issues arising from this process, then it must be remembered that this is confidential information and should then be the responsibility of local Overseers for a LM or the Overseers Support Group for Area Meeting. )

## Section 4 – What To Do If A Disclosure or Allegation of Abuse Is Made At an Event or Meeting

Protecting the child, young person or vulnerable adult is paramount. All actions, decisions and the reasoning behind them must follow from this. Record all actions, decisions and reasoning - if in doubt ask.

### Responsibilities and Actions

If an allegation or disclosure is made to a worker:

- Listen to the child/young person, allowing time and space for them to speak
- Ensure and reassure the child/young person that they are safe
- Be honest, tell them you will have to inform someone else
- Listen but do not investigate, challenge or make judgments
- Write it all down as soon as possible using an incident report form
- Inform the Safeguarding Coordinator

### Action required by the Safeguarding Coordinator (Designated Person)

- Ensure all details are recorded, within 24 hours, including name, age and address of the child and the date and time of the disclosure/ allegation
- If the alleged abuser is a family member a referral to a Statutory Agency e.g. NSPCC, Integrated Access services (IAS) or the Police is required **before the family are informed**.
- If the alleged abuser is NOT a family member, a referral to a statutory agency is required, the agency will advise about informing parents. **Do not inform the parents / family before you have had this advice.**

If you are unsure about what to do advice can be found in the Area Meeting Safeguarding Children Policy or with CCPAS 0845 120 4549

Your LM Safeguarding SPOC is \_\_\_\_\_ ☎ \_\_\_\_\_

Your AM Safeguarding Coordinator is \_Janina Miklaszewicz\_\_\_\_\_ ☎ \_07561 393937\_\_\_\_\_

## Section 5 – Prevention

### Safe recruitment

The Meeting will ensure all volunteers / workers will be supported in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written set of 'Guidelines for good practice when working with children'.
- Those applying have completed an application form and a self declaration form
- Safeguarding has been discussed before working with children.
- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed and it has been checked that the individual is registered with the Vetting and Barring Scheme (for details of how to do this see Appendix A)
- The volunteer / worker knows how to report concerns
- The volunteer / worker know where they can access a full version of the child protection policy at their meeting.

### Management of Workers – Codes of Conduct

All workers have been issued with 'Guidelines for Good Practice when Working with Children' (Sections 3 and 4 of this document). Meetings will undertake to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

When a worker has been vetted by the DBS, a minute of Local Business Meeting will be made to record this fact. This enables a record to be kept by the Children and Young People's Committees of both the Local and Area Meeting of all approved volunteers.



## Section 6 - Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

### Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, effective listening, as well as how to respond to a disclosure of abuse, are included here in our policy.

## Signs of Possible Abuse (children & young people)

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

### Physical

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

### Sexual

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

### Emotional

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

### Neglect

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

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

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- All Local Meetings are recommended to appoint at least one designated Safeguarding Coordinator (preferably a Meeting member and also possibly Elder/Overseer). Area meeting will have appointed two designated Area Meeting Safeguarding Coordinators. Preferably one of these should be a member of the Area Meeting Children and Young People's Committee and the other a Trustee. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the appropriate designated safeguarding coordinator to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- If the Local Meeting Safeguarding Coordinator is not available, or, if the suspicions in any way involve the Safeguarding Coordinator, then local meetings should make their report to one of the Area Meeting Safe Guarding Coordinators. If unable to contact any of these people then contact Social Services or the police.
- Where the concern is about a child the Safeguarding Coordinator should contact NSPCC 0808 800 5000, Integrated access services (Social Services) or Churches Child Protection Advisory Service 0845 120 45 50.
- Where required the Area Meeting Safeguarding Coordinator should inform the Area Meeting Clerk and Britain Yearly Meeting safeguarding Coordinator and, at an appropriate time, the insurance company.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator should not delay referral to Integrated Access Services (Social Services), the Police or taking advice from CCPAS.
- Area Meeting Children and Young People's Committee will support the Safeguarding Coordinators in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, If the individual with the concern feels that the Safeguarding Coordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct.

The role of the Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies, which have a legal duty to investigate.

## Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

## HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

## DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## **Detailed Procedures Where There Is A Concern About a Child:**

### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator will:

- Contact Integrated Access Services (Social Services) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Integrated Access Services .
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Integrated Access Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Integrated Access Services .

### **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator will:

- Contact the Children's Integrated Access Services (Social Services) Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Integrated Access Services /Police. CCPAS will confirm its advice in writing for future reference.

## **The Following Procedure Will Be Followed Where There Is A Concern That An Adult Is In Need of Protection:**

### **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Coordinator will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team via the local duty officer who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

### **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Integrated Access Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

A second adult should be present when the allegation is raised with the worker to act as a witness.

## **Section 7 – Pastoral Care**

### **Supporting those affected by abuse**

Meetings are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the meeting. This support is provided by Safeguarding Coordinators and Overseers.

### **Working with offenders**

When someone attending the Meeting is known to have abused children, or is known to be a risk to vulnerable adults the Local Meeting should supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

These individuals should not work with children and vulnerable adults.

Quaker Life must be informed if a sex offender is found to be part of a Meeting's community. The precise nature of the boundaries will be negotiated and recorded by the Local Meeting Safeguarding Coordinator, Convenor of Local Meeting Children's Committee, an Overseer, the clerk and the Offender. The Area Meeting Safeguarding Coordinator and the Safeguarding Coordinator at Britain Yearly Meeting (Quaker Life) should be informed of any decisions made. More information about managing those who pose a risk can be found at the Safe and Secure Policy and Form section on the CCPAS Website.

## Appendix A – Disclosure and Barring Service registration and check

Before a worker (employed or volunteer) starts work with children and young people they should have an **Enhanced Disclosure and Barring Service (DBS) check** and **be registered with the DBS Scheme**. Britain Yearly Meeting and Central England Area Quaker Meeting use the Churches Agency for Safeguarding (<http://www.churchsafe.org.uk/>) for processing new checks and the process should be straightforward as long as care is taken to make sure that the forms are completed accurately. The steps to follow are listed below:

1. A new applicant should go to <https://disclosure.capitarvs.co.uk/cas/> and choose start application. The person asking you to apply should have given you your meeting reference: RSOFXXX and password: QUAKERxxx. Or you may request a hard copy form. *(Further help is available from the Quaker Life Administrator, Friends House, 173 Euston Road, London NW1 2BJ ☎ 020 7663 1029)*
2. The CAS has a Guide for Applicants that can be found on the page [www.churchsafe.org.uk/resources.html](http://www.churchsafe.org.uk/resources.html).
3. The applicant needs to meet with the Local Meeting verifier (usually the Local Meeting Clerk) so that they can check the THREE identity documents and complete the relevant section, which they can do on-line (or on the hard copy if required).
4. The verifier will then complete the process via the Churches Agency for Safeguarding who will process it with the Disclosure and Barring Service.
5. Notification that the check was clear or otherwise will be sent to the applicant as a certificate and to the Local Meeting verifier. Workers who already have a certificate should show this to the local meeting verifier before they commence working with children in the Meeting.
6. When a person has been vetted for working with children, the local business meeting will make a record of this fact in its minutes.
7. If the CRB check is not clear clarification should be sought from Michael Booth at Quaker Life (☎ 020 7663 1023, [michaelsb@quaker.org.uk](mailto:michaelsb@quaker.org.uk)).



## Appendix B – CCPAS Standard 5: Detailed Guidance on Working Safely

All organisations involved with children, young people or vulnerable adults must ensure they adopt safe working practice in every area.

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## 5.1 Duty of Care and Positions of Trust

The Children Act 2004 (England) through the Stay Safe outcome of 'Every Child Matters Change for Children' programmes, places a duty on organisations involved in providing services for children and young people to safeguard and promote their well-being. This means all workers should treat those they are caring for with respect and dignity as well as demonstrate competence and integrity. (There are similar expectations in other parts of the UK.)

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

In addition, under Health and Safety at Work legislation, organisations have a duty of care towards the well-being of all workers and ensure they are treated fairly. They are required to provide a safe working environment and guidance on safe working practice.

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

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

## 5.2 Gifts, Rewards and Favouritism

The giving of gifts or rewards to children, young people and vulnerable adults can be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a manager and the parent or carer.

Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a young person.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on

a regular basis or of any significant value.

### 5.3 Risk Assessments

Taking care of children, young people and vulnerable adults involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

Organisations have a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

It is advisable to appoint someone specifically for carrying out risk assessments. An easy and effective way of doing this is to compile a checklist for the activity, identifying any risks that could be encountered, the action required, the person responsible to carry this out and when any action has been completed.

The following are some areas that should be considered:

- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.
- Record details of the action taken.

In a building the following may be considered hazardous: loose-fitting carpets, uneven floors, over-filled cupboards, very high shelves, blocked fire exits, glass doors, missing light bulbs, overloaded power points, trailing electrical cables, loose window fastenings.

### 5.4 Safety of Buildings and Equipment

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

Outside play areas should be appropriately fenced off with secure/boltable gates to prevent small children from straying from the premises.

Safety requirements could also be publicly displayed on posters in appropriate locations around the building.

### 5.5 Food and Drink Safety and Hygiene

Any food that is made and/or consumed on the premises should meet food safety regulations. It follows therefore that there should be someone within the organisation who has responsibility for this. They should possess a Basic Food Hygiene Certificate or equivalent and be knowledgeable in areas such as food preparation, handling, storage, disposal of waste etc. This is relevant to all organisations and especially to those running camps and other residential activities.

If food and drink are provided during an activity, the following should be considered:

- Workers should follow good personal hygiene
- Basic health and hygiene regulations should be adhered to.

- All food and drink is stored appropriately
- Hot drinks should not be carried through an activity area and not placed within the reach of young children
- Snacks and mealtimes are appropriately supervised
- Fresh drinking water is available at all times

Systems are in place to ensure that children, young people or vulnerable adults do not have access to food/drinks to which they are allergic. Typically this can be peanuts, nuts, milk, eggs, fish, shell fish and gluten - found in wheat, barley, oats.

#### Useful contact

The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.

Telephone helpline: ☎ 020 7276 8829

email: [helpline@foodstandards.gsi.gov.uk](mailto:helpline@foodstandards.gsi.gov.uk)

Web: <http://www.food.gov.uk> or <http://www.foodstandards.gov.uk>

## 5.6 First Aid

Provision should be made for an appropriately qualified first-aider to be available at all activities together with an adequate First Aid kit.

Under the Health & Safety (First Aid) regulations it is the duty of every employer to provide at least one first aid container for each work site. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents.

#### Useful Contacts

St. John Ambulance, 27 St. Johns Lane, London, EC1M 4BU. ☎: 08700 104950 Web: [www.sja.org.uk](http://www.sja.org.uk)

St. Andrew's Ambulance Association, 48 Milton Street, Glasgow, G4 0HR. Web: [www.firstaid.uk](http://www.firstaid.uk)

British Red Cross, 44 Moorfields, London EC2Y 9AL. ☎: 0844 871 11 11 Web: [www.redcross.org.uk](http://www.redcross.org.uk)

## 5.7 Safeguarding Principles for Group or Activity

Some general principles for running a club, activity or service include:

- Ensuring that everyone is treated with dignity and respect in attitude, language and actions.
- Consideration for the number of workers needed to run the group and whether they should be male, female or both.
- A clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
- The level of personal care (e.g. toileting) required appropriate to the needs of the individual.
- Clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
- Only workers assigned to the group being allowed to participate in the activity. Other adults should not be

allowed free access.

- Making a note of other people in the building during the activity and any other events taking place at the same time.

## 5.8 Adult to Child Ratios

In order to supervise children's activities safely it is necessary to have sufficient adult leaders and helpers. Below are the suggested ratios of adult to child, recommended by the government through Ofsted. These are the ratios required in regulations governing day care for under 8's.

	Adult :		Children
2 yrs & under	1	:	3
3 years	1	:	4
4 to 8 years	1	:	8

NB. Day Care regulations (Ofsted) cover activities which last for six days or more in a year, for children up to eight years of age where there is no one with parental responsibility with them and where the activity lasts for two hours or more in a day.

For children over 8, there is no official guidance. Our suggested ratio is two adults (preferably one of each gender) for up to 20 children, with an additional leader for every 10 children.

A risk assessment should be carried out for activities and especially where it is:

- outdoors
- high risk or dangerous
- when catering for people with disabilities or special needs

The results of the risk assessment may mean ratios need to be increased. The most important thing is to be specific in written guidance and expectations.

## 5.9 Data Protection, Human Rights and Safeguarding

The Data Protection Act 1998 is designed to provide privacy protection for individuals about whom certain personal information is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations, including places of worship, must comply with the rules on processing data.

Where disclosing information might place a child, young person or vulnerable adult at risk, then safeguarding considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children, young people and vulnerable adults have the right to be protected from harm. For example, information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful.

Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always

be sought from Children's Social Services, Adult Services, or the police. CCPAS can also advise in such circumstances.

## InFocus Data Protection Principles

### Useful Contacts:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Information Line: ☎01625 545 745, Switchboard: ☎ 01625 545 700,

email: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk), web: [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

## 5.10 Registration

When a child becomes a member or becomes involved in an activity run by an organisation, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.

A register of those attending a club or activity should also be maintained, together with a register of workers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents/carers informed of the nature of activities.

## 5.11 Keeping Records

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from data Protection requirements. It may, therefore, be inappropriate to release information to a parent, that has been disclosed by a young person, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a child disclosing abuse) will need to be kept separately in a secure place. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". In certain circumstances this information would need to be cross referenced between records. The experience of CCPAS is that concerns can be raised many years after an event and therefore records should be kept indefinitely as advised by insurance companies.

## 5.12 Accidents

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carers of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a school would respond.

### 5.13 Peer-group Activities (children and young people)

All peer-group activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures and have the backing of the leadership of the organisation.

Before setting up a peer-led activity the following should be taken into consideration:

- The appropriateness of the venue for the activity
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years.
- If the provision of food is part of the activity, leaders must ensure that food is prepared in accordance with Basic Food Hygiene standards.
- If a peer-led activity involves under-8s and lasts for two or more hours a week for more than five days a year, it will need to be registered with OFSTED. If in doubt, contact them for advice.

Whilst there may be a valid argument for groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult worker.

The following should also be followed:

- If there are children/young people under 16yrs at an activity, adults workers should be present or within earshot.
- No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children or vulnerable adults.
- Young people (over 16) who assist with caring for other children/young people should be subjected to the same recruitment process as adults and have undertaken safeguarding training.
- Peer-group leaders should be aware of safeguarding procedures, including reporting concerns (e.g. abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.

Parents/carers must always be kept informed about what peer-group activities are for, who the leaders are, how they are run, where they meet and what parents can do to support them.

### 5.14 Home Visits

Workers and leaders may need to make home visits from time to time. In these circumstances the organisation should issue formal identification to the person doing the visit.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- In the case of children and young people never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the following:
  - I. Purpose

II. Time you arrived and left

III. Who was present

IV. What was discussed

- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.
- An invitation to a worker's home should only be extended with the knowledge of the team/leadership and the permission of the parent/ carer.

### 5.15 Unexpected Attendance at Activities

Sometimes children, young people or vulnerable adults will want to join in with an organisation's activities without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is important to:

- Welcome them but try to establish their name, age (children), address and telephone number. Record their visit in a register.
- Ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.
- On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.
- Without an interrogation, 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.

### 5.16 Parents/Carers Staying With Children's Groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Criminal Records Bureau and other checks.

Organisations should therefore consider the following:

- Parents can be permitted to observe groups but not take part. A distinction should be made.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Organise an open evening from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.
- Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with



them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

### **5.17 Suggestions and Complaints by Parents / Carers**

Where a parent or carer wishes to make a complaint or make a suggestion about any activity or group the organisation is providing, it should be taken seriously. It is a good idea in the first instance for them to speak to the group leader who should endeavour to resolve the matter.

This should be followed up by a written response to the issue that has been raised and should be recorded and stored appropriately. The group leader should also be kept informed.

If a complaint is not resolved to the satisfaction of the parent or carer then the matter should follow complaints procedures within the organisation. This should be readily available for anyone to see.

The above refers to complaints of a general nature. In the case of safeguarding concerns, these should follow the procedures in the safeguarding policy.

### **5.18 Working with Disruptive Children and Young People**

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines can be adopted by organisations providing services to children and young people.

If someone is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.

If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police to arrive.

Training in appropriate restraint techniques may be available through the local Police or Area Youth and Community services.

The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The person's behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook. Parents should be informed if their child has been restrained.

## 5.19 Anti- Bullying Policy and Practice (children & young people)

Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

- Verbal - name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
- Physical - pushing, kicking, hitting, punching or any use of violence
- Sexual - sexually abusive comments or gestures
- Racial - any of the above because of, or focusing on the issue of racial differences
- Homophobic - any of the above because of, or focusing on the issue of sexual orientation
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended

There should be a known zero tolerance to bullying so if it does occur children and leaders are able to report the matter and it can be dealt with promptly and effectively. There can be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

The organisation has a clear responsibility to respond appropriately to this issue and one way is operate a clear anti-bullying policy.

Useful Organisation:

Kidscape,

2 Grosvenor Gardens, London, SW1W 0DH.

☎: 020 7730 3300 Helpline: 08451 205 204

Web: [www.kidscape.org.uk](http://www.kidscape.org.uk) Email: [webinfo@kidscape.org.uk](mailto:webinfo@kidscape.org.uk)

## 5.20 Tobacco and Alcohol

There is now a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings where the organisation operates. There are exemptions to this in places such as care homes.

It is now illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco and cigars) over the counter or at a vending machine. The organisation is able to impose a no-smoking policy, so it is important all those attending the activity are aware of and agree to abide by it.

There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. Workers do not have the right to confiscate alcohol found in a young person's possession but they can enforce a no-alcohol policy.

There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence of alcohol at the group or there are concerns for their health or safety. Obviously this may affect working relationships and there is a moral question that will need to be considered before any action is taken.

## 5.21 Solvents and Illegal Substances.

Workers should be alert to possession and use of illegal substances.

If a worker becomes aware a child, young person or vulnerable adult may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.

Having said this, it is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. It is important to adopt zero tolerance on all illegal substances and draw up a protocol with the local police for dealing with such situations should they arise. All those attending the activity should be made aware of this protocol which should be clearly displayed. For the individual involved:

- Ask them to stop, warning them of the consequences if they do not e.g. suspension or ban from the group.
- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with their permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.
- Liaise with the police to devise a strategy for dealing with the use of illegal substances.

## 5.22 Special Needs and Disabilities

Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.

The organisation should:

- Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Disability Discrimination Act). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- Ideally ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer to discuss their preference and your ability to provide this. For example you may have a Sunday School with only female workers, so is a male child happy for a female to provide personal care, are the parents comfortable with this? Generally these issues once discussed can be agreed upon.
- Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- Developing appropriate disability awareness including the use of different forms of communication (e.g. sign

language) and language etiquette.

## 5.23 Intimate Care

In places of worship and organisations intimate care may be provided for small children e.g. those attending crèche, and for children and adults with disabilities. Workers should therefore be operating clear guidelines in this area.

Workers involved with intimate care need to be sensitive to the individual needs of each person and that some care tasks could be open to misinterpretation. False allegations of sexual abuse are extremely rare but guidelines will safeguard both the children and adults. People feel safer if expectations are clear and methods of working are, as far as possible, consistent.

InFocus Intimate Care Guidelines

Useful Contacts

Every Disabled Child Matters, c/o Council for Disabled Children, National Children's Bureau,

8 Wakely Street, London, EC1V 7QE.

☎: 020 7843 6448, email: [info@edcm.org.uk](mailto:info@edcm.org.uk),

web: [www.edcm.org.uk](http://www.edcm.org.uk)

Through the Roof, PO Box 353, Epsom, Surrey, KT18 5WS. ☎: 01732 737041,

minicom: 01372 749955, email: [info@throughtheroof.org](mailto:info@throughtheroof.org) ,web: [www.throughtheroof.org](http://www.throughtheroof.org)

## 5.24 Outings

If the organisation arranges day trips or visits for children and young people under 18, parents or carers should complete and sign a consent form for the activity. The organisation should also carry out a risk assessment of the activity to ensure all eventualities are covered and all adults in the team know what to do in the event of an accident or emergency.

On the day it is important to remember to take a fully charged mobile phone, all essential records and equipment and allocate named children to named pairs of adults.

## 5.25 Transportation

Where children, young people or vulnerable adults are being transported by mini-bus the organisation needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the organisation. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Advice for transporting children, young people or vulnerable adults is as follows:

- Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.
- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).
- The driver should hold a full driving licence, the vehicle must be adequately insured and the vehicle road worthy.

- Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.
- If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation's.

## 5.26 Swimming Trips

There should be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person should be established. A swimming consent form for each child (or a copy) should be taken by the group leader on the trip. A copy should also be retained by the contact person in your organisation / place of worship.

Before any visit to a swimming pool check:

- there will be a qualified lifeguard present at all times
- first aid/rescue equipment is readily available and this would preferably include a poolside telephone/alarm.

If appropriate to your party, check that the pool caters for children with disabilities. There should be adequate signs indicating the depth of the pool and depending on the age of the group you are taking, it is advisable to make sure that the shallow end is shallow enough! If the maximum depth of the pool is less than 1.5 metres, diving should not be permitted.

Checks should be made that the changing rooms are safe and hygienic and there is a changing room for each sex. They should be supervised while children are in there by at least two leaders per changing room. They should be of the same gender as the children, but supervised in such a way that the leaders do not watch the children actually getting changed. It may sound obvious but it is inadvisable for children to swim immediately after eating.

Children and children's workers should follow the rules of the pool. It is important children and young people know how to behave and take their lead from workers' own behaviour. Group leaders should supervise behaviour at all times and there should be a minimum of two leaders present while the children are in the pool.

Whilst the pool's lifeguard will be on duty to supervise swimmers this does not reduce the duty of care of leaders and workers, including being able to account for the whereabouts of all those participating in the event.

It is worth bearing in mind that because water activities often involve partial nudity, potential abusers are more inclined to make advances. This may include the person lingering around changing rooms or toilets. One way to supervise visits to the toilet is to use the responsible buddy system, i.e. two or three go to the toilet together. One uses the toilet whilst the others stand outside the door.

Swimming or paddling in the sea, rivers, lakes or other natural waters are potentially dangerous activities and a risk assessment must be completed before organising such an activity. Prior to organising a visit to open waters group leaders can look on local websites or contact the local tourist information to make sure the area is safe.

Swimming in the sea or other natural waters should be allowed only as a supervised activity, preferably in a recognised bathing area with a qualified lifeguard present. Obviously weather conditions should be taken into account. Even with lifeguard cover children should always be in the sight of the group leader and team. One of the team should stay out of the water for better surveillance and preferably hold a relevant life-saving certificate. Leaders must ascertain the level of the children's swimming ability and ensure adequate, increased supervision ratios for the particular group.

The limits of the swimming area need to be explained to the children before they enter the water along with other matters specific to the location. In addition, signals of distress and recall need to be adopted and clearly explained.

It is important to establish a base to which members of the group may return if separated.

## 5.27 Sleepovers

Sleepovers should be discussed and arranged in advance by the workers so that agreements can be made on the best way of caring for the children given the venue, number of children, age and gender mix etc. Children are best protected in an environment where the adults caring for them are aware of the possibility of abuse by adult and child alike and accept the need to be watchful.

The following issues need to be considered when organising a sleep-over:

- There must be adequate insurance cover on the building to cover this activity including any limits on numbers.
- Prior to the sleepover the building should be checked for suitable fire exits and workers should know where the water, electricity and gas can be turned off and the location of fire extinguishers. A fire drill should be carried out as soon as possible after entering the premises for the night.
- Parents/carers must complete a medical consent form and an activity consent form in respect of their children's medical care, travel and collection arrangements, sleeping conditions, food, other specific activities (e.g. games).
- Parents/carers should be given written details of the arrangements for the night with the contact number of an identified children's worker, not simply the phone number of the premises.
- Specific responsibilities should be designated to workers to ensure clarity of roles.
- Make sure there is a qualified first-aider in attendance.
- Males and females should sleep separately. If is a mixed sex group, female and male leaders will be needed.
- Adults should not sleep in the same room as the children unless it is considered the group needs to be supervised at all times. It may be more appropriate to appoint an adult to conduct random night patrols.
- Appropriate night attire must be brought.
- Changing and showering facilities should be single-sex and separate for children and adults. If there are limited facilities, timetables need to be drawn up.

- All medical information and emergency contact numbers must be easily accessible and workers should have access to a telephone or mobile phone.

## 5.28 Residential Holidays

If using an established residential centre, checks should be made that it operates a safeguarding policy and carries out Disclosure checks on workers. Organisations providing residential holidays should also carry out full risk and health and safety assessments. On a campsite or in the open countryside the hazards may be guy ropes and other fastenings, fires, calor gas and other flammable substances, access to fields where animals graze.

It is easy to assume that workers automatically know how to organise and run activities, and those children, young people and vulnerable adults have been taught personal safety. This is not necessarily the case so it is doubly important the organisation's expectations are clear and are communicated effectively.

## 5.29 Filming and Taking Photographs

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

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- Obtain written and specific consent from parents or carers before using photographs on a website.

## 5.30 Information Communications Technology (ICT)

ICT (e.g. the internet, email, mobile phones) are very much a part of the twenty first century. These new technologies are constantly developing and expanding into new areas.

ICT offer excellent resources and effective communication tools but there are unscrupulous individuals who use the technologies to gain access to exploit and even harm children, young people and vulnerable adults. Workers, parents and carers, children, young people and vulnerable adults all need to gain an understanding of ICT safety.

## 5.31 Websites for Organisations

There are certain do's and don'ts when it comes to protocols and the displaying of information when organisations use ICT and/or have their own website. These include:

- When designing a web site, make clear what is available for copying and what is not and don't refer to other sites without permission.
- Parental/carer's permission must be obtained before using any picture of a child or young person, and from the vulnerable adult themselves and/or their carer.

- Avoid using photos of individual children, young people or vulnerable adult. In preference use a group photograph. However, DO NOT USE IT if they can be identified by their name or location and never reveal these in website information. This could inadvertently help a sex offender to identify or gain access to a child.
- Personal email or postal addresses, telephone or fax numbers must not be divulged.
- Organisations should seek to have their web site rated through the 'Recreational Software Advisory Council's RSACi system (Operated by the Internet Content Rating Association).
- Make web content accessible to people with disabilities.
- If web access is being provided e.g. for a youth project providing a cyber café, then consider using filtering software to prevent access to inappropriate web sites such as Netnanny, Cyberpatrol or Surfwatch. Your Internet Service Provider may also have filtering software.
- If you are providing web access e.g. cyber café ensure that all users complete an internet permission form that includes where appropriate, parental/carer's permission.

#### Useful Contacts:

Internet Content Rating Association: [www.icra.org](http://www.icra.org)

SafeSurf Rating Standard: [www.safesurf.com](http://www.safesurf.com)

Web Content Accessibility Guidelines (disability): [www.w3.org/TR/WAI-WEBCONTENT](http://www.w3.org/TR/WAI-WEBCONTENT)



## **Appendix C**

### **Examples of Useful Safeguarding Forms**

#### **Forms:**

1. Activities and Day Visits
2. Using Images of Children
3. Accident and Incident Form
4. Application Form to work with Children, Young People & Vulnerable Adults
5. Self Declaration Form
6. Reference Form

## Activities and Day Visits

East Cheshire Area Meeting  
Safeguarding Form

Name of Place of Worship/Group

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Proposed Visit or Activity

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Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

### Reply Slip

**One form per person**

Full name of child/young person

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Address 

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Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

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Telephone number for emergencies Day: 

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 Evening: 

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**I have read the above information and I give permission for 

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 to take part in this activity.**

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical / dental treatment as necessary.

**I enclose a cheque or cash to the sum of £\_\_\_\_:\_\_\_\_\_**

Signed (parent/or adult with parental responsibility) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

## Using Images of Children

East Cheshire Area Meeting  
Safeguarding Form

### Consent form for

\_\_\_\_\_  
(Name of Meeting / Organisation commissioning photography)

To: \_\_\_\_\_

Name of parent/carer\* (\*person with parental responsibility)

Name of child: \_\_\_\_\_

Meeting /Organisation child attends: \_\_\_\_\_

Location of photograph: \_\_\_\_\_

Meeting / Organisation (name)\_\_\_\_\_ would like to take  
photograph(s) / make a

video/webcam recording including \_\_\_\_\_ (name of  
child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

\_\_\_\_\_  
(Insert the name of the individual commissioning the photography and the return address.)

**To the parent** (Delete as appropriate)

1. May we use your child's image in our printed promotional publications? YES/NO

2. May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility)\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Youth/Children's Worker

I have checked which parents are happy for their child/ren's images to be used in the (churches/ organisation's) \_\_\_\_\_ printed publications or on its website or both. YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name \_\_\_\_\_

### Conditions of use

1. This form is valid for \_\_\_\_\_ (length of time in years) from the date of signing / \*for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images \*after this time / \*after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(\*Please delete the option that does not apply.)

*( NB: This form can be adapted to include video if required )*

## Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

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Names, addresses and ages of those involved in the incident

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Where did this incident take place? \_\_\_\_\_

Name of Local Meeting/organisation:

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Name of the group: \_\_\_\_\_

Who is normally responsible for group? (name, address and telephone number)

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Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

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Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

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Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16)  
Normally only two witnesses would be needed.

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Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?

☐ YES ☐ NO ☐ NONE INVOLVED ☐

(Please tick)

If yes, where is it being kept and by whom?

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—  
What action have you taken to prevent a recurrence of the incident?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the site or premises still safe for your group to use ☐ YES ☐ NO (Please tick)

Is the equipment still safe for your group to use? ☐ YES ☐ NO (Please tick)

Who else do you need to inform?

\_\_\_\_\_

Have they been informed? ☐ YES ☐ NO (Please tick)

If so, when and by whom? \_\_\_\_\_

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by: \_\_\_\_\_

(state role eg. LM Clerk, Local Overseer/Elder, LM/ AM Safeguarding Coordinator)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**CONFIDENTIAL**

East Cheshire Area Meeting  
Safeguarding Form

Name of Local Meeting or Event

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Name of Child/Young Person/Vulnerable Adult

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Address

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Date of Birth

\_\_\_ / \_\_\_ / \_\_\_

Name of Person Reporting Incident

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Address

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Date \_\_\_ / \_\_\_ / \_\_\_

Time of incident \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations, of disclosure or suspicion of abuse :

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Action Taken:

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Details of any named perpetrator (if any)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Name and contact details of any witnesses

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Details of people incident reported to

LM Designated Safeguarding Co-ordinator

AM Designated Safeguarding Co-ordinator

Elder on Duty

Parents (See Guidelines)

Signature of person completing form \_\_\_\_\_

Details of person on charge of group at the time if the disclosure or incident

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Form seen by: \_\_\_\_\_

(State role e.g. LM Clerk, Local Overseer/Elder, LM/ AM Safeguarding Coordinator)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Name of Local Meeting/organisation\*: \_\_\_\_\_

We ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the place of worship/organisation\*, unless requested by an appropriate authority.

**1. Personal Details**

Full Name: \_\_\_\_\_

Maiden/Former Name(s): \_\_\_\_\_

Date and place of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

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

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had an offer to work with children, young people or vulnerable adults declined?

☐ YES ☐ NO (Please tick)

If yes, please give details

\_\_\_\_\_  
\_\_\_\_\_

Do you have an illness, disability or condition that may affect your work with children and / or vulnerable adults?

☐ YES ☐ NO (Please tick)

If yes, please give details. (Answering 'yes' to this question does not mean you will not be considered for this post. As an employer we are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation).

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## 2. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer.

Name	_____	Name	_____
Address	_____ _____ _____	Address	_____ _____ _____
Post Code	_____	Post Code	_____
Tel No	_____	Tel No	_____
Relationship	_____	Relationship	_____

Please would you complete the attached self-declaration form, place it in a sealed envelope and address it to \_\_\_\_\_ (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with vulnerable adults.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

*\*delete as appropriate*

## Self Declaration Form for a Position Requiring a Disclosure

East Cheshire Area Meeting  
Safeguarding Form

### STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: \_\_\_\_\_  
(name of person in place of worship/organisation processing Criminal Records Disclosure checks)

Address:

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Appointment applied for: \_\_\_\_\_

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

☐ Yes ☐ No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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### POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

☐ Yes ☐ No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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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/Social Work Department (Children's or Adult Social Care)?

☐ Yes ☐ No (please tick)

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

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Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

☐ Yes      ☐ No (please tick) if yes, please give details.

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## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

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Confirm that I am not barred from working with children/vulnerable adults from engaging in regulated or controlled activity.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Independent Safeguarding Authority and that it is an offence for any person to commence Regulated Activity without first being ISA-registered.

I agree to inform the person within the place of worship/organisation\* responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service checks if I am convicted of an offence after I take up any post within the place of worship/organisation\*. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation\* responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service if I become the subject of a police and/or a social services/ (Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Reference Forms

## East Cheshire Area Meeting Safeguarding Form

(Paid and Volunteer Workers with Children/Vulnerable Adults)

Private and Confidential.

REFERENCE FOR (name): \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Your name: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

COMMENTS ON SUITABILITY OF WORKER. (Please attach)

(In considering whether the person is fit to work with vulnerable adults please consider the following alongside the job description/person specification/volunteer role profile:

Places of worship and organisations could add what criteria they are looking for in an applicant, which could include the following:

- Previous experience of looking after or working with children/vulnerable adults
- Ability to provide warm and consistent care.
- Commitment to treat all people as individuals and with equal concern.

You may also wish to ask if the referee is aware of any health problems, mental or physical, which might affect the person's work with children/vulnerable adults.

The position for which this person is being considered gives substantial access to children/vulnerable adults. To your knowledge, is there any reason why this person should not be entrusted with care of children/vulnerable adults? If so, please provide details.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\* children/vulnerable adult delete as appropriate



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