



**City Life Church  
Safeguarding Policy**

**Guidelines for working with  
Children, Young People  
and Adults in need of care & support  
City Life Church**

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**ROLES AND RESPONSIBILITIES:** Easy to read chart of different people within the church, who have responsibility for safeguarding:

Role/Name/Contact	Responsibilities	How
<b>Designated People for Safeguarding:</b>  <b>Jodeigh Phelps</b> <b>01209 822698</b>  <b>Mark Fenlon</b> <b>01872 223 189</b>	Receives disclosures or reports of disclosures of abuse.	See information on Welcome Notice Board.
	Liaises with the Association Safeguarding Contact and external agencies where necessary.	Has a list of contact numbers and blank copies of the Safeguarding Incident Form.
	Keeps the safeguarding policy relevant and up to date. Organises appropriate training.	Annually reviews and updates if necessary. Ensures all adults attend necessary training every three years.
	Advocates and facilitates safe church practices.	Promotes a culture of best practice throughout the church life.
<b>DBS Verifier &amp; Safeguarding Administrator:</b>  <b>Sally Berriman</b>	Makes sure that all relevant people working with children, young people and adults in need have an up-to-date DBS check in place at all times, and records training dates.	Coordinates the completion and renewal of DBS forms and liaises with the Designated People for Safeguarding on the outcomes when required.
<b>Minister:</b>  <b>Matt Noble</b>	Supports and assists the Designated People for Safeguarding.	Has regular communication with the Designated People for Safeguarding, particularly if a serious incident arises.
<b>Church Meeting</b>	Adopts the safeguarding policy and procedures annually.	Discusses and agrees the policy and procedures brought by the Designated People for Safeguarding.
<b>Safeguarding Trustee:</b>  <b>Sharon Patterson</b>	Takes the lead on safeguarding matters on behalf of the trustees/elders/deacons.	Has regular communication and reports from the Designated People for Safeguarding and ensures safeguarding is on the agenda at trustee meetings.
<b>Trustees/Leadership Team of church</b>	Has responsibility for safeguarding best practice within the church.	Makes sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.).

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## **POLICY STATEMENT**

This policy covers all church activities including (but not exclusively) Powerhouse, Youth Activities, Adult Groups, Home Visits and Community Activities led or hosted by City Life Church.

and especially looks at

**Safeguarding Children, Young People & Adults in need of care & support in the Church**

**The vision of City Life Church is: “Releasing God-given potential”**

In fulfilling this vision the church

- has a programme of activities with children, young people and adults
- embraces adults in need of care and support into the life of the church
- welcomes children, young people and adults in need into the life of our community
- makes our premises available to organisations working with children, young people and adults in need of care and support

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 and adults in need of care and support, regardless of gender, ethnicity or ability, as set out in the Children Act 1989 and 2004, *Working Together to Safeguard Children* (HM Government 2018), ‘No secrets’ - Guidance from Department of Health and Home Office March 2000, Safeguarding Vulnerable Groups Act 2006 amended by the Protection of Freedoms Act 2012 and the Care Act 2014.

We have based this policy with reference to the above documents and the Baptist Union’s ‘Safe to Grow’ 2011 and ‘Safe to Belong’ 2015 and St Austell Baptist Church, ‘Guidelines for working with Young People, Children and Vulnerable Adults’ January 2015.

## **POLICY PRINCIPLES**

### **Prevention and reporting of abuse**

As Christians we are charged to love and care for each other. This is particularly true where the most vulnerable members of our community are concerned. We believe that being part of the Christian family of the Church places responsibilities on all who attend City Life Church, to ensure that the environment is safe for everyone.

We recognise that it is the duty of each church member and each member of the wider church family to foster relationships of the utmost integrity. It is up to each of us to prevent the physical, sexual, psychological, discriminatory, financial, neglect and acts of omission and spiritual abuse of all and to report any such abuse that we discover or suspect to one of the designated people, who will deal with them accordingly.

At City Life Church we commit ourselves to the safeguarding and respect of all children, young people and adults as individuals and promote their well-being in every way. We commit ourselves to the nurturing, protection and safekeeping of all, especially children, young people and adults in need of care & support & will pray for them regularly.

The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

### **Safe recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children, young people and adults in need of care and support, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children, young people and adults in need.

### **Respecting children, young people and adults in need of care and support**

The church will adopt a code of behaviour for all who are appointed to work with children, young people and adults in need of care and support so that all children, young people and adults are shown the respect that is due to them.

We recognise that in England a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2018a).

### **Safe working practices**

The church is committed to providing a safe environment for activities with children, young people and adults in need of care and support and will adopt ways for working with children, young people and adults in need that promote their safety and well-being. approach.

### **A safe community**

The church is committed to the prevention of bullying of children, young people and adults. The church will seek to ensure that the behaviour of any who may pose a risk to children, young people and adults in need of care and support in the community of the church is managed appropriately.

### **Policy and procedures**

A copy of the policy and procedures will be displayed permanently on the church website.

Each worker with children, young people and adults in need of care and support whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

When requested, a full copy of the policy and procedures will be given to any member of the church, the parents or carers of any child, young person or vulnerable adult from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be distributed annually at the church meeting together with details of any issues which have arisen during the year.

## Part 1 - Purpose & Vision

- 1) To reach out in order to introduce everyone to the good news of Jesus Christ in a dynamic, relevant and interesting way (Matthew 28:19); whilst recognising different cultures, backgrounds and behaviours. To impartially bring God's grace to individual situations and strive to meet all on common ground (1Corinthians 9:22).
- 2) To care, value and acknowledge each person as individuals introduced to Jesus Christ in a way that they can relate to, without changing their identity and show them the unconditional love of Jesus Christ (Ephesians 4:2).
- 3) To see young people and adults come into a full, vibrant and living relationship with the Lord Jesus (Romans 1:5). To become actively involved in all areas of church life and to take their place in the body of believers (1Corinthians 12:14).
- 4) To see everyone being brought to spiritual maturity, to grow in their personal faith and be released into their God given potential within the church body (Ephesians 4:15).

### Mission Statement for Children and Young People

Our vision for children and young people at City Life Church and in the wider community is that every child and young person has the possibility to hear, respond and personally experience and grow in the Gospel. It is our desire that City Life Church provides an environment for children and young people to be nurtured in their spirituality, to grow through personal faith and be released into their God given potential.

Children and young people are a diverse, vibrant, valued and welcomed part of our church family. They regularly participate in leading different aspects of the life of the church. Everything we do is based on biblical principles with an age-relevant and child-focused approach.

## Part 2 - Responding to Concern

### Responding to Concern

Concerns must be passed to a Designated Person for Safeguarding but difficulty in contacting these individuals should not delay action being taken.

#### 1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult. Somebody may abuse or neglect another person by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting; by people known to them, or more rarely, by a stranger. They may be abused by adults or children.

#### 2) How to respond when someone wants to talk about harm or abuse

- Listen - and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact a Designated Person for Safeguarding - or in their absence take action yourself
- Write down what is said (see details needed below); and forward to designated person preferably using the 'Safeguarding Incident/Accident' form, which can be found on our website, in Appendix 1 (page 27), and spare paper copies are also kept by each leader.

Make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size and a drawing of its location and shape on the person's body.
- Write down exactly what the person has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg a description of the activity). Keep to the fact and not your opinions.
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all handwritten notes even if subsequently typed up.

These notes must be passed on to a Designated Person for Safeguarding to assist them should the matter need to be referred to a Social Care Team. All documents including copies of everything sent to a Social Care Team, will be signed by you, dated and kept by City Life Church in a safe and secure manner for at least 75 years.

3) Responding to concerns for a child/adult or an allegation of abuse

If there is a concern that a person may have been harmed or abused, a Designated Person for Safeguarding will act as follows.

3.i) Where a person has a physical injury or symptom of neglect:

- Contact a Social Care Team if there are concerns that a child or adult in need of care and support may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home.
- If a child or adult needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers at the earliest opportunity.
- The hospital staff will be informed of any safeguarding concerns.

3.ii) Where there are allegations or concerns of sexual abuse:

- Contact a Social Care Team and the Police on 101. DO NOT try to investigate the matter.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents/carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

3.iii) Where there are concerns about potential radicalisation:

- Contact the Safer Cornwall/Prevent Lead:  
<http://safercornwall.co.uk/preventing-crime/preventing-violent-extremism/>
- Follow the guidance as laid out in the Government Prevent Strategy
- Offer support to those at risk of being drawn into radical extremism

You must report all concerns as soon as possible to a designated person. Designated People must be church members. They will act on behalf of the victim in referring allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required by the conditions of City Life Church's Insurance Policy to immediately inform the Insurance Company.

If the concerns in any way involve one of the designated people then the report should be made to the other designated person. If concerns implicate all designated people, then reports should be made to Cornwall Children's Social Care, Adult Care or Cornwall Domestic Abuse Helpline, or directly to the Police, (see 'Useful telephone numbers in Appendix 3).

If there are concerns involving the Minister or any other church leader then report to any designated person or direct to social services.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or similar, or seek advice from Thirtyone:eight or regional South West Baptist Association lead for safeguarding, although we hope that members of City Life Church will use this procedure. If, however, you feel that the Designated People have not responded appropriately to your concerns, then it is open to you to contact the relevant



organisation direct. We hope that by making this statement we demonstrate the commitment of City Life Church to effective safeguarding of everyone.

4) Third Party Allegations and Referrals

Where a third party alleges abuse towards a child or adult, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with a Designated Person for Safeguarding and may result in a referral to a Social Care Team, with their details. This is so that the Social Care Team can contact them if necessary.

5.i) Reporting allegations against a leader (paid and voluntary)

Where a child or adult makes an allegation against one of City Life Church's children's, youth or adults in need of care and support, leaders you should:

- Report the allegation to one of the Designated Persons who will then alert the relevant authorities as necessary.

DO NOT:

- Inform the leader of the allegation.
- Inform the parents of the child who has made the allegation.
- Inform the carer/support worker of the adult in need who has made the allegation.
- Any of these steps could alert the perpetrator to silence the child or adult and affect any subsequent investigation or prosecution.

5.ii) Reporting allegations against workers (paid or voluntary)

- The advice of a Social Care Team and the police will be sought before taking any action such as suspension of employment/role.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed, and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children and adults in need of care and support from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the potential victim (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.
- **This information is to be kept confidential apart from the authorities. Information will only be disclosed on a 'who needs to know basis'.**

5.iii) Reporting allegations against children/young people

Where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust, then this is abusive. Such

situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right.

#### 6) Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which may be stressful for all involved.

- Support will be offered to the alleged perpetrator without compromising the potential victims or their families.
- This is one reason for limiting the information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the alleged perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the Social Care Team.
- The church will ensure that one person is responsible for dealing with the authorities throughout the investigation, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the alleged perpetrator's family.

## Part 3 - Safe Recruitment

### Application

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for anyone disqualified from working with children, young people (and adults in need of care and support) to knowingly apply, accept or offer to work with children or vulnerable adults. It is also an offence for us to employ someone when barred, and not to pass on information to the Disclosure and Barring Service that may lead to someone being barred. The Act specifically includes trustees of charities working with children.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children, young people or adults in need of care and support will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

All key leaders, teachers and preferably helpers should have an active and personal relationship with God, accepting that Jesus Christ is God's only Son, who died and rose again to set them free from sin.

- References:  
Formal references can be requested. Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.
- Interviews:  
All prospective workers will have an interview.
- Young People:  
Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. Therefore they don't need a DBS check.

## Part 4 - Safe Behaviour: a Code of Behaviour for Workers

All leaders, teachers and helpers **MUST** have completed and passed a DBS check in order to begin working with children, young people or adults in need of care and support.

### A. Overview/Code of Behaviour

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

- Workers should treat all children/young people/adults in need of care and support with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Touch - please refer to the guidance on page 13 and do not engage in any of the following:
  - Invading the privacy of children/young people or adults in need of care and support when they are using the toilet or shower.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child, young person or vulnerable adult.
  - Any physical form of restraint unless the child, young person or adult in need of care and support poses a threat to themselves or another.
  - Photographing anyone including children or young people without appropriate consent.
- When it is necessary to control and discipline children, young people or adults in need of care and support this should be done without using physical punishment. In very exceptional circumstances a situation may arise where someone needs to be restrained in order to protect them or a third person. Restraint should never be used unless absolutely necessary and should be reported to a Designated Person for Safeguarding at the earliest opportunity, when a de-briefing discussion will be arranged.
- If a child has soiled their clothes, or if a nappy needs to be changed, or if an adult in need of care and support or young person needs personal care, the parents or guardians or carer **MUST** be contacted. Unless in an emergency workers should not involve themselves in such activities and **NEVER** on their own.
- Where possible we ensure that workers do not unnecessarily spend time alone with children/young people/adults in need of care and support. If it should be necessary to be alone with a child etc then make sensible precautions, e.g:
  - Advise other key leaders and explain why.
  - Leave doors open.
  - Where confidentiality is important and a person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.

- Do not invite a child, young person to your home alone; invite a group, or ensure that someone else (an adult) is in the house. Make sure the parents know where the child is.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers.

#### B. Abuse of Trust

Any child under the age of eighteen, taking part in any activity under the guidance or leadership of an older person, is placing themselves in a position of trust. This trust must not be broken or abused by the leader by taking advantage of his/her authority. Any adult *working in a position of trust with children aged 16 or 17, whether or not they are the activity leader*, should not enter into a sexual relationship with a young person from the church who is above the age of consent but under the age of 18.

#### Taking Care of Touching

Touch is an important part of human relationships: for example, it can be necessary to stop a child from hurting himself or herself. Touch can also be a natural way of responding to someone in distress. However, everyone working with children, young people and adults in need of care and support should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intended, could be misconstrued by others as harmful.

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's or vulnerable adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child or vulnerable adult rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children and adults in need are entitled to privacy to ensure personal dignity.
- Children and adults in need of care and support have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention or are in danger of immediate harm.
- When giving first aid encourage the child or adult to do what they can manage themselves, but consider their best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

#### C. Pastoral Home Visits

- Workers must be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship must be avoided.
- Workers must be aware of the dangers of dependency within a pastoral relationship.
- Workers must never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry must be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers must not pastorally minister to anyone whilst under the influence of alcohol, illegal drugs, or under circumstances where judgement may be significantly impaired.
- Workers must recognise the limits of their own abilities and competencies, and they should not hesitate to get further help when working with situations outside of their expertise or role.

#### D. Children with no Adult Supervision

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

- Welcome the child and try to establish their name, age, address and telephone number and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and try to make contact with the aim of establishing if the child or young person has any special needs (eg medication) so that we can respond appropriately in an emergency.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.

#### E. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that some groups may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will be present when peer-led activities take place.

#### F. Electronic Communication

##### • Modern Technologies and Safe Communication:

There should not be any direct communication outside of group meetings between workers and children of primary school age. Contact should always be made via the parent/carer.

- Workers' Communication with Young People and Adults in need of care & support:  
All young people and adults in need of care and support need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that young people and adults in need of care and support have a right to decide whether they want a worker to have their email address or mobile telephone number and they should not be pressurised into divulging information they would rather keep to themselves.
- Email:  
Email is sometimes used by youth workers to remind young people about meetings. If email is being used workers should ensure messages are in the public domain by copying each message to: Lily Preston Youth Pastor and vice versa. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and workers should never use inappropriate terms such as 'luv' to round things off. The content should be kept to the information needed to be given and not looking to build relationships or pastoral support.
- Social Media:  
Social media is used throughout society, and we recognise that for many young people this is their preferred means of communication. However, it should be used carefully and with caution. Social media groups which are set up as a means of communication should be closed to the members of a defined group (such as older youth, youth camp etc), any social media group which is used specifically for communicating with young people should have more than one DBS checked adult leader as part of the closed group membership in order to facilitate transparency in communication. The rules of the use of such groups should be made clear to those who join, including that the leaders will not respond to private or direct messaging on social media, all communication should take place in the group in order to maintain the safety of all those involved.

We recognise that there will be occasions when young people send direct messages, and it is not appropriate for the leader to respond on a group; such as arrangements for mentoring or requests for pastoral care. Any private messaging will be recorded and shared with the youth leader's supervisor or the designated person for safeguarding.

Its use may be appropriate- for example to communicate information about events quickly and effectively. However contact should always be of a general nature and not as a way of forming exclusive relationships. Leaders should keep personal details private and not make them available online, nor should they accept invitations to join personal networks of any young person under the age of 18 or of an adult in need of care and support.

Social media friendships with young people aged 18 or over should take account of the potential for allegations of the abuse of trust. Where needed please seek guidance from one of the designated people.

- Mobile Phones:

Particular diligence needs to be applied when workers use mobile phones to communicate with young people and adults in need of care and support and should only be used between 8am and 9pm:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could be interpreted as 'laugh out loud' or 'lots of love'.
- Workers should not store photos on their personal device.

Mentoring Programmes- in instances where a young adult or leader is mentoring a young person the use of email and messaging may be permitted where the programme has been approved by both the minister and the parents of the young person.

There are occasions when it might be beneficial for 1:1 mentoring to take place, particularly with older young people, in such circumstances the following guidance should be adhered to:

- Both those involved need to understand and agree the reason for the mentoring and it should be time limited
- A suitable location which is in a public space, but allows for a relatively private conversation should be agreed, the mentoring should not take place behind closed doors
- Mentoring of a young person should have the agreement of those with parental responsibility if the young person is under 16
- The mentor will discuss with their supervisor the intention to undertake mentoring with any individual, it will be noted in supervision records or work diary prior to any mentoring taking place
- The mentor will notify their supervisor of any concerns they have regarding the mentoring

- Taking Video and Photographs of Children or Adults:

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- No photographing or filming can be done without specific consent and personal devices must not be used. Permission must be obtained from **everyone** who will appear in a photograph or video before the photograph



is taken or footage recorded. See also consent form for children and young people.

- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the General Data Protection Regulations 2016, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email or postal addresses or telephone.
- When using photographs of children and young people it is preferable to use group pictures.

## Part 5 - Safe Practice

### 1) Safe Practice

#### a) Consent forms:

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent form (appendix 2).

#### b) Best Practice:

We believe in encouraging and releasing people into their God-given potential. We therefore try to recognise giftings in everyone, help people with their aspirations and have regard for all their practical and spiritual needs. We will therefore:

- Use positive, inclusive and appropriate language; keep calm - never respond to verbal abuse with verbal abuse; always be kind and tolerant in the way we speak to people; have fun, but not at someone else's expense.
- When working with adults not "do for" but "assist with" - always asking the group member what assistance they require.
- When an adult joins a church related group or activity, if appropriate have a carer/support worker stay with them until they are known well enough to communicate effectively. If necessary, make ourselves aware of any medical/mental health conditions the person has and how to support them appropriately; although this does not mean we are primarily responsible for their care which outside agencies or services would be most appropriate to address; and we will not take responsibility for dispensing medication.
- It is also important that everyone is aware of best practice to reduce the risk of abuse or allegations of abuse to any child, young person or adult. We need to support each other, and be conscious of how our actions could be misinterpreted. We need to be vigilant on each other's behalf by being alert to inappropriate relationships e.g. physical contact - is it appropriate? Does the child/person look uncomfortable? Does any one child/person appear to be treated differently to other similar child/people?
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.

#### c) Ratios

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.

We aim for at least two leaders/workers in all groups, preferably one leader of each sex. In single sex groups at least one leader should be of the same sex where possible.

Below are suggested ratios of adults (over 18 years old) to children, recommended for all activities with children and young people. Any activities with adults in need of care and support should have at least 2 adult helpers, preferably a male and a female.

Age Group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years and older	1	10

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

d) Fire:

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

The fire assembly point is in the car park at the rear of the church, accessed between the church and launderette in Bosvigo Road.

e) First Aid:

First aid kits are kept in both the church lounge kitchen and the kitchen downstairs in the House of Prayer. The accident book is in a blue folder on the shelf in the church office; if it is not possible to access it, a note of the accident details should be sent to a designated person (see contact details on page 2).

f) Supervision of groups:

The person responsible for a group/activity must make sure that the register is taken. The Power House register are kept with each group's resources; Y Friday's are held by the leaders; the Steadfast Group's are in the DBS filing drawer.

The 'responsible person' for that activity also needs to ensure that each child is collected by an appropriate person where necessary.

- Records must be kept of all leaders, teachers and helpers involved in each meeting or session involving children, young people and adults work. Any incidents or injuries that occur during that time must be recorded on the appropriate forms.
- Any problems, incidents or injuries must be recorded on the appropriate form (see Appendices). This information is to be kept confidential and the completed form given to one of the designated people.

g) Transporting Children:

These guidelines will apply to all drivers involved in the transportation of children and young people on trips organised by or on behalf of the church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Wherever possible ensure that another adult is present when giving lifts in a car or mini-bus. In exceptional circumstances, when this is not practical, a lone child, young person or adult in need of care and support should be asked to sit in the rear of the vehicle.
- All drivers will have read the Church's Safeguarding Policy and agree to abide by it. Those who offer lifts on behalf of the church must have a current DBS check.
- Parental/carer consent will be given for all journeys.
- When dropping off do not leave a child on their own. Make sure that children are received by an appropriate adult.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The vehicle will need to be roadworthy.

h) Risk Assessment:

Before undertaking activities, the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

i) Insurance:

Residential activity/camp organisers will ensure with the Church Secretary that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate liability insurance.

j) Counselling, Mentoring and Praying:

- Where possible we ensure that workers do not unnecessarily spend time alone with children/young people/adults in need of care and support. If it should be necessary to be alone with a child etc then make sensible precautions, e.g. advise other key leaders and explain why. Leave doors open. Where confidentiality is important and a person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- Touch - please refer to the guidance on page 13.
- When praying with children, young people and adults in need of care and support, it needs to be done sensitively and take account of the physical, emotional and mental well-being of the one being prayed with. Ask them for permission to pray for them and be careful about the language used. If praying with an individual you should choose an open area where there are other people around. Ask permission if laying on hands or anointing with oil. You might consider writing the prayer down and giving it to the one being prayed with.

## 2) Outings and Overnight Events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- For children and young people, parents/carers will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- Whenever possible there will be leaders with first aid certificates and food hygiene awareness with the group.

### a) Sleeping Arrangements (Outings and overnight events):

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with any children or young people.

Arrangements will be age appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

### b) Adventurous Activities (Outings and overnight events):

No child will participate in adventurous activities without the written consent of the parent/carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met.

### c) Fire Safety (Outings and overnight events):

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. A child who is hard of hearing)

### d) Safety (Outings and overnight events):

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp. Appropriate safety measures should be in place eg regular check ins; emergency contacts numbers for everyone; and no child or young person should ever be out on their own.

### e) Record Keeping And Documentation Policy

All revenue raised and expenses paid are to be recorded and receipts retained. This will assist in budgeting and enable an accurate set of accounts to be kept for the year.

### 3) Training Policy

- a) The church has an ongoing commitment to train all their leaders and helpers. In order to fulfil this the church will organise regular training sessions and notify all workers of any local training events. Regular appraisals will be done with paid staff.
- b) Today's young people are the leaders of tomorrow. Therefore the church has a policy that encourages those under 18 to become involved in helping in the work with the younger groups. They will be offered the same level of training as their seniors and receive the same level of support and care.

## Part 6 - Safe Community and Types of Abuse

As part of its responsibility to the wider community City Life Church has a Terms and Conditions Policy for external hirers of City Life Church premises. This includes the following conditions:

*The Safeguarding Policy for City Life Church requires that anyone using our building where there are children present without direct parental/guardian supervision, or where the groups' main purpose is to support vulnerable adults or those at risk of harm, must have their own Safeguarding Policy which is based on the Government's statutory guidance Working Together to Safeguard Children 2018 and/or Safeguarding Vulnerable Groups Act 2006. Your signature on the attached reply slip confirms that (if applicable) you have such a written policy, which your Group adheres to.*

### Types of Abuse

#### 1) Definitions

“Abuse is a violation of an individual’s human and civil rights by any other person or persons.” It may consist of a single act or repeated acts and does not have to fit solely into any one or two of the categories. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person/child subjected to it.

See below for main forms of abuse (this list is not exhaustive):

- **Physical abuse:** including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse:** including rape and sexual assault or sexual acts to which an individual has not consented, or could not consent or was pressured into consenting.
- **Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Discriminatory abuse:** including racist, sexist, that based on a person’s disability, or sexuality and other forms of harassment, slurs or similar treatment.
- **Financial or material abuse:** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- **Neglect and acts of omission (including self-neglect):** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care, or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Spiritual/Institutional abuse:** occurs when a leader, church or a belief system, whether well intentioned or not, dominates, manipulates or castigates individuals through fear tactics, mind control, or some other psychological or emotional abuse. It is where the maltreatment of a person is done in the name of God, faith, religion, or church, and can include any of the previously stated abuses in this section. It can also include intimidation to submit to a spiritual authority without any right to disagree or make personal choices; hostility and or persecution, including false accusation and repeated criticism by negatively labelling a person as disobedient, rebellious, lacking faith, enemy of the church or God; being exclusive and dismissive of any outside criticism and labelling it 'of the devil'; only giving information to a selected few; and expecting conformity to a dangerous or unnatural religious view and practice.
- **Modern Slavery:** Modern Slavery is an umbrella term for offences involved when one person obtains or holds another person in compelled service. The UK's Modern Slavery Act 2015 identifies these crimes as holding a person in a position of slavery, servitude forced or compulsory labour, or trafficking through facilitating their travel with the intention of exploiting them soon after.

Any combination of the above forms of abuse are also seen in other types of exploitation and we need to be aware of that in the following:

- Bullying
- Cyber Abuse/Bullying/Stalking <http://www.bullying.co.uk/cyberbullying/>
- Domestic Abuse/Violence <https://www.womensaid.org.uk/information-support/what-is-domestic-abuse/>
- Female Genital Mutilation (FGM) <https://thirtyoneeight.org/news-and-events/blogs/2019/responding-to-female-genital-mutilation-fgm/>
- Historic Abuse
- Human Trafficking
- Honour/Forced Marriage <https://www.citizensadvice.org.uk/relationships/gender-violence/domestic-violence-and-abuse/#h-forced-marriage>
- Mate Crime [www.arcsafety.net](http://www.arcsafety.net)
- Modern Slavery [www.modernslaveryhelpline.org](http://www.modernslaveryhelpline.org)
- Radicalisation/Grooming <https://www.gov.uk/search?q=radicalisation>
- Self-Harm/Self-Neglect

**A Safeguarding Incident/Accident Form** should be completed whenever necessary.

We are dedicated in the pastoral care and support of those who have experienced abuse.

## 2) Who Abuses Children, Young People and Adults in need of care and support?



- Very rarely a stranger
- Often someone who knows the child, young person or adult in need eg. parent, baby-sitter, sibling, relative, neighbour or a friend of the family
- Sometimes, someone in authority such as a teacher, youth leader, children's worker, carer, professional staff, or a church worker/leader
- Sometimes, paedophiles and others who set out to join organisations (including churches) to obtain access to children or vulnerable people. See also 'Working with offenders' below

### 3) Working with Offenders

City Life Church believes it is important to extend love, friendship and pastoral care to every individual in the church. Where a known offender attends the church the Minister or designated elder and a designated person will ensure a frank discussion takes place with the person concerned in order to establish and maintain open communications.

The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children, young people and adults in need of care and support, so information about the offender will only be shared on a 'need to know' basis.

A risk assessment will be undertaken and a signed contract will be put in place, which may include any or all of the following:

- Close links with any agencies involved eg MAPPA (Multi-Agency Public Protection Arrangements), police, probation service
- Clear boundaries of appropriate behaviour for the protection of children, young people and other adults and to lessen the possibility of allegations eg. designated seating, never being alone with children, only attending certain meetings (including small groups) only, restricted access to the building
- Attendance at any church gathering may require that the person is accompanied at all times
- Invitations to people's homes may need to be vetted
- Setting out the support and care offered eg. personal pastoral support
- Considering banning the offender from the church if the contract is broken
- Contacting other local church leaders as necessary

NAME OF CHURCH	City Life Church
----------------	------------------

NAME OF DESIGNATED PERSON FOR SAFEGUARDING (DPS)	
CONTACT DETAILS OF DESIGNATED PERSON FOR SAFEGUARDING	

NAME OF CONCERNED PERSON OR TO WHOM DISCLOSURE WAS GIVEN	
CONTACT DETAILS OF CONCERNED PERSON OR WHOM DISCLOSURE WAS GIVEN	

#### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / email address	

## THE ACCIDENT/INCIDENT

- What happened? (Nature of concern / disclosure made - use the person's own words if known)
- When did it happen? (date, time)
- Where did it happen? (specific location)
- Who was allegedly involved and in what way? (includes witnesses)

## ANY TREATMENT OR ADVICE THAT HAS BEEN GIVEN OR ACTION TAKEN

- Have the carers or parents / guardians been informed? (Please tick)
- If so, when and by whom?

YES	NO
-----	----

- Have the statutory authorities been informed?
- If so, please complete the table:

YES	NO
-----	----

*Example:*

Authority	Social Care				
Name	Sylvia .....				
Position	Child abuse officer				
Email contact	sylvia@cornwall.gov				
Phone contact	01872 007 733				
Contacted by	Designated Person				
Date & time of contact	1.30pm 1/4/15				

- Has the Local Baptist Association been informed?  
(Please do so if the statutory authorities are involved)
- If so, when and by whom?
- Any other action taken:

YES	NO
-----	----

#### FUTURE ACTION TO BE TAKEN

- What action needs to be taken?
- Who is responsible for this?

#### SIGNATURES

SIGNATURE OF DESIGNATED SAFEGUARDING PERSON	
DATE & TIME	

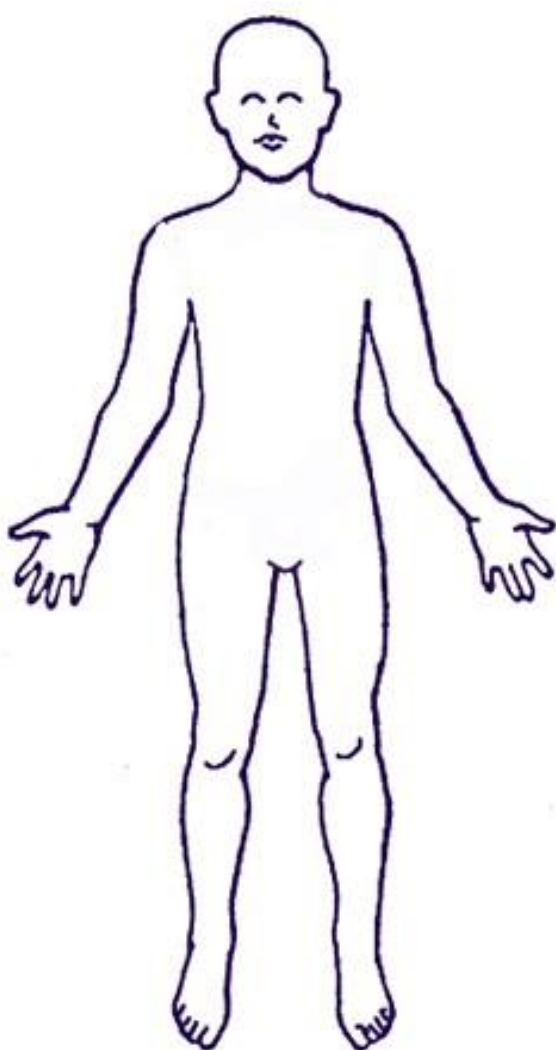
Please fill in Body Map on next page if possible.

## BODY MAP

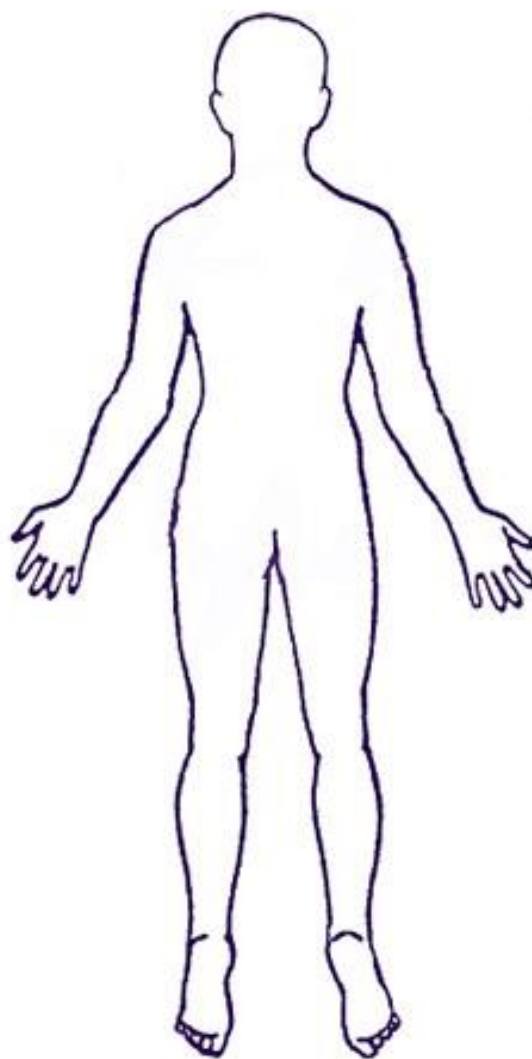
Name of Individual of  
Concern \_\_\_\_\_

Name of person completing this  
form \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Front



Back

Signature \_\_\_\_\_

Date and time \_\_\_\_\_

## City Life CHURCH

**Registration and Consent form for Powerhouse,  
Younger Youth and Older Youth**

(Please be assured that this information is kept confidential and is only shared on a  
need-to-know basis. Should you wish to talk about any areas of this form  
please contact Lynda Sanders or Lily Preston.)

**Full name:** .....

**Likes to be known as:** ..... **Date of Birth:** .....

**Address:** ..... **Postcode:** .....

**Who has parental responsibility for the child?**

**Name(s):**  
.....

**Address and telephone number (if different from above):** .....  
..... **Parent/s Home Tel:**.....

**Parent/s Mobile Tel no/s. (1)** ..... **(2)** .....

**Parent/s E-mail address/es:** .....

**Parent/s Facebook:** .....

**Medical Information**

**Child's registered GP:GP's name:**  
.....

**Surgery address:**  
.....

..... **Tel No:** .....

**Date of last anti-tetanus injection (if known):** .....

In the unlikely event of illness or accident I give permission for basic First Aid treatment to be given. In an emergency and/or I cannot be contacted, I am willing for my child to receive necessary hospital treatment, including an anaesthetic: **YES / NO**

Whilst in our care, it is important that we have any relevant medical information (e.g. suffers from allergies, taking any medication, health conditions, behavioural traits, special needs, dietary requirements etc.). Please provide as much detail as possible, many thanks.

.....

.....

**P.T.O.**

### **Parental Permission**

**Photographs:** We may wish to take some photographs/DVD during activities; are you happy for your child's picture to be taken? **YES / NO**

**Database:** Do you give permission for your child's details to be entered on the confidential database so we can keep you informed of relevant events? **YES / NO**

**Activities:** Do you give permission for your child to take part in the normal activities, including any planned trips, of which you are given advance notice? **YES / NO**

**Transport on planned trips:** Do you give permission for your child to be transported in the vehicle of a DBS checked leader in order to get to these activities and return home? **YES / NO**

**Exclusion:** Are there any activities you require your child to be excluded from? **YES / NO**

If yes, please give details: .....

#### ***The person to contact in case of emergency is:***

Name: .....

Relationship to child: .....

Address: .....

Telephone number(s): .....

#### ***Should the above not be available, please contact:***

Name: .....

Relationship to child: .....

Address: .....

Telephone number(s): .....

**Collection after sessions and related activities:** The safety of your child is the parent's responsibility at the end of the session.

For **Lazers**, please indicate below if you are happy for your child to rejoin the main church area unaccompanied when the session ends.

**Lazers:** I agree to my child rejoining the main church area unaccompanied at the end of the Powerhouse session. **YES / NO**

For children in **Flames** and **Crèche**, children will only be released when collected by a parent.

**I acknowledge that the details included in this Registration and Consent Form are correct and agree to taking responsibility for informing City Life Church in writing (addressed to the church office) of any changes to the above information for my child.**

Signed: ..... Name: ..... Date: .....

## Useful Telephone Numbers

### Adult Care, Safeguarding Adults Concerns

Tel: 0300 1234 131

Out of hours Tel: 01208 251 300 (for emergencies only)

### Citizens Advice

<https://www.citizensadvice.org.uk/relationships/gender-violence/domestic-violence-and-abuse-organisations-which-give-information-and-advice/>

### Cornwall Children's Social Care

Tel: 01872 323164

Out of hours Tel: 01208 251 300 (for emergencies only)

### Cornwall Domestic Abuse 24hr Helpline

Tel: 01872 225 629

<https://www.cornwall.gov.uk/health-and-social-care/domestic-violence-help-and-advice/>

### Cornwall Safeguarding Children Standards Unit and Designated Officer (was LADO)

Tel (Monday-Friday 9am-5pm): 01872 326 536 [lado@cornwall.gov.uk](mailto:lado@cornwall.gov.uk)

### Modern Slavery Helpline

Tel: 0800 0121 700

### Multi Agency Referral Unit (MARU)

Tel: 0300 123 1116

Email: [MultiAgencyReferralUnit@cornwall.gov.uk](mailto:MultiAgencyReferralUnit@cornwall.gov.uk)

Out of hours Tel: 01208 251 300

### NSPCC 24 hour helpline

Tel: 0808 800 5000

### REACH (Risk Evaluation & Co-ordination Hub) /Twelves Company

Advice, support and referral regarding domestic abuse

Tel (Monday-Friday 9am-5pm): 0300 777 4 777 for general public

<http://www.twelvescompany.co.uk/cornwall/idva-services/reach>

### South West Baptist Association

Safeguarding lead - Kath Needham is contactable by email

at [safeguarding@swbaptists.org.uk](mailto:safeguarding@swbaptists.org.uk) or by selecting option 1 after dialling 01392 433533

### Thirtyone:eight

24 hour helpline for any safeguarding issues

Tel: 0303 003 11 11 this is a 24 hour helpline