

**CHRIST CHURCH WESTBOURNE CHILD PROTECTION POLICY
MARCH 2019**

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1 INTRODUCTION

Explanation of Terms

For the purposes of this Child Protection Policy, all references to:

'child', 'children', 'young person', 'young people', – whether singular or plural – are used interchangeably and are taken to refer to anyone who has not reached their 18th birthday.

'workers', 'staff', 'volunteers', 'helpers', 'leaders' are used interchangeably and are taken to refer to anyone interacting with children on behalf of The Church

'child abuse' refers to a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

'Child Protection' is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

'Diocesan Guidelines' refers to the Winchester Diocesan Child Protection Manual - Guidelines and Procedures (DCPM). The current version on the Diocese website at March 2019 was published in 2016. It can be found at the website below.

www.winchester.anglican.org/documents/-child-protection-manual

Diocese Safeguarding Advisor (DSA) refers to the Diocesan advisor who offers safeguarding advice and support to parishes.

Parish Safeguarding Officer (PSO) refers to the safeguarding co-ordinator at Christ Church Westbourne.

Child Protection Policy refers to the current updated policy document for Christ Church Westbourne. It is based upon the Child Protection template dated 03.12.17 available through the Diocese website at March 2019.

Parish Safeguarding Handbook (PSH) refers to the publication subtitled *Promoting a safer church* available on the Diocese website dated October 2018 and the current version at March 2019. It brings together key safeguarding responsibilities for all those working with both children and adults.

Promoting a Safer Church is the safeguarding policy statement for children, young people and adults issued by the House of Bishops in 2017. It offers 6 overarching safeguarding policy commitments and applies to all church bodies and church officers.

The Safeguarding and Clergy Discipline Measure 2016 Section 5 Under this section, all clergy, lay workers, churchwardens and PCCs must have 'due regard' to safeguarding

guidance issued by the House of Bishops. This means that Christ Church is required to follow it unless there are cogent reasons for not doing so. Both the *Parish Safeguarding Handbook* and *Promoting a Safer Church* are issued as Section 5 guidance.

2 WHY WE HAVE A CHILD PROTECTION POLICY

- *A Child protection policy will help protect **children**.*

A child protection policy helps to create a safe and positive environment for children and, although no procedures or processes can offer complete protection for children, following these procedures and implementing a policy minimises the risk to children from abuse and exploitation.

- *A Child protection policy will help protect **workers***

A child protection policy clarifies what The Church requires in relation to the protection of children. It sets out standards of behaviour for project staff and volunteers when they are working with children and what to do if they notice, or are told about, inappropriate behaviour in others.

- *A Child protection policy will help protect **The Church**.*

A child protection policy is a statement of intent that demonstrates The Churches commitment to safeguard children from harm. Child protection policies will help move The Church towards best practice in this area and deter those who would wish to abuse children from seeking to work with children on behalf of The Church.

3 POLICY ISSUES:

MISSION STATEMENT

The PCC recognises the importance of its ministry with children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care. The welfare of the child is always paramount.

As part of its mission, the Church is committed to:

- The safeguarding, care and nurture of children and young people within our church community and who participate in any activity of the church;
- Safe recruitment, supervision and training for all the children's/youth workers within the church.
- Responding without delay to every report or cause for concern that a child or young person for whom it is responsible may be or may have been harmed in any way;
- Full cooperation with statutory agencies during any investigation into allegations concerning abuse of a child or young person in the church community;
- Providing informed pastoral care to any child, young person or adult who has suffered abuse;
- The management and supervision of any member of the church community known or thought to pose a threat to children or young people.

4 CHURCH POLICY

The PCC recognises the need to provide a safe and caring environment for children and young people. It also recognises that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The PCC has therefore adopted the procedures set out in this document (hereafter “the policy”).

The PCC is committed to on-going child protection training for all those who work with children and youth people and will regularly review the Policy and procedures.

5A DEFINITIONS OF ABUSE

The following definitions are taken from Working Together to Safeguard Children 2018 published in July 2018.

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. They may be abused via the internet. They may be abused by an adult or by another child or children.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non penetrative acts such as masturbation,

kissing, rubbing and touching outside clothing. They may also include non contact activities, such as involving children in looking at, or in the production of, sexual images or watching sexual activities, or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse. Sexual abuse can take place on line and technology can be used to facilitate off line abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and /or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

DOMESTIC ABUSE

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

CHILD SEXUAL EXPLOITATION

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

BULLYING AND CYBERBULLYING

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night

ONLINE ABUSE

With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who

pretend to be children of comparable ages when online and who try to obtain images or engineer meetings.

ELECTRONIC IMAGES

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred as 'sexting'- A Diocesan Fact Sheet – Sexting is available) can be particularly problematic and abusive amongst children and young people.

EXTREMISM

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

5B SIGNS AND SYMPTOMS OF ABUSE

Recognising possible signs of abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect -under nourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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 SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Also depression, aggression or 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

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

6 RESPONDING TO ALLEGATIONS OF ABUSE

Further details are summarised in Section 7 of the Parish Safeguarding Handbook (p20 onwards)

Under no circumstances should a staff member/leader/volunteer helper carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse should refer to the Christ Church Parish Safeguarding Officer or Deputy Safeguarding Officer for advice in the first instance.

If neither is available, or if the concerns relate to one of these roles, the person should discuss their concerns with the Diocesan Safeguarding Advisor (01962 737317 or 07921 865374). Detailed contact numbers are given at the end of this policy document.

- All significant safeguarding concerns will be referred to the Diocesan Safeguarding Advisor by the Parish Safeguarding Officer or Deputy within 24 hours.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- The PCC will support the PSO/Deputy PSO 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.
- All reports or concerns must be treated seriously.

7 APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

This is dealt with in more detail in Section 5 of the *Parish Safeguarding Handbook* (p16) called Safer Recruitment. Christ Church also follows the Church of England Practice Guidance: *Safer Recruitment*, published in July 2016. The aim of good practice is to create a safe place for children and young people in their involvement with Christ Church Westbourne.

The PCC will ensure all workers will be appointed, trained, supported and supervised appropriately.

7.1 APPOINTMENT OF WORKERS

The Church has a robust recruitment procedure. All prospective workers will be asked to complete an application form, a Confidential Declaration form and apply for an Enhanced Disclosure and Barring (DBS) check in accordance with Diocese Policy. Where eligible, a barred list check will also be requested and it will be made clear whether the post requires working at the applicants home address.

The procedure for appointment will be:

- Informal discussion with Families, Youth and Children's Minister plus verbal outline of job. Written job roles are now in place for most posts.
- Completion of application form and Confidential Declaration Form which includes disclosure of any criminal record
- References taken up
- An application is made to the Disclosure and Barring service (DBS) for an Enhanced Disclosure and a Barred List check where this applies.
- Receipt of Disclosure by the applicant from the DBS is confirmed with the Parish Safeguarding Officer who currently has to see the original certificate and who then informs the Diocese of the result and updates the Christ Church central data base. This process will change slightly during 2019 when Christ Church Westbourne moves to the alternative Diocese system of electronic checking.
- If the applicant chooses, they can elect to register on line to renew their DBS.
- Meeting with either the Families, Youth and Children's Minister or the Leader of the relevant group so that appointment and job outline confirmed
- Allocation of worker into children's/youth work
- Appointment process completed

The Families, Youth and Children's Minister, in conjunction with the Parish Safeguarding Officer where necessary, will make a judgement on whether or not it would be appropriate to appoint a person. If necessary, advice would be sought from the Diocese. The PCC could also be consulted.

Workers may be given a contract on appointment but in most situations, a verbal outline as detailed above will be sufficient.

It becomes necessary from time to time to provide a substitute worker for a particular group due to the absence of a worker at short notice. Any provision of substitutes must be approved through the Families, Youth and Children's Minister or if absent, the Women's Worker (who is also the Deputy Safeguarding Officer) prior to the activity taking place.

7.2 SUPPORT AND SUPERVISION

All workers will be provided with appropriate support and supervision within their roles.

7.3 TRAINING

This is also summarised in more detail in Section 6 of the Parish Safeguarding Handbook (p18)

All workers, including paid staff will be expected to undertake regular training as recommended by the Diocese. There is now a nationally accredited training scheme which is partly available on line and partly through accredited Diocesan trainers.

Christ Church will ensure that workers are directed to appropriate opportunities through C0 (Basic Awareness) and C1 (Foundation) on line training. Where indicated, level C2/C3 training and S1 Safe Recruitment training needs will be identified . These are delivered face to face and not through on line training. If C2/C3/S1 courses are not available through the Diocese programme or cannot reasonably be accessed, this will be brought to the attention of the Diocesan Safeguarding Advisor for further advice. The appropriate level of Safeguarding check has been agreed by PCC and the training level for each role at Christ Church is in the process of being agreed by the PCC.

8 SUPPORT TO THOSE AFFECTED BY ABUSE

This is covered in more detail in Section 8 of the Parish Safeguarding Handbook (p27-28)

The PCC is committed to offering pastoral care and support to those attending the church who have been affected by abuse.

9 WORKING WITH THOSE WHO MAY PRESENT A KNOWN RISK TO CHILDREN AND YOUNG PEOPLE WITHIN THE CHURCH

When someone attending the church or wishing to join the church is known to have abused children, the PCC will ensure that an appropriate Agreement is put in place (where possible the Diocesan Safeguarding Advisor will work with statutory agencies to ensure known risks are identified and included so that the individual concerned can be supervised and offered pastoral care The Agreement will detail the conditions under which the person

may attend the church. Further details are summarised in Section 10 of the Parish Safeguarding Handbook (p31)

The care of offenders and their families is outlined in Section 8 of the Diocese Guidelines (p58-59)

The Diocese also produced a Policy Statement on the recruitment of ex-offenders and a copy of this was attached to the 2014 Umbrella Agreement signed between Christ Church Westbourne and the Diocese.

10 HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

This is covered in more detail in Section 8 of the Diocese Guidelines (p50-52) and Section 7.3 of the Parish Safeguarding Handbook (p23)

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know -don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared (see "Making notes")

DO SAY

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will 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?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the

Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

- Contact the Diocesan Safeguarding Advisor or the Parish Safeguarding Officer.
- Consider your own feelings and seek pastoral support if needed

MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Note if anyone else was present. Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. They may be required by the Diocesan Safeguarding Advisor or statutory agencies.

11 A SAFE ENVIRONMENT

This is taken from Section 11 of the Parish Safeguarding Handbook (p34)

The House of Bishops' Safeguarding Policy Statement states that 'The Church will strive to create and maintain environments that are safer for all, that promote wellbeing, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults...The Church will strive to support all church officers to adhere to safer working good practice and to challenge the abuse of power'.

11.1 CODE OF SAFER WORKING PRACTICE

For all those working on behalf of the parish with children, young people and adults

Workers Must:

- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice, and body language is respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored (Model Consent Form available).
- Administer any First Aid with others around.

In addition, for children and young people, workers must:

- Always aim to work with or within sight of another adult. aim not to be alone with a child in an enclosed space out of sight of other adults or children. If a worker finds themselves in this situation, they should change it and if another worker sees that this is happening, they should offer support by intervening to change it.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

Workers must not:

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
 - Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults that may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- Befriend children, young people and adults who may be vulnerable on social media.
 - Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, workers must not;

- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

Transporting Children

Workers must not give lifts to children being supervised unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and the decision must be recorded and shared with an appropriate person at the earliest opportunity.

If it becomes necessary for children to be transported to or from events, drivers will normally be over 25 years old. Younger drivers will not be used unless this is agreed by the Vicar. Further guidelines for the transport of children are included in the Diocese Child Protection Manual (p37-39).

11.2 ACCEPTABLE TOUCHING

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- Always ask permission.
 - Be mindful of your body position.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
 - Touch should be in response to a child's needs and not related to the worker's needs. It should be age appropriate, welcome and generally initiated by the child, not the church officer.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
 - Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.
-

Ensure that church officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

11.3 STAFF RATIOS FOR CHILDREN'S ACTIVITIES

Church groups that involve children need to ensure good practice standards across a wide range of areas including: recruitment of group leaders; DBS checking; staffing ratios; suitability of premises; health and safety arrangements; and facilities for children with special needs. The minimum staffing levels for groups should be as follows:

- 0 – 2 years 1 adult to 3 children ie 1:3
- 2 – 3 years 1 adult to 4 children ie 1:4
- 4 – 8 years 1 adult to 6 children ie 1:6
- 9 – 12 years 1 adult to 8 children ie 1:8
- 13 – 18 years 1 adult to 10 children ie 1:10

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

For all groups and activities:

- Undertake a health and safety risk assessment- A Diocese Model Activity Risk Assessment Template is available.
- A registration form must be completed for every child or young person who attends groups or activities which should include up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs – A Diocese Model Registration Form – Activities and Trips is available. The information in these forms should be reviewed annually or as and when it changes eg for a child diagnosed with a medical condition/ allergy etc. It will normally be completed by a parent.
 - An attendance register must be kept and be available at all group meetings.
 - A First Aid kit must be available on any premises that are used by children.
 - An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (e.g. a fight between children).
- There should be access to a telephone, if possible.

- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed.
- Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken – A Diocese Model Consent Form – Transport is available.

In addition, when taking children offsite ie away from church premises

- The church leadership must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with someone in the church.
- Details of the activity and arrangements must be given to the incumbent and/or PSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
- A leader must be designated to take responsibility for First Aid.

Further guidance is included in the Diocese Guidelines under the heading 'Holidays and Residential Trips'(p81-84)

11.4 GUIDELINES FOR DISCIPLINE

Information is also available in the Diocese Guidelines 'Managing Behaviour' (p87)

The Aim

The aim of all families, youth and children's ministry at Christ Church Westbourne is to see children and young people come to faith and maturity in Christ. Therefore, any session that CCW runs must promote this by establishing a loving but disciplined environment where the claims of the gospel can be heard.

The main principle with regard to discipline is to praise in public and to discipline away from the group. If it is necessary to speak to a child about their behaviour, it should be done away from the group, allowing the child to maintain their dignity.

If church family children are disruptive, discipline problems should be politely referred back to their parents. In the case of non-church family children, where possible the issue should be raised with their parents and it may be necessary to prevent them from attending for a time if they continue to disrupt the group for everyone else.

What is discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, verbal rebuke, teaching and encouragement.

Why discipline?

It brings security, produces character, prepares for life, is evidence of love and is God's heart.

Dos and Don'ts of Discipline in Children's Work

DO NOT

NEVER smack or hit a child

Discipline out of love NEVER out of anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger)

Do not shout in anger or put down a child/young person

Do

Lay down ground rules eg. No swearing, racism or calling each other names, a respect for property

Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not followed

Never reject a child, just the behaviour (Tell the child that you value him/her, but you are not willing to accept the behaviour)

Remember that each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to be asking ourselves "Why is the child behaving like that?"

Work on each individual child's positives, do not compare them with each other, but encourage and build them up.

Help the child learn that they will be noticed more when they obey the rules, rather than when they break them. Try to create an environment of care and offer more tangible rewards, where each child feels that it is worth keeping to the rules.

11.5 BULLYING

Bullying of any sort will not be tolerated under any circumstances. Any such behaviour will be dealt with and those perpetrating the bullying will be made aware that such behaviour is not acceptable.

Children who exhibit bullying behaviour or who are experiencing bullying in any situation will be offered support to address the issues.

11.6 YOUNG PEOPLE AGE 16-18 YEARS OLD VOLUNTEERING

Volunteers should not be recruited to an area of service without the agreement of the staff team. Each area of church service has a nominated member of staff linked to it. This is usually the Families, Youth and Children's Minister for work with children and the Community Minister for work with adults.

Young people under 18 years will not be recruited to a volunteer role in any of the church service areas without the prior agreement of the staff team. This should also include having a nominated responsible adult who has been

recruited in accordance with safe recruitment procedures within the area of service and a clear plan of how and when the role will be carried out. It should be noted that it is not possible to obtain a DBS check for anyone under 16 years old.

11.7 INTERNATIONAL STUDENTS

The church provides a weekly coffee bar, a weekly bible study plus meetings on a 1:1 basis and other social activities as required for international students. Whilst these areas of service are primarily aimed at young adults of 18 years and over, younger students aged 16-18 do come along on a regular basis.

The leadership of work with international students regularly involves working with the under 18s and the supervision of other volunteers involved in the same area of service. The postholder will have an Enhanced Criminal Record check with barring information, including working at home.

All the volunteer workers supporting International Outreach should have an Enhanced Criminal Record check as they are working with a potentially vulnerable group of people and meet the frequency criteria. The role does not justify a barring check. If, by agreement with the Internationals Leadership, there are any activities held in the home of the volunteer, this needs to be indicated on the DBS application.

12 STORAGE AND USE OF INFORMATION, AND IMAGES OF CHILDREN

Specific procedures for the making, storage and use of images of children are available. No image will be taken, stored or used without the parent / carers permission. Further guidance is included in the Diocese Guidelines under the heading 'Taking and publishing images including web-sites'(p45-47).

13 USE OF INTERNET, E-MAIL, MOBILE PHONES AND SOCIAL MEDIA

Communication between Christ Church staff/leaders/volunteers and individual children or young people will be primarily through a landline or mobile phone to the responsible parents. Where there is no alternative, on occasions when mobile phone contact is necessary, it should be used only with young people over 16 years old and the agreement of the Families Youth and Children's Minister should be obtained. If the Families, Youth and Children's Minister needs to use mobile phone contact in such circumstances, agreement from the Vicar should be obtained. Other e communication such as texting and e

mails will not be used unless this is addressed to the responsible parents themselves. Facebook or other similar websites will not be used.

Section 12 of The Parish Safeguarding Handbook (p38-43) includes additional information about this aspect of safeguarding.

14 OTHER GUIDELINES AVAILABLE:

The relevant section of the Diocese Guidelines and/or the Parish Safeguarding Handbook (PSH) is given below for reference.

1 Children with Special needs – See special needs section in Diocese Guidelines (p102-104)

2 Managing allegations against Church Officers – See PSH (p21-22) and Diocese Guidelines (p54-57)

3 Caring pastorally for Church Officers – See PSH (p29-30) and Diocese Guidelines (p55)

4 Drug and alcohol policy guidelines – See Diocese Guidelines (p73-76)

5 Key Holders and those with access to the church building incl Key Holder declaration- See Diocese Guidelines (p84)

6 First Aid and administering medication – See Diocese Guidelines (p76-77)

7 Accident and incident Form – Christ Church has own form

8 Health and Safety – See Diocese Guidelines (p77-79)

9 Identifying risk in youth and children's work – See Diocese Guidelines (p100-104)

10 Registration Form for activities - Christ Church has own form

11 Whistle-Blowing – See Diocese Guidelines (p59-61)

15 CONTACT DETAILS:

Carol Woodroffe Parish Safeguarding Officer 01202 709347 or 07790 836566
carol@christchurchwestbourne.com

Abi Nash Deputy Safeguarding Officer (children and young people) 01202 757945

Tom Winston Families, Youth and Children's Minister 07419 781349

Winchester Diocesan Safeguarding Advisor 01962 737317 or 07921 865374
Safeguarding@winchester.anglican.org

Children's Social Services – Office Hours

Bournemouth Multi Agency Safeguarding Hub 01202 458101 or 458102

Poole Multi Agency Safeguarding Hub 01202 735046

East Dorset Multi Agency Safeguarding Hub 01202 868224

West Dorset Multi Agency Safeguarding Hub 01305 221450

Social Services Out of Hours

Poole and Bournemouth 01202 738256

Pan Dorset Multi Agency Hub 01202 228866
(Ferndown and Purbeck)