



# ASCOT LIFE CHURCH

## SAFEGUARDING POLICY AND PROCEDURES FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

FULL VERSION

LAST REVIEW: JULY 2019

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## DOCUMENT CONTROL

### Revision History

Version	Date	Comments

Draft	08/06/04	For review by church membership
Revision 1	28/09/04	Adopted at Church Members' Meeting 28/09/04
Revision 2	11/01/05	Minor grammatical and punctuation changes. Flow Diagram page 7 updated Addition of telephone numbers. Reference to Volunteer Agreement added to section 5 page 8 in line with recommendations in 'Safe to Grow'.
Revision 3	13/08/14	Grammatical changes (change from first to third person). Change from Ascot Baptist Church to Ascot Life Church (ABC to ALC).
Revision 4	08/01/17	Updates – added information on Transport, First Aid and Health and Safety. Changes to order.
Revision 5	28/12/18	Updated to conform with latest best practices
Revision 6	15/07/19	Reference to vulnerable adults added

### Review and Approval

Reviewer	Version	Approval Date
ALC Trustees	Revision 5	08/01/19
	Revision 6	

### Distribution

Audience	Method
ALC Staff, Elders and Trustees	Email
All serving in Children's and Youth Work	Email
General	ChurchSuite

### DEFINITION OF TERMS

ALC	Ascot Life Church
Child / Children / Young People	People under the age of 18
Youth	People in school years 7-13
Wildlife	Sunday morning children's church group – ages 3 to school year 6
DBS	Disclosure and Barring Service
Vulnerable adult or adult at risk	Any adult aged 18 or over who, due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'
Worker	Any staff member or volunteer working with children or young people.

## INTRODUCTION

This document outlines the policies and practises that must be adhered to when working with children, young people or vulnerable adults. It is for the welfare and protection of these groups of people and those entrusted with their care. It will be reviewed periodically by the Ascot Life Church Trustees and those responsible for safeguarding at ALC.

## SAFEGUARDING POLICY STATEMENT

As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially those who are vulnerable such as children, young people and vulnerable adults, and to providing a safe and caring environment for them while in the church's care.

While the primary responsibility for the nurture, welfare and development of children rests with their parents, we will endeavour to encourage and support parents through our work with children and young people, recognising that this work is the responsibility of the whole church.

It is the responsibility of each member of the church to prevent the physical, sexual and emotional abuse of children, young people and vulnerable adults and to report any neglect or abuse discovered or suspected in accordance with this policy.

Church staff undertake to exercise proper care in the selection and appointment of those working with children, young people and vulnerable adults, whether paid or volunteers.

The church is committed to supporting, resourcing and training those who work with children, young people and adults at risk and to providing appropriate supervision.

Each worker with children, young people and/or vulnerable adults must know the requirements of this safeguarding policy and undertake to observe them. They will be given a copy of the policy for reference and will be asked to sign a declaration confirming that they will follow it.

## RESPONSIBILITIES

Overall accountability for safeguarding lies with the ALC Trustees.

The ALC Trustees will:

- Endorse and follow all national and local safeguarding legislation, guidance and procedures.
- Ensure that on-going safeguarding training is provided for all the church's employees and volunteers.
- Support the ALC Safeguarding Coordinator (normally the church youth and children's worker) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- Undertake training appropriate for Trustees/Directors.

- Ensure that serious incidents, including allegations of abuse, are reported to the local authority Multi-Agency Safeguarding Hub, and to the Charity Commission.
- Review Safeguarding on a regular basis at Trustee meetings.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the ALC Children's and Youth Worker and Safeguarding Co-ordinator.

The Safeguarding Co-ordinator must ensure that safeguarding procedures are maintained and followed consistently as set-out in this policy, ensure that best practice is being followed and inform the ALC elders and trustees of any abuse that may be disclosed, discovered or suspected so that appropriate action can be taken.

All ALC staff and those serving as volunteer workers have a responsibility to;

- read and understand the Safeguarding Policy and procedures;
- co-operate with the Safeguarding Co-ordinator on Safeguarding matters;
- follow the safeguarding procedures;
- take reasonable care to avoid placing themselves or those in their care at risk of mistreatment;
- report all safeguarding concerns to the Safeguarding Co-ordinator and to the ALC Trustees.

## POLICY COMMUNICATION

The Safeguarding Policy and Procedures will be provided to anyone working or serving at ALC where children, young people and/or vulnerable adults participate, or connected with such an event, project or activity provided by ALC.

The ALC leadership team will ensure that the safeguarding message is communicated to the church through whatever means are appropriate to ensure that safeguarding awareness is part of the church's culture.

A copy of the policy will be made available on the church website and will be also made available on request to anyone associated with the church.

## APPOINTMENT OF WORKERS

### Employing Children's and Young People's Workers or those working with vulnerable adults

The church is committed to safe recruitment when seeking to employ a worker who will be involved with children, young people or adults at risk and the following actions will be implemented:-

- 1) We will develop a clear role profile and job specification;
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check;

- 3) All applicants will be asked to submit an application and include the names of two referees;
- 4) Short-listing of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
- 5) Interviews will be carried out by at least two people, including the line manager or group leader;
- 6) References, a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
- 7) Appointment to the role will be confirmed if the applicant is successful and an agreement will be signed confirming that the new worker will adhere to the ALC Safeguarding Policy.
- 8) Training in Safeguarding will be arranged for the worker as soon as is practicable.

### Appointing children's and young people's volunteer workers or those working with adults at risk.

The church's work with children, young people or vulnerable adults is heavily dependent on volunteers to lead and help with such activities. The following guidelines seek to enable people to serve the work of the church whilst ensuring that children and adults at risk are protected from harm. The following process will therefore be followed to achieve these aims while ensuring that those taking on volunteer roles with children, young people and/or vulnerable adults have a clear understanding of the role they are taking on, the standards we aspire to and the training they can expect in order to equip them to serve effectively in the nurture of children, young people and/or adults at risk while in the care of ALC.

1. Individuals volunteer will be approached and asked to consider taking on a role. The following information will be provided:
  - A summary of the role.
  - Relevant information on the appointment process.
  - Information on the ALC Mission, Vision and Values for children's and young people's work (unless the role is with adults).
  - A copy of the ALC Safeguarding Policy.
2. A discussion/informal interview will follow between the prospective volunteer and the relevant activity co-ordinator to gain a clear mutual understanding of their character, previous experience working with children/ young people and what will be required of them.
3. If agreement to go ahead with taking up the role is reached, the prospective volunteer will be asked to complete an application form for a Disclosure and Barring Service check aimed at preventing anyone with any convictions for criminal offences against children or vulnerable adults from carrying out such a role.
4. Appointment to the role will be confirmed where appropriate and a Volunteer Agreement will be signed to acknowledge the nature of the role and agreement to abide by the ALC Safeguarding Policy.
5. The volunteer can then take up the role with regular communication with the relevant activity co-ordinator to enable them to provide feedback as to how they are getting on, to identify any support they feel they need and to arrange appropriate training (e.g. Safeguarding training).

Everyone appointed to work with children, young people or adults at risk at ALC will be required to:

- Undergo a DBS check at enhanced level. This is to be re-checked every three years.
- Adhere to the policies and practices set out in this document.
- Attend training sessions when required.

New workers will not be able to take on full duties of their role until they have been checked and approved. They will be restricted to the role of additional helper or visitor until this time and may only work under the supervision of other trained and verified people.

### Appointing Teenagers

We encourage people of all ages to serve in the church family. The leader of a group in which a teenager wishes to serve will ensure that it is a suitable position for them to serve. Those over the age of 16 will need to complete a DBS check. Their group leader will give them guidance on their responsibilities. Teenagers under the age of 18 should not be left in sole charge of a child or group of children at any time.

## PROMOTING GOOD PRACTICES

We apply the following good practice guidelines:-

### Supervision Guidelines

As far as possible, a worker should not be alone with children, young people or adults at risk where their activity cannot be readily seen by others. On premises, where there are no viewing panels in the doors this may mean leaving doors open.

At no time should one adult be alone on the premises with a child, young person or vulnerable adult and, except in exceptional circumstances, more than one adult should be present with any group of such people.

Children and young people must not be given access to church premises unless responsible adults are present.

Workers should not invite a child, young person or adult at risk to their home alone. It is acceptable to invite a group if it is ensured that another adult is present in the house. Workers should establish that each parent/carer knows where their child is and at what time they should return home.

Workers should make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.

Workers should never enter a toilet cubicle with a child. If a child requests help or needs reassurance, the door should be left ajar.

In a counselling situation with a young person, where privacy and confidentiality are important, it must be ensured that another adult is in the vicinity and knows the interview is

taking place and with whom, and also that the young person knows they are there. It is a good practice to set an agreed time limit prior to the counselling session and to stick to it. It is the responsibility of the adult involved to set this ground rule and to end the session at the designated time. Another appointment can be made to continue if necessary.

It must be ensured that a suitable ratio of staff to children and young people is present at all times. In circumstances where a single adult leads a group there should be ready access to at least one other suitable adult who can help in case of an emergency.

The minimum level of staff to children ratio is set as follows:

Indoor activities -	Age 0-2 years	1:3
	2-3 years	1:4
	4-7 years	1:6
	8-12 years	1:8
	13-18 years	1:10
Outdoor activities -	Age 0-2 years	1:3
	2-3 years	1:4
	4-7 years	1:6
	8-12 years	2:15
	13 and over	2:20

Any children accompanying helpers must also be counted in these ratios. Groups unable to meet these ratios should do their best to find additional suitable adults to make up their numbers.

Teenage helpers under the age of 18 should not be included in the adult to child ratio. They are considered additional helpers.

### General Guidelines

All children, young people and vulnerable adults should be treated with respect and dignity. Age-appropriate language and tone of voice should be used. The worker should be aware of their own body-language and the effect that they are having on the individual person.

- Workers should listen carefully, being careful not to assume that they know what a child, young person or adult at risk is thinking or feeling. They should listen to what is spoken and how it is said, at the same time observing body language to better understand what is being said.
- Workers must not engage in any of the following:-
  - invading the privacy of children, young people or vulnerable adults when they are using the toilet or showering.
  - rough games involving physical contact between a leader and a child, young person or adult at risk.
  - games which involve intimate contact or which could be regarded as sexually provocative.
  - scapegoating, belittling, ridiculing, or rejecting a child, young person or vulnerable adult.



- making suggestive comments about, or to a child, young person or vulnerable adult, even in 'fun'.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment.
- Should a situation arise where a child, young person or adult at risk needs to be restrained in order to protect them or a third person, force should be minimised to avoid unintentional harm.
- Workers should not respond to excessive attention-seeking that could be considered overtly sexual or physical in nature. Instead, such behaviour should be actively discouraged.
- Workers should avoid giving children or young people lifts on their own unless they have specific parental approval.
- Wherever possible, children should be encouraged to take responsibility for their own personal care needs. Where assistance is required, this should be offered in a manner that maintains the child's dignity and respect at all times and which doesn't leave the worker open to any false accusation.

### Guidelines on Touching

- Any physical contact should only happen in public and should be appropriate to the needs of the child, young person or vulnerable adult's care and nurture and is not appropriate behind closed doors at any time.
- Touch should be related to the person's needs, not the worker's.
- Touch should be age-appropriate and is best initiated by the child or vulnerable adult rather than the worker.
- Workers should not let children sit on their lap. If the child needs reassurance they should sit beside the worker.
- Avoid any physical activity that could be considered as sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity as much as adults.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream etc.), workers should encourage a child to do whatever they can manage themselves whilst considering the child's best interests, giving appropriate help where necessary.
- Team members should provide mutual support for each other and should help one another by constructively challenging physical contact which could be misunderstood or misconstrued.

### Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc, and may have limited understanding and behave in a non-age-appropriate way. The parents/carers of children/young people with special needs will be consulted to find out from them how best to assist the child or young person.

### Vulnerable adults

Where assistance with financial transactions such as shopping, banking or collecting pensions is provided for vulnerable adults, receipts or other evidence of transactions should always be obtained.

Any gift received from a vulnerable adult should be reported to the ALC trustees who should decide whether or not it is appropriate for such a gift to be accepted.

Church workers should never agree to hold or dispense medication for vulnerable adults attending a church event. If someone is unable to manage their own medication, their usual carer should attend with them or they will not be able to attend the event.

### Guidelines for maintaining discipline for children or young people

Discipline is the education of a person's character. It includes nurturing, training, instruction, admonition, rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore that each child should be dealt with on an individual basis.
- Children's and Youth workers should find ways to reward and encourage positive behaviour in children, recognising their unique qualities.
- Team members should focus on each individual child's positive points. Avoid comparing one child with another but encourage and affirm them, giving them responsibility for simple tasks.
- Volunteers should take care to give quieter and well-behaved children attention and resist allowing demanding children to take all their time and energy.
- Discipline should always be exercised out of love, never in anger. (Call on support from other leaders if you feel so angry that you may deal with the situation unwisely).
- Team members should take care when exercising discipline and be clear that they are rejecting the behaviour and not the children themselves.
- Workers should never smack or hit a child and should avoid shouting at children. Changes in voice tone may be necessary.
- All workers need to be consistent in laying out and applying clear ground rules (e.g. no swearing, racism, sexism or calling each other names; respect for property, etc.) and children should be made aware of what action will be taken if these are not kept. E.g. Basic ground rules for children's groups are:
  - Nobody should leave the room without asking permission first.
  - Keep your hands and feet to yourself.
  - Nobody else is to talk while one of the leaders is speaking to everyone.
- Volunteers should be good role models by setting a good example themselves. (You can't expect children to observe the ground rules if you break them yourself.)
- If children are bored, they often misbehave, so if there are difficulties in the group sessions, the programme should be revised to help to maintain interest levels.
- As an initial measure with a disruptive child, a helper should sit next to them.
- If a child continues to be disruptive, they should be taken to one side and engaged with, clarifying what is expected of them and what the consequences of their

behaviour will be. The team member should challenge them to change their behaviour whilst encouraging their strengths.

- If children or young people are continually disruptive in a group, they should be given three chances, warning them each time that the leader may speak to their parents/carers about their behaviour or that they may be sent out of the session to sit with their parents.
- Be sure to be consistent when taking remedial action against a constantly disruptive child so that all the children within the group understand that you take discipline seriously.
- If a child's behaviour is persistently disruptive despite measures above being taken, seek advice and guidance from a leader. In such cases it may be appropriate for a meeting will be arranged with the parents to discuss the situation. If appropriate the parent may be asked to sit in with their child, or the child may be excluded from attending the group for a period of time.
- Workers should be aware that some children may have specific needs or learning difficulties that may present as disruptive behaviour.

## FILMING AND PHOTOGRAPHY

Filming and/or photographing of children should not be done without prior consent from parents. Such consent should be clear and specific rather than implied.

For events where the consent of parents or carers has been requested in order for photographs or footage to be taken, the following will be ensured:

- The leader of the activity will be aware that photographs are being taken, and, if necessary, will have informed the team.
- The photographer will be clearly identified and will adhere to boundaries communicated to them by the group leader (e.g. which children cannot be filmed or photographed where relevant.)
- Photographs or information relating to a child or young person will not be published on social media without the consent of parents.
- Children or young people should not be identified by surname or other specific personal details in any media that includes any images of them.

## TRANSPORT

Workers giving lifts to young people or vulnerable adults are responsible for making sure that:

- they have a valid driving licence for that vehicle.
- the vehicle is in roadworthy condition.
- they are adequately insured for that vehicle.
- they are in a fit state to drive.

Wherever possible, workers should not be alone in a car with a single child unless a parent has specifically requested that a lift is provided for their child.

Workers should obtain consent from the parents of children or young people to whom they are giving a lift and should ensure that another worker on the team is also aware.

It is advisable that workers make a note of any lifts they have given and to whom. Such journeys should be kept to a minimal length of time.

## HEALTH AND SAFETY

Activities will be provided in an environment where consideration has been given to all aspects of safety for both children and adults using the premises, including adequate access. It is intended that equipment used will be appropriate to the age, understanding and ability of children and will meet required safety standards.

Parents/carers are required to provide information about their child's medical/support needs to the group leaders. Such information is to be available to group leaders via a suitable system (e.g. ChurchSuite Connect).

First aid boxes must be available for all planned children's activities. For Sunday morning activities these are located in the children's groups grey boxes alongside Incident Report folders.

Written documentation should be completed following any accident or incident and the parent/carer should be informed.

## ELECTRONIC COMMUNICATIONS

It is not appropriate to use direct electronic communications with children aged 11 years or younger, so any necessary communication should be made via their parents or guardians.

Electronic communication should be primarily used for the sharing of necessary information. Wherever possible, workers are advised to send messages to groups rather than individuals, or to share them publicly. It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation

Instant messaging with young people should be kept to a minimum. Any such electronic communication between workers and young people should be open to scrutiny by church leaders, with significant conversations saved and logged.

Workers can be 'friends' with, or follow young people on social media, but if they do so, they must consider the nature and appropriateness of any messages or photos that they either post or are tagged into and ensure that all content is suitable for all age groups.

The informality that social media encourages makes it harder to maintain the professional distance required when working with children, young people and the vulnerable. Communicating directly online with someone using private messaging should be regarded in the same way as meeting them in private.

## DEFINITIONS AND RECOGNITION OF ABUSE

### Definitions of abuse

Somebody may abuse or neglect a person either by inflicting harm or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by a stranger.

It should be recognised that the list below is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm.

### Emotional Abuse

Emotional abuse is persistent emotional ill-treatment such as to cause severe and continuous adverse effects on a person's emotional development. It may involve conveying to people that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing vulnerable people to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of ill-treatment of a child or person, though it may occur alone.

### Sexual abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve intimate physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or adults at risk in looking at, or in the production of pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

### Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of their or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

### 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 which are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Signs of neglect include 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 stomach pains.
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation.
- Cuts, scratches or substance abuse.

## Indicators of possible sexual abuse

- A child, young person or adult at risk describes what sounds like an abusive act involving him/herself.
- Excessive preoccupation with sexual matters and detailed knowledge by a child of adult sexual behaviour, or a child who regularly engages in age-inappropriate sexual play.
- Sexual activity implied or depicted through words, play or drawing.
- A 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 such as anorexia, bulimia.

## Emotional signs of abuse

- Unexplained changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging, depressed, aggressive or extremely anxious.
- Nervousness or extreme 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 or lying.

## Responding to a child, young person or vulnerable adult wanting to talk about abuse

### General points

Above everything else, workers should listen very carefully without interrupting or asking questions.

Workers should:-

- show acknowledgement of what the child, young person or vulnerable adult says (however unlikely the story may sound).
- keep calm and be reassuring and supportive.
- look at the child or vulnerable adult directly.
- be honest.
- not promise confidentiality but tell the child, young person or vulnerable adult they may need to let someone else know.
- affirm that even when a child, young person or adult at risk has broken a rule, they are not to blame for the abuse.
- be aware that a child may have been threatened or bribed not to tell.
- never push for information. If the child, young person or vulnerable adult 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.

### Helpful responses

- Reassure the child, young person or vulnerable adult that they have done the right thing in telling you.
- Acknowledge to them that it must have been really hard for them to tell you.
- Tell them you are glad they have told you, that it's not their fault and that you will help them.
- Show them acceptance.

### Things not to 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” or “Don't tell anyone else”

Workers should let the child, young person or vulnerable adult know what they are going to do next and that they will let them know what happens.

Workers might have to consider referring to Social Services or the Police if it is felt necessary to prevent a child, young person or vulnerable adult returning home if they are considered to be seriously at risk of further abuse if they return home.

Workers should contact the ALC Safeguarding Co-ordinator if abuse is suspected, or contact one of the ALC elders or trustees. The local authority Multi-Agency Safeguarding Hub (MASH) should then be contacted directly as appropriate (see contact details at the end of this policy document). Any formal referral should be made within 24 hours.

In the case of vulnerable adults, it is not the worker's role to decide whether someone has sufficient mental capacity to make decisions that impact on their safety and wellbeing. Such assessments are best made by professionals with relevant background information. If you

have concerns, these should always be shared with the church Safeguarding Co-ordinator, even if you do not have the consent of the vulnerable adult concerned. In this case, make sure that the Safeguarding Co-ordinator is aware of the situation regarding consent.

Workers should also consider their own feelings and seek pastoral support if needed.

## CONCERNS ABOUT OTHER WORKERS

If another worker or anyone else in the church, including those in leadership positions, is seen acting in ways that are concerning, or which could be misconstrued, speak to the Safeguarding Co-ordinator. If you have concerns about the Safeguarding Co-ordinator, you should speak to one of the trustees or elders.

## MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child, young person or vulnerable adult talking to you. Write down exactly what they said and when he/she said it; what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record the nature of any concerns and a description of any injuries that have been noticed including 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.

## DUTY TO REPORT

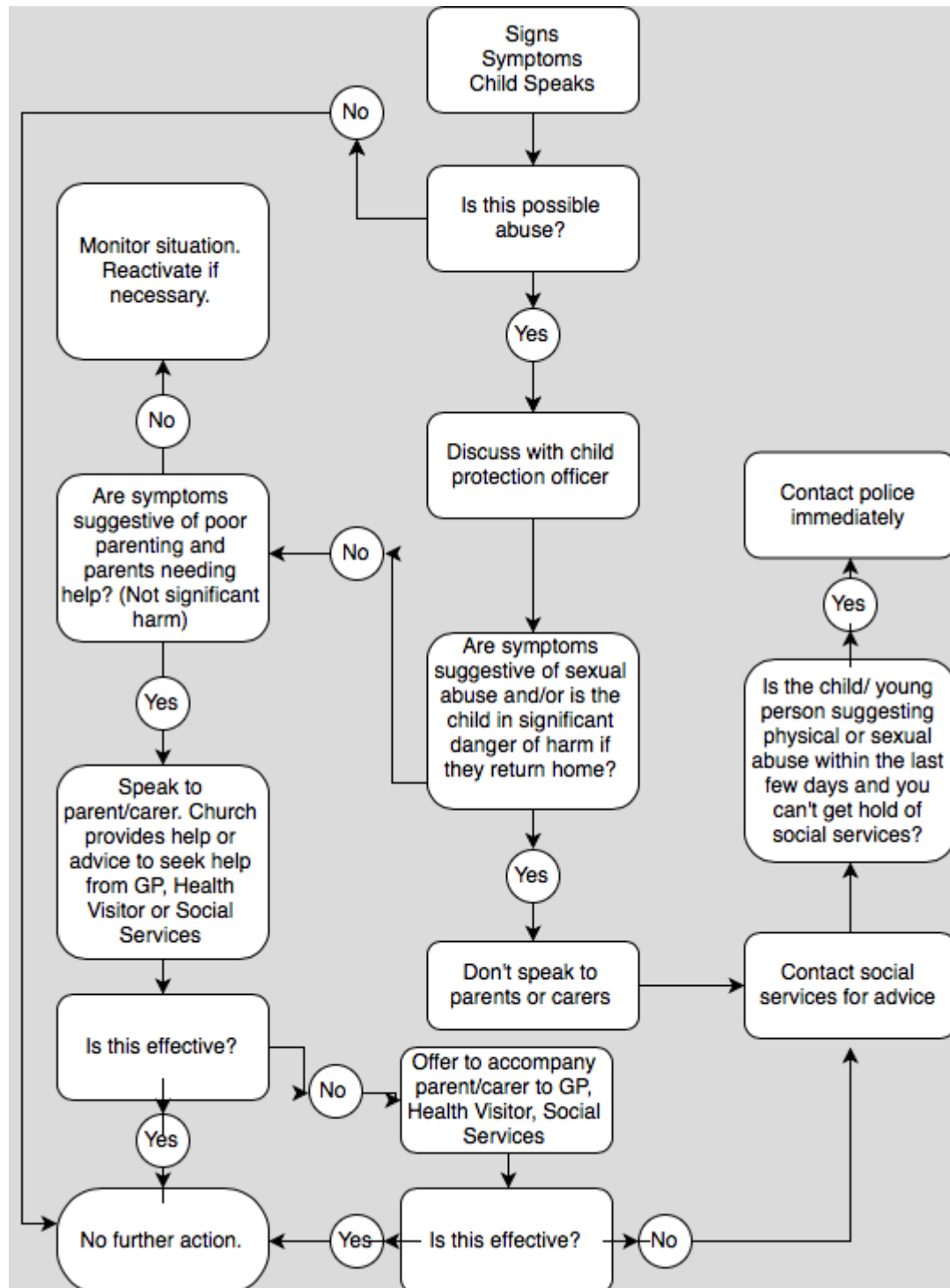
If a church worker has been accused of causing harm to children, young people, or adults at risk, this would be classed as a serious incident that should be reported to the Charity Commission by a church such as ALC that is registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people, or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



## FLOW CHART FOR ACTION

The following flow chart provides a basis for action in cases of possible abuse of children but is also applicable to vulnerable adults. Upon being informed of the suspected abuse by the worker concerned, the ALC Safeguarding Co-ordinator will follow up with the appropriate actions indicated on this chart but may also refer to the latest recommendations contained in the Baptist Union publication 'Safe to Grow' or 'Guidance to Churches'.



## CONTACT TELEPHONE NUMBERS

ALC Youth and Children's Worker and Safeguarding Co-ordinator	Lauren Hamill	07909 828434
Bracknell Forest Council	Multi-Agency Safeguarding Hub (MASH)	01344 352005
Social Services	Main switchboard Children's Services	01344 424642 01344 351582
Thames Valley Police		08458 505505
Churches' Agency for Safeguarding		02074 675216
Churches Child Protection Advisory Service		08451 204550
NSPCC Child Protection Helpline		0800 800500
Childline		0800 1111
Baptist Union of Great Britain		01235 517700



175 New Road, Ascot  
Berkshire SL5 8PX. Tel: 01344 455689  
Email: [info@ascotlifechurch.org](mailto:info@ascotlifechurch.org)

## VOLUNTEER AGREEMENT

NAME .....

You are joining a team which, together with the whole church, commits itself to the care and nurture of children, young people and vulnerable adults. On behalf of the members of Ascot Life Church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is: Lauren Hamill who is there to discuss any matters of concern you may have.

Working with children, young people or vulnerable adults is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Declaration:

I understand the nature of the work I am to do. I have read the church's policy for safeguarding children, young people and vulnerable adults. I understand that it is my duty to protect the children, young people or vulnerable adults with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children, young people or vulnerable adults contained on the Safeguarding Policy

Signed ..... Date .....