

# **LIFE CHURCH**

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## **BATH**

### **CHILD PROTECTION POLICY**

**Policy reviewed: August 2023**

**Date of next review: August 2024**

The legal definition of a child is someone who is under 18 years of age. The terms 'child' and 'children' in this document therefore relate to anyone under the age of 18 years.



The following procedures are also contained in this policy:

- Responding to a child wanting to talk about abuse
- Responding to an allegation or suspicion of abuse

The Child Protection Policy should be read in conjunction with our Safer Recruitment Policy.

**Safeguarding Coordinator** Amy Wyatt

**Deputy Safeguarding Coordinator** Ruth Martin

**Safeguarding Team** Lois Mitchell

**Designated Elder** Jonathan Horsfall

**Children's & Families Pastor** Emma Broome

**Youth Pastor** Tim Rudge

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## CHURCH DETAILS

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## INTRODUCTION

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Life Church Bath is committed to practices which safeguard and promote the welfare of children. We are committed to our responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults in our care.

We will safeguard children by:

- Promoting an awareness of safeguarding across the whole church community
- Following carefully the procedure for safer recruitment in the selection of staff and volunteers
- Adopting a code of conduct for staff and volunteers
- Supporting staff and volunteers through supervision and training
- Sharing information about safeguarding and good practise with children, parents, staff and the Life Church Bath Community
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately
- Supervising any member of our church community known to have offended against a child, or who is under investigation and liaising with external agencies as appropriate to ensure all appropriate measures are taken
- Proactively keeping up to date with changes of legislation and recommendations of good practice

## STATEMENT OF INTENT

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The care and protection of children involved in Life Church Bath activities is the responsibility of the whole Church. Everyone who participates in the life of the Church

Life Church Bath

has a role to play in safeguarding children from abuse; including neglect, physical, emotional and sexual harm.

We are committed to:

- Promoting a safer environment and culture
- Creating an environment in which children can feel safe while engaged in any of Life Church Bath's activities
- Creating a culture of dignity and respect towards children
- Reviewing our safeguarding policies and procedures annually
- Creating an awareness of safeguarding throughout the church community to ensure all concerns are dealt with in a timely and appropriate manner.

## DESCRIPTION OF THE ACTIVITIES WE UNDERTAKE WITH CHILDREN

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We aim to run age-appropriate sessions on a Sunday morning when we aim to connect children to God and have fun together in a safe environment. These sessions may include craft, games, bible stories, prayer, sharing testimonies, worship, conversations, and more. We also have Stay and Play sessions which run weekly on a Monday at The Forum where children remain under parental supervision.

## UNDERSTANDING ABUSE

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### **Abuse:**

"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 vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. 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. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; domestic abuse, including controlling or coercive behaviour; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation." (Working Together to Safeguard Children, 2018; Department for Education)

### **Neglect:**

"Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger.

And it can also have long term effects on their physical and mental wellbeing.” (via NSPCC)

## DEFINITIONS, SIGNS AND SYMPTOMS OF ABUSE IN CHILDREN

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### What is Abuse and Neglect?

Abuse and neglect are forms 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 a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

Four definitions of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children (2015)’.

### Physical Abuse

Physical abuse is deliberately physically hurting a child. It may involve hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **The following may be indicators of physical abuse**

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

## Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children 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 cyberbullying), 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 maltreatment of a child, though it may occur alone.

### **The following may be indicators of emotional abuse**

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

## 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 (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of and / or distribution of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child (including via the internet). Sexual abuse is not solely perpetrated by adult males.

Women can also commit acts of sexual abuse, as can other children.

The legal age of consent to any form of sexual activity is 16 for both men and women. Specific laws protect children under 13, who cannot legally give their consent to any form of sexual activity.

All cases of sexual activity, or suspected sexual activity by children under the age of 16 should be referred to the Safeguarding Coordinator.

#### **The following may be indicators of sexual abuse**

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

## **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, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**The following may be indicators of neglect**

- Under nourishment
- Failure to grow
- Constant hunger
- Stealing or gorging food
- Untreated illnesses
- Inadequate care, etc

### Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they are given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they are in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they are being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They are moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited. Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they have no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups. CSE does not always involve physical contact; it can occur through the use of technology.

### **The following may be indicators of Child Sexual Exploitation**

- Going missing for periods of time or regularly returning home late
- Skipping school or being disruptive in class
- Appearing with unexplained gifts or possessions that can't be accounted for
- Experiencing health problems that may indicate a sexually transmitted infection
- Having mood swings and changes in temperament
- Using drugs and / or alcohol
- Displaying inappropriate sexualised behaviour, such as over-familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ('sexting')
- They may also show signs of unexplained physical harm, such as bruising and cigarette burns

### **Radicalisation**

We recognise that we have due regard to the need to prevent children from being drawn into terrorism. This duty is known as the Prevent duty.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them and cutting them off from friends and family.

### **The following may be indicators of radicalisation and extremism**

- Isolating themselves from family and friends
- Unwillingness or an inability to discuss their views
- Increased levels of anger
- Talking as if from a scripted speech
- A sudden disrespectful attitude towards others
- Increased secretiveness especially around internet use

## Spiritual Abuse (or abuse linked to faith or belief)

There is a growing awareness and interest in spiritual abuse in faith communities as a subject (Oakley 2016). Existing work around this experience (which is characterised by a systematic pattern of controlling and coercive behaviour in a religious context) is still in its infancy, to the extent there is not currently universal agreement about this as a term. There is some discussion about it being categorised as a form of emotional and / or psychological abuse. It has been suggested that this form of abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirement for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism, (Oakley 2018)

We are actively pursuing awareness and understanding on this topic. We are currently basing on our knowledge on the following reports published by thirtyoneeight: 'Child Abuse linked to Faith or Belief' and 'Understanding Spiritual Abuse in Christian Communities' by Dr Lisa Oakley and Justin Humphreys

## Self harm

The reasons children and teenagers can self-harm are often complicated and will be different for every child or young person. Sometimes a child or teenager may not know the reasons they self-harm.

For many young people, self-harm can feel like a way to cope with difficult feelings or to release tension. The physical pain of hurting themselves can feel like a distraction from the emotional pain they're struggling with.

Some difficult experiences or emotions can make self-harm more likely in children:

- Experiencing depression, anxiety or eating problems
- Having low self-esteem or feeling like they're not good enough
- Being bullied or feeling alone
- Experiencing emotional, physical or sexual abuse, or neglect
- Grieving or having problems with family relationships
- Feeling angry, numb or like they don't have control over their lives

Signs of self-harm in children and teenagers

It can be hard to recognise the signs of self-harm in children and teenagers, but as a parent it's important to trust your instincts if you're worried something's wrong.

The following may be indicators of self-harm

- Covering up, for example by wearing long sleeves a lot of the time, especially in summer
- Unexplained bruises, cuts, burns or bite-marks on their body
- Blood stains on clothing, or finding tissues with blood in their room
- Becoming withdrawn and spending a lot of time alone in their room
- Avoiding friends and family and being at home
- Feeling down, low self-esteem or blaming themselves for things
- Outbursts of anger, or risky behaviour like drinking or taking drugs.

### Suicidal Behaviour

Deliberate Self Harm such as cutting or overdoses may represent a serious desire to commit suicide in response to hopelessness caused by depressive illness, social circumstances or occasionally by a psychotic illness (eg one characterised by paranoid delusions and hearing voices) The injury is often more serious such as deep cuts, large overdoses and so on.

In cases of deliberate self-harm and suicidal thoughts with intent, parents will be informed unless it is felt that by doing so would place the child in danger.

## ROLES & RESPONSIBILITIES

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### **The Trustees are committed to:**

- Following all national and local safeguarding legislation and procedures
- Providing the necessary resources for on-going safeguarding training and development for all its workers
- Ensuring that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation
- Supporting the Safeguarding Team in their work and in any action they may need to take in order to protect children

### **The Leadership Team are responsible for:**

- Following the Safeguarding Policy
- Supporting the Safeguarding Team in their work and in any action they may need to take in order to protect children
- Supporting all those working with children
- Engaging with all members of the Life Church Bath community who have been impacted by abuse to consider their needs and how to respond to these pastorally

### **The Safeguarding Coordinator is responsible for:**

- The preparation of, and ensuring the awareness of, the safeguarding policy and its annual review
- Implementing the safeguarding policy and procedures and supporting others to follow the policy and procedures
- Developing a safeguarding culture and awareness
- Ensuring the child's voice is heard and represented
- Signposting children to appropriate support services
- Arranging and making sure workers and leaders attend relevant training
- Keeping accurate records relating to safeguarding concerns confidentially
- Regularly informing the leadership team on good practice issues
- Working in partnership with statutory and other agencies
- Collating and clarifying the details of an allegation or suspicion, and reporting safeguarding concerns onto statutory agencies

### **The Safeguarding Team is responsible for:**

- Covering in the absence of the Safeguarding Coordinator (e.g. illness or holiday)

- Being an alternative should ever an allegation be made against the safeguarding coordinator or someone close to them making it inappropriate for them to deal with the issue
- Providing guidance to the safeguarding coordinator to assist their decision making
- Assisting in the annual review of the safeguarding policy
- Advising on best practice

**The Children's and Youth Pastors are responsible for:**

- Ensuring that the safeguarding policies, procedures and guidelines are followed in all their activities and hold an up-to-date awareness of these
- Working with the Safeguarding Team, following guidance and accepting input from the Safeguarding Team
- Ensuring that accurate and detailed records are kept in line with the Life Church Bath policy
- Following and embracing the Safer Recruitment policy
- Ensuring that Life Kids / Found Youth team are aware of these policies and ensure good practice is followed
- Ensure that all groups are provided with a team that follows the stipulated ratio
- Taking responsibility for sharing safeguarding concerns within their respective areas with the Safeguarding Team

## STAFF & VOLUNTEERS

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### Safer Recruitment

Life Church Bath will ensure that paid staff and volunteers working with children will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. Please see our Safer Recruitment Policy for full details.

### Training

Life Church Bath is committed to ongoing safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

All our workers will receive induction training and undertake safeguarding training at a minimum of every 2 years. This may be in-house training, online or provided through an external agency such as B&NES Local Safeguarding Children Board or thirtyone:eight.

The Children's Pastor, Youth Pastor, Elders, Trustees, and anyone with an identified responsibility for safeguarding will undertake safeguarding training at a minimum of every two years and ideally annually.

The Safeguarding Coordinator and Deputy Safeguarding Coordinator will undergo child protection training at a minimum of every two years, but ideally annually.

## Management of Staff and Volunteers

Life Church Bath is committed to supporting all workers (both volunteers and paid members of staff) and ensuring they receive support and supervision through regular opportunities for development including team meetings. All workers have been issued with a code of conduct towards children which they are expected to follow. A member of the safeguarding team is available every Sunday morning to offer support, deal with any concerns and ensure policies and guidelines are being adhered to.

## Good Practice Guidelines

As Life Church Bath, working with children, we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. As well as a general code of conduct for workers we also have specific good practice guidelines for specific activities we are involved in. These can be found in Appendix C.

## Whistle Blowing

We recognise that as a church, we have a duty to conduct ourselves in a responsible and transparent way and to take into account legal requirements, the requirements of funding bodies, the Charity Commission and any other public body. As a church we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees and volunteers will report improper actions and omissions. All malpractice and acts of omission will be thoroughly dealt with, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Coordinator. Please refer to our Whistleblowing Policy.

## Children

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Life Church Bath will act to ensure that all children have information about how, and with whom, they can share their concerns, complaints and anxieties.

When communicating with children and young people, staff and volunteers will consider the level of understanding and maturity of the child or young person, as well



as the level of responsibility they hold if on team. If a volunteer is unsure of a child's level of understanding they should refer to the Children's or Youth Pastor.

## Parents

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Parents / those in loco parentis are ultimately responsible for their child's welfare at all times. Parents are expected to be contactable for the duration of any session or to identify another adult who can be contacted, if necessary, in case of emergency.

It is the aim of Life Church Bath to communicate clearly with parents and for the Children's Pastor, Youth Pastor and Safeguarding Team to be contactable. Contact details of the Children's Pastor, the Youth Pastor and the Safeguarding Coordinator can be found on the website or on page .... of this document . Details of the Safeguarding Team can also be found on the website and prominently displayed around the church building. Our Safeguarding Policies can also be downloaded from our website.

It is important to note that if a disclosure is made, or a safeguarding concern is raised, that the welfare of the child is paramount. Therefore, if it is felt that a child is at risk of significant harm we may not consult the parents before contacting Social Services, the Police or emergency services to seek urgent medical attention if required.

## Other Bodies

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Our Safeguarding Policies will be made available on request

## RESPONDING TO A DISCLOSURE

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We recognise that children may share a worry or concern with anyone they trust. When a child discloses they have been or are in fear of being abused, the first step is to actively listen and then be prepared to take the appropriate action.

### **Procedure for responding to a disclosure**

- Take the matter seriously but don't overreact
- Do not promise confidentiality
- Listen carefully to what the child is saying, allowing him or her to speak without interruption
- Do not question him or her directly but you can use language like 'Tell me about...' 'Explain to me...' 'Describe to me...'
- Reassure the child that they have done the right thing in talking to you without making promises
- Accept what the child says – it is not your role to investigate or question and take what the child says seriously (Thank the child for what they are saying) Accept and take seriously what the child says...
- Explain what you will do next and who you will tell, if age appropriate and in age appropriate ways
- Don't talk to the alleged abuser (Pass your concerns directly to the Safeguarding Team. You do not need to talk to anyone who is alleged to harm a child)
- Don't talk to parents or the person who brought the child. The decision for this must rest with the Safeguarding Coordinator or the on duty member of the Safeguarding Team
- Act promptly in reporting the concerns to the Safeguarding Coordinator or in her absence, a member of the Safeguarding Team
- Complete a written report, using our 'Record of Concern' form detailing what happened as soon as possible, preferably within one hour, using the child's words or explanations (do not translate into your own words in case you have misconstrued what the child was trying to say)
- Do not share the information with anyone other than those necessary

## RESPONDING TO CONCERNS

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We recognise that someone working with children may suspect that a child is being abused or is likely to be abused, or that the child has been abused historically.

Everyone has a responsibility to take all such matters seriously, reporting any concerns as soon as possible to the Safeguarding Coordinator or, in her absence, a member of the Safeguarding Team who will then decide how to proceed.

If the Safeguarding Coordinator or Deputy Safeguarding Coordinator are in any way implicated and you cannot find another member of the Safeguarding Team, then you have a responsibility to make a direct referral / report to Children's Social Services.

Where parents or those with parental responsibility have concerns regarding a member of staff or a volunteer working with their child, they should speak to the Safeguarding Coordinator or, in her absence, a member of the Safeguarding Team.

Nothing in this policy prevents a person's rights as a citizen to make a direct report / referral regarding their concerns or to seek advice from organisations such as thirtyone:eight or NSPCC. However, in most cases we feel it is appropriate to report concerns to the Safeguarding team and it is our hope that members and visitors will follow the procedures laid out in this policy.

## PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

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If you suspect that a child is being abused or is likely to be abused, or that the child has been abused historically you have a responsibility to report your concern to the Safeguarding Coordinator or the on duty member of the Safeguarding Team who will then decide how to proceed. If the Safeguarding Coordinator is unavailable, then speak to the Deputy Safeguarding Coordinator or a member of the Safeguarding Team.

### **You should:**

- Take the matter seriously
- Act promptly
- Report concerns as soon as possible to The Safeguarding Coordinator or a member of the Safeguarding Team
- Not carry out or investigate the matter further yourself
- Not discuss your suspicions with anyone other than those mentioned above.

- Complete a written report, using our 'Record of Concern' form as soon as possible, preferably within one hour

**The Safeguarding Coordinator will:**

Collate and clarify the precise details as far as possible and decide how to respond, potentially acting on advice from thirtyone:eight.

If there are signs that the child

- Is suffering significant harm through abuse or neglect
- Is likely to suffer significant harm in the future

then the Safeguarding Coordinator will contact Children's Social Care. The timing of such referrals should reflect the level of perceived risk of harm, not longer than within one working day of identification or disclosure of harm or risk of harm.

- Contact Children's Social Care 01225 396313 / 396312 (office hours) or 01454 615165 (out of hours) in cases of non-accidental injury, if concerned about a child's safety, if a child is afraid to return home or if it is felt a child is likely to suffer significant harm in the future
- Contact the Police or appropriate emergency service in an emergency 999
- Do not tell the parents or carers unless advised to do so by Children's Social Care
- Seek medical help if needed urgently, informing the relevant medical professional of any suspicions

For lesser concerns, (e.g. poor parenting indicated by hunger, dirty clothes and smelly)

- Encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to help them access the appropriate support such as connecting them with the church pastoral care team.
- In cases of real concern, if they still fail to engage, contact Children's Social Care directly for advice.

Please see record of concern form in Appendix A of this document.

Life Church Bath

Child Protection Policy, August 2023

## Contacting Children's Social Care or the Police

When contacting Children's Social Care or the Police the following information will be shared

- Child's name, address and date of birth or age
- Family composition, including the name/s, address and phone numbers of parent/s or person/s with parental responsibility
- What prompted the concerns, including dates and times of any specific incidents, what the child said, including the name of any alleged abuser
- Details of any advice given to the child

## Other people who will be informed

- The designated trustee, and the chair of trustees, Simon Harrison, who would report this to the Charities Commission
- The designated elder, Jonathan Horsfall
- It may also be necessary to inform the Finance Manager, Helen Lotwick, in order to inform the insurance company
- In ongoing situations, it may be necessary to involve other members of Life Church Bath such as the Children's Pastor, the Youth Pastor, Life Group Leader
- The whole Safeguarding Team would be made aware of the situation

## ALLEGATIONS OF ABUSE AGAINST STAFF & VOLUNTEERS

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An allegation against a member of staff or volunteer may arise from many different sources. It could be from a child, a concern raised by another adult, or a complaint by a parent. It may also arise in the context of the member of staff or volunteer and their life outside work or at home.

If an allegation of abuse is made against a person who works with children (whether a volunteer or paid member of staff) the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures, may need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO), 01225 396810.

The Safeguarding Co-ordinator will inform the local authority designated officer (LADO) within one working day when an allegation is made and prior to any further investigation taking place.

This procedure should be applied when there is such an allegation or concern that a person who works with children, has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children

## RECORD KEEPING

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As is well known it can be many years before incidents of abuse come to light. As such the following policy was drawn up and implemented from September 2007.

- We will retain all documents relating to those people working with 0 – 18s, whether paid or unpaid, employees or voluntary workers, current or past members of Life Church Bath, indefinitely. This will include volunteer application forms; self-disclosure forms; references; all disclosure numbers and dates
- Team Rotas will be kept indefinitely. Team leaders will be responsible for recording who served on each week and for noting any changes to the rota
- Registers of children / young people will be kept indefinitely
- A record of what took place at any meeting or event will be kept indefinitely
- A record of any allegation against a worker, whether substantiated or not, will be kept indefinitely.
- We will keep medical forms and permission slips relating to an activity for a minimum period of 10 years
- All records, information and confidential notes will be kept securely. Only designated personnel will have access to these files.

## SUPPORTING THOSE AFFECTED BY ABUSE

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The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who are part of Life Church Bath. When the support required is outside of the skill set currently available from the pastoral care team then a referral to outside organisations who have the relevant skill set may be made. This may be local organisations both statutory and non-statutory.

## WORKING WITH OFFENDERS

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When someone attending Life Church Bath is known to have abused children, is considered to be a risk to children, or is known to be under investigation, the Leadership will, with the Safeguarding Coordinator, arrange supervision for the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children, set boundaries for that person which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and thorough consultation with appropriate parties, and will be specific to the individual. These boundaries will also be written up in a personal contract which will be signed by the individual and a member of the safeguarding team.

## SUPPORTING STAFF AND VOLUNTEERS

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Support for a member of staff or volunteer about whom allegations have been made is important and will be managed by the Leadership team during and following any investigation.

## SUPPORTING PARENTS AND MEMBERS OF LIFE CHURCH BATH

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Support for a parent or member of Life Church Bath about whom allegations have been made is important and will be managed by the leadership team during and following any investigation.

## CONTACT DETAILS

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<b>Safeguarding Coordinator</b>	Amy Wyatt	01225 463556 / 07446 905 899
<b>Deputy Safeguarding Coordinator</b>	Ruth Martin	07971 925 484
<b>Designated Elder</b>	Jonathan Horsfall	07511 003 496
<b>Children's &amp; Families Pastor</b>	Emma Broome	07495 476 613
<b>Youth Pastor</b>	Tim Rudge	07375 551 598

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## CONTACT DETAILS OF STATUTORY AGENCIES & ORGANISATIONS OFFERING SUPPORT & ADVICE

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**The Bath and Northeast Somerset Children and Families Assessment and Intervention Team (CAFAIT): (office hours)**

01225 396313 or 01225 396312

Out of hours emergency number:  
01454 615165

**B&NES LADO**

01225 396810

If a child lives outside of B&NES the appropriate authority will be contacted.

**Police**

999

**Thirtyone:eight:**

0303 003 11 11

**NSPCC**

0808 800 5000

## Action is taken in line with the following legislation/guidance

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- The Bath & Northeast Somerset Community Safety and Safeguarding Partnership Procedures <https://www.proceduresonline.com/swcpp/banes/>
- HM Government's 'What to do if you are worried that a child is being abused' March 2015
- Working Together to Safeguard Children 2018



**Record of concern about a child's safety and welfare**

*For use by staff and volunteers. Please take care in writing legibly.*

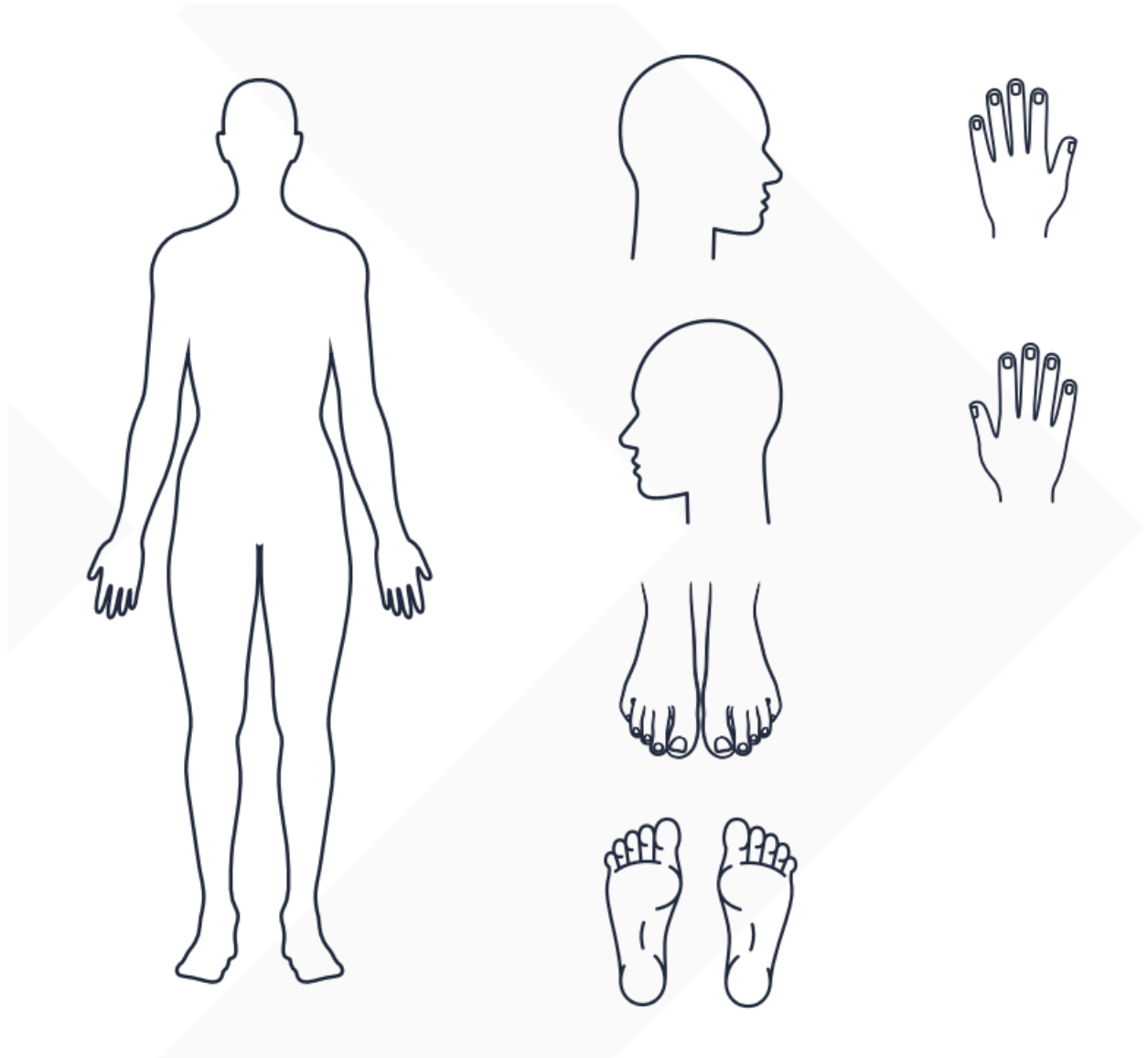
<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Name of person completing this form:</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<b>Child's Name:</b>	
<b>Child's Date of birth or age:</b>	
<b>Child's address (or approx. area):</b>	
<b>Name of parent(s)/carer(s):</b>	
<b>Parent(s)/Carer(s) Telephone Number:</b>	
<b>Other known members of the household:</b>	

<b>Nature of concern:</b>  <i>(e.g. disclosure, change in behaviour, demeanour, appearance, injury. Please include as much factual detail as possible.</i>  <i>Continue on a separate sheet as necessary.)</i>	
<b>Exactly what the child said and what you/the person reporting said:</b>  <i>(Remember to never lead the child and record exact details of what was said. Continue on a separate sheet as necessary.)</i>	
<b>Any other relevant information:</b>	
<b>Action taken so far:</b>	
<b>Date and time of discussion with a member of the Safeguarding Team:</b>	
<b>Name of Safeguarding Team you discussed this with:</b>	

**Please pass this form to the Safeguarding Coordinator or a member of the Safeguarding Team without delay or email to [safeguarding@lifechurchbath.com](mailto:safeguarding@lifechurchbath.com)**

### Body Map:

- Children should not be undressed by Life Church Bath staff or volunteers to assess injuries.
- Staff and Volunteers are not permitted to take photographs of marks or injuries.
- First Aid is to be administered where appropriate, but for serious medical concerns, staff / volunteers must seek suitable medical attention.



Source: <https://www.highspeedtraining.co.uk/hub/child-protection-body-map/>

1. Life Church Bath is required to ensure that our duty of care towards children is carried out in line with the principles enshrined within our Safeguarding Policy, the document 'Working Together to Safeguard Children and Young People 2018' and The Care Act 2014
2. Essential principles of recording the information received or disclosed or observed:
  - a. Remember – do not investigate or ask any leading questions
  - b. Make notes within one hour of receiving the disclosure or observing the incident
  - c. Be clear and factual in your recording of the incident or disclosure
  - d. Avoid giving your opinion or feelings on the matter
  - e. Aim to use the 4 W's and 1 H: When Where What Why and How
  - f. Do not share this information with anyone other than a member of the Safeguarding Team. They will advise on who else will need to be informed, how and when
  - g. Make use of the any other relevant information section to add any other relevant information regarding the child or family that you are may be aware of
3. **What constitutes a Safeguarding Concern?** Any incident that has caused or is likely to cause significant harm to a child
4. **Information regarding other household members?** It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. **Why is the view of the child significant?** It is important to give whatever detail is available of the child's explanation of the matter to help offer context to the concern.
6. **Discussion with someone from the Safeguarding Team** It is important to raise your concerns with a member of the Safeguarding Team as soon as possible
7. **Passing information to the Safeguarding Co-ordinator** The Safeguarding Coordinator, or in her absence, a designated member of the Safeguarding team, holds ultimate responsibility in responding to any safeguarding concerns within Life Church Bath and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate link between statutory agencies if required. They will make the most appropriate link between Life Church Bath and external agencies. They are responsible for the safe keeping of all documentation and records. Please email [safeguarding@lifechurchbath.com](mailto:safeguarding@lifechurchbath.com)

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The code of conduct for staff and volunteers aims to help protect children from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made. Staff and volunteers must at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Life Church Bath. This will be achieved by:

- Understanding and following our safeguarding policy
- Listening to, and respecting the voice of the child
- Respecting boundaries and privacy of those being cared for
- Knowing how to deal with issues of discipline
- Developing an awareness of disability issues as well as issues of equality and inclusion

### **1. Respect**

- Treat children with dignity, respect and fairness, and have proper regard for their interests, rights, safety and welfare
- Listen carefully to what a child is saying
- Value each child for who they are
- Encouraging and praising children wherever possible
- Recognising the unique contribution a child can make

### **2. By example**

- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour in both children and other workers
- Be prepared to be challenged by a child or an adult working with children
- Respect a child's right to privacy to maintain personal dignity (for example when

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going to the toilet)

- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary. This may be your team leader for that morning, the Youth Pastor or Children's Pastor or a member of the Safeguarding Team.

### **3. One to one contact**

- Work in an open environment and avoid private or unobserved situations. Stay in the same room whenever possible.
- Let another team member know if you have to talk in a more private setting with a child, wherever possible staying within hailing distance
- In a 1:1 mentoring style relationship please follow the specific guidelines for this

### **4. Physical Contact**

Staff and volunteers should never:

- Engage in sexually provocative or rough, physical games including wrestling, massage or horseplay.
- Do something of a personal nature for a child that they can do themselves
- Allow or engage in inappropriate touch of any kind. See our policy on touch.

### **General**

Staff and volunteers will:

- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator or the on-duty member of the Safeguarding Team
- Not make inappropriate promises particularly in relation to confidentiality

### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns

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- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Breaching our policy on uploading photos onto private social media pages
- Not allowing a Team Leader to see 1:1 messages, whether text, via an app or email
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances whilst 'on duty'
- Working whilst under the influence of any drug or substance which adversely affects your performance. This not only applies to alcohol and illegal drugs but also some prescription drugs
- Favouritism/exclusion – all children should be equally supported and encouraged
- Checking your phone or using your phone whilst on duty unless to contact the emergency services, a parent or team member

## **Breaching the Code of Conduct**

If a member of staff or a volunteer behaves inappropriately, they will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate).

Depending on the seriousness of the situation, you may be asked to leave Life Church Bath.

We may also need to make a referral to statutory agencies such as the police and/or the local authority children's social care departments or DBS.

In less serious situations a 1:1 meeting with the Children's / Youth Pastor and the safeguarding co-ordinator will take place, along with the possible suspension of the worker whilst further training is undertaken .

If you become aware of a breach of this code, you should escalate your concerns to the safeguarding co-ordinator or a member of the safeguarding team.

## **Good Practise Guidelines**

- When on duty all team members must be identifiable as the team members for that activity. For example, Life Kids team members must wear the Life Kids T

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shirt.

- Generally speaking, no team member should be left alone with an individual child except in emergency situations.
- In a discussion or conversation where privacy and confidentiality are important, make sure that the team leader, or another team member, knows that the conversation is taking place, and knows where and with whom. Another adult should ideally be present or within hailing distance. If the adult is not of the same sex as the child, an adult of that sex should always be present.
- Any team member who has not successfully completed their probationary period (usually a minimum of 3 months or 6 sessions whichever is the longer), should not be left alone with a child / children at any time, must not be involved in toileting children, and must not act as team leader
- All activities should always be arranged to take place with groups of children and with a minimum of two adults, preferably male and female, within the following ratio guidelines, based on recommendations by Thirtyone:eight

0-2 year olds	1 adult to 3 children
2-3 year olds	1 adult to 4 children
3-8 year olds	1 adult to 8 children
8-18 year olds	1 adult to 10 children

- Mentoring, 1:1 pastoring youth and 'Youth Connect' is the only activity where it is permitted for one adult to work with one child. Please see our specific policy on this on page 13
- Written permission must be obtained from parents before children are permitted on outings or activities away from the Forum
- In the case of any activity additional to the current regular activities, parents must be given full details of the arrangements and intended activities well in advance
- The Children's or Youth Pastor should be informed of any child who behaves

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in an aggressive or abusive manner.

- Toileting must not be undertaken by one person but must be a shared responsibility amongst team members (excluding those on probationary period and young helpers who must not be involved in toileting)
- If a child is wet or soiled, their parent or carer must be called to change them
- All children should be treated with dignity and respect
- No physical punishment should be used
- Reasonable restraint of a child may **ONLY** be used by a worker when necessary to protect the child, themselves, or others, from harm, or to prevent damage to property
- Children with additional needs may have a personal plan that is agreed with the parent prior to attending any Life Kids or Found Youth session. The team need to be aware of this and how to escalate concerns
- Sleeping arrangements for overnight activities must allow male and female children separate accommodation and adequate privacy, and that workers do not share any sleeping accommodation with them

Where any team member's actions, or words give cause for concern, the Children's Pastor or Youth Pastor should be informed. No action should be taken prior to proper discussion with the safeguarding co-ordinator or a member of the Safeguarding Team.

### **Safeguarding Commitment Form**

**Full name:**

**Team applied for:**

**I declare that:**

- I have read and agree to follow the code of conduct set out for all staff and volunteers working with children and young people at Life Church Bath and will work within the procedures set out in the Life Church Bath Child Protection Policy
- I have completed a DBS application
- I have not been convicted or have been the subject of an allegation of child abuse, sexual misconduct or act of violence involving or directed towards children.
- I understand that if an allegation is made against me about child abuse or neglect the matter will be referred to the police and other relevant authority for investigation.
- I will report any concerns or suspicions I have about a child's welfare, or the conduct of another volunteer or member of staff in relation to Child Protection & Safeguarding. I will report any disclosures or allegations to the Safeguarding Team.

**Applicant's Signature:**

**Date:**

## Appendix E: Guidelines For Praying with Children & Young People

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Some of the main things that underpin any effective ministry to children and young people, including prayer, are:

- acceptance
- respect
- non-judgemental listening
- sensitivity
- discernment
- patience

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensible and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life and that on occasions you may pray for their child wither corporately, or individually at the child's request. In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

Things to consider when praying for children & young people	
Prayer	<p>Prior to praying, always make sure you have the child's permission, and always pray in an open area where other leaders, and/or children are around. If there is a general invitation to come forward for prayer either in a children's /youth meeting or in the wider church meeting, then it will be helpful to have children's workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. These people should be easily identifiable as a member of the Life Kids or Found Youth Team. Only those authorised by the church leadership should be involved in this ministry.</p> <p>Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly and don't laugh or dismiss anything they want to pray for even if it is something you consider trite or irrelevant (e.g. my cat is poorly). If they do not have any specific needs you can simply ask God to bless them.</p> <p>Those praying with children and young people should always be alert to safeguarding children's issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate</p>

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	<p>action.</p> <p>If the child becomes distressed, stop praying and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. It may be appropriate to then talk to the child's parents/carers, assuming you have no child protection concerns.</p>
Practicalities	<p>Consider your body language when praying for a child or young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding. Refrain from placing your hands on a child/young person's head or shoulders without asking the child if it is OK to do so as they may find this frightening or threatening. If you think they may appreciate something like an arm around their shoulder or their hand being held, always ask them if it is OK to do so before doing it.</p> <p>Remember that a child/young person may not, for example, understand the use of the gift of tongues and it is important therefore not to do anything that may cause confusion or distress. You could explain that you are going to use a special prayer language but also pray in a language they can understand.</p>
Language	<p>Use clear and uncomplicated language. Reflect back what the child has said to you to show you understood their prayer request and don't make assumptions e.g. if the child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that." Keep the prayers simple and short so you can be confident your prayers have been understood by the child.</p>
Giving Advice	<p>A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It may be wise to pray this through on your own or with another leader. Never advise a child or young person to stop taking medication or cease seeing professionals involved in their care or welfare.</p>
Confidentiality	<p>Never promise total confidentiality. Should a child wish to disclose to you within a prayer ministry context, a situation such as abuse, you have a duty to pass this on to a member of the Safeguarding Team. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.</p>
Deliverance	<p>When consideration is being given to pray for anyone in the area most</p>

commonly known as deliverance, they should always be referred to those within the church authorised in this area of ministry who have recognised expertise and experience. Where this type of praying is being considered for a child or young person, we would ask you to consider the following notes of caution:

- Victoria Climbié was a vulnerable little girl who was being abused by her 'carers', sustaining over 100 injuries to her body from which she eventually died. An inquiry into her death found that her 'carers' managed to convince the pastor that she was possessed by demons and she was severely traumatised by 'deliverance' prayer sessions held at the church. Tragically, Victoria came to believe she was demonised, evil and wicked.

Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked, etc. A child should never be told they are demonised/possessed/oppressed.

It is important not to miss psychological or physiological factors e.g. behavioural issues, learning difficulties, mental health problems, copies or unconventional behaviour. These may well be the cause of a child's difficulties and should be handled with care.

As adults many of us in the church setting are used to hugs or having hands laid on us when being prayed for. However, many children are not used to being hugged, or even touched, by non-family members and some parents do not want their child to be hugged or touched. This is even more noticeable in the case of unchurched children or children with some sensitivities. In addition, we must also remember that for the child, church or unchurched, who has suffered physical or sexual abuse that any touch could be unwelcome and make the child feel very uncomfortable or frightened.

### **The following are guidelines on touching children and young people**

- Keep everything 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 needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child 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 are entitled to privacy to ensure personal dignity
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood or misconstrued
- Concerns about abuse should always be reported
- When praying for a child or young person only put your hand lightly on the child's head or shoulder. Ask permission before doing so (for example – is it alright if I put my hand on your shoulder / your head) Do not put your hand on a child's stomach or any other part of their torso or above knees or elbows or below shoulders
- Staff and volunteers should never engage in sexually provocative or rough physical games, including horseplay

The main routes of communication with children will be:

- Verbally in a meeting
- By e-shot and other communication to their parents

### **Life Kids**

The above routes will be the **only** routes for Life Kids, unless a phone conversation is approved by a parent or legal guardian (the exception being when initiated by the child. In this situation, a written report must be made as soon as possible after the conversation and given to the Safeguarding Coordinator or a member of the Safeguarding Team).

### **Found Youth**

We recognise that many children in Found Youth have their own mobile phone, are on social media and use apps such as WhatsApp.

Wherever possible all communication with Found Youth should take place in a group chat, or other open setting and not on a personal Facebook, or other social media site, page or app. Permission will be sought from parents before communicating with youth via WhatsApp.

### **1:1 Messaging**

However, we recognise that on occasions, there will be communication 1:1 via texting or an app, perhaps to arrange a time and place for a member of youth to connect with someone on team, for instance in a mentoring situation.

All communication thus initiated by a member of the Youth team must take place between 8am and 9pm. Communication after 9pm may only take place when initiated by a member of the youth and when it is time sensitive, or the young person is in danger. If a member of the youth contacts you after 9pm and the message can wait, please do not reply until the following day.

### **What Can and Can't Be Sent**

Sending kisses by using an 'x' or an emoji may not be used. Other emojis that cannot be misinterpreted may be used but always think before you send.

Personal photos may not be exchanged, but a photo of something like a

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book that you recommend they read is fine.

## **Accountability**

All team members must be ready to show the Youth Pastor and / or the Safeguarding Co-ordinator the content of any WhatsApp / messages whether sent in a group setting or 1:1.

## **Consent**

Consent to communicate in the above way is sought from the young person, and their parent / legal guardian via the Youth Consent Form.

## **Questions Team Members to Ask Yourself Before Sending A Message To Youth 1:1**

1. What's the time? A leader must only initiate a conversation between 8am and 9pm
2. Is this the safest way to communicate with this young person at this time?  
Safest for you, safest for the young person, safest for the ministry.
3. Is it the most appropriate way?
4. Have I written anything that could be misconstrued by the young person, their parent, the Youth Leader or the Safeguarding Coordinator?
5. If I have used emoji's – are they appropriate?
6. I have not sent photos



Wherever possible the home of a person with an Enhanced DBS will be used.

- The safeguarding coordinator will be asked if a certain home is suitable before the youth / children's team use that home.
- Unless it is someone with a 'home-based' DBS, the home will not be used more than twice in a twelve-month period.
- Parents will be notified where the event is taking place (the address), the time of the event, who the homeowners are.
- Clear guidelines for the youth at the event will be drawn up – such as: they can only be in the lounge and kitchen of the house and use the downstairs toilet. Parents and youth will be notified of these guidelines.
- The youth team are the ones responsible for the youth at the event and will supervise the youth and the interaction of adults with the youth when those adults are not part of the youth team.
- The homeowners when not part of the youth or children's team will not be counted in the adult:child ratio.
- The guidelines above do not apply to a 1:1 situation between a Mentor and Mentee. In that situation, please refer to that guidance.

In a mentoring situation it is acceptable for there to be one adult: one youth. Only approved people who have an Enhanced DBS done by Life Church Bath may mentor members of Found Youth 1:1.

The mentor and mentee must be the same sex. The meeting must take place in a public venue, such as a coffee shop. It can take place in the young person's home if the parent or legal guardian is present in the house, albeit not in the same room.

### **What is Mentoring?**

The goal of the mentoring programme is to provide a point of connection for the young person. In addition it is hoped that the programme will improve the well-being of the young person by providing a role model that can support the child spiritually, socially and/or personally.

### **The Youth Pastor**

Written permission from a parent or legal guardian must be obtained before a mentoring relationship is commenced for any youth who has not reached their 18<sup>th</sup> birthday. This can be via email.

The Youth Pastor must know and keep a record of each member of Found Youth who is being mentored and by which member of the Found Youth Team.

The Youth Pastor will regularly connect with Mentors to support them and develop them in this role.

### **The Mentor**

Written permission from a parent or legal guardian must be obtained before a mentoring relationship is commenced for any youth who has not reached their 18<sup>th</sup> birthday. This may be done by the Youth Leader or a member of the youth team. It is the responsibility of the Mentor to know that written permission is in place before meeting with a member of Found Youth.

Once the agreement is in place, it is hoped that the mentor will connect with the Mentee direct and not through the parents. The consent form will inform the way the Mentee is contacted.

A record of the meetings must be kept by the Mentor; date, time and venue of meeting. A brief record of what happened at the meeting, and any action points

must also be made. The records must be available for inspection by the Youth Pastor and the Safeguarding Co-ordinator at any time and returned to the office at the end of the academic year for filing.

### **The Mentee**

The Mentee has the right to a degree of privacy in the relationship so that trust can develop. However, the Mentor may need to include the Youth Pastor or the Safeguarding Co-ordinator or a member of the safeguarding team or perhaps the parents if the Mentee discloses something that needs escalating. The Mentor must never promise confidentiality.

### **The Parent**

The parent or legal guardian will be given the name of the Mentor, their contact details and expected frequency and location of meetings.

The consent form will inform how their child is contacted, wherever possible this will be direct contact between the Mentor and the Mentee.

The conversations that take place between and Mentor and Mentee will not be divulged to a parent without prior agreement of the young person.

From time to time we may wish to take photos of the children / young people and the activities they are involved in. This may be for the use in printed material, in a slide presentation or occasionally on the web. Photos of groups of children will generally be used for this purpose.

If we wish to use a photo of a single child / young person, written permission will be obtained from their parent / carer and from the child themselves if the child is 11 or older. No child / young person will be identifiable by means of name and / or address either in printed publications or on the web. All parents have the right to request that their child does not appear in any photo – including a group photo as indicated on registration forms.

If a young person is looked after (in foster care) or adopted, a conversation must always be had with their carers regarding the use of photographs or videos.

### **Photos and Social Media**

It is unacceptable for those on team to post pictures of a youth or children's event on personal Facebook pages or other social network sites. However, group photos may be posted on a closed group to which only members of your group have access. You must not post photos of an individual child and photos must not be open to ridicule or of an embarrassing nature.

Team members must not tag the young people in a photo.

Individual children are allowed to post photos on their own Facebook page or other social network sites and are free to tag.

- Parents will be notified of the programme for youth for the upcoming month and will be aware of when Zoom calls are taking place.
- Zoom call details will be communicated to youth (or if no personal contact details to their parents), by email, or other suitable electronic means
- Two Found Youth team members will be present at each Zoom meeting and will both have joined the meeting before youth are allowed entry. Both Found Youth team members will be the last to leave the meeting
- The Found Youth team members will let people into the meeting and verify the identity of each participant
- All participants should display their full name (and not the name of a parent, other zoom account holder or a nick name)
- All participants will be fully dressed.
- Youth and team should be in a private room where the meeting may not be overheard by other family members, friends or the public. This is to create a safe space for all youth to share freely
- A register of attendees, youth and team leaders present, will be kept as for all youth meetings No-one is permitted to record, screenshot or digitally save the Zoom session
- Concerns regarding a young person, or a team member, will be reported as soon as possible to the Safeguarding Coordinator in accordance to the Child Protection Policy

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

- Only those who have gone through our recruitment procedures for workers should transport children.
- All drivers should have read the child protection policy and agree to abide by it.
- Parental consent should be given, and all journeys should be carried out with the knowledge of the Children's or Youth Leader (as appropriate)
- The driver should hold a full driving licence, have adequate insurance and the vehicle should be road worthy.
- It is reasonable to expect that the driver may be alone with a child for short periods e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child – there have been incidents where workers have acted abusively together and in this situation a child could be less protected.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then arrange to meet the child / young person at a location where there are other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child e.g. where there has

been a disagreement or where a child / young person has a 'crush' on a driver.

- If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not the church or organisation.

All children carried as passengers in cars are subject to the following rules:

- Children under three years of age must have the correct child restraint. (Exceptions: taxis and private hire vehicles)
- All children between the ages of three and before they have reached twelve years of age, unless the child is over 135 cms in height, must use the correct child restraint. (Exceptions: where a child travels in a taxi, or private hire vehicle, over a short distance in an unexpected necessity, where two child restraints are already fitted preventing a third from being fitted.)
- Children over 135 cms in height or aged 12 or 13 must wear adult seat belts if fitted.
- Passengers over 14 years of age must wear adult seat belts where fitted (it is the passenger's responsibility and not the drivers for ensuring this).

### **Specific guidelines when using a minibus**

- When using a minibus, ensure there is at least one other adult in the vehicle with consideration to the suggested adult : child ratio for the age of the children / young people being transported.
- Only minibuses with fitted seatbelts are to be used.
- Be aware of the Minibus (Condition of Fitness Equipment and Use) Regulations 1977 and Road Vehicle (Construction and Use) Regulations 1996
- Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all minibuses used to carry between 6 and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- The law no longer permits car drivers who passed their test after 1st January 1997 to drive minibuses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence.

As is well known it can be many years before incidents of abuse come to light. As such the following policy was drawn up and implemented from September 2007.

- We will retain all documents relating to those people working with 0 – 18s, whether paid or unpaid, employees or voluntary workers, current or past members of Life Church Bath, indefinitely. This will include volunteer application forms; voluntary disclosure forms; references; all disclosure numbers and dates.
- Team Rotas will be kept indefinitely. Team leaders will be responsible for recording who served on each week, both Christian name and surname, and for noting any changes to the rota
- Registers of children / young people will be taken at each event and kept indefinitely. Registers must have the full date, including year, and the full name of children and full name of team attending
- A record of what took place at any meeting or event will be kept indefinitely
- A record of any allegation against a worker, whether substantiated or not will be kept indefinitely
- We will keep medical forms and permission slips relating to an activity for a minimum period of 10 years
- Records of accidents will be kept for 3 years or until the child reaches the age of 18, whichever is the longer.

### Handling of Disclosure Information

#### Storage and access

Disclosure information will not be kept on an applicant's personal file. It will be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record will be kept of all those to whom Disclosures or Disclosure information has been revealed, if other than a Recruiter for Life Church Bath / Bath Christian Trust or

Life Church Bath



the Youth & Children's Leaders, as it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## **Usage**

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## **Retention**

Once a recruitment (or other relevant) decision has been made, Disclosure information will not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation will be made with thirtyone:eight, our registered/umbrella body and/or the DBS/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access still apply in these circumstances.

## **Disposal**

Once the retention period has lapsed, Disclosure information will be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). No copies of the Disclosure information will be kept, in any form. However, a record will be kept of the date of the issue of a disclosure and the unique reference number of the disclosure.