



# Duke Street Church

# Safeguarding Policy

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# **The Safeguarding Policy**

## **SECTION 1**

### **Details of the place of worship**

Name of place of worship: **Duke Street Church**

Address: **Duke St, Sutton Coldfield, West Midlands B72 1RJ**

Tel No: **0121 355 7319**

Charity Number: **1096824**

Insurance Company

- Congregational and General - Buildings, Contents & Liabilities (Employer's, Public & Products)

The following is a brief description of our place of worship and the type of work/activities we undertake with children, young people and adults who have care and support needs:

Duke Street Church is an independent evangelical church formed over a century ago. We meet for worship on a Sunday morning and have children's & youth activities, currently organised in 3 groups, running alongside the main service. Church members are encouraged to be part of a home group which meet for Bible study, prayer, encouragement and pastoral support and we gather for whole-church prayer times once a month on different days and at different times. Roughly every two years we have a whole-church weekend away.

We offer a range of activities during the week including:

- courses for anyone interested in finding out more about the Christian faith
- *The Coffee Tree* café - runs four times per week and includes a Scrabble morning, and 'knit & natter' session once a month, soft play & storytime session for under 5s each Friday and a Stay & Play session for families with young children once a month on a Saturday
- Little Jooks toddler group,
- Mini Jooks parent & baby group
- TIDE - part of our teenage youth group - a drop in 'chill & chat' session
- Agape Fellowship Lunch – meeting up for lunch at a local pub or cafe
- Retired Men's Fellowship
- Friends & Neighbours – meeting for lunch at The Coffee Tree .
- special children's events - aimed at primary school aged children, usually at Easter and Christmas.

- support for asylum seekers and refugees as opportunities arise
- occasional 'whole church' socials and outreach events

From time to time we also offer:

- parenting courses
- bereavement counselling
- budgeting and money management advice
- one-to-one and small group mentoring with young people and adults on lifestyle, relationship and spiritual matters.

## **Our commitment**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight formerly the Churches' Child Protection Advisory Service (CCPAS)).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- if required to file a copy of the policy and practice guidelines with thirtyone:eight and any amendments subsequently published. The

Leadership agrees not to allow the document to be copied by other organisations.

## SECTION 2

### Recognising and responding appropriately to an allegation or suspicion of abuse (see also Appendices 2 and 6)

#### Understanding abuse and neglect

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

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

*1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in our policy – refer to **Appendix 2**.

#### Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers (i.e. those employed by the church and volunteers), developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis delivered by thirtyone:eight or any other recognised organisation.

The Leadership will also ensure that children, and adults with care and support needs, are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Workers will be trained in safeguarding and required to attend a 'Safeguarding Children and Young People' seminar run by thirtyone:eight as part of their induction (or follow the online learning course).

## **RESPONDING TO ALLEGATIONS OF ABUSE**

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

- The person with overall responsibility for safeguarding is Laura Welch who will be in receipt of any allegations or suspicions of abuse.
- Allegations or suspicions of abuse to a **child or young person** will, as soon as possible, be referred to **Laura Welch** (hereafter the "Safeguarding Co-ordinator [children/young people]") who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse against a child or young person, including referring the matter on to the statutory authorities.
- Allegations or suspicions of abuse to an **adult with care and support needs** will, as soon as possible, be referred **Lin Street** (hereafter the "Safeguarding Co-ordinator [adults with care and support needs]") who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse against an adult with care and support needs, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinators or, if the suspicions in any way involves one of the Safeguarding Co-ordinators, then the report should be made to a member of the Leadership Team who, in the first instance, will contact the thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively, the Social Services or police should be contacted.
- Where the concern is about a child the Safeguarding Co-ordinator [children/young people] should take advice from thirtyone:eight and/or contact Children's Social Services. Where the concern is regarding an adult in need of protection contact will be made by the Safeguarding Co-ordinator [adults with care and support needs] with thirtyone:eight and/or Adult Social Services.

Birmingham Safeguarding Children Partnership (BSCP): Multi-Agency Safeguarding Hub (MASH). Contact telephone: 0121 303 1888.  
Out of hours Emergency Duty Team on 0121 675 4806.

Adults & Communities Access Point (ACAP). Contact telephone on 0121 303 1234 and press option 1 on your keypad.  
Out of hours Emergency Duty Team on 0121 675 4806.

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern (e.g. the Chair of Trustees to log that a safeguarding concern is being dealt with, the church's insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere).
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to one of the Safeguarding Co-ordinators, the absence of the relevant Safeguarding Co-ordinator should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship will use this procedure. If, however, the individual with the concern feels that the relevant Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

#### **Detailed procedures where there is a concern about a *child*:**

##### **Allegations of physical injury, neglect or emotional abuse.**

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

- Contact thirtyone:eight or Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted thirtyone:eight/Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For other concerns, (e.g. parenting concerns), encourage parent/carer to seek



- help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator will:

- Seek and follow the advice given by thirtyone:eight if, for any reason, they are unsure whether or not to contact Children's Social Services/Police. thirtyone:eight will confirm its advice in writing for future reference.
- If advised, contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. The Safeguarding Coordinator will NOT speak to the parent/carer or anyone else.

### **Detailed procedures where there is a concern that an *adult* is in need of protection:**

**Suspensions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, female genital mutilation and trauma, modern slavery, domestic abuse.**

If there is concern about any of the above, Safeguarding Co-ordinator will:

- Contact thirtyone:eight for advice.
- If advised, contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

### **Allegations of abuse against a person who works with *children/young people*.**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator [children/young people], in accordance with Local Safeguarding Children Partnership (LSCP) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Consideration will also be given as to whether a referral should be made to the Disclosure and Barring Service (the DBS manages the list of those people deemed unsuitable for working with children or vulnerable adults). When liaising with a designated officer the need to refer to the DBS will be discussed. If a designated officer is not involved, the DBS will be contacted if the situation is such that the nature of concern leads the church to end the employment of the worker or volunteer, or where the church would have made that decision in circumstances where the person has left voluntarily.

***Allegations of abuse against a person who works with *adults with care and support needs*.***

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## **SECTION 3**

### **Prevention**

#### **Safer recruitment**

The Leadership will ensure all workers (in paid employment) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- An Enhanced Disclosure and Barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Duke Street Church carries out DBS checks on all workers (paid and voluntary) who work with children and young people and / or those who are involved with Regulated Activities with adults with care and support needs. The checks are done through thirtyone:eight and are renewed every three years. A Code of Conduct is provided for all those working with children and/or adults with care and support needs (Appendix 5a)

#### **Management of Workers (paid & voluntary ) – Codes of Conduct**

As a Leadership we are committed to supporting all workers (paid and voluntary) and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and adults with care and support needs (Appendix 5a). DBS checks will routinely be carried out on all those in paid employment in the church who are eligible as well as all volunteers working with children, young people and/or adults with care and support needs who have or may have unsupervised access to those they are working with.

## **SECTION 4**

### **Pastoral Care**

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

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 have contact with or are part of the place of worship.

#### **Working with offenders**

When someone attending the place of worship is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. (See **Appendix 7** for further detail).

## **SECTION 5**

### **Practice Guidelines**

As a place of worship working with children, young people and adults with care and support needs 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 or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines and codes of conduct for every activity we are involved in and these are attached/will be developed (see also Appendix 5).

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. Safeguarding is also promoted through the showing of the safeguarding video produced by thirtyone:eight at main Sunday services and/or church meetings from time to time and by prominently displaying information relating to those with responsibility for safeguarding and the thirtyone:eight helpline and Childline contact numbers.

## **APPENDIX 1**

### **Leadership Safeguarding Statement**

The Leadership Team recognises the importance of its ministry/work with children and young people and adults with care and support needs and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on 4<sup>th</sup> October 2016.

This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage, female genital mutilation or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

#### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.

- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Co-ordinators in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the thirtyone:eight.

### **We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

### **We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as Safeguarding Co-ordinators for this place of worship/organisation.

Safeguarding Lead: **Laura Welch**

Child Safeguarding Co-ordinator: **Laura Welch**

Adult Safeguarding Co-ordinator: **Lin Street**

A copy of the full policy and procedures is available from the church office.

Signed by

(for and on behalf of) the Leadership Team.

Signed:

Date:



## APPENDIX 2

### **Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse**

#### **What is abuse?**

There are several categories of abuse officially defined within government documents. Of these the following are the most common:

**Physical abuse** - this is where the body is hurt or injured;

**Emotional abuse** - this is when children do not receive love and affection and are not given the emotional support they need or may be frightened through threats, taunts or given responsibilities beyond their years or capabilities;

**Sexual abuse** - this is where adults will use children and young people to satisfy sexual desires. Please be aware other children can also be abusers;

**Neglect** – this is where adults persistently and severely fail to care for children and protect them from danger, leading to serious impairment of the child's health or development.

Physical abuse or abuses by neglect are easier to detect; signs of emotional and sexual abuse are often very difficult to spot. With sexual abuse in particular, secrecy imposed by the offending adult is part of the abuse pattern, so the child will not readily disclose what is happening. It is therefore necessary to have some awareness of the signs that most commonly accompany abuse.

#### **Signs and symptoms of abuse:**

These signs *may* indicate abuse. It is very important, however, not to jump to conclusions. There could easily be other explanations for all these indicators.

**Physical abuse** - unexplained or hidden injuries, excess bruising, cuts etc

**Emotional abuse** - reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, running away, stealing, lying

**Sexual abuse** - preoccupation with sexual matters evident in words, play, drawings, being sexually provocative with adults; disturbed sleep, nightmares, bed wetting, secretive relationships with adults or children; tummy pains with no apparent cause

**Neglect** - looking ill-cared for and unhappy, being withdrawn or aggressive, having

lingering or health problems, constant poor personal hygiene

Again, none of these signs are conclusive. However, if you have any concerns you must speak to the designated Safeguarding Co-ordinator.

### **What do I do if I have reason to suspect that a child is being abused?**

The most important thing to do is that **you must not act alone**.

- If your suspicions arise because you become aware of what may be some signs of abuse then you must inform the designated Safeguarding Co-ordinator immediately. They will then take on the responsibility, normally in consultation with each other, to decide how to proceed.
- If a child tells you directly that they have suffered abuse you must immediately inform the designated Safeguarding Co-ordinator. If the allegation is against either of the stated people then a member of the Leadership Team must be contacted immediately. ***Do not under any circumstances, contact the person against whom the allegation is being made.***

In the meantime, you may have to listen to a child telling you that they have been abused. In this case seek to do the following:

- Look at the child directly
- Accept what the child says
- Be aware that the child may have been threatened
- Tell the child they are not to blame
- Do not press for information
- Do not ask leading questions or make suggestions regarding responsibility (e.g. 'was it Mummy?' or 'did Daddy do it, didn't he..?')
- Reassure the child that they are right to tell and that you believe them
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen (see next section for details)
- Do not promise to keep any of what they say a secret as you may well need to share the information
- Finish on a positive note
- As soon as possible afterwards **make handwritten notes** of exactly what the child said along with the date and time

### **What will happen after a cause for concern is expressed or an allegation of abuse is made?**

Following any concerns about the safety and/or welfare of a child or young person, the designated Safeguarding Co-ordinator will review the situation and if appropriate

contact the relevant agency.

Wherever possible the following information will be obtained to facilitate the referral process:

- Full names (including aliases and spelling variations), date of birth and gender of all child/ren in the household;
- Family address and (where relevant) school / nursery attended;
- Identity of those with parental responsibility and any other significant adults who may be involved in caring for the child such as grandparents;
- Names and date of birth of all household members, if available;
- Where available, the child's NHS number and education UPN number;
- Ethnicity, first language and religion of children and parents/carers;
- Any special needs of children or parents/carers;
- Any significant/important recent or historical events/incidents in child or family's life;
- Cause for concern including details of any allegations, their sources, timing and location;
- Child's current location and emotional and physical condition;
- Whether the child needs immediate protection;
- Details of alleged perpetrator, if relevant;
- Referrer's relationship and knowledge of child and parents/carers;
- Known involvement of other agencies / professionals (e.g. GP);
- Whether the parents know about, and whether they have consented to, the referral;
- The child's views and wishes, if known.

### **What will happen if an allegation of abuse is made against a Children and Young Peoples Worker (CYPW)?**

Any allegation against a CYPW would be taken seriously and referred to the appropriate agencies. The church will seek where possible to offer pastoral care to both the CYPW and the child. The CYPW will be asked to step down from serving until any or all allegations have been resolved. Any such allegation would also be notified to the Trustees of Duke Street Church who would then inform the appropriate regulatory bodies.

## **APPENDIX 3**

### **Policy for the use of electronic media**

#### **Photographs/Video at Church Events**

The Church will allow photographs to be taken by participants in church events, with the restriction that they cannot be reproduced, published or posted on the internet (in any form) or in any way shared without permission of those in the photograph and, if they are under the age of 18, permission from their parents/carers/guardians. Sunday services are live streamed and the video is available online (YouTube & Vimeo) for viewing in the future. Every effort is made not to share images of the congregation and anyone particularly wishing to avoid being seen on camera is encouraged to sit at the back of the room, out of camera shot.

The children's/young person's consent form on ChurchSuite gives parents/young people the option to give photo/video consent for internal presentation (eg Sunday Services) and for external presentation (eg online). All parents are asked to complete this section of the form. If parents give permission for their children to take part in a service, they are, therefore, giving their consent for their child(ren) to appear in the service recording.

#### **Children and Young Persons Workers' Activity**

No photographs or videos should be taken or obtained without parental consent and only as per a signed parental agreement.

Permanent records of all communication on church business between any CYPW and any child or young people should be kept. With this in mind therefore, any smart phone instant messaging should not be used. The use of individual text messaging should not be used. Communicating with a young person under the age of 18 should be done openly, and only in chat discussions (eg WhatsApp groups) where parents are also part of the group

Social media: CYPWs should NOT accept or make friend/follow requests with any child or young person under the age of 18 on any social media platform.

## APPENDIX 4

### Adult to Child ratios for meetings and trips

All and any leaders and helpers are collectively referred to as Children and Young Persons Workers (CYPWs). This term refers to any one aged 16 or over, paid or unpaid, who has had a DBS, and is involved in working with children or young people at Duke Street Church and has undergone appropriate safeguarding training.

It is important that there are sufficient CYPWs present to ensure the safety of children, and that these CYPWs are suitable to undertake these tasks.

In any group there should be at least two CYPWs present at all times. If the group of children is mixed gender, the CYPWs should also, if possible, include both male and female.

No adult, including parents and/or carers, can serve the function of a CYPW unless they comply with the definition as given in this document.

In situations where there are parents and/or carers in attendance, the CYPWs need to be clear as to whether:

- The parents and/or carers are there to meet their own needs and are expecting the CYPWs to be responsible for their children.
- The parents and/or carers are there to be responsible for their own children but not for any other children in the group.

As such these parents and/or carers **cannot** count towards the ratio of required CYPW's. Any adult, other than a CYPW, present should be clear as to their role and the reason for their presence and that their involvement is limited to their own child(ren)

Based upon the recommended minimum adult to child ratios consistent with the National Standards for Under 8s: Day Care and Childminding as published by Ofsted, and bearing in mind the requirement for at least 2 adults at all times, the table below indicates the Duke Street Church required adult to child ratios:

Age of Children	Maximum number of children per adult
0 - 4 years of age (Crèche)	One adult to 3 children aged 0-2, and one adult to 4 children aged 2-4 with a minimum of 3 CYPWs at all times
School years reception to Year 2 (Sunday Morning: Kids group)	One adult to 8 children with a minimum of 2 CYPWs
School Years 3 - 6 (Sunday Morning: Kids group)	One adult for the first 8 children, then one for every additional 10 children with a minimum of 2 CYPWs
School Years 7 - 13 (ID)	One adult to 10 children with a minimum of 2 CYPWs



## **APPENDIX 5**

### **Guidance for those working with children and young people**

#### **Your commitment**

If you are involved in the children or young people's work at Duke Street Church you must:

- Take the issue of abuse seriously
- Never act improperly towards any child or young person within Duke Street Church's children and youth work
- Do all you can to conduct yourself in a way that prevents abuse from arising or being alleged against you (see Appendix 6)
- Be aware of what to do if you suspect abuse or if an allegation is reported to you
- Be prepared for appropriate checks to be run to ensure that you have no previous convictions for offences against children or young people. This will include Disclosure and Barring Service (DBS) checks and any other checks deemed appropriate.
- Be prepared to undertake specific training in this issue as requested by the Church

In addition, if you are a main leader of one of the groups within Duke Street's children and young people's work you must also:

- Make sure those working with you abide by the principles and practices set out in this document
- Set an example of these in your own conduct

#### **The role of Children and Young People Workers**

When working with children and young people for Duke Street Church all CYPWs are acting in a position of trust. It is important that CYPWs are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

#### **General guidelines**

- CYPWs should treat all children and young people with dignity and respect in attitude, language and actions
- A minimum of 2 CYPWs should be present at any event or activity and if the group of children is mixed gender, the CYPWs should also, if possible, include both male and female

- Always have a clear strategy for summoning additional adult help in situations where a CYPW is alone with a child for whatever reason.
- CYPWs should not offer or provide any kind of personal care (eg toileting), but be attentive to needs as they arise and contact parents/carers if needed.
- The privacy of children and young people should be respected, avoiding questionable activity such as rough or sexually provocative games and comments
- Where confidentiality is important (e.g. mentoring) and a child or young person is being seen on their own, ensure that at least one other CYPW, or the Designated Safeguarding Officer know the meeting is taking place and that someone else is in the building
- No person under 16 years of age should be left in charge of any children's activity of any age. Nor should children and young people attending any group be left alone at any time
- Ensure that only people allowed to participate in a children's activity are present. Other adults should not be allowed free access. The CYPWs should have a clear understanding as to why any other adults are present during the activity.
- At the end of any activity where the children are in school year 3 or below, or where the activity takes place in a separate part of the building (eg Belmont Suite) CYPWs should wait for a parent or other responsible adult to come and collect their children before letting them leave the activity or session.

**When working with children and young people, it is important to:**

- operate within Duke Street Church's principles and guidance and any specific procedures;
- follow the Duke Street Church's child protection policy and e-safety policy and procedures at all times;
- listen to and respect children at all times;
- avoid favouritism;
- treat children and young people fairly and without prejudice or discrimination;
- value and take children and young people's contributions seriously, actively involving children and young people in planning activities wherever possible;
- ensure any contact with children and young people is appropriate;



- always ensure language is appropriate and not offensive or discriminatory;
- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish children and young people to follow;
- challenge unacceptable behaviour and report all allegations/suspensions of abuse;
- ensure that there is more than one CYPW present during all activities with children and young people or if this is not possible, that you are within sight or hearing of other adults;
- be close to where others are working. If a child specifically asks for, or needs to meet one-to-one, ensure that at least one other CYPW knows where you and the child are (see Appendix 6 for additional guidance);
- respect a child or young person's right to personal privacy;
- encourage children and young people to feel comfortable enough to point out attitudes or behaviour they do not like;
- recognise that special caution is required when you are discussing sensitive issues with children or young people.

**You must not:**

- patronise or treat children and young people as if they are silly;
- allow allegations to go unreported;
- conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. This constitutes illegal activity and will be dealt with accordingly;
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people;
- act in a way that can be perceived as threatening or intrusive;
- make inappropriate promises to children and young people, particularly in relation to confidentiality;

- jump to conclusions about others without checking facts;
- either exaggerate or trivialise child abuse issues;
- rely on your reputation or that of the organisation to protect you.
- rely on your own perception of how things should be to protect you or to justify ignoring the principles of this policy

## **Code of Conduct**

### **Duke Street Church's behaviour code for working with children, young people and adults at risk of harm**

#### **Purpose**

This behaviour code outlines the conduct expected of all workers (paid and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

#### **The role of workers (paid and volunteers)**

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Duke Street Church. You will be seen as a role model and must act appropriately.

#### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- 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
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

#### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact

- that breaches Duke Street Church's electronic media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

### **Breaching the Code of Conduct**

If you have behaved inappropriately, you 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 Duke Street Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

### **Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

## **APPENDIX 6**

### **Guidance on how to prevent abuse or abuse being alleged**

No set of guidelines can cover every eventuality. However, the following are some of the most obvious precautions and ought to provide safeguards for most of the situations you are likely to encounter in our children or young people's work.

#### **Do all you can to avoid being alone with a child or young person where you cannot be seen or heard**

If privacy really is necessary, make the following safeguarding arrangements:

- If possible, make sure someone else is in close proximity – for example, in the next room or in sight, even if not within hearing distance.
- Ensure someone else always knows the time and place you are meeting.
- The child, parent/carer and Safeguarding Co-ordinator know the reasons for the one-to-one contact and agree for it to take place.
- You and the child know what to do in an emergency, how to contact the parent/carer and/or another CYPW and the designated Safeguarding Co-ordinator.
- You have access to a phone or can summon help by calling out.
- Encourage the child to maintain autonomy to choose to end the conversation at any point and ensure they know how to raise a complaint or get additional help.
- You, the CYPW, stop the session if you become aware that the child is uncomfortable with being alone with you.
- If for any reason you are not able to inform the parent/carer and designated Safeguarding Co-ordinator in advance that you have been alone with a child, you should do so as soon as possible afterwards.
- You make a written record of the fact that you were alone with a child or children, the reason for this, and what happened.

#### **Do not engage with any of the following:**

- Invade the privacy of a child while they are showering or toileting.
- Rough, physical or sexually provocative games
- Making sexually suggestive comments about or to a young person, even in 'fun'
- Inappropriate and intrusive touching in any form

**Do not give lifts to a child or young person on their own other than for the very shortest of journeys or in the most exceptional of circumstances – ie, if the child's/young person's safety would be compromised if the lift is not given.**

We recognise that this is sometimes unavoidable and, in those cases and for the child's safety, parents and other CYPWs must be aware that this is happening and in agreement that this is the appropriate course of action. Parents must be informed and messages sent before and after the lift is given.

**Do not let any child or young person involve you in excessive attention seeking that is overtly sexual or physical in nature**

**Do not invite a child or young person to your home alone**

- Invite a group, or ensure that someone else is in the house. Make sure parents (or an appropriate responsible adult) know where the child is.

**Do not share sleeping accommodation with children or young people if you take a group away**

**If you see another CYPW acting in ways which might be misconstrued**, speak to the designated Safeguarding Co-ordinator about your concerns. It may be a difficult thing to do, but in the long term it could prevent far more serious consequences.

## APPENDIX 7

When someone attending church is known to have abused children, whilst extending friendship to the individual, the church leadership, in its commitment to the protection of all children, will meet with the individual to discuss if it is appropriate for them to attend and, if so, to identify boundaries that the person will be expected to keep and a person to whom they are accountable. These will include not serving in areas that have direct access to children, being left alone with a child in church, declining offers of hospitality from church members where there are children present in the home and not offering lifts to children.

A written contract should be drawn up which will contain the following information as appropriate.

- *I will never allow myself to be in a situation where I am alone with children/young people.*
- *I will only attend meetings/house groups as directed by the church leadership.*
- *I will sit where directed in the church and will not place myself in the vicinity of children and young people.*
- *I will not enter certain parts of the building designated by the leadership, nor any area where children's activities are in progress.*
- *I will decline invitations of hospitality where there are children in the home.*
- *I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 Offender registered with the police under the terms of the Sex Offenders Act.*
- *I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care.*
- *I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate).*
- *I accept that 'nominated person' will provide me with pastoral care.*
- *I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation and Children's Social Services) and any other relevant organisation, and the church congregation.*
- *I understand that any other concerns will be taken seriously and reported.*

# Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



## Your safeguarding team:

### Children's safeguarding lead(s):

(for anyone under 18 years)

**Laura Welch**

### Adult's safeguarding lead(s):

(for anyone 18 years or over)

**Lin Street or Laura Welch**

## Contact Details

[safeguarding@dukest.org](mailto:safeguarding@dukest.org)

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call **thirtyone:eight** on:

**0303 003 11 11**

With safeguarding support from:



**thirtyone:eight**  
Creating safer places. Together.

Thirtyone:eight is an independent Christian safeguarding charity.  
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487



## Safeguarding Policy Review & Amendment

Review date	Amendment date	carried out by
December 2024	12/01/2025	Laura Welch/(Fiona Buckell)
November 2023	10/11/2023	Paul Stockdale/(Fiona Buckell)
November 2022	22/11/2022	Paul Stockdale/(Fiona Buckell)
November 2021	16/11/2021	Paul Stockdale/(Fiona Buckell)
November 2020	04/12/2020	
November 2019	25/10/2019	
November 2018	03/12/2018	
February 2017	17/02/2017	