



Grace Church Leatherhead Safeguarding Policy Children and Young People

Contents

Key Contacts	4
Designated Safeguarding Lead (DSL)	4
Safeguarding Teams Leads (STL)	4
Pastor.....	4
DBS Recruiter and administrator	4
Information.....	4
General Information	5
What is Safeguarding?.....	6
Who is responsible for Safeguarding?.....	6
Who Oversees Safeguarding?	6
A Practical Guide Recognising Abuse.....	7
How is abuse defined?.....	7
How Might I Recognise Abuse?.....	7
Concerns and allegations.....	9
Handling an allegation made by a child:	9
After Hearing the Allegation:	9
Appointing Children’s and Youth Workers	10
Eligibility Criteria	10
Code of Conduct.....	11
Safeguarding Guidelines & Practices	12
Child to Adult Ratios Age (years)	12
Supervision	12
Sunday Mornings	12
Monday Evening Youth Group.....	13
General	13
Behaviour Management	13
Consent Forms.....	13
One-to-One Meetings	14
Risk Assessment	14
First Aid.....	14
Photographs and Videos	14
Physical Contact	14
Toilet Trips	14

Travel..... 15

Operational Matters 15

Key Contacts

Designated Safeguarding Lead (DSL)

Rachel Webber

Email: safeguarding@gracechurchleatherhead.org

Safeguarding Teams Leads (STL)

Crèche: **Marion Dyer**

Sunday School: **Karen Ellis**

Youth Group: **Rupert Howe**

Pastor

Jon Herring

Email: pastor@gracechurchleatherhead.org

DBS Recruiter and administrator

Lead: **Hilary Sneller**

Support: **Karen Ellis**

Information

Churches Child Protection Advisory Service (CCPAS) now known as thirtyone:eight
0845 120 45 50 e-mail: info@ccpas.co.uk

Christian Safeguarding Services (CSS), 39 Gracedieu Road, Loughborough, Leics,
LE11 4QF, O333 303 4101 info@thecss.co.uk

The Fellowship of Independent Evangelical Churches (FIEC) Tel: 01858 43 45 40

Children's Single Point of Access (C-SPA)

If you are a child or young person being abused or neglected, or an adult who is concerned about a child or young person's safety and wellbeing, you can contact the Children's Services 'Single Point of Access' between 9am to 5pm on Monday to Friday.

Phone: 0300 470 9100

Email: cspa@surreycc.gov.uk

For people with hearing or speech impairments:

During evenings, weekends and bank holidays, the Emergency Duty Team is available:

Phone: 01483 517898

Email: edt.ssd@surreycc.gov.uk

Surrey Police 999 or 01483 571212

GCL Insurers Alan & Thomas

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Updated March 2024 [Next review due March 2026]

General Information

These guidelines are produced with the intention of supporting the youth and children's work at Grace Church Leatherhead (GCL). For guidance on safeguarding adults, please consult the Adults Policy.

These policies are endorsed by GCL Trustees with the support of the Eldership and congregation of GCL. They are to be read alongside the Church Constitution. They have been prepared in consultation with the Churches Child Protection Advisory Service (CCPAS).

We believe God is honoured when people created in His image are treated with honour and love for Christ's sake.

Psalm 68:5 *A father to the fatherless, a defender of widows, is God in his holy dwelling.*
For the purposes of this document, a child/youth is any person under eighteen years of age.

What is Safeguarding?

Safeguarding encompasses:

- Protecting children from abuse and maltreatment.
- Creation of safe and caring environment for children through:
 - Treating children fairly and equitably.
 - Building trust and good communication.
 - An awareness of individual needs (health, allergies, special needs or disabilities).
 - Setting appropriate discipline and boundaries.

Who is responsible for Safeguarding?

Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported in line with the procedure set out in this document. The safeguarding of children and young people is a high priority for our church. Issues regarding the safeguarding of children should come to the Designated Safeguarding Children Lead (DSL), [Rachel Webber](#).

We wish to promote actively a culture where all are encouraged to discuss their safeguarding concerns.

Who Oversees Safeguarding?

Our trustees have oversight and responsibility for overarching safeguarding, however are supported by our DSL. There are various adults who lead our young people's ministries who also have a responsibility for ensuring that processes are understood and have an understanding of safeguarding. These are our designated Safeguarding Team Leads (STL).

All team members involved in Youth & Children's work:

- Are subject to an effective recruitment procedure.
- Are DBS checked regularly, at least every three years, and are suitable to work with children.
- Have received appropriate safeguarding training .
- Have been given a copy of this policy, have signed that they have received it and are in agreement with it and know what to do if they have concerns.
- Are properly supervised, and ensure that the safeguarding policy guidelines are followed.
- Maintain explicit and shared standards of safeguarding.

A Practical Guide Recognising Abuse

How is abuse defined?

The maltreatment or neglect of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family, institutional, or community setting; by those known to them or, more rarely, by a stranger.

Types of Abuse

- Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- Emotional Abuse is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyber bullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention seeking behaviour; nervousness, obsession or phobias; persistent tiredness; running away/stealing/lying/self-harm.
- Sexual Abuse includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, 6 clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late a night, or left home alone for extended periods; health and other needs not being taken care of.
- Coercive and Controlling Behaviour, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

How Might I Recognise Abuse?

Recognising abuse can be difficult as the signs of abuse are not always obvious, and a child might not tell anyone what is happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed. Sometimes, children do not even realise that what's happening is abuse.

Visit NSPCC for more information [NSPCC.org.uk](https://www.nspcc.org.uk)

If you have any concerns, or suspect either abuse or neglect, these must be reported as soon as possible to the Designated Safeguarding Lead. The DSL will liaise with the CSC,

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Updated March 2024 [Next review due March 2026]

contact thirtyone:eight and/or Christian Safe Guarding Services and follow the advice they give.

If any person feels that their concerns are not/have not responded to appropriately or in a timely way, please do contact **thirtyone:eight** or **Christian Safe Guarding Services** directly or **Children's Single Point of Access (C-SPA)**.

Concerns and allegations

Handling an allegation made by a child:

If a child or young person tells you of something that has happened:

- Listen – concentrate on what they are saying and how they are saying it
- Keep calm, try NOT to display shock (be aware of your facial expression).
- Take them to a place out of earshot but NOT out of sight.
- Look at the child or young person directly and show acceptance of what the child or young person says (however unlikely the story may sound).
- Do NOT communicate blame (even when a child or young person may have broken rules) or question whether what they are saying is true.
- Be aware that the child or young person may have been bribed or threatened not to tell.
- Do NOT promise confidentiality; be honest that you will need to let someone else know.

After Hearing the Allegation:

1. Complete the [online form here](#) or via ChurchSuite [Incident, Disclosure or Concern Reporting Form]. Once submitted the DSL will receive an automatic notification. This will be securely retained.
2. Retain any handwritten notes (such as what was exactly said by the child or young person)
3. Follow up with a call to inform the DSL of the allegation as soon as possible and within 24 hours unless the allegation is against the DSL or, if the DSL is unavailable, in which case it will be referred to the CSC.
4. Do NOT attempt to investigate or address the issue yourself.
5. If there is serious and / or immediate danger, the DSL or CSC MUST contact the police and C-SPA.
6. A copy of the notes is to be retained by the Church in case of future criminal/civil proceedings (e.g. for the insurers)

Appointing Children's and Youth Workers

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary.

All those aged 16 and over regularly working with children and young people whether in a paid or unpaid capacity, must complete an Online DBS Application which will be reviewed every 3 years.

As the church grows bigger it may be necessary to consider an interview and reference for potential workers.

Eligibility Criteria

- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children or young people.
- Church member.
- In some circumstances, a non-church member will be allowed to work with children or young people with the agreement of the Elders.

Code of Conduct

1. All Children & Youth workers are expected to have Child Protection Awareness training and will be given a copy of these guidelines. This will include a regular reminder of our '5 Points on Child Protection'.
2. Listen to, respect and value children and young people at all times.
3. Treat all children and young people fairly, without prejudice or favouritism.
4. Challenge any unacceptable child behaviour in an appropriate way.
5. Use language that is appropriate and not offensive or discriminatory.
6. Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.
7. No sexual contact is ever to take place between a youth worker and a child. Teams will work together to minimise scope for isolation of a child with an adult.
8. DSL and the Trustees will have responsibility for any disciplinary matters involving youth workers and they (under the guidance of the Bible) have the final say on what is appropriate and what is not.
9. Risk assessments must be carried out for all external events by the person organising the event and steps taken to mitigate any key risks identified. All youth workers will be expected to have read the church's Risk Management Policy. Team Leaders sign on behalf of the team. Any risk assessment will be held by the church's risk assessment lead.

Safeguarding Guidelines & Practices

Child to Adult Ratios Age (years)

The following ratios are recommended and should be a minimum Adult:Child(ren)

0-3yrs Crèche 1:3

4-7yrs Junior Sunday School 1:6

7-15yrs Senior Sunday School 1:8

11-18yrs Youth Group 1:10

- The ratios are guidelines only: in certain situations it will be necessary to have a different number of adults than those recommended above, such as where a child is present who has additional needs.
- Where possible, if only two adults are supervising, the two adults should not be related in order to protect them if an allegation should be made. Teams will work together to minimise scope for isolation of a child with an adult. Ideally there should be male and female leaders for a mixed group.

Supervision

There is an expectation that children will be supervised by their parents/carers/guardians whenever the church meets.

However, there remains a duty on the church to ensure that clear guidelines and rules are set to minimise the risk to children when engaged in church related activities.

Specific safeguarding responsibility for the child or young person passes from the parent/carer to the children or young people (CYP) worker from their arrival at the meeting room until they are collected by their parent or carer. CYP workers will remain with the children or youths until they are collected by their parent or carer.

Children attending church related activities should be recorded on ChurchSuite in order to comply with GDPR rules as well as capturing relevant information that may be pertinent to the care of that child (e.g. allergies or medication).

Guests who leave their children in the children's work will be asked to provide any relevant information upon registering their children at the appropriate venue.

Sunday Mornings

1. Children/young people should be marked in the relevant register as they arrive at the venue.
2. CYP workers should not allow children to go back to the main meeting venue without their parents/carers/guardians.
3. Children are not allowed to wander around the school or enter classrooms, unless attending an agreed Sunday School class or with their parent/carer/guardian.

4. Before or after a service: if children are in the back corridor or outside playing then they should be under the supervision of their parent/carer/guardian. There are other access points into the school grounds which cannot be monitored all the time.

Monday Evening Youth Group

1. Young people should be marked in the relevant register as they arrive at the venue.
2. CYP workers should not allow children to leave the venue unless a parent/carer/guardian is there to pick them up. If there is any uncertainty about who is picking someone up the parent/carer/guardian should be contacted. In cases where a child is allowed to walk home this must be communicated to youth leaders in writing (WhatsApp, email, other).
3. Communication with young people via WhatsApp will be in accordance with our separate policy.

General

Should children's or youth work include activities that require the children or youth to leave the usual meeting venue, permission from the parents/carers/guardians will be obtained beforehand.

Behaviour Management

Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way by all team members. Children or young people will need to be reminded of the expectations and given time and responsibility to respond to those.

There should be a clear and consistent behaviour ethos in place for each team. It starts with mutual respect and listening. Verbal warnings follow if a child or young person will not listen. They may be removed from an activity for a time if they continue and then are asked not to attend for a period of time, parents/carers/guardians will be notified of the reasons. In extreme cases, it may be necessary to ask a child to no longer attend in the longer term.

All children and young people must be treated with respect, and must not be disciplined in a punitive manner. No physical punishment should be used on a child.

Consent Forms

Parental consent forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event.

For regular events (such as Sunday School or Holiday Clubs), parents only need to fill out one consent form, provided these are held as accessible records. Consent forms must contain medical information.

Where data is stored about a child that is relevant to the group, CYP workers must be aware of any relevant information (medical, allergies, etc.)

One-to-One Meetings

Where these take place, one to one meetings must be arranged in advance with the consent of the parents/carers/guardians. Meetings must take place in a public setting, where the CYP worker and young person are not alone. Discipleship and mentoring must only be done with children and young people of the same gender.

Risk Assessment

A suitable risk assessment should be in place for every activity involving the children and young people. If special or off-site events are planned, specific risk assessment should be undertaken for those circumstances.

First Aid

As part of the organisation of all events, consideration must also be given to how to respond if a child does become ill or needs medical attention. The organiser must also ensure there is suitable provision for first aid. Teams must have access to a medical kit and mobile telephone when off premises.

Should medical assistance be required, this should be sought as soon as possible, and the child's parent/carer should be contacted.

An AED (Defibrillator) is available at Trinity School in the main office's medical room

Photographs and Videos

From time to time official photographs and videos may be taken for communications and publicity. Parents/carers/guardians and children will have outlined their consent or not on the ChurchSuite record for that child.

No other photos of the children or young people should be taken or allowed to be taken by others without their consent. Other children/youths should be advised of this as others may not want their images on social media.

Physical Contact

Physical touch must be related to a child's needs and not the adults. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Any physical touch that could be misunderstood or misconstrued should be avoided. Play fighting, tickling games and piggyback rides are not permitted. Holding a child's hand or them sitting on an adult's lap is only appropriate for infants and toddlers.

Toilet Trips

Parents/carers/guardians should be asked to ensure their children have been to the toilet before bringing them to the group.

GCL Safeguarding Children and Young People.

Updated March 2024 [Next review due March 2026]

Children who are independent in toileting may go to the toilet unaccompanied whilst the building is not in public use. At all other times they should be accompanied.

Parents/carers/guardians should assist their own children with toileting or nappy changing unless they have given consent for leaders to perform this task.

Travel

Travel to and from the events is the responsibility of the parents/carers/guardians. If a child is awaiting a lift home, there must always be two leaders present.

For any events that involve the group travelling, children and young people must not travel alone with a single leader.

Seat belts must be worn.

Operational Matters

Where concerns have to be acted upon, the Surrey County Council Child Protection Procedures will be followed.

This policy will be reviewed at least every two years.

Support will be given from the Trustees to all affected by these procedures when issues arise.