

# **BARTON CHURCH SAFEGUARD POLICY 2023**

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## **SECTION 1 // LEADERSHIP STATEMENT AND COMMITMENT TO SAFEGUARDING**

### **Details of the place of Worship/Organisation**

**Name of Place of Worship/Organisation:** Barton Church.

**Address:** 32 Barton Road, Canterbury, Kent, CT1 1YQ

**Tel. No:** 01227 470086 **Email address:** office@bartonchurch.org.uk

**Membership of Denomination/Organisation:** F.I.E.C. (Fellowship of Independent Evangelical Churches)

**Charity Number:** 1173748 **Company Number:** N/A

**Regulators details (if any):** The Charity Commission.

**Insurance Company:** Ansvar Insurance; Church Connect Policy (Inc. All Risks, Personal Accident, Public and Products Liability, Property Owners Liability), and QBE Insurance (Europe) Ltd (Minibus Insurance).

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

We run weekly activities on Sunday mornings for children of all ages, including Crèche (0 – 3 yrs), Kids' Church (Ages 3 – 11) and Youth (Ages 11 – 18). We also provide activities for Youth throughout the midweek, (Ages 11 – 18), and a weekly (Seedlings Mum's and Tots group) and fortnightly (Mum's the Word, Crèche) activities for ages 0 – 3. We run an annual Youth Weekend Away (11 – 18s), and occasionally run additional events for Younger Children (ages 3 – 11) and Youth (ages 11 – 18). Our Pastor and pastoral worker, from time to time pay visits to adults who have care and support needs, and may on occasion offer/provide care/support if appropriate to do so.

## **The Leadership's 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, color, 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 the ThirtyOne: Eight (31:8) and prepared in consultation with F.I.E.C.

## **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 (paid and unpaid) 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 adults.
- keep the policy and good practice guidelines in line with up to date guidance from 31: 8. The Leadership agrees not to allow the document to be copied by other organisations.

## **Safeguarding awareness**

- The Leadership is committed to on-going 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 recognised safeguarding training on a regular basis through 31: 8 or other approved trainers. This will generally take the form of bespoke training, arranged between Barton Church and 31: 8 or other approved trainers, and will take place at Barton Church.

- Safeguard leads will attend regular training provided by 31:8
- The Leadership will also ensure that children and adults, including those 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.

### **The Leadership's Statement on Safeguarding**

The Leadership: Barton Church Elders/Trustees [hereafter referred to as Leadership] recognises the importance of its ministry /work with children and young people and adults, including those in need of protection, and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 19<sup>th</sup> September 2023.

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults 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 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/organisation 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.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- 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/organisation affected by abuse.
- Adopting and following the 'Our Ten Standards' developed by the 31:8.

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.
- When working outside of the UK, such as missions trips, all leaders and team members will adhere to the Barton Church safeguarding policy. A plan will be put in place in recognising who are the safeguard leads on that specific trip. The designated safeguard lead for the trip will work with the main Barton safeguard leads back in the UK.
- 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.

Ross Lusby – Child Safeguarding Coordinator (0789079342)

Lin Irwin – Deputy Child Safeguarding Coordinator (07711413888)

Ross Lusby – Adult Safeguarding Coordinator (07890793422)

Lin Irwin – Deputy Adult Safeguarding Coordinator (07711413888)

A copy of the full policy can be found on our website or at the Barton Church Office

Signed by leadership/organisation

Signed On Behalf Of Elders:



Printed Name: *O. T. Power*

Date: 05/12/2023

## SECTION 2 // DEFINITIONS OF ABUSE IN CHILDREN AN ADULTS

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, including those with care and support needs, 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 places of worship and organisations 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.*

### **Definitions of Abuse in Children**

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.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

### **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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

### **Physical abuse**

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

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause 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.

### **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, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (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.



## **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.

## **Definitions of Abuse in Adults**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- *Physical abuse* – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

- *Domestic violence* – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- *Sexual abuse* – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- *Psychological abuse* – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- *Financial or material abuse* – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- *Modern slavery* – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- *Discriminatory abuse* – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- *Organisational abuse* – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- *Neglect and acts of omission* – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- *Self-neglect* – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

## SECTION 3 // SIGNS OF POSSIBLE ABUSE IN CHILDREN AND ADULTS

### Signs of Possible Abuse in Children

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### Physical:

- 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\*

#### Sexual:

- 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\*

#### Emotional:

- Changes or regression in mood or behavior, 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

Neglect:

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

### **Signs of Possible Abuse in Adults**

Physical:

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual:

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological:

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills

- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

#### Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitor

#### Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

#### Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

## **SECTION 4 // LAYERS OF PREVENTION**

### **Safer recruitment**

The Leadership will ensure all workers (paid and unpaid) 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 (where appropriate) and a self declaration form
- Those short listed have been interviewed (at end of 'probationary period')
- Safeguarding has been discussed at interview (at end of 'probationary period')
- Written references have been obtained, and followed up, where appropriate
- A 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 (minimum 3 sessions)
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults, including those with care and support needs, which includes interaction via social media.

## SECTION 5 // RESPONDING AND DEALING WITH DISCLOSURES

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Ross Lusby (hereafter the "Safeguarding Co-ordinator") tel no: 07890 793422 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Lin Irwin (hereafter the "Deputy ") tel no: 07711413888.
- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to 31: 8 PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

The local Children's Social Services office telephone number (office hours) is 03000 41 11 11. The out of hours emergency number is 03000 41 91 91.

The local Adult Social Services office telephone number (office hours) is 03000 41 61 61. The out of hours emergency number is 03000 41 91 91.

The Police Protection Team telephone number is 101 (Ask to speak to the Combined Safeguarding Team).

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees or Pastors to log that a safeguarding concern is being dealt with, 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 or similar).
- 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 the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from 31: 8.

- The Leadership will support the Safeguarding Co-ordinator/Deputy 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 31: 8, although the Leadership hope that members of the place of worship/organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy 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 demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy 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.

### **What To Do When Concerned 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/Deputy will:

- Contact Children's Social Services (or 31: 8) 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 Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), 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 31: 8 (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/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by 31: 8 if, for any reason they are unsure whether or not to contact Children's Social Services/Police. 31: 8 will confirm its advice in writing for future reference.

### **What To Do When Concerned About an Adult**

Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse...

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

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively 31: 8 can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

### **How To Effectively Listen To Someone Disclosing**

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

## HELPFUL RESPONSES

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you

## DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

### **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, in accordance with Local Safeguarding Children Board (LSCB) 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 should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have 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.

## **Procedure When Allegation Is Made**

In the event that an accusation is made against one or more workers at Barton Church, the procedure(s) will be as follows: -

- The matter will be immediately referred to the Safeguarding Officer and/or the Deputy Safeguarding Officer, who will in turn refer the matter immediately on to Kent Social Services and Kent Police, as appropriate.
- Where Kent Social Services/Kent Police decide no further action is necessary, the matter will be passed on to the Elders/Trustees of Barton Church if there is still reason to believe that the Barton Church Code of Conduct has been ignored/undermined in some way. Otherwise the matter will be recorded and securely filed, and closed.
- Where matters are referred on to the Elders/Trustees, the Elders/Trustees will discern whether any further action is necessary. This could include: -
  - Removal of the worker(s) from the role/position in question.
  - The creation of a contract, outlining boundaries for the worker(s) to comply with whilst in attendance at Barton Church.
  - Other action(s), as necessary/appropriate.
- All Safeguarding matters will be recorded and securely filed.

## **SECTION 6 // 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/organisation.

In the first instance the matter would be referred to the Pastoral Care Co-Ordinator and then to the Elders/Trustees, who will work together to decide the next appropriate action and support.

### **Working with offenders**

When someone attending the place of worship/organisation is known to have abused children, or is known to be a sex offender, 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. Any contracts with a sex offender need to be approved by the Leadership.

## **SECTION 7 // Code Of Conduct, Guidelines and Information for Workers and Volunteers**

### **CODE OF CONDUCT**

For working with children, young people and adults, including those with care and support needs.

*Barton Church believes all those involved with caring for children, young people or adults, including those with care and support needs should be fully aware, both that they are in a position of trust, and of the responsibilities that come with this. It is essential that we therefore take all necessary action to protect against sexual activity within relationships of trust. It is also important that there is a culture of dignity and respect towards those being cared for. This Code of Conduct seeks to protect both those who are in positions of vulnerability being looked after from an unequal and potentially damaging relationship; and also those within a position of trust by preventing him/her from entering into such a relationship either deliberately or accidentally by providing clear guidance on which behaviour is/isn't acceptable. Barton Church, will additionally ensure that steps are taken to regularly educate all persons (and those responsible for them) in how to identify and report abuse of trust, and maintain a culture of openness about which behaviour is/isn't appropriate from Barton Church workers.*

All Workers (employed or voluntary) who work with children, young people and adults with care and support needs at Barton are required to adhere to the following: -

- Complete (or provide evidence of) an up to date DBS check, at the relevant level required for the role they are undertaking on behalf of Barton Church.
  - If there is a refusal from a potential new worker (employed or voluntary) not to have a DBS then that workers application will no longer continue and they will not be allowed to join their applied for team.
  - If there is a current leader refusing or deciding not to renew their DBS when required to do so, that worker will be stepped down from their role with immediate effect.
- Read and familiarise themselves with the Barton Church Safeguarding Policy and Good Practice Guidelines/Social Media and Online Communication Guidelines, and comply with them fully.
- Attend Safeguarding Training provided by Barton Church.
- Take the necessary action(s) to avoid/minimise risk of abuse of trust developing, and/or accusations being made.
- Report to a Safeguarding Officer if there are concerns about particular relationship(s) developing in such a way as could become/be perceived as being an abuse of trust, or if

actions/words may be perceived to be an abuse of trust.

- The Safeguarding Officers will discuss together the concern and then discuss with relevant potential parties such as the Elders, Pastor and Pastoral Worker
- Know how to respond in the event that abuse occurs – including the following: -
  - Ensure that they listen appropriately to Children, Young People and Adults with care and support needs.
  - Respect the boundaries and privacy of those being cared for.
  - Report all Safeguarding concerns to the relevant parties, in line with the Barton Church Safeguarding Policy – including the Safeguarding Officer and Deputy Safeguarding Officer.
  - Refer all matters of discipline to the Safeguarding Officer(s) and/or the Elders.
  - Where the Safeguarding matter pertains to concerns about the Safeguarding Officer, Deputy Safeguarding Officer, and one or more of the Elders – to report to a suitable alternative (likely to be one or more of the above) and/or Kent Social Services at the earliest possibility.
- Actively seek to develop an awareness of issues of equality & inclusion – recognising that these rules apply to all, irrespective of gender, race, religion, sexual orientation or disability – of both the worker(s) and the vulnerable person(s)
- Completely avoid (at any time) engaging in sexual activity of any form\* with children, young people or adults with care and support needs.

\*This includes Sexual Intercourse, Masturbation, Oral Sex or other Sexual Activity – although this list is not exhaustive.

## **TRAINING AND SUPERVISION**

It is important that all workers understand the agreed procedures for protecting children.

Basic training on Safeguarding, child development and appropriate discipline measures should be provided regularly (every other year). This will be organised by the coordinator and involve appropriate people from within the church or from outside.

There should be regular meetings to discuss any difficulties and concerns.

## SUPERVISION AND PRACTICE ISSUES

- Please note that parental consent forms (for all under 18s) should be completed for all activities (a – g) listed below.

### a) Kids' Church

Supervision measures for church activities are necessary to both protect children -and workers from false accusations. Please adopt the following: -

- There should be at least 2 vetted workers per group<sup>1</sup> although subgroups in close proximity to others may each be led by one.
- One to one situations should be avoided wherever possible between a worker and a child.
- Workers without a DBS should not be left on their own with the children.
- There should be a minimum of 3 children to a class
- Children and leaders should be registered at each session (name, date, time).
- All registers should be stored on ChurchSuite. Paper registers to be shredded once stored on ChurchSuite.
- Awareness of physical touch with children. Some children may not receive affection at home and seek it from adults within the church. Workers should avoid physical touch when alone with a child or children.
- No favouritism to be shown to any children, no matter how well you may know them.
- No physical punishment. It's against the law.
- Risk Assessments should be created for all groups and reviewed annually or following changes of circumstance.
- Avoid disclosing children's names or personal details within public settings.
- Toilet trips must be carried out in groups, and leaders should wait outside and not enter the toilets. DBS checked leaders must be available to supervise any remaining children. Parents must be immediately contacted if their child requires assistance.

### b) Crèche

- There should be enough crèche leaders on duty each session. The ratios are 1:3 children under 2 years, 1:4 children aged 2 – 3 years years, 1:8 children aged 3 – 5 years.

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<sup>1</sup> For the purposes of this document a "group" is a section of the children's work which may comprise of one or more "class" (e.g. infant or junior age groups)

- Nappy changing/toilet trips must be left to parents. They should leave mobile numbers for this purpose.
- If there are fewer than 3 children in the crèche then arrangements should be specifically made by the parents of the children concerned.
- Children and leaders should be registered at each session (name, date, time and signature for leaders).
- All registers should be stored on ChurchSuite. Paper registers to be shredded once stored on ChurchSuite.
- No physical punishment. It's against the law.
- Risk Assessments should be created for all groups and reviewed annually or following changes of circumstance.
- Avoid disclosing children's names or personal details within public settings.

#### c) Youth (Younger Youth and Older Youth)

- There should be at least 2 vetted adults per group.
  - One vetted leader will be accepted if the group room is deemed by safeguard leads close enough to other groups. Door must be left open.
- Groups fewer than three will be allowed with the consent from the parents of young people in attendance.
- Conversations with young people in a 1-2-1 context must be done in a public space. If this is not possible then the worker must inform another adult.
- As best practice, conversations that go beyond casual and into pastoral should be done on a same sex basis.
- Ratio for leader to young person is 1:10.
- A probationary adult must be accompanied by a fully vetted adult.
- A register of all young people should be taken each session. All registers should be stored on ChurchSuite. Paper registers to be shredded once stored on ChurchSuite.
- Parental consent should be obtained for all young people attending the meetings.
- Any adult in whose homes any meetings take place should not be left alone with the young people.

#### d) Transporting children

- When transporting to and from a youth event, two adult DBS workers must be in the car.
- All children must wear seat belts



- Children under the height of 135cm or 12, whatever comes first, must use a booster seat.
- Where possible, all children and youth must sit in the rear of the vehicle.
- If the minibus is used there must be at least one worker in the minibus other than the driver. Both of these workers should be vetted.
- It is perfectly acceptable for un-vetted parents to make their own arrangements to bring children to meetings so long as it is an arrangement made amongst the parents themselves and not by the leaders of the meeting, even if that person is one of the parents.

#### e) Youth Trips Away

- Workers (paid and unpaid) should not sleep in the same room as the young people. If this can't be avoided, a conversation with parents will be had.
- Bedrooms will be assigned to the same gender.
- There should be at least 2 vetted workers in the team, 1 of each gender if the children's group is mixed or of the same gender if all female/male.
- There must be a medical approval form for each child, signed by a parent or guardian allowing emergency medical treatment if needed.
- The ability to contact by telephone the Pastors and/or the Safeguarding Leads must be maintained.

#### g) Away Trips & Outings

- Additional risk assessments will be carried out for all away trips and outings.

### **SOCIAL MEDIA AND MOBILE COMMUNICATION**

For those working with children and young people.

*Barton Church understands that in our society social media and online communication is becoming an increasingly important platform for communicating with children and young people. We believe that the Church can effectively use social media and online communication as a tool to communicate and develop relationships with young people. Barton believes that all those involved with caring for children, young people or adults, including those with care and support needs should be fully aware, both that they are in a position of trust, and of the responsibilities that come with this. It is essential that we therefore take all necessary action to provide online safety\* for children and young people and to protect against misuse of social media and online communication. This code of conduct seeks to protect both those who are in positions of vulnerability from being encouraged/forced into an inappropriate and unprofessional relationship with the worker which may result in abuse, and also*

*those within a position of trust by preventing him/her from entering into such a relationship either deliberately or accidentally by providing clear guidance on which behavior is/isn't acceptable.*

## **GENERAL GUIDELINES**

- Children under the age of 11 should not be contacted via social media or online communication platforms, including using any kind of messaging services.
- Workers should abide by the age restrictions set out by the individual social media or online communication platforms.
- Permission must be obtained from parents of children aged 11 years or older before interacting via social media, online communication or messaging services

Workers should:

- Refer any safeguarding concerns/allegations arising from social media, online communication or messaging onto the safeguarding co-ordinator.
- Generally maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but not suggest or offer a special relationship.

*\*Online safety* is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.

- Be clear and explicit about information that they need to share.
- Be circumspect in their communications with young people to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.
- Refrain from sharing any personal information with young people, or request or respond to any personal information from a young person other than that which might be appropriate as part of their role.
- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children/young people.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Only contact a young person between the hours of 9am – 9pm when using messaging

## MOBILE COMMUNICATION

When contacting a young person online, workers should:

- Use the platform previously agreed with their parents. As a Church we recommend using text or WhatsApp.
  - Regarding WhatsApp. We understand as an organization that the law for the use of WhatsApp is 16. We also understand that WhatsApp is used by many people under this age and do so with the consent of their parents. Therefore, if agreed by the parents, WhatsApp can be used to contact young people under the age of 16.
  - Consent will be obtained by parents emailing their approval or non-approval of their children being contacted via the use of this platform. The child will then have ChurchSuite WhatsApp tag on their name if they are allowed to be contacted. Unpaid youth leaders can find if a young person is allowed to be contacted via WhatsApp by asking the paid youth leader.
  - We will not encourage young people who do not have WhatsApp to download WhatsApp in order to communicate with the youth team.
- Wherever possible, communicate with young people via group chats.
- When it is necessary to communicate to individuals, it is vital that the worker only uses the parents' preferred platform and all communications take place between 9am and 9pm.
- Ensure that the Overall Youth Team Leader is aware that you are in communication with a young person. This should happen when communication is first initiated by either the worker or the young person. They should also be notified if there are any changes to the nature of the communication.
- Refrain from deleting any of their conversations with young people. If the worker is aware that messages might be lost from their online communication device (eg. because they are getting a new device), then the worker needs to notify Overall Youth Team Leader and back up all relevant data.
- Consider why they are contacting the child/young person. Questions the worker should consider are:
  - Could this wait to be said in person?
  - How will this message come across to the recipient?
  - How would this message come across to outsiders?
- Contact a young person via these platforms if:
  - The worker needs to communicate information about a Youth event or gathering.
  - The worker needs to arrange a one-to-one meeting.
  - The worker wants to see how the young person is doing/encourage them and is not able to do this face-to-face (eg. because the young person has stopped attending events).

## SOCIAL MEDIA GUIDELINES

**Note: Please ensure that you only interact with young people on social media if they are of age to be on the particular social media platform.**

### *a) Facebook – Age Limit: 13*

- Do not send a 'friend request' to a young person.
- If a young person has sent you a 'friend request', then it is your discretion whether you accept or decline that invitation.

### *b) Instagram- Age Limit: 13*

- Do not request to follow a young person if their Instagram account is set to 'private'.
- If you do not want young people to be able to follow your Instagram account, set your account to 'private'.
- If your account is set to 'private' and a young person has requested to follow you, then it is your discretion to whether you accept or decline that request.
- If a young person has followed you, and their account is set as 'open', it is at your discretion if you follow them back.

### *c) X – Age Limit: 13*

- Do not request to follow a young person if their Twitter account is set to 'private'.
- If you do not want young people to be able to follow your Twitter account, set your account to 'private'.
- If your account is set to 'private' and a young person has requested to follow you, then it is your discretion to whether you accept or decline that request.
- If a young person has followed you, and their account is set as 'open', it is at your discretion if you follow them back.

### *d) Snapchat*

- Do not add young people on Snap Chat.

### *e) TikTok – Age Limit: 13*

- Do not use TikTok for direct messaging.
- Do not request to become a "fan" of a young person if their TikTok account is set to "private".
- If you have an account with TikTok and you don't want young people becoming a "fan" of you then set your account to "private".
- If your account is set to 'private' and a young person has requested to become a "fan" of you then it is your discretion to whether you accept or decline that request.
- If a young person has become a "fan" of you, and their account is set as 'open', it is at your discretion if you become a "fan" of them.

## **ANTI-BULLYING POLICY**

Barton Church works with children and families as part of its activities. These include: Sunday gatherings, midweek gatherings and one to one meet ups. The purpose of this policy statement is:

- To prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities.
- To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need.
- To provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working under the name of Barton Church.

Below items set out:

- Our code of behaviour for children, young people and adults.
- Our policies and procedures for preventing and responding to bullying and harassment that takes place between adults involved with our organisation.

### **What is Bullying?**

Bullying includes a range of abusive behaviour that is

- Repeated
- Intended to hurt someone either physically or emotionally.

### **Why might people bully?**

Bullying happens for a range of reasons

- Learned behaviour. This might be something they have learnt from someone else or it might be something they've learnt to do due to it happening to them.
- Difficulties at home. Home life isn't always easy, a consequence of that it can cause people to lash out and express feelings through bullying.
- Power. It could be that the person bullying need to feel powerful.
- Stressful experiences. A person might be going through a stressful time and struggling to cope with it all.
- The need to control.

## **Signs Someone is Experiencing Bullying**

Signs of bullying will vary from person to person but signs could include

- Anxious.
- Not attending or reluctant to attend.
- Quiet around certain people.
- Upset after being on social media.
- Wanting to attend or leave the group earlier or later than what is usual.
- Sudden loss of friends or avoiding the normal social setting.

## **We Believe That:**

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- All children and young people have the right to feel supported and cared for.

## **We Recognise That:**

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

## **We Will Seek to Prevent Bullying By:**

- Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities.
- Putting clear and robust anti-bullying procedures in place.

## **CODE OF BEHAVIOUR FOR CHILDREN AND YOUNG PEOPLE**

### **Purpose**

This code of behaviour aims to make sure everyone who participates in Barton Church activities knows what is expected of them and feels safe, respected and valued. Barton Church must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour. We expect people who take part in our activities to display appropriate behaviour at all times. This includes behaviour that takes place outside of Barton Church activities and behaviour that takes place online.

### **Basic Principles**

This code of behaviour aims to:

- Identify acceptable and unacceptable behaviour.
- Encourage cooperation, honesty, fairness and respect.
- Create an environment where your self-esteem, self-respect and self-confidence will grow.
- Encourage you to recognise and respect the rights of others.
- Encourage you to take responsibility for your own behaviour.
- Help resolve conflicts and make it clear what will happen if you decide not to follow the code.

### **Do's and Don'ts For Children and Young People**

Young People Should:

- Cooperate with others.
- Be friendly.
- Listen to others.
- Be helpful.
- Have good manners.
- Treat everyone with respect.
- Take responsibility for your own behaviour.
- Talk to a children/youth leader about anything that worries or concerns you.
- Follow this code of behaviour and other rules (including the law).
- Join in and have fun!

Young People Shouldn't

- Be disrespectful to anyone else
- Bully other people (online or offline)
- Behave in a way that could be intimidating
- Be abusive towards anyone.

## Consequences of Breaking the Behaviour Code

### **Minor or first-time incident:**

If a young person behaves in a way that doesn't follow our behaviour code, a children/youth leader will remind them about it and ask them to comply with it. They will give the young person an opportunity to change your behaviour. This gives them the chance to think and to plan how they could behave differently, with support from staff the children/youth leaders.

### **Formal warning:**

If the young person continues not to follow the code of behaviour after their first reminder, or if their behaviour is more serious, they will be given a formal warning by the person running the activity. They will make a record about what happened and inform the young person's parents or carers if this is appropriate. They will also talk with the young person about what happened and agree what support they need to improve their behaviour in the future. We may also decide that a sanction is appropriate such as restricting them from taking part in some activities.

Final warning: If the support that has been put in place isn't helping to change the behaviour, we may need to give them a final warning. Again, this will be recorded and we'll inform the young person's parents or carers as appropriate. At this point, we may need to talk with them and their parents or carers about other services that might be more able to give them the support they need.

### **Procedures for Reporting Bullying**

If you believe for there to be bullying occurring, then it is vital that you report this immediately to one of the safeguard officers, reporting as much information as possible. When it has been reported to the safeguard officers they will discuss if any actions are required. They will liaise with the appropriate team leader about any appropriate action that needs to be taken and will support that team leader in putting those actions in place. Any situation of bullying should be monitored, evaluated and reviewed regularly. It will be down to the team leader to decide and execute the warnings with the support and backing of the safeguard officers.