

# **Safeguarding Procedures 2017**

**New Wine Safeguarding Children, Young People and Adults Policy and  
Good Practice Guidelines**

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# **New Wine Safeguarding Children and Vulnerable Adults Policy**

## **Policy Statement**

New Wine is a Registered Charity, with its aim being 'Local Churches Changing Nations'.

## **Mission Statement**

New Wine (NW) recognises the importance of ministry to children and young people and adults and its responsibility to protect and safeguard the welfare of the most vulnerable in our communities. NW believes that safeguarding is central to our Gospel Mission and should be integral to all aspects of our work with children, young people and adults who are entrusted to NW's care at the various events that NW puts on throughout the year.

This Policy and the accompanying Procedures apply to all activities associated with NW and includes all children, young people or adults, whether as members of Team, delegates or others connected to events run by NW. In line with the Children Act 1989 and the notes of guidance on safeguarding children, the terms 'child' or 'children' applies to all those under the age of 18.

This Policy and the accompanying Procedures apply to all adults who are in need of protection, whether or not they have a recognised vulnerability, as defined under the Care Act 2014 and its accompanying guidance. NW acknowledges that any adult may be vulnerable from time to time or consider themselves to be vulnerable at a particular point in time.

As part of its mission, NW is committed to:

- Valuing, listening to and respecting children, young people and adults as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all who come into contact with children, young people and adults.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging, supporting and empowering individuals, parents and carers.
- Supporting all those affected either directly or indirectly by abuse.
- Maintaining good links and sharing relevant information with the statutory agencies and other organisations.

## **NEW WINE SAFEGUARDING POLICY**

NW recognises the need to provide a safe and caring environment for all but this is especially important for the most vulnerable in our communities. NW also acknowledges that children, young people and adults in need of protection can be victims of all forms of abuse, including spiritual abuse within a church context. NW has therefore adopted the procedures set out in this document (hereafter “the policy”), to help all those engaging with children, young people and adults. The Policy applies equally to children and young people who are on Team and situations where Team members are mixed age. All forms of abuse are associated with the misuse of power and the absence of a relationship built on mutual respect. NW accepts that abuse to others may be perpetrated by organisations as well as individuals where they fail to act in a manner that promotes the welfare and protection of others. NW also recognises the need to build constructive links with statutory and voluntary agencies involved in the protection of children and adults in order to achieve the highest standards in safeguarding.

All Team must accept that the welfare of the child is paramount. NW’s aim is for all those who have direct contact with children, young people and adults in need of protection to have completed an Enhanced records check, in accordance with the guide lines produced by the Disclosure and Barring Service (DBS). NW is committed to on-going safeguarding training for all children/youth workers and those who minister to adults. NW will review annually the operational guidelines attached to ensure they comply with changes to legislation and good practice guidance issued nationally.

NW also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the position of trust continues.

NW accepts that where any safeguarding concerns are identified, NW will cooperate fully with the statutory agencies responsible for the investigation of all safeguarding matters. When a safeguarding concern comes to the attention of NW, a record of the concern will be made and retained in accordance with national guidance on the retention of safeguarding records.

### **Policy Ownership**

NW recognises that where workers from other churches/organisations are joining a NW event, there is a need for clarity with regard to all safeguarding matters because churches/organisations may have their own policies and procedures. It is expected that all sending churches agree that:

- (i) During a NW event, all allegations of abuse will be referred initially to the Children’s Safeguarding Lead or the Adult Safeguarding Lead, as applicable. If the suspicions in any way implicates either of the Safeguarding Leads or the Child or Youth Support Workers, then the Conference Host and the National Safeguarding Adviser must be contacted. The National Safeguarding Adviser or CCPAS could also be contacted for advice by the Safeguarding Leads.
- (ii) The Children’s and Adult Safeguarding Leads have the authority to contact, if appropriate, the Local Authority Social Care Departments and/or the local Police in liaison with the Conference Host or the National Safeguarding Adviser.
- (iii) Information about an allegation will only be shared on a strictly 'need to know' basis. Where information is shared internally to the NW event, it is with the intention of assisting the protection of children and or the protection of adults.
- (iii) For allegations involving a child or worker from a sending church, NW requires the leader of that church or a nominated person (e.g. their child protection co-ordinator) to be informed after an

allegation has been referred to the Local Authority Social Care Departments or Police. It is the expectation of NW that the information will be kept confidential and that the sending church will not instigate an investigation themselves.

- (iv) The National Safeguarding Adviser must be informed of all allegations of abuse dealt with by the Children's and Adult Safeguarding Leads.

This policy will be reviewed annually by the National Safeguarding Adviser and the New Wine Trustees.

<b>Signed</b> _____	<b>Date</b> _____
<b>Print Name</b> _____	<b>Position</b> _____

# SAFEGUARDING PROCEDURES AND GOOD PRACTICE GUIDELINES

## CHAPTER 1 INTRODUCTION

The protection and safety of those who are vulnerable is central to our Gospel Message of serving and responding to those in need. Children and adults in need of protection are amongst the most vulnerable as they are often without a voice or powerless to take action on their own. In drawing up these procedures and practice guidelines for working with children and adults, New Wine (NW) has referred to statutory guidance such as Working Together 2015, Care Act Guidance 2014, Safe From Harm and other accompanying guidance to legislation, relating to safeguarding. Full references are available in Chapter 6.

### Key Definitions

Child or Young Person:	Anyone under the age of 18 years is legally defined as a child. Therefore throughout these procedures the terms child and children are used to cover all those under the age of 18 years.
Adults in need of protection:	In line with the Care Act 2014, NW recognises that we should use the generic term “Adult” and not label some as vulnerable. Every effort has been done to reflect this within the following procedures but it has been necessary to occasionally highlight the vulnerability, purely to clarify a particular process. The term adult in need of protection is someone over the age of 18 years who meets any of wider definitions of vulnerability.
Disability:	A dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions, severe impairment in the ability to communicate with others, impairment in a person's ability to protect him or herself from assault, or abuse and/or neglect.
Safeguarding:	The term safeguarding is sometimes used interchangeably with child or adult protection which can be unhelpful as there is a difference. Safeguarding is the generic term that covers both welfare and protection. Child or adult welfare concerns are those concerns likely to affect an individual’s ability to reach their potential. Child and Adult protection concerns are the concerns that might lead to significant harm.
Child & Adult Protection:	Child or adult protection is the term used to describe concerns that are likely to cause significant harm. ‘ <b>Harm</b> ’ means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; ‘ <b>Development</b> ’ means physical, intellectual, emotional, social or behavioural development; ‘ <b>Health</b> ’ means physical or mental health; and ‘ <b>Ill-treatment</b> ’ includes sexual abuse and forms of ill-treatment that are not physical.
Significant Harm:	Relates to the degree of harm that triggers statutory action to protect a child or adult. It is based on the individual's health or development compared to that which could reasonably be expected of a similar child or adult e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

**Mental Capacity:**

Having mental capacity means being able to make your own decision about something. Everyone can make their own decisions so long as they have the capacity to understand what they are deciding. People are empowered by giving them the information and support needed to help them make decisions. No one should be stopped from making a decision just because someone else thinks it is wrong or bad. If someone is deemed not to have capacity it means that another adult will be empowered to make decisions on their behalf. However, they must only make decisions in the area where capacity is assessed as being absent, they must always act in the best interests of that person and the person retains the right to make decisions in other aspects of their life where they retain capacity. No one can decide what is in another's best interests just because of how old the person is, how they look or how they behave.

Some decisions can never be made on another's behalf. These are:

- whether or not to get married
- whether or not to have sex
- placing a child for adoption
- voting in an election.

**Fabricated or Induced Illness (FII):** The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children." The term Munchausen's Syndrome or Munchausen's Syndrome by Proxy is no longer used and has been replaced by the term Fabricated or Induced Illness (FII). The government issued guidance for professionals working in situations where FII is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

**Spiritual Abuse:**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting an individual their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will/belief on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

The issue of the exploitation of vulnerable young people and adults by people in positions of power or authority within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

**Domestic Abuse:**

Domestic Abuse or Domestic Violence legislation now relates to those over the age of 16 years. Coercive Control is now included in Domestic Abuse, as is abuse perpetrated by children within a domestic context. The Home Office defines domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Nearly a quarter of adults in England are victims of domestic violence. Although

both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. It is important to remember that an adult can suffer Domestic Abuse even in the absence of violence. The Psychological impact of threats or intimidation may still cause significant harm. Since 2007 the Police may act, even where the victim is too scared to make a complaint.

**Organised Abuse:** Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children or adult victims. The perpetrators may be acting in concert to abuse the victims, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit potential victims for abuse. Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

**Sexual Exploitation:** Children and adults involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as victims of abuse, and their needs require careful assessment. Sometimes the victim may not see themselves as a victim and may choose to remain in situations that are abusive. This does not mean they are not still being exploited.

**Further definitions can be found in Chapter 4 Responding to Safeguarding Concerns sections pages 27-35**

### **General Principles**

- It is essential that any concern about abuse is not trivialised or exaggerated, and that proper steps are followed to ensure the issue is dealt with appropriately on every occasion.
- Words and actions may be open to misinterpretation, and therefore great care should be taken to avoid situations in which actions could be misunderstood. Team members who are adults should avoid situations where they are on their own with a child, young person or adult in need of protection, in an unsupervised situation. Where NW activities mean that such situations are needed, specific guidance is provided to help the Team member manage the situation appropriately e.g. prayer ministries or first aid, medical and personal care situations
- NW welcomes the input of younger helpers who are on Team but who are still 'children' in the eyes of the law and within these procedures.
- All Team should be aware of their individual and collective responsibility to ensure that where a safeguarding issue is identified, information is passed on the relevant person, to deal with it in accordance with the procedures below.
- Team, other than detached youth team, should never pray with, or meet with, a child or young person outside the organised activity (unless there is an established relationship prior to the NW event e.g. members of the same church group or where they are related). Where a member of Team is intending to meet an adult who is in need of protection outside of an organised activity, they should only do so after informing a team leader of this intention.
- Each member of Team will be responsible for ensuring that abusive peer activities (such as bullying, any form of abuse or forming inappropriate relationships) do not occur and are reported.
- All reasonable steps must be taken to ensure that NW event sites are safe places. Any concerns should be reported to the Team Leader.

- Non-recent (previously referred to as Historic) concerns or issues that have occurred outside of the NW event will be treated the same as concerns that are current. It is acknowledged that there could still be implications for the safety of people on site, even where alleged activity has occurred away from site.

## **CHAPTER 2 SAFE STRUCTURES & SYSTEMS**

### **Recruitment Procedures**

#### **1. Introduction**

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including those convicted of sexual offences, have gained both voluntary and paid employment with children and vulnerable adults. In 1992 the Warner Committee of Inquiry published a report, 'Choosing with Care', recommending that more careful background checks should be made on candidates applying for jobs working with children and young people in residential settings. The Home Office have produced a Code of Practice, 'Safe from Harm' 1993 (see appendix 1), for voluntary organisations which NW follows when recruiting members for Team. In 2006 the Safeguarding Vulnerable Groups Act 2006 (England and Wales) came into force in recognition that safer recruitment is a greater task than simply creating lists of those barred from such work or criminal record checks concerning unsuitability. The Protection of Freedoms Act 2011 reduced significantly the ability of employers to request disclosure of past criminal histories unless it related to work with children or vulnerable adults. In 2012 the Disclosure and Barring Service (DBS) was set up and replaced the body that previously held a list of those who had been barred from working with children or vulnerable adults. For those roles which the DBS define as Regulated Activity the requirement under the Rehabilitation of Offenders Act 1974 to disclose all previous offences remains in place. The national guidance emphasises that records checks are just one stage of the safer recruitment process.

Great care therefore will be exercised in the selection and appointment process. Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and/or vulnerable adults to knowingly apply, accept or offer to work with children or vulnerable adults if they are barred. It is also a criminal offence to knowingly offer or continue to allow someone who is barred to work with children or vulnerable adults.

#### **2. Key Personnel**

NW has designated people who are responsible for implementing the safeguarding children and vulnerable adults' policy and responding to concerns. These are the National Safeguarding Adviser, Children's and Adult Safeguarding Leads and in certain instances, the Regional Leaders and Heads of Ministry.

##### **National Safeguarding Adviser**

The role of the National Safeguarding Adviser includes:

- Keeping New Wine senior staff and the Safeguarding Leads up to date with relevant changes to policies and legislation that will affect the operations for NW events.
- Ensure the development and updating of the procedures for the protection of children and adults.
- Provide specific case advice in relation to safeguarding issues during and outside of NW events.
- Quality assure the completed concern logs and reports from the Children's and Adult Safeguarding Leads advise NW leadership of any trends or further actions required to improve future safeguarding arrangements.
- Act on behalf of NW for referring individuals to the DBS.
- Provide suitable training materials for use with staff and volunteers in raising awareness of their safeguarding responsibilities.
- Represent NW at safeguarding meetings with statutory agencies that arise from safeguarding concerns identified at a NW event.
- Act as 'First Among Equals' of the Children's and Adult Safeguarding Leads of all summer conferences and other NW events as requested.

### **Head of Children's Ministry (Kids Work)**

The role of the Head of Children's Ministry includes:

- Overseeing the preparation and implementation of the child protection policy at NW events and ensuring that it is regularly reviewed.
- Ensure that team receive adequate safeguarding training.
- Promoting the needs of children at NW events and keeping the leadership informed on good practice.

### **Children's and Adult Safeguarding Leads**

The roles of the Children's and Adult Safeguarding Leads include:

- Establishing contact with the National Safeguarding Adviser, CCPAS plus other key statutory agencies and organisations as appropriate.
- Ensuring that safeguarding policy and procedures are followed at NW events.
- Maintaining accurate records relating to any safeguarding concerns that emerge at a NW event and provide the National Safeguarding Adviser with a report within 2 weeks of a NW event.
- Be involved in the development and delivery of appropriate safeguarding training

### **Safeguarding Support Workers (Children or Youth)**

The roles of the Support Workers will include:

- Providing advice and support to the venue leaders or small group leaders on any welfare and behaviour issues being experienced in the venue.
- Assist the Safeguarding Leads in the delivery of training at NW events.
- Assist the Safeguarding Leads in supporting those involved in any safeguarding concern.
- Maintain records of any low level concerns that might need to be escalated to the attention of the Children's or Adult Safeguarding Leads.

### **Safeguarding Administrator (Events Team member)**

The role of the Safeguarding Administrator includes:

- Ensure Team applications are processed in accordance with safer recruitment guidelines and that no Team member is appointed without securing satisfactory references.
- Ensuring that the DBS checking process is completed on all those Team requiring an Enhanced Check.
- Maintain a data base of all those who have completed a DBS check including when a renewal is required.
- Notify the National Safeguarding Adviser of any DBS check that have Convictions, Cautions, Warnings or other information recorded on the certificate.
- Store securely any safeguarding records, including the Confidential Alert Forms.

### **3. Application Forms**

All Team must complete an application form, providing details of referees. NW reserves the right to make any character checks it feels are necessary. All Team who are required by the DBS to have a criminal records check will also be asked whether they have ever been the subject to criminal or civil proceedings, and whether they have caused harm to children or adult in their care or put them at risk. This allows an applicant to withdraw from the recruitment process before confidential details are shared with NW. Those who wish to proceed and who need a DBS check will not be allowed to take up their role until a satisfactory certificate is seen by NW. All information received concerning criminal records checks will be kept securely and destroyed in accordance with the DBS guidelines.

A check with records held by NW may be undertaken and discussion held with the National Adviser and the Children's or Adult Safeguarding Leads, as to a person's suitability to be on Team. Where previous concerns have been noted, a Confidential Alert Form should have been completed and retained by the Safeguarding Administrator.

There may be occasion when NW invites someone to undertake a specific role at a NW event. In this situation a separate application form is required. An invited worker must still provide satisfactory references and DBS certificate if their role is one that otherwise would have required a check to be completed.

In very exceptional circumstances an application may be received too late to complete a DBS check or a worker might be invited on team without sufficient time to complete a DBS check. In these situations every effort will be made to see any existing DBS certificate held by another organisation. However, no member of Team or invited worker can be accepted without satisfactory references (these can, in exceptional circumstances, be verbal) and the acceptance must be with the National Safeguarding Adviser's and Children's and Adult Safeguarding Leads' and the Head of Children's Ministry's agreement. NW reserves the right to seek the views of other senior personnel such as the Chief Steward, NW Leadership or event host in reaching the decision to allow a late applicant on team.

### **4. Disclosure and Barring Checks**

The DBS (previously Criminal Records Bureau) provides voluntary agencies with additional information to help assess the suitability of a potential worker. The DBS in England and Wales enables organisations to check information held on the Police National Computer (PNC), local police records and, where appropriate, confidential lists held of those who have been barred from working with children and/or adults. Barring can be for a variety of reasons but will only happen where someone's behaviour or convictions mean that the person poses a risk, either directly or indirectly, to the safety or welfare of children or adults in need of protection.

Information passed on by the DBS may also reveal that an applicant is unsuitable to work with children or adults because an individual is closely connected to someone who may pose a risk to others e.g. through marriage or cohabitation. Some old offences will no longer be considered relevant by the Police and in these situations the DBS would not share them with NW. Applicants are advised when they complete the DBS application that they should declare all past offences if they are going to engage in working with children or adults in need of protection. The information supplied by the DBS is treated in the strictest of confidence and only disclosed to others within NW where it is needed to protect children or adults. NW complies with the DBS Code of Practice in fulfilling their obligations under the Human Rights and Data Protection Acts.

The Code of Practice is intended to guarantee that any information released by the DBS is used fairly. The Code also seeks to ensure that sensitive, personal information is handled and stored appropriately, and is kept only for as long as is necessary. In order to comply with DBS conditions, organisations using the Disclosure Service are required to adopt a Rehabilitation of Offenders policy and a policy on the secure storage, handling, use, retention and disposal of disclosure information. The DBS suggests that the Rehabilitation of Offenders policy could be contained within a general Equal Opportunities policy. Ofsted require organisations to implement additional checks of household members. This process is sometimes referred to Disqualification by Association. As the NW activities are not regulated by Ofsted, Disqualification by Association processes will not affect any Team member.

In summary the following members of Team will be asked to complete an Enhanced DBS application:-

1. All children's teams will be checked at Enhanced level with a children's Barring List check
2. Stewards will be checked at Enhanced level without a Barring List check as they are working in a supervisory category.
3. Radio, Catering, Site Crew, Market Place and Café teams will not be checked-(See Appendix 2, a-e)

## **5. Handling of Disclosure Information**

### **Storage and Access**

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited only to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom DBS information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

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

### **Retention**

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

### **Disposal**

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## **6. Appointment and Supervision**

No-one should be working in isolation, but as part of a team showing mutual responsibility for each team member. It is accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the Team Leader about the concern.

Team should follow NW's guidelines for working with children and adults. In circumstances where it is necessary to depart from agreed procedures, in an emergency, or to protect an individual, permission should either be obtained in advance from a leader or reported immediately afterwards where this is not possible. Feedback sessions should be organised by Team Leaders to report incidents where guidelines have not been adhered to the Support Workers or Children's and Adult Safeguarding Leads, depending on the severity of the departure from agreed procedures. All deviations from the agreed procedures will form part of the report produced by the Children's and Adult Safeguarding Leads to the National Safeguarding Adviser. This provides protection to the individual and draws the leadership's attention to any potential shortcomings or risk areas.

## **7. Training**

It is important that all Team understand the agreed procedures for safeguarding children and adults. Team are expected to accept the NW policy statement and adhere to the procedures at all times. All Team are required to report all allegations or concerns about possible abuse.

Safeguarding training for any Teams who may come in contact with children and adults in need of protection, will be given e.g. Stewards + Medical. Separate NW training is necessary for those involved with prayer ministry for children.

All Team are required to attend training sessions as requested.

## **8. Young Team**

The minimum age for a worker is 13 years. Where this is agreed the young worker will be supported and their work monitored so that they are not placed in a position of undertaking any duties to which they are not capable of completing well. Young people under 17 are frequently used as helpers. Such helpers must be the responsibility of a named adult on site and never be in a position where they are providing unsupervised care of children. DBS checks will not normally be required, and cannot be completed for anyone under the age of 16 years. It is good practice to have at least a 4yrs gap between the age of the Team member/helper and the children with whom they are working.

## **9. Abuse of Trust**

For the purposes of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, any Team who will be working with adults in need of protection will be required to have completed an enhanced DBS check. The definition of a vulnerable adult in relation to obtaining a DBS check should be read in conjunction with the definition in 'Caring for young people and the vulnerable - Guidance for preventing abuse of trust', issued by the Home Office.

Adults in need of protection may well attend Our Place especially where they have done so previously as a child. In such instances, relevant information should still be sought from their parent or carer accompanying them on site before agreement is reached for them to access the venue. The advice of the Children's and Adult Safeguarding Leads, the National Safeguarding Adviser or the Medical Team as part of the risk assessment which forms part of the decision making process.

NW undertakes to follow the principles found within the Abuse of Trust Guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the position of trust continues.

## **10. Removal from Team on Site**

The decision to remove someone from a Children or Youth Team must be made with the Head of Children's Ministry. Where a member of Team has been removed from Team duties due to their behaviour, a report (see Appendix 3 or 4) will be completed by the Children's or Adult Safeguarding Lead and sent to the Safeguarding Administrator within three weeks of the end of the event. The report will be retained by NW Office for future reference. Where their conduct brings into to question their suitability to work with children or adults, advice will be obtained from the National Safeguarding Adviser as a referral may need to be made to the DBS to consider whether the individual should be barred. If the matter has been referred to a statutory agency, the National Safeguarding Adviser must be informed. Where a member of Team is required to leave site, this should be discussed with the Chief Steward (who holds overall responsibility for the safety on site) and the Children's and Adult Safeguarding Leads.

## **11. Known Offenders and Those Assessed as Posing a Risk to Others**

Each application for a known offender or person considered to pose a risk others, who wish to attend a NW event, will be risk assessed on a case by case basis. Assessments can be carried out by a variety of people but must always include advice from the National Safeguarding Adviser. Assessments can be provided by the National Safeguarding Adviser, the Children's and Adult Safeguarding Leads, the Children's or Youth Support Workers and/or the Conference Host. The assessment must include advice from the National Safeguarding Adviser where the recommendation is to allow an individual with criminal convictions on Team. All assessments should consider communication with the individual's local police, Church and other relevant authorities and a clear reason recorded for any decision not to liaise with any identified organisation. NW reserves the right to accept or not any application. Where an application is declined on safeguarding grounds, the reasons should be explained to the applicant (and backed up in writing) by the National Safeguarding Adviser. NW will retain a record of any decision made for future reference in accordance to the record retention policy.

For known Sex Offenders or person considered a risk to others, to attend a New Wine Conference as delegates, certain criteria must be met.

1. They should apply to attend only with the knowledge and support of their local church.
2. A 'Circle of Support' from church members known to them should be in place around the offender during the NW event. The 'Circle of Support' must commit to supervise the offender and agree to be responsible for their whereabouts at all times during the NW event.
3. If the offender is subject to a written agreement within their local church, then a copy of the agreement should be provided for the National Safeguarding Adviser and/or Children's and Adult Safeguarding Leads to assess the risk to other delegates.
4. Where the delegate is known to be subject to statutory monitoring by Police and or Probation the National Safeguarding Adviser must be consulted before agreement is made as to them being allowed on site. The National Safeguarding Adviser may consult with the Police and or Probation in assisting on any decision to allow a known offender on site.
5. A separate NW written agreement must be in place before the conference begins or in the case of late arrivals completed on the day of arrival (see Appendix 5).
6. If the behaviour of someone who has a written agreement causes concern on site they may be asked to leave immediately.

## **CHAPTER 3: WORKING WITH CHILDREN, YOUTH AND ADULTS**

### **1 An Overview**

- Team should treat all children, young people or adults with dignity and respect in attitude, language and actions. They should treat parents and carers similarly.
- No Team should be on their own with a child at any time, unless with the knowledge and permission of a Team Leader and only in exceptional or emergency situations.
- Consideration should be given to how many Team should be involved with the group and whether they should be male or female workers or both.
- The level of personal care provided (e.g. toileting) must be appropriate and related to the age of the child, where applicable, and accepting that some children and adults may have special needs.
- The privacy of children and adults should be respected, avoiding questionable activities such as rough or sexually provocative games and comments or any actions that could be misunderstood by others.
- No person under 17 years of age should be left in charge of any children of any age. Children or young people attending a group should not be left alone at any time.
- No Team should agree or attempt to make contact outside of the NW event with children met through the conference. It does not prevent contact continuing where the child is known before contact at the NW event, where they are related or where the Team Leader is aware of and has given permission for the contact.
- Adult members of Team must not make contact with young helpers or other Team (who are still legally children) without the prior agreement of the Team Leader, unless there is an on-going contact prior to the NW event or the adult is related to the child or young helper. This includes writing, text messaging, twitter Face Book or another social media.
- Where two members of Team are known to be in an established relationship, the Team Leader or above will need to consider, with them, whether it is appropriate for them to work in the same venue. Advice may be obtained from the Head of Children's Ministry, the Children's and Adult Safeguarding Leads, National Safeguarding Adviser or Conference Host, as applicable.
- The only people allowed to participate in children or adult's activity are the Team members assigned to that group. Other adults should not be allowed free access. 1:1 carers may, in exceptional circumstances, be permitted to be with an adult in need of protection, with NW's approval.
- Children's venues will put in place a procedure to ensure the safe delivery and collection of children from groups appropriate to the age of the child.
- Occasionally the choice of an adult may override the concern where the adult is deemed to have capacity to make appropriate choices. However, as with child protection, there is a duty to report all allegations of the abuse of adults to the Local Authority for investigation.

### **2. Keeping Records**

A register of children or vulnerable adults attending the Activity Programme must be maintained. Visitors to activity programme sessions must be recorded and identified as such.

NW requires each venue to use a Logbook system for all activities designed for children and adults in need of protection. Team should write down unusual events or conversations, recording what they witnessed and using the words of the

child or adult concerned. Where it is necessary for the member of Team to interpret what has been communicated, this should be clearly identified as interpretation within the record. This will be only required in a minority of situations where, for example, the child or adult has limited or no spoken communication.

Recording observations may be very helpful, for example, if leaders have to deal with challenging behaviour where a child or adult subsequently makes an accusation of assault. A child or adult who repeatedly makes throwaway sexual comments about workers may, later, make an allegation of abuse. In this situation, records of previous examples of the behaviour enables allegations to be seen in context. Other information might include records of incidents such as physical or verbal aggression. Log books can protect children, adults and Team members, so are an essential method of information gathering or evidence. The Children and Youth Support Workers will read the Logbooks daily throughout the NW event. Venue Logbooks are retained for future reference and stored securely between annual events. Concerns regarding Team will be recorded by a Team Leader or above on a separate report form and will not be entered in the venue Logbook. These sheets will be kept securely in venue until passed to the Children's and Adult Safeguarding Leads.

Incident forms should be completed to record all incidents of a concerning nature. Where an incident has also involved an accident the First Aid Book provided by the medical team should also be completed.

Information of a sensitive nature (e.g. disclosing abuse) will also need to be kept separately, in a secure place. However, a cross reference should be recorded in the Logbook along the lines of "Jenny spoke to Bill today - see separate note." There will also be a need to maintain other records such as an accident book and in certain circumstances, this information would also need to be cross referenced. Concerns can be raised many years after an event and records should therefore be kept securely and indefinitely, in accordance to good practice on safeguarding record retention and as advised by insurance companies.

A general consent form should be signed and submitted, giving details of parents/carers. In the event of an accident, the child (subject to their age), their parents / carer should be asked to read and sign the accident/incident form. Adults in need of protection or their carers should also be asked to read and sign the accident/incident form as appropriate. It may be better to read out the form to the adult but this should only be done with their agreement. These records are open and information should be recorded in such a way as not to breach the confidentiality of an individual. Information about allegations or concerns of abuse should not be shown to the parent.

### **3. Adult to Child Ratios (Children and Youth Venues)**

Minimum staffing levels are informed by Ofsted registered activities. NW ratios are:

	Adult	:	Children
0 - 2years	1	:	3
3 - 4 years	1	:	4
5 - 7 years	1	:	8
Over 8	1	:	8 then 1 : 12

Every effort will be made to provide a greater level of Team to child cover, especially for the younger children and those using the Our Place venue. However, it may not, in practice, be possible to achieve the same standards as for Ofsted registered activities for all venues/circumstances, but it is vital to ensure that there are sufficient adults for safe supervision. Staffing ratios may also need increasing depending on the nature of the activity e.g. where the activity takes place outside of the normal venue.

N.B. NW includes 17 year olds in their adult ratios in line with Local Authority policy. Churches bringing groups of children will be advised that there should be an adult of each gender for mixed groups and a ratio of 2 adults to every

8 young people. For groups where there is only one adult (i.e. single gender groups) the ratio should be 1 adult to every 5 children.

#### **4. Adult to Adult Ratios**

There are no specific ratios required for specific activities relating to adults. Each person should be considered on their own circumstances and where an adult requires 1:1 care, the Team member should not be assigned other adults to support. There should be sufficient Team to respond appropriately to unexpected incidents such as challenging behaviours, going missing or becoming ill in front of other adult delegates. As a good practice guideline, the ratio for adults in need of protection without complex care needs, should not drop below the 1:12 limit set for older children.

#### **5. Talking and Listening to Children, Young People and Adults where there is a Safeguarding Concern**

If a child, young person or adult wishes to talk:

- Take what they say seriously.
- Remember not to promise confidentiality.
- Remember the child or adult may not want to talk about the abuse.
- Be aware of how you respond if the child or adult discloses abuse.
- Where abuse is disclosed or you suspect abuse may have taken place, advise them that you have to pass on the information to someone who will deal with it.
- Do not promise to keep in touch with the child or adult after the NW event.

#### **6. Young Persons' Peer Group Activities**

Many people believe safeguarding issues apply only to younger children. However, the Children Act 1989 and the notes of guidance, make it clear that safeguarding applies to all those up to the age of 18. Young people can be victims of abuse, and some young people may have abusive behaviour. They may have been harmed by people they know or by relative strangers.

All youth activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures. Whilst there may be a valid argument for groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Regardless of who is leading the particular activity the named adult remains responsible for the overall safety of the young people attending and should be in a position to monitor what is happening. The following points should also be taken into consideration:

- If there are children/young people under 16yrs at an activity, a named adult should be present or within earshot.
- No person under the age of 17 years should be left with the sole responsibility of caring for or supervising other children.
- Young people who assist with caring for other children/young people should be subjected to the same recruitment process as adults, with the exception of the DBS checks which will not usually be undertaken on young people under the age of 17 and cannot be undertaken for anyone under 16 years.

## **7. Working with Extreme Disruptive Behaviour**

Sometimes children or adults in need of protection can become angry, upset and/or disruptive. Occasionally their behaviour may endanger themselves or others.

If a person is being disruptive there are a number of actions that can be taken to de-escalate the situation. Where the following suggestions can be taken before an incident arises it will often prevent injury, distress or upset to others:

- Ask them to stop. Be polite but also be clear about your request.
- Speak to the child or adult and try to establish the cause(s) or reasons for their upset.
- Explain what behaviours are unacceptable and why. Inform them that if the behaviour continues their responsible adult will be contacted and they may be asked to leave the session.
- Warn the child or adult that if they continue to be disruptive, this might result in longer-term exclusion from the group.
- Make a record of the behaviour and what actions were taken to aid other Team members who might experience similar situations with that delegate at a later point.

If a child or adult is harming themselves, another person or property, then any other children or adults present who are not on Team should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child or vulnerable adult to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help. In exceptional circumstances and with assistance, you might need to restrain the child or vulnerable adult to prevent them harming themselves, others or property while you wait for assistance. Restraint can only be undertaken by those specially trained in doing so and you should never attempt to restrain another person unless you are absolutely sure that you can do so safely. This guidance does not prevent any individual taking action on their own where they are genuinely fearful that by doing nothing would result in loss of life.

All incidents should always be recorded as soon as possible after the incident using the incident form. This should include the following information:

- What activity was taking place?
- What might have caused the disruptive behaviour?
- The concerning behaviour.
- What measures to de-escalate the situation were tried and what the outcome was.
- What you said and how you and others responded.
- How the incident was resolved.
- A list of others present who witnessed the incident.

A copy should be kept in the Incident folder.

## **8. Praying with Children**

A full guidance on the use of Prayer Ministry with children can be found in Appendix 10

- Those praying should always be authorised and trained for prayer ministry with children.
- Children are easily frightened and are very susceptible to suggestion. They may also be upset by shouting and may easily believe they are bad, wicked or corrupt. A child should NEVER be shouted at or be told that they are demonized, possessed or oppressed by the devil, evil spirits and such like. Such comments could constitute Spiritual Abuse.
- 
- It is very important not to miss problems arising from behavior issues, learning difficulties, and mental health problems, copied or unconventional behaviors which will usually be the cause of the child’s difficulties.

**9. Prayer Ministry to adults in need of protection (See Appendix 9)**

There are no specific restrictions on ministering prayer to adults in need of protection but as a general guide the issues are often similar to those issued for prayer ministry to children. There are general guidelines for prayer ministry that should be followed in all circumstances.

**GENERAL MINISTRY:**

**When Ministry has already been commenced from the platform.**

Often God operates sovereignly – and we need to stand back and allow God to be God. Do not intrude on God’s private time with the delegate, but focus on the Lord and encourage the delegate to go on receiving. ‘The Holy Spirit is on you...’ ‘Go on receiving...’ ‘Don’t open your eyes...’ ‘I bless what God is doing...’ This approach to ministry applies following a general invitation, from the leadership, for delegates to be open and receive the Holy Spirit. As far as possible, please try to minister to people of the same gender as yourself, although occasionally you may be asked to minister to either gender. In most cases, you will be ministering on your own, just blessing what God is doing.

**INDIVIDUAL MINISTRY:**

**Staying with someone for longer-a slightly different ministry may develop.**

If an individual comes up for specific prayer, or during general ministry when a person may start to manifest more powerfully, please remember that NW has a general policy of same-gender ministry, so please only minister to delegates who are the same gender as yourself. The ministry should be Christ centred and Holy Spirit led, but your part may be more active. In this more intimate ministry, you should try to minister in two’s, one of whom should be the same gender as the delegate. The suggestions below may be useful:

<ul style="list-style-type: none"> <li>• Ask what the person is seeking from the Lord.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the recipient and to the Holy Spirit.</li> </ul>
<ul style="list-style-type: none"> <li>• Invite the Holy Spirit to come, to lead, to guide and encourage.</li> </ul>	<ul style="list-style-type: none"> <li>• Remember the place of repentance – forgiving and being forgiven.</li> </ul>
<ul style="list-style-type: none"> <li>• Remember there is a place for expressing feelings.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait – it is God’s work, not yours.</li> </ul>
<ul style="list-style-type: none"> <li>• You can ask the person questions: e.g. ‘What do you feel God is doing?’</li> </ul>	<ul style="list-style-type: none"> <li>• If you feel it is right, speak to the condition in Jesus’ name.</li> </ul>
<ul style="list-style-type: none"> <li>• If you have a prophetic word or picture, pray in to it or offer the word in such a way that it gives the person the freedom to weigh it. Never insist that it is a word from God: remember that you could be wrong.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not be shocked by anyone’s disclosure – be loving and remember our values – confidentiality etc.</li> <li>• Offer any words or thoughts sensitively, recognizing that you may be wrong.</li> </ul>

If at any time you recognise that you should not be ministering to someone, especially if they are of a different gender to yourself, it is your responsibility to stop. Do not continue ministering alone: please ensure that you ask a fellow Ministry Team member who is of the same gender as the delegate that you are ministering to, to partner you.

**We are there to make things safe** – so be watchful because the person could fall! Never push anyone, but watch for their safety as, and after, they have gone down. Encourage them to stay in the Lord's presence and to go on receiving (Some people have 'fear of falling' issues. Allow them to be prayed with in a sitting position).

**The laying on of hands is biblical** – for blessing, healing, healing touch. However, be sensitive as to where you place your hands, and only touch in a restrained and appropriate manner.

**Help allay a person's fears** – of what God is doing: 'Don't be afraid...' 'It's OK to receive...' 'It's OK to express your feelings...' 'You can stop at any time but try to go with it...' 'God loves you...'

**Each individual has a responsibility for his/her own life** – even Jesus asked 'What do you want me to do?' (Mark10: 51). It is often important for the individual to pray aloud to the Lord if he/she wants healing, guidance, feels stuck or does not know what to do next. Stay with them in their confusion but do not accept responsibility for their life.

**Be aware of your own issues** – avoid projecting on to someone else what God is doing with you. Let each individual find out what God is doing in their life.

**Do not let people become dependent on you** – Do not make appointments to pray with individuals outside the meeting, nor allow people to ask for ministry from certain people. If they request further prayer ministry refer them to the Prayer Ministry Leader responsible for this. This is the Holy Spirit's ministry: the person who ministers is not important. The only exception to this rule is if/when we realise we are out of our depth, or beyond our experience, and need to refer to someone else with higher authority and more experience.

**Never tell a person that they have an evil spirit** – assume that the person is manifesting his/her pain or hurt. If an evil spirit is suspected refer to the Ministry Team Leader. Be aware that people may show unusual manifestations – Some people show unusual reactions when they are being ministered to such as shaking, falling in the spirit, crying, shouting or laughing. This is often the work of the Holy Spirit's activity and we do not wish to stop His work. Bless what God is doing and endeavour to keep them safe. If the person becomes too distressed or noisy speak God's peace to them in Jesus' name and calm them down. Consult the Holy Spirit about alarming manifestations; let Him show you what to do – if anything.

**Anyone reporting physical or sexual abuse needs sensitive support** – please ensure that you ask an experienced Ministry Team member to partner you. If it is a past experience, you may be able to deal with it as a deep hurt that needs safe expression of feeling, and recognition of where the true responsibility lies (with the abuser), which hopefully will lead on into forgiveness, and asking God for healing. However, it will still need to be past to the Children's and Adult Safeguarding Leads as the alleged perpetrator may still be in contact with other victims. It is important to remember that most healing is a process and takes time. Do not force people to go faster than they are able, especially in terms of forgiving the abuser. Report all forms of abuse to the Children's and Adult Safeguarding Leads or the Ministry Team Leader.

**You are working under authority – so please recognise your limits.**

Do not intrude when others are ministering, unless invited. Be open to correction and guidance. Report to your Ministry Team Leader any individuals who you believe to be mentally ill, needing deliverance, or victims of any form of abuse, or any incident where someone has been hurt. Be aware of confidentiality and, if in any doubt, please ask an experienced Ministry Team member to assist you.

## **10. Tobacco, Alcohol, Solvents & Illegal Substances**

NW operates a no-smoking and no-alcohol policy in children's and young people's groups, therefore Team members must not consume or be under the influence of tobacco, alcohol, solvents or illegal substances at any children's or youth venues.

Children and young people must not be encouraged or allowed to consume tobacco, alcohol, solvents or illegal substances. There may be occasions where it is felt necessary to inform parents/carers that a child/young person has

been drinking, particularly if they are under the influence at the group or there are concerns for their health or safety. Parents/carers should only be approached with the agreement of the Safeguarding Support Worker (Children's or Youth). Obviously, contacting the parent/carer may affect the working relationship with the young person and there is a moral question that will need to be considered before any action is taken.

For adults in need of protection, it remains good practice not to encourage the consumption of tobacco, alcohol, solvents or illegal substances. There may be occasions where it is felt necessary to inform carers that an adult has been drinking, particularly if they are under the influence at the group or there are concerns for their health or safety.

For both children and adults in need of protection, it is a criminal offence for any person to produce, possess, use or supply illegal drugs and all cases will be referred to the Children's and Adult Safeguarding Leads and the Chief Steward for action. NW will notify the police if it becomes aware of illegal substances on site.

## **11. Helping Children Young People and Adults to Protect Themselves**

It is important to teach children and adults in need of protection personal safety, where the need arises. The gospels in particular are an excellent resource. Children and adults can be helped to understand physical contact that is good and healthy, acknowledging also that there are other touches that are unwelcome or wrong. It may also help to discuss concerns or talk about situations where the child or adult in need of protection feels uncomfortable. Touch or physical contact between adults and children, children and children or adults and adults can be quite healthy and acceptable in public places, but discouraged where it is a misuse of power and especially in circumstances where an adult and child are on their own (except, of course, within family relationships). Physical touch such as hugs should never be done to meet the emotional needs of the member of Team. It is worth reminding everyone that you should avoid any actions that could be misinterpreted by others.

Examine the way in which Christian truths are presented, e.g. children obeying parents, adults in need of protection obeying their carers. This can be a real problem for a child or adult who is being abused - are they being encouraged to accept the abuse? Make it clear that if a child or adult feels uncomfortable or senses something may be wrong, they can always check things out with another adult whom they trust. This may need to be explained more fully because there is obviously a big difference between, for example, an adult forcing a child to steal sweets from a shop and legitimate rules about bedtime!

While at a NW event, all children and adults in need of protection should have an identified placed in small groups with a group leader to whom they can talk.

## **12. Taking care of touching**

Physical touch can be important, powerful and beneficial to the spiritual and emotional growth of the child or adults in need of protection. But it is fraught with the danger of misinterpretation and misunderstanding. It is vital that the need for physical touch is only ever initiated by the child or the adult in need of protection and is, in no way, undertaken to meet the needs of the member of Team.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors. Putting your arm around a child or adult in need of protection is very different to a face to face hug or embrace.
- Always ask the child or adult each time you consider the use of physical touch, before assuming they want or need physical contact.
- If at any time the child or adult shows any sign or hint of discomfort or embarrassment STOP!
- Touch should be related to the child or adult in need of protection's needs, not the worker's.

- Touch should be age-appropriate and generally initiated by the child or adult in need of protection, rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children and adults in need of protection are entitled to privacy to ensure personal dignity.
- Everyone has the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When toileting or giving first aid to others, encourage the child or adult to do what they can manage themselves, but consider their best interests and give appropriate help where necessary, always explaining why you are going to do before you do it. Check that they understand what is going to happen and that they are happy before you start.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse must always be reported to the Children's and Adult Safeguarding Leads.

**The laying on of hands is biblical** – for blessing, healing, healing touch. However, be sensitive as to where you place your hands, and only touch in a restrained and appropriate manner. The person's dignity should never be compromised.

When ministering to children or adult in need of protection, this means asking their permission to lay your hands on and the appropriate places would be their shoulder or head. If you are praying for a particular part of the body, it is still inappropriate to lay hands anywhere, on the torso, upper legs etc. Someone of the same gender as the child or adult may lay their hand on the lower legs or arms if this is helpful to the child or adult.

### **13. Those with Additional or Special Needs.**

It is our desire to demonstrate God's character by caring for and including *all* members of His body in the activities of the Church. We want to acknowledge that all people are made in His image and are called to reflect this to and within the Church. As members of His body we are all called to know God and make Him known, to worship Him and minister to each other. We believe that *all* people are able to do this and desire the activities of New Wine to reflect and make this possible in practice.

We therefore welcome all children, their families and carers to NW activities, regardless of their level of ability or need.

#### **WHAT DO WE MEAN BY ADDITIONAL NEEDS?**

Individuals who have needs over and above those of their peers, which may make it difficult for them to participate in activities in the same way or to the same extent, are regarded as having additional needs.

These additional needs may arise from:

- Global developmental delay
- Sensory impairment (e.g. hearing, visual)
- Motor impairment (e.g. cerebral palsy, dyspraxia, fine motor difficulties)
- Learning difficulties (including specific learning difficulties such as dyslexia)
- Social communication difficulties (including Autistic Spectrum Disorder, Asperger's syndrome)
- ADHD (attention deficit and hyperactivity disorder)
- Communication difficulties (often arising from one of the above)

- Specific syndromes (e.g. Down's Syndrome, Rett's Syndrome)
- Complex difficulties where a child may have more than one area of difficulty.

We acknowledge that many children or adults with additional needs are members of families and other groups and we will endeavour to support the needs of those who care for these children or adults, by firstly caring for their child or adult to the best of our ability.

### **AGE**

Children between the ages of 0 and 11 will come under the provision of Children's Ministry at any NW event. In consultation with teenagers, adults and the carers, NW will endeavour to place people between the ages of 12 and 25 within activities that will best meet their needs. This must be agreed by the Special Needs Coordinator and the Leader of the specified activity. Where it is agreed that an adult delegate will be best suited within a children's venue, the decision will only be with the agreement of the Children's and Adult Safeguarding Leads. The needs of anybody falling outside these guidelines may be considered on an individual basis.

### **DOCUMENTATION & INFORMATION**

Prior to a child/young person with additional needs attending activities, their carer will be required to provide information regarding the child/adult's needs. This information is required so that the best possible support can be given to the child/adult and to ensure their safety. This information will be regarded in the strictest confidence, and will be shared only with those to whom it is necessary, so that they can best meet the child or adult's needs.

### **INCLUSION IN ACTIVITIES**

Many children and adults with additional needs are able to participate in the existing programmes or part thereof, if given the additional supports required. Every effort will be made to be inclusive in accessing existing programmes.

This support can be given in a number of ways:

- additional information and knowledge given to adult leaders so that the support given is both appropriate and effective.
- a higher adult to child or adult to adult ratios provided for group activities.
- 1:1 support.

Consultation with parents/carers will enable NW to put in place strategies that will support the child or adult's participation. Each children's group will provide a special needs co-ordinator who will liaise with parents/carers and will co-ordinate the support given to each child.

### **SPECIAL NEEDS VENUE**

NW offers a separate venue designed specifically for those children and young people who cannot access the main activities even with additional supports. Our Place is the special venue and programmes are provided for children and young people with more complex needs so that they can access activities appropriately. Many children and young people with complex additional needs can still access a combination of Our Place and main venue activities because of the extra support NW is able to provide in this venue.

### **CHILDREN'S WORKERS**

People working with children and young people with additional complex needs do so on a voluntary basis. Many of them will have experience of working within this area of expertise. Some training will be given to members of Team to enable them to support children and young people within the context of NW events.

### **AGE LIMIT FOR TEAM MEMBERS**

Those wanting to assist with special needs delegates must be 17 years or older and will have a clear DBS certificate for working with either child or adult and child workforce.

Families may provide their own support worker if they wish. This person will attend the conference free of charge. They will be considered a full member of the children's Team and will be supported by the relevant leadership and will be required to work within the guidelines set out by the leadership of NW.

### **ACCESSIBILITY**

NW Conferences are camping events. NW will endeavour to make all activities and venues physically accessible to those who may wish to attend. If any problems are experienced with this they should be raised with the special needs co-ordinator or the site manager.

### **14. Health & Safety**

Buildings and marquees being used for children and adults' groups should be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment should meet the required safety standards and an on-site review should be carried out to consider all aspects of safety for children and adults in need of protection using the premises. There should be adequate accessible toilets and wash hand basins. Provision should be made for an appropriately qualified first-aider to be available together with an adequate first aid kit. Good hygiene should always be practised. Disposable latex-free gloves should be used when dealing with broken skin, bodily fluids or faeces.

### **15. First aid kit and contacts**

All premises used by children and adults in need of protection should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the contents should be regularly checked (minimum before the first session of each day). First Aiders will be adequately qualified and where possible have experience of the age-group with whom they are working. The number of First Aiders assigned to groups will be at a minimal level as recommended by the medical officer on site and current numbers are shown in the table below;

<b>Group</b>	<b>Ideal First Aider numbers</b>
Gems	3 (1/marquee)
Pebbles	2 (1/marquee)
Stepping Stones	1
Ground Breakers	3 (3 groups )
Rock Solid	3 ( 3 groups)
Boulder Gang	3 (3 groups)
Fridge/Stomping Ground	1

Club One	3 (they do have hats for first aiders and have one per small group so it is worth talking to them)
Thirst	1 for venue 3 for sports team
Vibe	1
Flava	1
Our Place	3 (3 venues)
Total	28

The following is the suggested minimum equipment for inclusion in a first aid kit:

- Latex-free gloves
- Sling
- Hypoallergenic Plasters
- A method of wound cleaning
- A cool-pack or similar for minor sprains/bumps
- Gauze/field dressing
- Tape
- Sick bowls
- Yellow clinical waste bags
- An accident report book with forms

## **16. Medical Team; Good practice guidelines when working with children, young people and adults in need of protection.**

### **Introduction**

Members of the Medical Team are accountable to both NW and their governing professional bodies i.e. GMC, NMC, HPC.

An allegation of misconduct or complaint, whether true or not, may have significant implications for future professional practice and therefore these guidelines are designed not only to protect children, young people and adults in need of protection, but also to protect members of the medical team from actions which could be misinterpreted.

The guidelines are designed to enable the patient to receive timely and appropriate treatment with minimal delay in the case of an emergency, safe clinical practice and to maintaining their dignity and involve the patient or where a child/young person, the child and their parents, in the treatment they receive. Decisions should be made which are in the best interests of the patient and advice should be sought from a senior member of the Medical Team where this is not clear.

Always bear in mind that our actions and decisions will need to be explained and justified to the patient and their parents/carers, NW and have the potential to be subject to external scrutiny including the need to defend them in a court of law.

The Medical Team recognises that we will be treating patients from 0-16, including those who are particularly vulnerable with learning difficulties or who have specific emotional, social, mental health difficulties. Some families may require

additional support during NW and the Medical Team's role is one of support and facilitation and not condemnation or judgement. Advice should be obtained from the Children's and Adult Safeguarding Leads where additional conversations with families are needed.

Amongst the medical team, there will be a diversity of training and experience in working with children and vulnerable adults and the issues and challenges this brings. Some may have very little and others may be highly experienced. These guidelines are designed to provide a framework where all members of the team, regardless of their level of experience in this subject are able to work safely and the needs of patients met.

### **Dissemination of guidelines and training**

All members of the Medical Team will be expected to read these guidelines and to sign to say they have done so. Safe practices when working with children and adults in need of protection will be included in the introductory team training session.

Those who are routinely involved in clinical practice will have evidence of achieving level 2 Safeguarding training within the past 2yrs.

### **Practical guidelines**

- Ensure that you do not work with a child/young person on a 1:1 basis. Either a responsible adult (over 18) or member of the medical team should be present. There may be occasions when it is appropriate to use a member of the medical team as the chaperone and suggest the young person is seen without the accompanying adult or parent. On the rare occasions when a member of the team is alone with a child/young person, then they should be in earshot or full view of another member of the medical team. In particular, a chaperone should be present when more intimate examinations are required or where there is a significant level of emotional distress.
- Always introduce yourself and the role you have on team.
- Where possible, allow a child to undress themselves. Where assistance is required this is best done by a parent.
- Involve a child as much as appropriate in the history, examination and treatment. Always explain what you are going to do and why, particularly where there is the potential for a procedure or examination to be distressing. Use language which is age appropriate and not going to alarm a child unduly.
- Remember that those with a learning or communication difficulty may require a more unhurried approach, greater explanation and careful explanation than would be usual.
- Be aware that an initial presenting complaint may not be the underlying issue a young person wishes to discuss and they may need more privacy or time than initially thought. There may be times when it is appropriate to ask a parent to wait outside and have a member of the medical team present.
- Ensure that your documentation is of an adequate standard and provides sufficient information to be used in a court of law, should it be required.

### **Children's groups' team**

There may be times when either the medical condition or aspects of behaviour of a patient who is working in one of the children's group raises a level of concern that it may be not be appropriate to continue working in the children's group. Examples include active suicidal thoughts, active self-harming, and emotional instability.

Please refer to the Lead Nurse or Lead Doctor for further advice who will speak to the Children's or Adult Safeguarding Leads. Where a decision is made to withdraw a member of Team from duties the Head of Children's Ministry must be part of the decision making alongside the Children's or Adult Safeguarding Leads.

## Consent and confidentiality

### Over the age of 16/vulnerable adult

1. Over the age of 16, provided they have mental capacity, a young person is deemed able to consent to treatment and may be seen without the presence of a parent or their responsible adult on site. They are entitled to the levels of confidentiality that an adult would expect.
2. We advise the presence of a chaperone if appropriate or where there is cross gender working.

### Under the age of 16

1. Children in this age group are not deemed to be automatically legally competent to give consent but can be considered legally competent if they have 'sufficient understanding and maturity to enable them to understand fully what is proposed'. A young person who has the capacity to consent to straightforward, relatively risk-free treatment, may not necessarily have the capacity to consent to complex treatment involving high risks or serious consequences.
2. Seek to involve a parent/guardian as soon as possible where a child presents to the medical centre but not at the expense of delaying lifesaving, emergency treatment. ***Emergency treatment can be provided without consent to save the life of, or prevent serious deterioration in the health of, a child or young person. Treatment can be given, providing it is in the child's welfare and the child would come to significant harm if treatment were withheld.***

Parental responsibility includes the right of parents to consent to treatment on behalf of a child when the child is unable to provide valid consent for himself or herself, provided the treatment is in the interests of the child.

3. Dependent on the situation, the appropriate response may be
  - a. to direct a child/young person back to their parent and ask them to make a decision about whether they need to be seen e.g. requests for paracetamol/very minor wounds.
  - b. Telephone parents and seek verbal consent
  - c. Ask control to locate parents e.g. notices in venues
4. There is a pathway (enclosed) about the process of accessing medical support from children's groups.
5. Young people attending who are deemed to be competent – should be encouraged to have parental involvement in their treatment. This may be by the Medical Team seeking verbal consent to their child being seen and treatment to be initiated or to wait until the parent/responsible adult is in attendance. There may be occasions where the young person does not wish a parent to be present and this should be respected and their confidentiality maintained. It is likely to be appropriate to seek the name of another responsible adult or failing that, a children's group leader or the Children's Safeguarding Support Worker, with whom the medical team can liaise.
6. The discussions around decisions about treatment are likely to have greater involvement of a young person who is 'Fraser Competent'. Enough information should be given, in a way which is appropriate to the age and development of the child, for a decision to be informed.

It should not be assumed that children with additional needs are unable to take competent decisions, which can be aided by presenting them with information in an appropriate way.

## Assessing capacity

The Mental Capacity Act states that a person lacks capacity if they are unable to make a specific decision, at a specific time, because of an impairment of, or disturbance, in the functioning of mind or brain.

Mental capacity is the ability to make a decision. If a person lacks capacity, they have an impairment or disturbance that leaves them unable to make a decision. It is possible for a person to lack capacity to make one specific decision but not about another.

The loss of capacity could be partial or temporary. People may lack capacity due to:

- a stroke or brain injury
- a mental health problem
- dementia
- a learning disability
- confusion, drowsiness or unconsciousness because of an illness or the treatment for it
- substance misuse.

If you think that an individual lacks capacity, you need to be able to demonstrate it. You should be able to show that it is more likely than not – i.e. on the balance of probability – the person lacks the capacity to make a specific decision when they need to. The starting assumption is always that the patient has capacity.

An assessment that a person lacks capacity to make decisions should never be based simply on the person's age, appearance, assumptions about their condition (includes physical disabilities, learning difficulties and temporary conditions such as drunkenness or unconsciousness), or any aspect of their behaviour. It is important to document any decisions you make in assessing capacity, and any reason.

### **Making a decision about capacity**

Assessing a person's capacity accurately is important; otherwise, a person might be denied the right to make a decision because it is unwise and not in their best interests. The starting assumption should always be that the person has capacity.

The Mental Capacity Act details a two-stage test of capacity:

1. Does the person have an impairment, or a disturbance in the functioning, of their mind or brain? This can include, for example, conditions associated with mental illness, concussion, or symptoms of drug or alcohol abuse.
2. Does the impairment or disturbance mean that the person is unable to make a specific decision when they need to? You should offer all appropriate and practical support to achieve this before applying this stage of the test.

### **Functional tests of capacity**

To be able to make a decision a person should be able to:

1. **Understand the decision** to be made and the information provided about the decision. The consequences of making a decision must be included in the information given.
2. **Retain the information** – a person should be able to retain the information given for long enough to make the decision. If information can only be retained for short periods of time, it should not automatically be assumed that the person lacks capacity. Notebooks, for example, could be used to record information which may help a person to retain it.
3. **Use that information in making the decision** – a person should be able to weigh up the pros and cons of making the decision.
4. **Communicate their decision** – if a person cannot communicate their decision – for example, if they are in a coma – the Act specifies that they should be treated as if they lack capacity. You should make all efforts to help the person communicate their decision before deciding they cannot.

Capacity is dynamic and a specific function in relation to the decision to be taken. Capacity can change so be prepared to reassess e.g. a person who has had a fit may lack capacity in the immediate post-ictal state but be recovered enough to make decisions 30 minutes later.

## **17. Parents/Carers Staying With Group Sessions**

There may be occasions where parents ask if they can stay to watch the children's group's activity. In this instance NW recommends that parents should be encouraged to observe groups but not take part. A distinction should be made between the two, remembering that helpers have been through a recognised recruitment and selection process including DBS enhanced disclosure. Points to note are:

- It can help certain children settle into a group, if the child knows that a parent/carer is there.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- For some children with additional needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

#### **18. Video/Camcorders, Digital Images and Photographs**

Since the introduction of the Data Protection Act in 1998, it is essential to be very careful if photographs, videos and web cams are used of clearly identifiable people. There are several issues to be aware of:

- Permission has been sought via the NW Conference booking conditions.

*7 There will be official photographers on site at our summer conferences. Delegates may feature in these images, which will be used for our website and magazine.*

Any parent/carer not happy with their child or adult in need of protection being in photographs will specify on the relevant registration form.

- If images are being taken at an event attended by large crowds, this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When placing alerts in the main venues for parents/carers to attend a children's venue the name of the child or the adult in need of protection must not be used.
- When using photographs of children and young people, it is preferable to use group pictures.
- Team members must not photograph children or young people.

#### **19. Race, Culture and Religion**

Crucial to any assessment of possible significant harm is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children and adults in need of protection have basic human rights. Differences in culture, child-rearing or care practices or religious persuasion do not justify abuse.

## **CHAPTER 4    RESPONDING TO CONCERNS OR ALLEGATIONS OF ABUSE**

### **1.        General**

There are four ways in which you may become aware of a safeguarding concern. There are sometimes **physical marks**; you may see **behaviours that indicate an abuse history**; there may be **physical symptoms** (often associated with neglect); or you may receive a **disclosure** by the person or a third party. The following signs and symptoms are by no means a definitive list and you may not see all within the situation presented to you. The following definitions of abuse to children are taken from Working Together 2015 and for adults in need of protection from Care Act 2014 Guidance. What is always important is that abuse is considered as one of the possible explanations for the signs and symptoms that are presented to you.

Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, the degree of threat, coercion, sadism, and bizarre or unusual elements in sexual abuse.

Sometimes a single traumatic event may constitute significant harm, e.g. a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the person's physical and psychological development. Some children and adults live in families or in circumstances where their health and development is neglected. For them, it is the corrosiveness of long term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any ill-treatment alongside the families' strengths and supports.

To understand and establish significant harm, it is necessary to consider:

- É The family context, including protective factors
- É The person's development within the context of his or her family and wider social and cultural environment
- É Any additional needs, such as a medical condition, communication difficulty or disability that may affect the person's development and care within the family
- É The nature of harm, in terms of ill-treatment or failure to provide adequate care
- É The impact on the person's health and development
- É The adequacy of parental or family care

Where there are additional factors that are dynamic in nature, the risk of significant harm will increase. Things like drug or alcohol misuse, Domestic Abuse, Mental Health or previous history of abuse will increase the likelihood of harm occurring. Where there is Mental Health, Substance Misuse and Domestic Violence, there is a disproportionate rise in risk and action should be taken to safeguard the person straight away. This is known as the Toxic Trio or Toxic Triangle.

As an adult, you're more at risk of abuse at home if:

- you are isolated and don't have much contact with friends, family or neighbours
- you have memory problems or have difficulty communicating
- you become dependent on someone as a carer
- you don't get on with your main carer
- your carer is addicted to drugs or alcohol
- your carer relies on you for a home, or financial and emotional support

The Care Act 2014 states that adults have a right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views,

wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Six key principles underpin all adult safeguarding work

- Empowerment – People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities.

Communities have a part to play in preventing, detecting and reporting neglect and abuse.

- Accountability – Accountability and transparency in delivering safeguarding.

## **2. Definition of Physical Abuse of Children**

“Physical abuse may involve hitting, shaking, throwing poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to a child. Physical harm can be caused when a parent or carer fabricates or deliberately induces illness in a child.” ‘Working Together’ 2015

Deliberately inducing illness is far more common than most people think. The most usual method of inducing illness is to add increasing levels of salt to the child’s diet. Administering of illegal substances is also becoming more common in our modern society.

Fabricated illness is where a parent or carer subjects the child to spurious medical appointments and even surgical procedures and is often associated with a deep need within the adult for professional attention.

## **3. Definition of Physical Abuse of Adults**

Physical harm includes; hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions. As with children it is possible to induce illness to adults by administering them substances that are harmful, although the frequency is not known to be as common as with children.

## **4. Symptoms of Physical Harm**

### **É Physical marks**

These can include cuts and bruising, bite marks, scalds, burns and fractures. The injuries may be caused by the person directly or with the use of an implement. The injuries can also be accidental where the victim is injured in the course of attempting to get away from an attacker. There is often an attempt to conceal physical marks and there are parts of the body where physical injury is less apparent and could go undetected. Often the greater danger lies with internal injury rather than what is visible on the surface. In all instances the injury needs to be considered within the context of the explanation.

### **É Accidental v Deliberate**

Some injuries have very distinctive characteristics that show they were caused deliberately. The burn from an iron which shows the small steam holes and a clear outline of the iron is unlikely to be accidentally caused. Cigarette burns are often characterised by a round crater but the comet style tail associated with accidental burning is especially hard to replicate deliberately.

## É **Self-harm v Harm from others**

Some physical injuries can be self-inflicted as a cry for help and others can be deliberately caused by others as a form of abuse but made to look like self-harm. An example of this is common within girl gang culture where girls are initiated into the gang and receive what have been described as “sergeant stripes” to acknowledge the successful completion of tests designed to elicit loyalty to the gang. Older people also self-harm and this is sometimes the indication that they are experiencing other forms of abuse.

## É **Age specific**

There are two aspects where age can play an important role in determining risk. The first is the age of the victim. The very young and the very old are more susceptible to serious injury than older children or younger adults. The force used when hitting an adult (for example), if used on a small toddler or elderly person is more likely to cause them greater injury. However, caution should be taken not to ignore possible abuse where the age of the person is not a significant factor.

The other aspect of age to be considered is the age of the injury. There are some medical conditions that can cause bruising and the most familiar of which is Haemophilia; a blood clotting disorder that you and the victim would be aware of, if they suffered from it. Be cautious about any parent who suggests that a child bruises easily, without confirmation of a medical condition.

## É **Danger / risk specific**

Some areas of the body are more susceptible to serious injury than others. Children in particular will get knocks and bumps to bony parts of their body through general play. Areas covered by soft tissue are more difficult to injure accidentally. Another example to be wary of is the child smacked around the head, which is more likely to cause serious internal injury. The area around the shoulders and neck is often indicative of abuse in adults and significant internal injury can occur if they have been punched in the abdomen.

## É **Analysis of explanation**

Gut reactions should not be the only reason for concern but generally it is a helpful guide to determining whether something is wrong. The person who has been injured accidentally is likely to be happy to tell you how it happened, so if you notice a reluctance to share information, this could indicate that something is wrong. Similarly, if the explanation is not plausible this could indicate concern, although it is worth being cautious before engaging in too much investigative work in gathering information. It is the role of the Police, Social Care and the NSPCC to investigate abuse but you need to be reasonably confident that the concerns you have are serious, before any referral is passed to them.

## É **Psychological impact / Behaviours**

Sometimes it is the behaviour that indicates a person has been harmed on a repeated basis. The person who flinches every time someone bigger, stronger or in a position of power approaches them may indicate that they are used to receiving physical blows and it becomes a natural reaction to self-protect. A very high percentage of bullies have a history of being physically harmed by others. They feel powerless to prevent the abuse and the pent up anger often comes out in the form of retribution against a weaker character person than themselves. This should not be regarded as an excuse for the inappropriate behaviour but an additional factor that might be present.

## **5. Definition of Sexual Abuse of Children**

This includes indecent exposure, sexual harassment, inappropriate looking or touching, as well as rape. Sexual teasing or innuendo, sexual photography, subjection to pornography, witnessing sexual acts, and sexual acts that you didn't agree to or were pressured into consenting to all count as 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 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." 'Working Together' 2015

There may be a dichotomy or confusion for the younger victim. They may not fully understand what has happened and while they might know it was wrong what occurred may have been pleasurable (especially if they reached orgasm). But abuse may not ever involve any physical contact. The person forced to undress while another films or photographs them can feel degraded and abused as badly as the victim of a sexual assault.

## **6. Definition of Sexual Abuse of Adults**

Sexual abuse of an adult includes; rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

## **7. Symptoms of Sexual Harm**

### **É Few indicative signs**

Luckily there are few physical signs of sexual abuse that you will see. Physical damage and bruising can be sustained but this is usually in areas of the body that will not be on show or visible within the context of your role.

### **É Extremes of behaviour – withdrawn ⇔ "promiscuous"**

There are a whole variety of behaviours that can accompany sexual abuse from the victim withdrawing from the world around them in an attempt to escape from the trauma and hurt through to promiscuity. It has been reported that as many as 90% of female sex workers and 98% of male sex workers say they were the victims of sexual abuse as a child.

### **É Eating and toileting disorders**

Eating and toileting disorders are not exclusively found in young people who have experienced sexual abuse but it is very common amongst victims of abuse that they develop such conditions. Sexual abuse is about an abuse of power and control. Some eating disorders are developed as they replace control back with the individual (e.g. bulimia). Victims often report feeling the need to become less attractive as they wrongly attribute the abuse to sexual attractiveness. This is because to gain compliance the perpetrators of sexual abuse will often say how the victims are attractive. It is often a way in which the abuser justifies their action internally.

### **É Self-harm**

Like eating disorders, care must be taken to not assume that all those who self-harm have been sexually assaulted as this is certainly not the case. But there is a link that should be noted. It is again associated with the control of pain which regains the control they have lost as a result of the abusive experience.

### **É Very low self esteem**

Victims of sexual abuse often talk about feeling devalued, debased and used to the point of de-humanisation for the sexual gratification of the perpetrator. As a result they feel less valued and find it extremely hard to feel any form of self-worth. They often feel guilty for the abuse (because they are often told this by the abuser) or they feel responsible for the abuser getting into trouble if they disclose the abuse. Some abusers feel

responsible for the protection of younger siblings who may be abused if the abuse to them stops, so they believe they have no option other than to let it continue. This might also have been the threat used by the abuser to gain compliance and retain secrecy.

#### É **Hearing the voice of the abuser**

Victims often report hearing the abuser controlling their lives actions and decisions even when not present. A characteristic of sexual abuse is that it rarely is an isolated incident and often develops a ritualised pattern. The victim finds themselves knowing when the abuse is likely and what will happen to them if they are unavailable at the time when the abuse usually occurs.

#### É **Voyeurism**

Many offenders will attempt to suggest that on-one is hurt by their looking at pornographic images or so long as they don't touch. However the perpetrators often ignore the abused victim needed to produce the image or the emotional impact on the person being watched.

### **8. Definition of Neglect of Children**

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. It may also occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve the parent or carer failing to:

- Provide adequate food, clothing and shelter
- Protect the child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment'

'Working Together' 2015

This is the only section where action can be taken before a child is born. When a pregnant woman takes illegal substances, there is a good chance that her unborn baby could be affected. There are examples of babies born of mothers who are high dependency drug users but whose child is unaffected. However, when the drug is taken intravenously the drug will pass over the placenta and into the baby. In this situation there is a requirement to refer the unborn baby as soon as possible.

### **9. Definition of Neglect and Acts of Omission of Adults**

The definition of neglect of adults includes; ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

### **10. Symptoms of Neglectful Harm**

#### É **Poor Hygiene – Dirty and Smelly**

Neglect is one of the hardest forms of abuse to recognise partly because, like emotional abuse, it can be insidious and prolonged over many years. There are aspects of neglect that are associated with adolescent development; for example, poor hygiene. Most teenagers are reluctant to wash and at times have personal hygiene issues but there is a difference between this and the level of neglect suffered in abuse. Neglected children have ingrained dirt and they have an aroma that is pervasive.

Adults who are neglected can include failure to respond to medical needs such as bed sores. It can be deprivation of food or association so they feel alone or abandoned.

### É **Standing out from peers**

Neglected people often stand out from their peers. This is different from non-conformist behaviours which tend to be associated with like-minded peers. The neglected young person has few if any friends and often cannot participate in conversation or activities with peers as they are not experiencing the same life experiences. Neglected children and adults are lonely and feel socially isolated.

### É **Overweight, thin, pale or tired and listless**

Overweight in humans can have a variety of causes but one is through poor diet and neglect. This is different from comfort eating which is more often a response to emotional distress. Being pale, tired and lacking in energy may be the result of a variety of medical conditions such as anaemia or severe viral infections but it can also be as a result of poor diet and malnourishment. It is important that a medical practitioner is able to distinguish between those who are being neglected and those who are ill. One of the most helpful ways is to look for links between the different symptoms and situations where there are several indicators of possible abuse.

### É **Depressed and anxiety**

This is very common but not exclusive amongst children or adults who are neglected. The dawning awareness that their life experiences are different from those others around them can make them feel depressed at the helplessness of their situation and powerless to effect any changes.

## **11. Definition of Emotional Abuse of Children**

“Emotional abuse is the persistent emotional maltreatment of a child in which they feel unloved, ridiculed, belittled or devalued. It can also involve having unrealistic expectations of the child or not allowing them to express their views. It may involve them seeing or hearing the ill-treatment of others. It may involve bullying (including cyberbullying) causing the child to feel frightened or in danger”. ‘Working Together’ 2015

## **12. Definition of Psychological Abuse of Vulnerable Adults**

The definition of psychological abuse which best equates to the emotional abuse in children includes; emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks are all forms of psychological harm to adults.

## **13. Symptoms of Emotional Harm**

### É **Developmental immaturity**

There are conditions that can cause developmental delayed. It is important to be aware of these and to include abuse as one of the possible explanations. Developmental immaturity can be associated with a learning difficulty or when an individual struggles with adolescence. Look for signs of regression where the child or adult appears less mature than they were previously. Regression to earlier stages of development may be an attempt to go back to a period before the abuse began.

### É **What is “normal” for this person?**

Because there can be a great range across the population it is important to compare like with like. Therefore the person who has a degree of developmental immaturity, associated with their learning difficulties, can still stand out as being less mature than their peers or have regressed in comparison to their peers. Try not to compare with your own childhood as your experiences may have been very different from the person you are helping.

### É **Social skills**

People may have poor social skills for a variety of reasons, one of which might be that they are suffering emotional harm. Once again, compare them with their cohort of peers and be especially mindful when a person regresses to a younger stage in their development. Look also at links between different symptoms.

### É **Aspects of parenting / caring**

Another way you might identify the person is suffering emotionally might be through aspects of parenting, or the care that given or received. The young parent, who struggles to show appropriate emotional nurturing to their child, may have not experienced a satisfactory level of care themselves. You may also see the response to the person from their parent or carer which suggests that they are not valued or that expectations are unrealistic.

### É **Life experiences**

Emotional harm can be indicated from the description of what is experienced at home. The child may be caring for younger siblings, or the adult prevented from going out to visit friends. At its extreme this can be emotionally abusive if the person is not allowed to freely associate alongside their peers. Some cultures have different expectations with respect to gender or lifestyle both of which will need to be taken into account before determining whether it is abuse. The key is to consider the effects upon the person and their view of it. While many people who suffer from emotional harm may at first consider that their experiences are normal they often retain a feeling or awareness that what they are enduring is unfair.

### É **Psychological effects**

People who experience emotional harm for long periods often develop a different way of looking at the world around them. They may have an inability to behave or behave in an 'odd' way because of the messages they have heard throughout their lives. Homophobia, sexism, racism are just a few of the situations that can lead to serious psychological harm.

### É **Behaviour / Inappropriate reactions**

Closely associated with the psychological effects is the behavioural impact of abuse. The individual who over-reacts to criticism could be indicating that they are fearful of reactions at home, or when they do not react to praise, they may be doing so because they are not accustomed to it.

## **14. Cyberbullying and the dangers of IT**

One of the most difficult forms of harm to children and adults can stem from the inappropriate use of or access to information technology. The greatest threat is to the person's emotional wellbeing but it can also adversely affect their physical safety at its most extreme. Because it is still a relatively new phenomenon those working with the effects of this form of abuse are often playing catch up to what is being experienced. The perpetrators of this form of abuse may be young people who, while being capable of the use of technology, are often ignorant of its dangers or impact. As technology advances new forms of harm and dangers also emerge to challenge us and pose potential risks to those who might be more susceptible to harm. It is our responsibility to be alert to such dangers and to identify those who might be at risk from this type of abuse.

There many benefits arising from the use of new information technology devices and the benefits for those who have a communication difficulty are also well known. The following guidance explores some of the dangers which children and vulnerable adults might experience but in no way suggests that information technology, if used appropriately, cannot have great benefits.

### É **Social Networking Sites**

Social networking sites like Face Book, Twitter, Instagram and Snap Chat are often the preferred methods for young people to communicate and keep in touch. But it is also fraught with dangers for the young person who is not familiar with its dangers. These types of sites have been linked to the proliferation of child abusers making initial; contact with potential victims. The extensive posting and sharing of photographs on social networking sites has also been linked to the production of indecent images where security settings allow general access. If security settings are insufficiently tight or rarely checked, images can easily be lifted from social network sites and used for other purposes. The Child Exploitation Online Protection (CEOP) part of the National Crime Unit has suggested that professionals working with children do not use private Social Media accounts that could be accessed by the children or young people with whom they are working. This advice is given for their own protection as well as the protection of others.

If social media is to be used, the risk is one of inappropriate posts that can impact on the reputation of an individual or organisation. The consequences of such attacks on one's personality have been considerable including some feeling the only way out was to take their own lives. This is bullying at its most extreme and often the most difficult to counteract as it is done in private.

#### É **Chat Rooms**

Those who use chat rooms are often individuals who have fewer social networks than those who don't use that medium. Chat rooms can provide people with an opportunity to meet others who share similar interests but the danger is in assuming that those involved in the chat are being honest about the information they require. Convicted offenders admit to using aliases or providing false information in order to groom potential victims. Children appear to be more susceptible to this form of grooming, possibly because they are less discerning about the truthfulness of others, assuming that others would not lie about who they are or how old they are etc. However, the group now using Chat Rooms tend to those over 65yrs, often lonely or isolated. Financial abuse of adults is fast moving into the on-line world where the Police advise that most scams now occur over the internet.

#### É **Mobile Devices such as Phones, Tablets and Games consoles – Messaging and Photos**

Most young people have access to mobile phones (often smart phones) and would argue that they probably could not live without them. They are vital in enabling fast and effective communications but also have a fashion status and this can lead to additional difficulties. The most common form of theft from young people is now their mobile phone and not having the latest piece of technological kit can be the cause of ridicule and teasing, or worse. Additionally, most phones now have cameras built into them and there have been numerous instances of young people taking still or video footage of physical assaults ("Happy Slapping") or intimate pictures of themselves to share. There have been incidents of individuals downloading or taking inappropriate images of themselves or others and sharing them with friends without the consent or agreement of the person in the picture. With internet access available on many phones, parental controls for the access to inappropriate adult sites are less available. Bullying through mobile devices can be fast and effective. Phones can be used to send messages to numerous recipients with little opportunity for redress if the information is factually incorrect.

#### É **Web Cams**

Web cams are incorporated in most mobile devices and programmes like Skype provide for conversations across the internet but the images remain in digital format and are therefore storable and can be distributed at a later date, if so desired. A number of people have agreed to undress or perform sexual acts in front of a web cam for the entertainment or pleasure of a partner within an established relationship only to find it widely distributed when the relationship ends. This is now a criminal offence but has done little to redress the distress caused. There is a naivety and perhaps even an innocence amongst many people, which reduces our self-protection measures and safeguards that might normally be in place outside of the virtual world.

#### É **Downloading**

Downloading of pornographic images of children is an offence and storing them or sharing them can result in additional more serious offences being committed. Downloading is one of the most common forms of offending by young people. Many offenders do not see this type of offence with the same seriousness as contact sexual abuse. They often suggested that they have not harmed a child by looking at images, ignoring the fact that a child has been abused in order to produce the image. 80% of pornography is now viewed on mobile devices. While there is not yet a proven causal link between voyeurism and contact abuse, like other forms of addictive behaviour, when the individual first starts looking, they are rewarded by experiencing satisfaction quickly. As time goes on the response reduces and a greater quantity or level of explicit detail is needed to achieve the same level of satisfaction. It is therefore not surprising that many offenders go on to commit contact offences, if not caught. Those convicted of contact offences often admit to viewing images at the start of their offending history.

#### **15. Definition of Discriminatory Abuse of Adults**

The definition of discriminatory abuse only applies to adults and can include the following; racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

#### **16. Symptoms of Discriminatory Harm to Adults**

##### **É Direct Allegations**

One way that you might become aware of discriminatory abuse is through direct disclosure. Individuals may describe comments that they have received or the information may come indirectly via a third party. Discrimination on the grounds of disability may also be contrary to the Disability Discrimination Act 2005 especially if it is determined that the institution, through its procedures, is acting in a discriminatory fashion.

##### **É Life experiences**

Like other forms of emotional harm, discriminatory abuse may manifest itself through observation or recounting of life experiences. The key factor is one of equality of opportunity. People will have a variety of differing life experiences but if an individual is being denied access to those opportunities because of their vulnerability then that could represent an abuse scenario.

##### **É Psychological effects**

The psychological effects of discriminatory abuse are like those of other forms of emotional harm; feeling depressed, having low self-esteem and feelings of low worth. Research suggests that where there is a racist aspect to the abuse the therapeutic interventions have to address the racism in a different way, as the attack is not only against the individual but against their community, culture or traditions too.

#### **17. Definition of Financial or Material Abuse of Adults**

The definition of financial or material abuse includes; theft, fraud, exploitation, pressure in connection with property or inheritance, financial transactions, the misuse or misappropriation of property, possessions or benefits.

#### **18. Symptoms of Financial or Material Abuse of Adults**

##### **É Direct Allegations**

One way that you might become aware of financial or material abuse is through direct disclosure. Individuals may allege targeted incidents of theft and incidents of extortion or the information may come indirectly via a third party. This form of abuse is effectively another form of bullying and the victim may have been threatened regarding the consequences if the matter is reported. They may have limited ability and not be aware that

money or items are going missing. They may have been lied to in terms of the perpetrator convincing the victim that the money or item was given to them willingly but the victim “must have forgotten”.

#### É **Poverty**

Like any form of theft, the immediate impact may be the loss of money or property which can create anything from inconvenience to considerable deprivation, depending upon what has been taken. The longer the abuse carries on the greater the likelihood that it will impact upon the individual’s ability to cope financially. Like other forms of extortion, the perpetrators can also become greedy and demand increasing amounts in the value of the items or cash demanded.

#### É **Psychological**

If the abuse is prolonged the impact can cause the victim to have low self-esteem, anxiety and depression. There have been cases of victims self-harming and even committing suicide. Victims are often helped when they accept they are in no way to blame and that the responsibility lies with the perpetrator.

#### É **Emotional harm**

Victims of this form of abuse often start out isolated or are made more isolated by the experience of the abuse. This can be self-fulfilling in that they are more likely to be easy targets for further abuse if they have little or no informal support networks around them. Where the vulnerable adult is supported by their peers the perpetrator is less likely to abuse, especially if they risk detection by a third party.

### **19. Spiritual Abuse**

Unlike other forms of abuse there are no specific laws relating to this type of harm but there is likely to be an associated emotional harm and it may be a way of grooming potential victims into some other form of abuse, in its use of power. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children or adults in need of protection experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of others should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children or adults in need of protection of the right to faith or the opportunity to grow in the knowledge and love of God.

### **20. Non-Recent (Historical) Allegations**

Non-recent, or as they used to be known ‘Historic’ concerns need to be treated the same way as current abuse allegations. For the survivor, the pain and distress is often as real at the point of disclosure as it was at the time of the abuse. For some the passage of time makes the fear of telling even greater. Concerns are sometimes raised about the accuracy of non-recent allegations but the research shows that survivors are often not able to make a disclosure until the power in-balance is reduced and this can take a considerable length of time before the person feel safe enough to tell their story. The length of time between the event and the disclosures does not affect its accuracy. Attributing false memories to an individual’s personal memory is rare and seldom where it relates to a false memory suggesting that it directly relates to them (Elizabeth Bowman 1996). Daniel Offer in 2000 showed that traumatic events dramatically increase a child’s ability to recall an event many years later.

There have been a number of longitudinal studies into the validity of both child and adult allegations of abuse and overall only 1 in 10 allegations are found to be false. Some allegations are found to be unsubstantiated or a misunderstanding (albeit believed to be of genuine intent). A few allegations are malicious, where the intent in making the allegation is to get the alleged perpetrator into trouble. Occasionally, false allegations are made by a third party

and the alleged victim feels under pressure to go along with the suggested claim. This is most common in custody disputes and, out of loyalty to that parent, the child went along with the story.

## **21. How to respond to a child or adult who wants to talk about abuse**

### **GENERAL POINTS**

- Above everything else listen, listen, **listen** and keep listening!
- Show acceptance of what the child or adult says (however unlikely the story may sound)
- Keep calm
- Maintain eye contact, it help to show you are interested
- Be honest
- Tell the child or adult that you will need to let someone else know - don't promise confidentiality
- Even when a child or adult has broken a rule, they are not to blame for abuse
- Be aware that they may have been threatened or bribed not to tell
- Never push for information. If the child or adult decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared (using the language they used to describe what happened), sign and date the record and pass it to the correct person.

### **HELPFUL RESPONSES**

- You have done the right thing in telling.
- That must have been really hard.
- I am glad you have told me.
- It's not your fault.
- You have a right to feel safe.
- I will 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?
- Never make false promises.

- Never make statements such as "I am shocked, don't tell anyone else".
- I'll keep in touch.

## **CONCLUDING**

Reassure the child or adult that they were right to tell you and show acceptance. Let the child or adult know what you are going to do next and that you will let them know what happens i.e. contacting the Children's or Adult Safeguarding Lead. If the Children's or Adult Safeguarding Lead is not available contact your Team Leader or the Children's or Youth Support Work. Consider your own feelings and seek pastoral support if needed. Dealing with abuse disclosures can be upsetting so you may need some time and space before you return to your usual duties.

## **MAKING NOTES**

Make notes as soon as possible, preferably within one hour of the child or adult talking to you. Try to write down exactly what they say (using their words), when they said it, what you said in reply, what was happening immediately beforehand (e.g. a description of the activity) and whether they have told anyone else. Record the date, time of the events and when you made the notes. Keep all hand-written notes, even if subsequently typed. Such records should be kept securely and passed to the Children's or Adult Safeguarding Lead as soon as possible. Don't forget to sign your record.

## **22. Specific Actions Checklist**

Under no circumstances should any Team carry out their own investigation into an allegation or suspicion of abuse. Some information may need to be gathered so that those responsible for investigating can do their role but this should only be gathered with the agreement of the person responsible for safeguarding at the time. Therefore the person in receipt of safeguarding information will do the following:

- Do not ask the child or adults leading questions, or place your own interpretation upon what they have said. In exceptional circumstances interpretation may be required and where this happens the member of Team should clearly indicate what the interpretation is and who has made it e.g. children or adults with limited or no spoken communication.
- When the child or adult has finished telling you their story, reassure them that they were right to tell you, and that you have taken what they said seriously. Tell them what it is that you intend to do next. Keep them informed of your actions.
- Concerns must be reported as soon as possible to your Team Leader who will contact the Children's or Adult Safeguarding Lead. Children's and Adult Safeguarding Leads are nominated by NW to act on behalf of NW in dealing with all safeguarding issues, including referring to statutory authorities in liaison with the National Safeguarding Adviser and the Conference Host.
- The Children's and Adult Safeguarding Leads or the Children's or Youth Support Workers may also be required by conditions of NW's Insurance Policy to inform the Insurance Company immediately.
- In the absence of a Children's or Adult Safeguarding Lead, or if the suspicions in any way involve the Children's or Adult Safeguarding Lead, then the report should be made to the National Safeguarding Adviser and the Head of Children's Ministry. If the suspicions implicate both the Children's or Adult Safeguarding Lead and the

Children's or Youth Support Worker, then the report should be made in the first instance to the National Safeguarding Adviser and the Conference Host.

- Suspicions must not be discussed with anyone other than those nominated above and the Team Leader. A written record of the concerns must always be made in accordance with NW procedures and kept in a secure place.
- The National Safeguarding Adviser and other senior NW personnel will support the Children's or Adult Safeguarding Lead / Children's or Youth Support Workers 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. The purpose for sharing information with those not directly involved will be to protect other children and adults in need of protection.
- It is, of course, the right of any individual as a citizen to make a direct referral to a child or adult protection agencies or seek advice from CCPAS although NW hope that this procedure will give confidence that other routes of referral which bypass these procedures will not be needed. If, however, the individual with the concern feels that the Children's or Adult Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Children's or Adult Safeguarding Lead as to the appropriateness of a referral, they are free to either contact the National Safeguarding Adviser or an outside agency direct. We hope by making this statement that NW demonstrates transparency and openness and their commitment to effective safeguarding arrangements.

The role of the Children's or Adult Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion, have case meetings with the Conference Host and Children's or Youth Support Worker and action as appropriate. They have access to the National Safeguarding Adviser for support, seeking advice and agreeing appropriate actions.

### **23. Allegations of Abuse**

If information suggests that a child or adult in need of protection may have been the victim of abuse the Children's or Adult Safeguarding Lead will:

- Contact the National Safeguarding Adviser or, if unavailable, contact CCPAS for advice in all cases of deliberate injury, if they are concerned about a child or adult's immediate safety or if a child or adult is afraid to return home.
- Inform the parents or carers only if advised to do so by the National Safeguarding Adviser or CCPAS or if the information clearly indicates that the parents are not involved.
- Seek medical help if needed urgently, informing the medical team of any suspicions.
- For concerns such as poor parenting or the level of care provided, encourage the parent/carer to seek help from their local church, GP, Health Visitor or Social Care Department, but not if this places the child or adult at risk of further harm.
- Where the parent/carer is unwilling to seek help, contact the National Safeguarding Adviser for advice and to decide on whether to refer the matter to the Local Authorities.
- Where advice is obtained from CCPAS they will confirm their advice in writing and it is important that any advice given is followed. If a decision is made not to follow the advice that has been given, then the reason for not doing so must be clearly recorded and retained for future reference and passed to the National Safeguarding Adviser as soon as possible.

## **24. Allegations of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the Children's or Adult Safeguarding Lead will:

- Contact the National Safeguarding Adviser or, if not available, CCPAS. They will NOT speak to the parent/carer, unless it is absolutely clear that the parents are not implicated (e.g. stranger assault, child on child assault or abuse of trust cases).
- Seek and follow the advice given by the National Safeguarding Adviser or CCPAS. All advice given must be confirmed in writing for future reference.
- If the information suggests the perpetrator came onto site, the Police and the Chief Steward must be informed immediately.

## **25. Support, Supervision & Training of Team**

NW will ensure all Team members working with children or adults are appointed, trained, supported and supervised in accordance with the principles set out in government guidelines, the DBS, and general good practice guideline on the safe recruitment of staff.

## **26. Support for those affected by Abuse**

Dealing with an allegation of abuse can be distressing for the survivor, the Team member dealing with the disclosure or concern, the alleged perpetrator and the families and friends of both the survivor and alleged perpetrators. It can even effect morale across Teams and raise personal issues for those not directly involved in the process. If abuse is disclosed, NW recommends that those persons affected by a particular incident should seek the comfort and support of prayer ministry. For the immediate survivors and any alleged perpetrators, NW will offer a named person to be their point of contact and support. The named person should be identified in conjunction with the individual concern as they may or may not prefer to have someone already known to them. The named person will not be told the details of the concern or allegation but will need some information to provide appropriate support. If individuals would prefer to discuss matters outside of the NW structures, available resources can be obtained by contacting CCPAS.

## **27. Caring for the carers**

Those from within the NW network who are identified to provide support will be experienced prayer ministers and may need to be freed up from other duties to provide time a space for those most affected by the incident. They will not engage in any form of Counselling as this make affect future court action that can be taken. The person identified to offer this ministry is there to be a listener and to offer prayer support.

## **28. Referrals and Third Party Allegations**

Where a third party alleges abuse towards a child or adult, the role of the Team member is to gather as much information as possible from this person. They should be advised that even where they believe the matter has already been investigated, the information they have provided will be shared with the Children's or Adult Safeguarding Lead and may result in a referral to the Police and/or Local Authority Social Care Department with their details. This is so that Local Authority Social Care Department can contact them if necessary. Otherwise the process is the same as direct allegations of abuse.

## **CHAPTER 5: APPENDICIES & STANDARD FORMS**

### **Appendix 1: Government guidance – Safe from Harm**

Safe from Harm is a code of practice for voluntary organisations, for safeguarding the welfare of children in England and Wales.

#### **Recommendations:**

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all Team clear roles.
6. Use supervision as a means for protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.
9. Explore applicant's experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any convictions for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

## Appendix 2



### Policy & Procedure for Disclosure and Barring Checks for team applicants to New Wine Events 2017

The vast majority of disclosure checks that are returned from the Disclosure and Barring Service are completely clear and will not cause New Wine (NW) any concerns at all. However, NW is committed to ensuring the safety of children and adults in our care and therefore this policy and procedure outlines the steps we take to ensure all those attending NW can be as safe as we can make it.

#### Policy

- NW has looked at each team or role and reassessed whether we should be making DBS checks on applicants and if the answer is yes, whether this should include a check against the Barred Lists and be an Enhanced or Standard check. Advice was taken from the National Safeguarding Adviser who regularly checks the information directly with the DBS.
- Enhanced disclosures will no longer show if the applicant is subject to an ongoing police investigation.
- Enhanced disclosures with a Barred Lists check can be requested for anybody serving in a regulated activity either with children or in a supervisory or advisory role such as Children's or Adult Safeguarding Lead or Stewards.
- Standard disclosures only show criminal records and may be requested for anyone where it is seen as necessary to know if they've been involved in any criminal activity.
- The list of teams for which we are entitled to ask for a DBS check are shown below but in summary-
  1. All children's teams will be checked at DBS Enhanced level with a Barred List check.
  2. Stewards will be checked at Enhanced level without the Barred List check as they are working in a supervisory category and may be left with the care of children on site.
  3. Radio, Production, Catering, Site Crew, Market Place and Café teams will not be checked- (See note below)
  4. Customer Services, Finance and IT teams will be checked at standard Level.
- For those teams where NW is no longer able to complete a DBS check, applicants can be asked to provide a certificate called a Subject Access Report. This will cost the applicant approx. £10 and ID is needed. If a subject access report is suggested then it should be obtained no more than 3 months before the event. NW does not intend to make this a requirement for all applicants but will reserve the right to request one if appropriate, for instance, from a sole trader in the Market Place or if any concerns are raised in a reference.
- NW accept DBS checks carried out by other organisations, providing that the applicant has signed up to the Update Service and is applying for a role with the same workforce.

- NW will take up references for exhibitors in the Market Place from their Church Leaders and Head of Organisations, and will reserve the right to ask sole traders to provide a disclosure or Subject Access Report. (See above).
- Under the Rehabilitation of Offenders Act, NW is entitled to and does ask all team applicants to self-disclose any criminal convictions on the team application form where a DBS check is needed. The wording of the self-disclosure is as follows;

*The nature of the work you are applying for means that you must tell us about any convictions (pending, spent or unspent) or cautions you have received. For motoring offences please only answer 'YES' if it resulted in disqualification. Having a criminal record will not necessarily prevent you from being accepted on to Team. This will depend on the nature of the position and the circumstances and background of your offences.*

a) *Have you ever been convicted of an offence in any criminal or civil proceedings in any court in any country?*

*YES [ ] NO [ ] If yes please give details.*

b) *Are you currently the subject of a police enquiry or do you have any court cases pending against you?*

*YES [ ] NO [ ] If yes please give details.*

c) *Has your conduct ever caused mental/physical harm to a child, young person or adult in your care or put a child, young person or adult at risk?*

*YES [ ] NO [ ] If yes please give details.*

- In the event of the answers to any of the above being YES, a decision needs to be made as to whether what has been disclosed affects the applicant's suitability to be on team. This information is strictly confidential and should only be disclosed to relevant individuals.

- The decision should be made with reference to:

- a. What the applicant has disclosed to us themselves
- b. How long ago the incident took place?
- c. The nature of the offence
- d. Whether the incident relevant to the role applied for?

- The process for making the decision should be as follows:

1. The Events Team member receiving the application form will pass it to the Safeguarding Administrator.
2. If the Safeguarding Administrator does not feel able to make a decision, they will do one of two things.

- a) For non-Safeguarding related issues - refer to the Executive Director and the National Director
  - b) For all Safeguarding related issues - refer to the National Director and Children's or Adult Safeguarding Lead. They will make the final decision having taken advice from the National Safeguarding Adviser who will give advice for and behalf of all the regions
3. If it is decided that a team place cannot be offered because of what has been disclosed then a conversation will take place with the applicant either by the Events Manager, the National Director or National Safeguarding Adviser.

### **Rehabilitation of offenders act**

- It is a requirement of the DBS's Code of Practice that all Registered Bodies must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders
- A copy of NW's Policy on the recruitment of ex-offenders can be found below.

### **Procedure**

- When an applicant applies for a place on a team which requires a DBS check, an email enclosing a link to the GBG online disclosure website is sent to them.
- Applicants are asked to log into the website and complete the online application form. They then need to have their ID documents verified by the Post Office or by a church administrator and send copies of the verified documents to the NW Head Office within 28 days of receiving the email. (This time scale will be reduced as we get closer to specific events).
- If the verification has not been received after 28 days, a reminder email will be sent to the applicant asking them to complete the form & send their verification within 2 weeks. A follow up phone call will then be made. If the disclosure has not been received after this time we will let the team leader know and they will contact the applicant to discuss their team application and whether they can proceed to be on team.
- On site, team leaders will be given a report which shows which of their team member's DBS checks have been completed.
- As soon as GBG notify us that a disclosure is clear, this information is recorded on our database.
- If the disclosure is not clear, NW will be notified and the Safeguarding Administrator will start a conversation with the applicant asking them to send details of the disclosure so that they can be discussed with the safeguarding team. Contents of a disclosure are highly confidential and should only be shared with those considered relevant to making the decision about whether the person is accepted on a team. If a disclosure is not clear but the applicant is accepted onto team, the database is updated with the information 'Disclosure Accepted'.
- The process for making the decision should be as follows:
  1. If the Safeguarding Administrator does not feel able to make a decision, they will do one of two things.

- a) For non-safeguarding related issues - refer to the Executive Director and then if necessary to the National Director
  - b) For all safeguarding related issues - refer to the Children's or Adult Safeguarding Lead. They will make the final decision having taken advice from the National Safeguarding Adviser. No-one with a conviction or caution highlighted on a DBS check can be accepted without the agreement of the National Safeguarding Adviser.
4. If it is decided that a team place cannot be offered because of what has come to light on the disclosure then a conversation will take place with the applicant either by the E Manager, National Director or National Safeguarding Adviser. All decisions not to accept a member on Team will be confirmed by the National Safeguarding Adviser, in writing.
- a) The fact that a team place cannot be offered will be recorded in our database DBS check record as 'DBS not clear'.
  - b) If the applicant has already been accepted onto team 'pending a clear DBS check, then the team leader will also need to be informed that the team place will be withdrawn. The full contents of the DBS disclosure do not need to be disclosed to the team leader, just the fact that something has come to light.

**Some more unusual questions that may occur when processing a form.**

- Women with 2 different surnames e.g. where a different surname may be used for professional purposes should use the surname that you're checking for as their primary surname but put other name with date from used until current date.
- Applicants don't have to declare to us if they are transsexuals. The DBS check for this and let the registered body know if any issues arise.
- If the applicant says they have no NI number but are over 16 an explanation should be given on a continuation sheet.
- Student and second home addresses should be declared and current date recorded but an explanation should be given on a continuation sheet. Supplementary address sheets (Continuation Sheets) can be downloaded from DBS website on which to record this information.
- Where the applicant has taken a gap year this needs to be recorded in the extra addresses section of the form. If they were travelling abroad - 'travelling abroad', the country and the dates from and to should be entered. If they were working abroad the address where they were living should be entered.
- If the applicant is of no fixed abode, a care of address of friend or relative or an organisation can be used, but an explanation of a valid reason needs to be given.
- For houseboat addresses the mooring address is sufficient.

If 'yes' is ticked in the 'declaration by the applicant' section (e) of the form then a note needs to be made on the applicant's record to this effect.

## Appendix 2a -

Email to those requiring a DBS check

Dear applicant,

Thank you for applying to serve on team at the National Gatherings. You are required to complete an online DBS check as part of your team application. You may now complete your DBS form online by following the instructions in this email, which explain how to self-register and submit your application.

### **What to do next:**

- 1) Go to the Online Disclosures website at <https://newwine.onlinedisclosures.co.uk>
- 2) You will see the screen below. Please select Register – see below



- 3) Enter the Organisation PIN: **146027**.
- 4) Enter your name and email address and click 'next step'.
- 5) Confirm that the organisation name is correct, create a password for your account and enter the secret word: **Newwine16**

N. B The secret word is case sensitive.

- 6) You will then be taken straight into the application, please complete it here.

As part of the application process, you will need to confirm your identity. This is done using documents selected by you during the application process on line.

- 7) These documents then need to be verified:

### **You may do this in one of two ways:**

- a) With a local church administrator (Please see the sheet entitled 'ID confirmation form' for details).

Or

- b) Through the Post Office 'verify' service, where they will check your identity documents for a small fee. Please click link for more information:

<http://www.postoffice.co.uk/document-certification-service>

8) Once you have completed the above, please email scanned, verified copies of your documents to

[info@new-wine.org](mailto:info@new-wine.org) or send them in the post to 4a Ridley Avenue, London W13 9XW.

9) Once you receive your DBS Certificate, go to the DBS Website using the link below:

<https://secure.crbonline.gov.uk/crsc/apply?execution=elsl> to register with the DBS Update Service. This will mean that if you are on the same or similar team at New Wine in the future you may not need to complete another DBS check.

Please contact us on [info@new-wine.org](mailto:info@new-wine.org) if you have any further queries.

## **ID Confirmation Form**

### **Advice for the Applicant:**

Please complete this form if you are applying for a new DBS check and your church administrator has agreed to check your identity documents.

Prior to having your documents checked, we must receive a letter from your administrator, confirming their role in the church and stating that they are happy to take on this role. This must be on headed paper and can be emailed to us (info@new-wine.org).

Please ensure that your ID is verified as soon as possible. Any delays in this part of the process may result in your team application being rejected.

You may view your online application form to confirm which identity documents you need to have checked, and take photocopies of each of the documents.

Ask the administrator to verify the documents and to sign the photocopies.

After completing your online DBS form, return this form AND the signed photocopies to our office (4a Ridley Avenue, Ealing, London, W13 9XW). Alternatively, you may email scanned copies of your form to info@new-wine.org.

### **Advice for the applicants' church administrator:**

Thank you for your invaluable help with this process. The applicant has applied to serve on a team at our National Gathering and needs to complete a DBS application.

We would be grateful if you could take note of the guidance listed below:

1. Please ensure that the applicant has provided **three** identity documents.
2. Please note that utility bills and bank statements must have been issued in the last 3 months.
3. Check that the photocopy provided is a true copy of the original identity document, and sign the photocopy to confirm this.

Please contact the New Wine office if you have any queries about this.

**By signing below, I confirm that I have seen the original identity documents and signed the photocopies to confirm they are accurate copies. I have examined sufficient ID documents and verified the information provided by the applicant on their DBS form.**

Church administrators' name:

Church administrators' signature:

Thank you again for your help with this process.

## **Appendix 2b**

### **List of Valid Identity Documents:**

We can only accept original documents. Copies, even if they are certified, are not acceptable.

#### **Table 1: Primary Identity Documents**

- Passport- any current and valid
- Biometric residence permit- UK
- Current Driving Licence-photo card with counterpart- UK/IOM/Channel Islands full or provisional
- Birth Certificate– issued at time of birth (within 12 months of birth date)- UK & Channel Islands

#### **Table 2a: Trusted government documents**

- Current driving license- old style paper version- UK
- Current photo driving license- Non-UK licenses must be valid for up to 12 months from the date the applicant entered the UK
- Birth certificate-issued after time of birth-UK & Channel Islands
- Marriage/civil partnership certificate- UK & Channel Islands
- Adoption certificate- UK & Channel Islands
- HM Forces ID card- UK
- Firearms license- UK & Channel Islands

#### **Table 2b: Financial & social history documents**

- Mortgage Statement- UK or EEA issued in last 12 months
- Bank/Building Society Statement- UK & Channel Islands or EEA issued in last 3 months
- Bank or Building Society account opening confirmation letter- UK- must still be valid
- Credit Card Statement- UK or EEA issued in last 3 months
- Financial statement, eg pension or endowment- UK issued in last 12 months
- P45/P60 Statement -UK & Channel Islands issued in last 12 months
- Council Tax Statement- UK & Channel Islands issued in last 12 months
- Work Permit/Visa –UK valid up to expiry date
- Letter of sponsorship from future employment provider-Non-UK or non-EEA only-valid only for applicants residing outside of the UK at time of application- must still be valid

- Utility Bill-UK- not mobile telephone bill issued in last 3 months
- Benefit Statement e.g. Child Allowance, Pension- issued in last 3 months
- Central or Local Government, Government Agency, or local council document giving entitlement, e.g. from the Department of Work and Pensions, the Employment Service, HMRC- UK & Channel Islands issued in last 3 months
- EU National ID card- must still be valid
- Cards carrying the PASS accreditation logo- UK & Channel Islands must still be valid
- Letter from Head Teacher or College Principal- UK- for 16-19 year olds in full time education- only used in exceptional circumstances if other documents cannot be provided- must still be valid



**Email to those who haven't completed their DBS application form after 28 days.**

Dear;

Thank you for applying to serve on team at the National Gatherings. We have recently emailed you to ask you to complete an online DBS form. However, we do not appear to have heard from you. We would appreciate it if you could complete your DBS form online, in the next 14 days. If this part of your team application is not completed, it could affect your place on team. Please follow the instructions below, which guide you through this process. (Instructions follow as before.)

## **Appendix 2d**

### **New Wine- Policy on the recruitment of ex-offenders**

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, New Wine (NW) complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- NW is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, responsibilities for dependents, age, physical/mental impairment or offending background.
- É We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview/team places based on their skills, qualifications and experience.
- É A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested.
- É Where a DBS check is to form part of the recruitment process, we encourage all applicants applying for a volunteer place or called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within NW and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- É Where the position allows NW to ask about previous criminal record NW will also ask about spent convictions. This is in line with the Rehabilitation of Offenders Act 1974.
- É We ensure that all those in NW who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- É At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or position on team.
- É We make every subject of a DBS check aware of the existence of the DBS Code of Practice which is available on DBS website. We also advise applicants that it is a criminal offence to apply for a post if the applicant is barred from working with the group related to the role.
- É We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or position on team.

**Appendix 2e: Checklist for those who require a DBS Check**

<u>Teams</u>	<u>Level of Disclosure</u>	<u>Working with Children Yes/No</u>	<u>Working with Adults Yes/No</u>	<u>Work force</u>
<b>NON-CHILDREN'S TEAMS</b>				
Admin	None			
Arena teams	None			
Arts	None			
BSL Interpreters	None			
Café's	None			
Catering	None			
Church Leaders Ministry Team	None			
Empower	None			
Finance Volunteers	Basic Check	No	No	Other
Hungry Teams	None			
Impact Teams	None			
Info Team Volunteers	Basic Check	No	No	Other
Information Technology	Basic Check	No	No	Other
Leadership Team (only if required to take over in emergency)	Enhanced without Barring check	Yes	No	Child
The Loft team	None			
Church Leaders' Venue Hosting	None			
Mkt Place & inc Sweet Shop	None			
Ministry Enabling Team	None			
Pastoral Prayer	None			
Pastor (Team)	Enhanced without Barring check	Yes	OP Only	Child
Radio	None			

St Andrew's Bookshop	None				
Sanctuary	None				
Speakers	None				
Staff	None				
The Studio	None				
Trustees	None				
Village Host	None				
<b>MEDICAL TEAM</b>					
Doctor	Enhanced Barring (C&A)	with check	Yes	Yes	Child + Adult
First Aider	Enhanced Barring (C&A)	with check	Yes	Yes	Child + Adult
Nurse	Enhanced Barring (C&A)	with check	Yes	Yes	Child + Adult
Paramedic	Enhanced Barring (C&A)	with check	Yes	Yes	Child + Adult
<b>PRODUCTION TEAMS (Possibly if having unsupervised contact)</b>					
AV Team (Blue Eye/R Denham))	None				
Camera Crew LBC	None				
EEM (Formerly ICC)	None				
Gofer	None				
Production Assistant	None				
Event Support	None				
Wigwam	None				
Stewarding					
Stewarding Team	Enhanced Barring	without check	No	No	Other

Street Pastors	Enhanced without Barring check	No	No	Other
<b>CHILDREN'S TEAMS</b>				
Gems	Enhanced with Barring (C)	Yes	No	Child
Pebbles	Enhanced with Barring (C)	Yes	No	Child
Stepping Stones	Enhanced with Barring (C)	Yes	No	Child
Ground Breakers	Enhanced with Barring (C)	Yes	No	Child
Rock Solid	Enhanced with Barring (C)	Yes	No	Child
Boulder Gang	Enhanced with Barring (C)	Yes	No	Child
Fridge (RS/BG)	Enhanced with Barring (C)	Yes	No	Child
Our Place	Enhanced with Barring (C&A)	Yes	Yes	Child + Adult
Club One	Enhanced with Barring (C)	Yes	No	Child
Regional Kids Leader	Enhanced with Barring (C)	Yes	No	Child
Children's and Adults Safeguarding Leads	Enhanced with Barring (C)	Yes	No	Child
Kids Venue safety Officer	Enhanced with Barring (C)	Yes	No	Child
Kids Pastoral Leaders	Enhanced with Barring (C)	Yes	No	Child
Thirst	Enhanced with Barring (C)	Yes	No	Child

Ref NSA/April 2017

Appendix 3

**Children's or Adults Safeguarding Leads Confidential  
Alert Form**

Purpose

This form should be used to alert New Wine (NW) of any individual who poses a risk to children or adults arising from their behaviour at a NW event or within the wider community. It should only be used where it has been assessed by a Children's and Adults Safeguarding Leads (in conjunction with advice from the National Safeguarding Adviser) that an individual is unsuitable to work on team with children, young people or adults in need of protection or in conjunction with notification from a statutory agency that an individual presents a risk to the public. The information below remains highly confidential and should only be shared with the agreement of the Children's and Adults Safeguarding Leads/National Safeguarding Adviser who has completed it.

-----

Name of person causing concern \_\_\_\_\_

Date of Birth (if known) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NW Event (Please specify):

\_\_\_\_\_

Date of concern \_\_\_\_\_

Details of concern:

(Please tick)

- a) Behaviour towards a child
  - Physical
  - Sexual
  - Emotional
  - Neglect
  - Spiritual Abuse
  
- b) Behaviour towards an adult
  - Physical
  - Sexual
  - Psychological
  - Neglect
  - Financial
  - Discriminatory
  - Spiritual
  
- c) Concerning behaviour on site
- d) Concerning behaviour off site

Action taken:

(Please tick)

- a) Repeated verbal warnings
- b) Removed from team
- c) Removed from site
- d) Referral to Police or Social Care
- e) Referral to DBS

Recommendation of the Children's and Adults Safeguarding Leads (please be specific as to whether the restriction applies to returning on team or also to being on site as a delegate)

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Children's and Adults Safeguarding Leads details:

Name \_\_\_\_\_

Contact number \_\_\_\_\_

Date sent to Safeguarding Administrator \_\_\_\_\_

Please send this report to:

Safeguarding Administrator

New Wine, 4a Ridley Avenue, Ealing, London W13 9XW

Ref NSA/April 2017

**Appendix 4**

**Chief Steward Confidential Alert Form**

Purpose

This form should be used to alert New Wine (NW) of any individual whose behaviour at a NW event would exclude them from being allowed on site or on a team in subsequent years. (To be defined).

N.B. If the behaviour has been brought to the attention of the Children’s and Adults Safeguarding Leads then a Children’s and Adults Safeguarding Leads Confidential Alert Form should be used.

The information below is confidential and should be passed to the Safeguarding Administrator on completion.

-----

Name of person causing concern \_\_\_\_\_

Date of Birth (if known) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NW Event: (Please tick)

NG Week 1

NG Week 2

Date of concern \_\_\_\_\_

Ref NSA/April 2017

Details of concern:

(Please tick)

- e) Concerning behaviour on site
- f) Concerning behaviour off site

Action taken:

(Please tick)

- f) Repeated verbal warnings
- g) Removed from team
- h) Removed from site
- i) Referral to Police or any other authority

Recommendation of the Chief Steward (please be specific as to whether the restriction applies to returning on team or also to being on site as a delegate)

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Chief Steward details:

Name \_\_\_\_\_

Contact number \_\_\_\_\_

Date sent to Safeguarding Administrator \_\_\_\_\_

Please send this report to:

Safeguarding Administrator

New Wine, 4a Ridley Avenue, Ealing, London W13 9XW

April 2017

## Appendix 5

### An Agreement between \*\*\*\*\* and New Wine \*\*\*\*

**'Continue to work out your salvation with fear and trembling, for it is God who works in you to will and to act according to his good purpose.'** (Philippians 2.12-13)

**New Wine agrees to the following:**

1. to welcome \*\*\*\*\* into the fellowship of our conference;
2. to encourage \*\*\*\*\* to grow in his/her faith in Christ;
3. to help \*\*\*\*\* live out his/her new life in Christ;
4. to assist \*\*\*\*\* in his/her desire not to re-offend;
5. to guard against \*\*\*\*\* being wrongly accused of any further offence or concerning behaviours.

To this end, a circle of support, to include the following people, will know about the offences or concerning behaviours and commit to the support and supervision of \*\*\*\*\* throughout the New Wine event;

1. vicar/pastor.....
2. name .....
3. name.....
4. name.....

On behalf of New Wine the following people will know about his/her past offences or concerning behaviours: *The National Safeguarding Adviser, the Children's or Adults Safeguarding Leads, the Head of Children's Ministry, the Conference Host and the Chief Steward (responsible for site security)*. No one else will be informed about his past offences, unless there is a perceived risk to children, adults in need of protection or any other member of the public. Appropriate levels of confidentiality will be maintained.

**\*\*\*\*\* agrees to the following:**

1. to attend only designated services and meetings, agreed in advance with the circle of support and the representatives from New Wine (usually this will be the Children's or Adults Safeguarding Lead);
2. to sit apart from children and young people or adults in need of protection (subject to the concerns identified) at these services and meetings;
3. to stay away from areas of the conference where children or young people or adults in need of protection meet (subject to the concerns identified);
4. to ensure that he/she is never alone with children or young people or adults in need of protection (subject to the concerns identified);
5. to accept the supervision and guidance of members of the circle of support group (see above);
6. not to accept any official role which gives him/her actual or perceived authority over others;
7. not to volunteer for any role that would involve responsibility for children (subject to the concerns identified).

If this agreement is broken by \*\*\*\*\* , he/she understands that this may result in him/her being removed and banned from all New Wine Conferences, and the churches, the Police, or Probation Services being informed.

Signed by offender.....

Date .....

Signed by vicar or pastor .....

Date .....

Signed by Children's or Adult Safeguarding Lead; .....

Date.....

**INFORMATION FOR VULNERABLE ADULTS (OUR PLACE)**



**Our Place  
Adult information form**

<p><b>Personal details</b> Name: Date of birth: Age:</p>
<p><b>Contact details</b> Please provide names and mobile telephone numbers of at least one person on site who can be contacted if necessary.</p> <p>Name: Number: Relationship:</p> <p>Name: Number: Relationship:</p>
<p>Does anyone make decisions on your behalf (MC Act), &amp; if so, is that person on site? If yes, please give their details -</p>
<p><b>Medical information</b> Please indicate any medical needs, allergies etc. that we need to be aware of. If you are currently taking any medication, when does it need to be taken, &amp; do you need any assistance to take it? <i>(Please note that the Our Place team will not generally assist with taking medication &amp; any help which is required will need to be agreed in advance).</i></p>
<p><b>Personal needs</b> Do you need any help with going to the toilet? If so please let us know how we can help you.</p> <p>PTO</p>

**Additional information**

Please add any additional information you would like us to know, e.g. a brief profile of individual strengths, interests and needs and how we can best support you at New Wine this year.

Please note that Our Place is a mixed age venue and we are required by the Children's Act to ensure everyone's safety. Is there anything we need to know that will help us to keep you and younger children safe?

Form completed by:

Date:

Many thanks, The Our Place Team

**Appendix 7**  
**Positive Handling Policy (Our Place)**



**Our Place Positive Handling Policy**

**Introduction**

The purpose of this policy is to describe the Our Place approach to the management of rare situations when children and young people present extremely challenging behaviour which may require some form of physical intervention from adults. Our Place has adopted the phrase Positive Handling in line with many other authorities and organisations.

- Some children who are registered with Our Place will have needs that may cause them to display challenging behaviours.
- Team have a responsibility to reduce the risk of such behaviours by creating an environment that allows children and young adults to feel as safe and calm as possible whilst in our care.

**De-escalation strategies**

- When children and young people display challenging behaviour, we can attempt to calm the situation through the use of both non-verbal and verbal strategies where possible.
- In most cases the use of de-escalation strategies can change a child's or young person's attitude enough to diffuse the situation.
- Strategies can include:

<b>Use of space</b>	<b>Step away from the child or young person, allow space for the child to 'let off steam'</b>
<b>Safe and comfortable environments</b>	<p><b>Ensuring a child or young person feels safe will help the child or young person to calm more quickly</b></p> <p><b>Parents advice can help you to know how to make an environment feel safe for their children</b></p> <p><b>Offer time out in an environment where there is no audience (there is usually a space behind the stage in inclusion venues)</b></p> <p><b>Provide structure through the use of visual schedules, and communication systems appropriate to the child that you are working with.</b></p>
<b>Diversions</b>	<b>Offer a favourite toy, a motivating activity, 'let's look at this book', a change of person</b>
<b>Calm stances and postures</b>	<b>Use of positive, open body stances, standing with arms open, hands palms up, rather than crossed arms or hands in pockets.</b>
<b>Non-threatening facial expressions</b>	<b>SMILE!! Remain calm, try not to look cross or frustrated with the child or young person</b>

<p><b>Low tone, volume and pace in communication</b></p>	<p>Try to talk in deep and quiet tones, often when being kind we tend to talk with a higher pitch to our voices, this is more likely to heighten anxiety levels.</p> <p>Keep your communications slow and steady, don't throw too many words at the child or young person.</p>
<p><b>Low tone, volume and pace in communication</b></p>	<p>Try to talk in deep and quiet tones, often when being kind we tend to talk with a higher pitch to our voices, this is more likely to heighten anxiety levels.</p> <p>Keep your communications slow and steady, don't throw too many words at the child or young person.</p>
<p><b>Careful use of words</b></p>	<p>Less is more, only speak if it will be appropriate and helpful to the situation</p> <p>Provide a 'get out with dignity' – "I'll come back and speak to you when things have cooled down a bit"</p> <p>Start with "I" rather than "you"</p> <p>Avoid remarks that will imply blame</p> <p>Express feelings in a calm and constructive manner "when you spit it upsets me"</p> <p>Repeat simple clear directions</p>
<p><b>Physical reassurance and prompts</b></p>	<p>Some children will calm more quickly when physical reassurance is used. It is important to remember that every child is different and will need a different level of touch. Communicate with parents as to what works best with their child when they are distressed.</p>
<p><b>Effective guides and escorts</b></p> <p><b>Releases and holds with minimum drama and effort</b></p>	<p>There will be people who have had specific training in guides, escorts, releases and holds, these people will intervene if a child displays behaviour that could need such support.</p>

**Guides, escorts and holds**

- Sometimes de-escalation strategies might not be sufficient for our children and young people, which could result in the need to use guides, escorts or holds.
- Behaviours that may result in guides, escorts or holds being used are: physical assault, self-harm, and damage to property (this list is not exhaustive).

- All incidents involving a guide, escort or hold must be measured as ***'reasonable, proportionate, legitimate and necessary'*** to the behaviour being displayed, and **must only be used as a last resort** once all other strategies have been exhausted.
- There are people on the Our Place team who will have had specific training in positive handling. Those people will be named and a record kept in Our Place kid's venue. However in the event of a child, or young person's safety being compromised anyone has the authority to use reasonable force.

#### **Debriefing**

- After an incident has occurred, an incident form must be completed within 24 hours. The inclusion coordinator (if the incident happened in inclusion), venue leader (if the incident happened in Our Place), or Our Place team leader must be made aware of the incident. Information will then be cascaded confidentially to appropriate people.
- Team involved in a positive handling incident that has involved a guide, escort or hold; should be debriefed with a team leader present, and opportunities for prayer and counsel sought if wanted.
- Lessons learnt from any incident should be recorded and communicated further, if deemed necessary by the team leader.

**Appendix 8**



**Record of Restraint Form 2017**

**Name of Child:**

**Name of Team Member(s) undertaking the restraint:**

**Date:**

**Venue:**

**Time:**

**Details of incident:**

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**Continue overleaf if needed**

**Details of Debrief Session:**

**Names of any adult witnesses:**

**Signed:**

**Date:**

## Appendix 9 NW Prayer Ministry Guidelines

### GENERAL MINISTRY:

#### When Ministry has already been commenced from the platform.

Often God operates sovereignly – and we need to stand back and allow God to be God. Do not intrude on God’s private time with the delegate, but focus on the Lord and encourage the delegate to go on receiving. ‘The Holy Spirit is on you...’ ‘Go on receiving...’ ‘Don’t open your eyes...’ ‘I bless what God is doing...’ This approach to ministry applies following a general invitation, from the leadership, for delegates to be open and receive the Holy Spirit. As far as possible, please try to minister to people of the same sex as yourself, although occasionally you may be asked to minister to either sex. In most cases, you will be ministering on your own, just blessing what God is doing.

### INDIVIDUAL MINISTRY:

#### Staying with someone for longer-a slightly different ministry may develop.

If an individual comes up for specific prayer, or during general ministry when a person may start to manifest more powerfully, please remember that New Wine has a general policy of same-gender ministry, so please only minister to delegates who are the same sex as yourself. The ministry should be Christ centred and Holy Spirit led, but your part may be more active. In this more intimate ministry, you should try to minister in two’s, one of whom should be the same sex as the delegate. The suggestions below may be useful:

<ul style="list-style-type: none"> <li>• Ask what the person is seeking from the Lord.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the recipient and to the Holy Spirit.</li> </ul>
<ul style="list-style-type: none"> <li>• Invite the Holy Spirit to come, to lead, to guide and encourage.</li> </ul>	<ul style="list-style-type: none"> <li>• Remember the place of repentance – forgiving and being forgiven.</li> </ul>
<ul style="list-style-type: none"> <li>• Remember there is a place for expressing feelings.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait – it is God’s work, not yours.</li> </ul>
<ul style="list-style-type: none"> <li>• You can ask the person questions: e.g. ‘What do you feel God is doing?’</li> </ul>	<ul style="list-style-type: none"> <li>• If you feel it is right, speak to the condition in Jesus’ name.</li> </ul>
<ul style="list-style-type: none"> <li>• If you have a prophetic word or picture, pray in to it –or offer the word in such a way that it gives the person the freedom to weigh it. Never insist that it is a word from God: remember that you could be wrong.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not be shocked by anyone’s disclosure – be loving and remember our values– confidentiality etc.</li> <li>• Offer any words or thoughts sensitively, recognizing that you may be wrong.</li> </ul>

**If at any time you recognise that you should not be ministering to someone, especially if they are of a different gender to yourself, it is your responsibility to stop. Do not continue ministering alone: please ensure that you ask a fellow Ministry Team member who is of the same sex as the delegate that you are ministering to - to partner you.**

**We are there to make things safe** – so be watchful because the person could fall! Never push anyone, but watch for their safety as, and after, they have gone down. Encourage them to stay in the Lord’s presence and to go on receiving. (Some people have ‘fear of falling’ issues. Allow them to be prayed with in a sitting position.)

**The laying on of hands is biblical** –for blessing, healing, healing touch. However, be sensitive as to where you place your hands, and only touch in a restrained and appropriate manner.

**Help allay a person’s fears** – of what God is doing: ‘Don’t be afraid...’ ‘It’s OK to receive...’ ‘It’s OK to express your feelings...’ ‘You can stop at any time but try to go with it...’ ‘God loves you...’

**Each individual has a responsibility for his/her own life** – even Jesus asked ‘What do you want me to do?’ (Mark10: 51). It is often important for the individual to pray aloud to the Lord if he/she wants healing, guidance feels stuck or does not know what to do next. Stay with him/her in his/her confusion but do not accept responsibility for his/her life.

**Be aware of your own issues** – avoid projecting on to someone else what God is doing with you. Let each individual find out what God is doing in his/her life.

**Do not let people become dependent on you** – Do not make appointments to pray with individuals outside the meeting, nor allow people to ask for ministry from certain people. If they request further prayer ministry refer them to the Prayer Ministry Leader responsible for this. This is the Holy Spirit's ministry: the person who ministers is not important. The only exception to this rule is if/when we realise we are out of our depth, or beyond our experience, and need to refer to someone else with higher authority and more experience.

**Never tell a person that they have an evil spirit** – assume that the person is manifesting his/her pain or hurt. If an evil spirit is suspected refer to the Ministry Team Leader.

Be aware that people may show unusual manifestations – Some people show unusual reactions when they are being ministered to such as shaking, falling in the spirit, crying, shouting or laughing. This is often the work of the Holy Spirit's activity and we do not wish to stop His work. Bless what God is doing and endeavour to keep them safe. If the person becomes too distressed or noisy speak God's peace to them in Jesus' name and calm them down. Consult the Holy Spirit about alarming manifestations; let Him show you what to do – if anything.

**Anyone reporting physical or sexual abuse needs sensitive support** – please ensure that you ask an experienced Ministry Team member to partner you. If it is a past experience, you can deal with it as a deep hurt that needs safe expression of feeling, and recognition of where the true responsibility lies (with the abuser), which hopefully will lead on into forgiveness, and asking God for healing. It is important to remember that most healing is a process and takes time. Do not force people to go faster than they are able. Report all forms of abuse to the Ministry Team Leader.

**You are working under authority – so please recognise your limits.**

Do not intrude when others are ministering unless invited. Be open to correction and guidance. Report to your Ministry Team Leader any individuals who you believe to be mentally ill, needing deliverance, or victims of physical/sexual abuse, or any incident where someone has been hurt. Be aware of confidentiality and, if in any doubt, please ask an experienced Ministry Team member to assist you.

### **Praying with Children, Young People and Adults in need of protection**

- Those praying should always be authorised and trained for prayer ministry with children in accordance with NW policy.
- Children and adults in need of protection are easily frightened and are very susceptible to suggestion. They may also be upset by shouting and may easily believe that they are bad, wicked or corrupt. A child or adult in need of protection should **NEVER** be shouted at or be told that they are demonized, possessed or oppressed by the devil, evil spirits and such like.
- It is very important not to miss problems arising from behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours which will usually be the cause of the person's additional needs.
- Those praying should never pray with, or be on their own with, a child or adult in need of protection in an unsupervised situation.
- All prayer ministry with children and adults in need of protection should take place under proper leadership supervision and not after 10.30pm.
- Team should never pray with, or meet with, a child or adult in need of protection outside the organised activity other than detached youth team.
- Words and actions may be open to misinterpretation, and therefore great care should be taken to avoid situations in which actions could be misunderstood.
- All steps must be taken to ensure that the venue is safe for children and adults in need of protection. Any concerns should be reported to the team Leader.
- NW does not offer a ministry of deliverance for children or adults in need of protection.

#### **Special Exception – Prayer Shacks**

- Prayer Shacks are used as a special place for the children to pray within the larger children's venue. They are used during main sessions as a place where children can pray alone or be prayed for.
- They are also used as a place for ministry after instruction from the front which some of the children wish to respond to.
- Prayer Shacks will always be in the larger venue and in public view. If using a gazebo type structure, up to three sides may be closed off for privacy. One side must be left open.
- In these circumstances only, those who have been trained to pray at Prayer Shacks may pray one to one with children and young people.
- All other guidelines regarding prayer ministry and touching must be adhered to.

## Appendix 11

# New Wine

*Local churches changing nations*

### Reference Request Email

Dear Referee

The following person has applied to be a volunteer at a New Wine event, and has selected you to be their referee.

Applicant:

We would be grateful if you could complete a reference form as soon as possible, as any delay may affect their application. If you do not know this person, or do not wish to act as a referee, please contact the New Wine office on 0845 437 8656.

You do not need any login details, you should be able to access the form from the link below.....

## Appendix 12

# REFEREE INFORMATION 2017

The applicant named on the enclosed reference form has applied to work as a volunteer for a team at a New Wine event, and has given your name as a referee. Please complete the reference as fully and honestly as you can, without being unrealistically positive. If you have any queries about providing a reference, please do not hesitate to contact us on 020 85676717, or email [info@new-wine.org](mailto:info@new-wine.org).

Thank you!

*Please note: late arrival of this reference may delay consideration of the application.*

### **WHY DO WE NEED REFERENCES?**

Volunteers come into contact with many people and are in varying positions of responsibility. It is for this reason that we need references. We ask each applicant to provide two referees. One needs to be a church leader who has known the applicant for at least two years. The other should ideally have seen the applicant serving in a similar position to the team applied for. This is particularly important if the applicant is applying to work on a children's team. This referee may have known the applicant for less than two years. **Please be aware that referees should not be related to the applicant.**

### **NEW WINE EVENTS 2017**

The conferences are held at the Royal Bath & West Showground in Somerset from 22-28 July 2017 and 30 July- 5 August 2017. The programme for adults and children alike features a wide range of activities including teaching, seminars, worship and ministry. There are also plenty of fun activities happening throughout the day and into the evening. At New Wine we seek to draw deeper into relationship with God through passionate worship, inspirational teaching and ministry in the power of the Holy Spirit.

### **JOB DESCRIPTION**

Team members need to demonstrate:

- An active and living faith in Jesus and a desire to serve him
- The ability to work in a team and respond positively to leadership
- The appropriate physical resilience to cope with the demands of the role
- The ability to remain calm in stressful situations
- Punctuality, flexibility and initiative

### **FULL-TIME TEAMS**

The following teams require the applicant to work a full day: Children's Work; Youth Work (Thirst); Our Place (for those with Special Needs); Catering; Stewarding; Medical; Site Crew; Cafés; and Radio.

For those applying to Children's or Youth teams, the age groups that the applicants would be working with are:

Gems 0-2 years; Pebbles 3-4 years; Stepping Stones 0-4 years; Groundbreakers 5-7 years; Rock Solid 8-9 years; Boulder Gang 10-11 years; Stomping Ground (family play area) 3-11 years; Club One 12-13 years; Thirst 14-18 years.

*Please advise us if for any reason the applicant is unsuitable to work in this capacity or would be unable to manage the workload. Applicants under the age of 18 years can only serve for one week.*

### **PART-TIME TEAMS**

There are also Village Host and Prayer Ministry teams, both of which require a part-time contribution.

## **New Wine's Vision**

To see the nation changed through Christians experiencing the joy of worshipping God, the freedom of following Jesus, and the power of being filled with the Spirit.

To see churches renewed, strengthened and planted, living out the word of God in every aspect of life, serving God by reaching the lost, broken and poor, and demonstrating the good news of the Kingdom of God to all.

## **New Wine's Values**

**Cross & Resurrection** – we want to honour all that Jesus has done for us on the cross, and to embrace the way of the cross for ourselves, while also knowing the power of his resurrection to **set us free**.

**Continuity & Change** – we want to be faithful guardians of an unchanging message about the person and work of Jesus, and the need for personal salvation and sanctification, while also adapting ways of worship, teaching, being church and doing mission according to culture and context.

**Gracious & Truthful** – we want to be kind and generous in the way we think and speak about others whether they agree or disagree with us, while also clearly communicating what we believe and why we believe it.

**Leadership & Every-member ministry** – we want to train and deploy anointed, courageous and missional church leaders, while also equipping every Christian to serve like Jesus in their home, church, work and life-place.

**Mission & Community** – we want to see the church become a missionary movement to love and reach the lost, to care for the poor and to bring justice to our homes, neighbourhoods, workplaces and nations, while also being a grace-filled community in which people can find relationship, healing, faith, hope and love.

**Natural & Supernatural** – we want to see every Christian using all the natural reason, wisdom and skill that they can, while also learning to operate in the supernatural gifts of the Spirit to minister to others in love and power as Jesus did.

**Now & Not yet of the Kingdom** – we want to proclaim the good news of the Kingdom of God and to see that confirmed by miraculous signs and wonders, while also ministering grace to all, knowing that suffering will be part of life until Jesus returns and makes all things new.

**Transcendence & Presence** – we want to live lives that celebrate God's awesome power, transcendent majesty and sovereign work, while at the same time experiencing his intimate presence as we encounter him in heartfelt worship.

**Unity & Diversity** – we want to work with everyone who holds these values in open, mutually accountable friendship, while also acknowledging and honouring differences in leadership style, church characteristics and denominational emphasis.

**Word & Spirit** – we want to derive all we believe, teach and do from the Bible as the written word of God, while also learning to hear and obey the voice of the Spirit speaking to us individually and collectively.

**Unity & Diversity** – we want to work with everyone who holds these values in open, mutually accountable friendship, while also acknowledging and honouring differences in leadership style, church characteristics and denominational emphasis.

**Word & Spirit** – we want to derive all we believe, teach and do from the Bible as the written word of God, while also learning to hear and obey the voice of the Spirit speaking to us individually and collectively.

## Appendix 13

### Guidelines for discipline

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

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other team if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore that each child should be dealt with on an individual basis.

Some children may become disruptive in a group setting. Give them a chance, warn them and only separate as a last resort.

- Have a disruptive child sit right in front of you or sit them next to another team member
- Be pro-active and encourage team to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, while encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. Inform the child that if the behaviour continues their responsible adult will be contacted and they may be asked to leave the session.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.
- Pray with the other workers before the session in Team time and afterwards in the debrief.

## Appendix 14

### Children's Workers' Information Cards (Front and Back of cards- credit card sized)

#### Responding to a disclosure

- ▶ Listen and keep on listening
- ▶ Don't ask leading questions
- ▶ Don't promise confidentiality
- ▶ Accept what you hear without passing judgement
- ▶ Tell the person what you're going to do next
- ▶ Make sure the person is safe before letting them go
- ▶ Make careful notes asap (within an hour if possible, with info. like: circumstances, what the person said, what you said, time and date of the incident)
- ▶ Contact your team leader or the person in your team responsible for safeguarding concerns
- ▶ Don't talk to others
- ▶ Listen and pass on - don't question or investigate

## NewWine

#### Safeguarding Good Practice

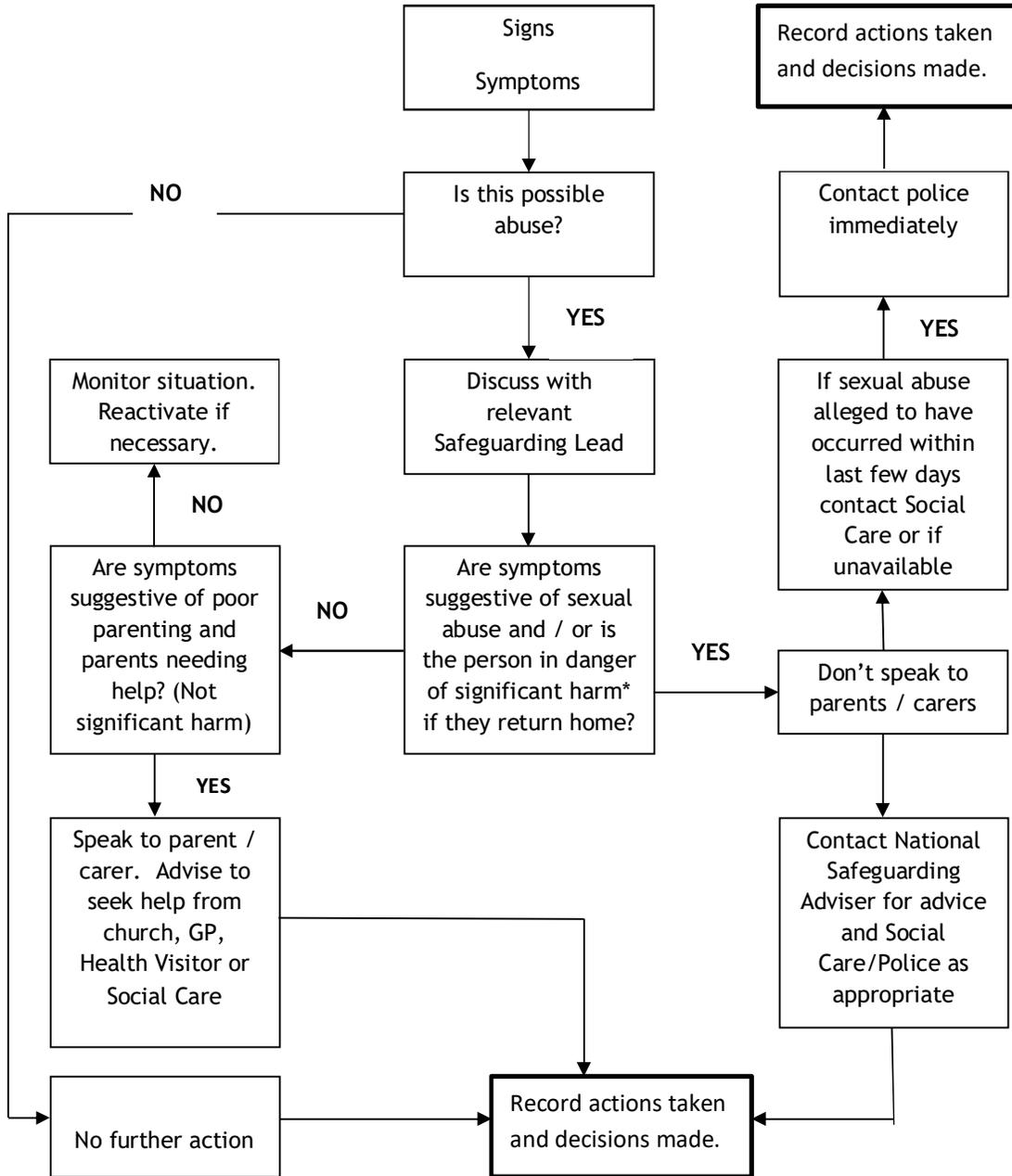
- ▶ Treat all people with dignity and respect
- ▶ Respect personal privacy and maintain appropriate boundaries
- ▶ Work in pairs and teams at all times
- ▶ Be available and be ready to refer to someone more experienced
- ▶ Avoid questionable activity e.g. rough/sexually provocative games and inappropriate language
- ▶ Follow accepted policy and guidelines relating to children, young people and vulnerable adults and in all other respects
- ▶ Challenge unacceptable behaviour and report all allegations and suspicions of abuse
- ▶ Be a good role model and example for people to follow at all

## NewWine

**Appendix 15  
Flow Chart for Action**

**Children’s and Adults Safeguarding Lead - Action Flow Chart**

**This is not a substitute for a formal safeguarding policy.**



## CHAPTER 6

### REFERENCES & RESOURCES

#### Useful Addresses and Telephone Numbers

##### **Churches' Child Protection Advisory Service**

P O Box 133, Swanley, Kent, BR8 7UQ

Tel: 0845 120 4550

Helpline: 0845 120 4551

Fax: 0845 120 4552

Web: <http://www.ccpas.co.uk>

E-Mail: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)

We provide support and training and can advise and support in policy formulation and help in individual cases of abuse.

**NSPCC**, Weston House, 42 Curtain Road, London, EC2A 3NH Tel: 0207 825 2500

Web: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Protection 24hour Helpline: 0808 800 500

The NSPCC also have excellent publicity information and leaflets.

**National Early Years Network**, 77 Holloway Road, London, N7 8JZ. Email: [info@neyn.org.uk](mailto:info@neyn.org.uk)

**National Children's Bureau**, 8 Wakley Street, London EC1V 7QE. [www.ncb.org.uk](http://www.ncb.org.uk)

**Kids Clubs Network**, 3 Muirfield Crescent, London E14 9SZ. Tel: 0207 512 2112. [www.kidsclubs.com](http://www.kidsclubs.com)

**OFSTED**, 22 Kingsway, London WC2B 6SE, Tel 0207 421 6800

**ChildLine**, 45 Folgate Street, London, E1 6GL

Tel: 0207 239 1000

Web: [www.childline.org.uk](http://www.childline.org.uk)

24 Hour helpline for children: 0800 1111

National free bilingual helpline for children in trouble or worried. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help.

Childline offer an additional telephone helpline - 'The Line' - for children living away from home (in foster care or residential care) which operates as follows: Mon - Fri 3.30 p.m. to 9.30 p.m. Sat - Sun 2.00 p.m. to 8.00 p.m. The helpline is specifically

for children in care to share their feelings of separation and loss etc. The helpline number is 0800 884444.

**Kidscape**, 2 Grosvenor Gdns, London, SW1W 0DH.

Tel: 0207 730 3300

National charity teaching children how to keep safe. They publish a lot of useful information on protecting children from both abuse and bullying.

**STOP IT NOW! UK** P.O. Box 9841, Birmingham,

B48 7WB Freephone Helpline 0808 1000 900

Email: [office@stopitnow.org.uk](mailto:office@stopitnow.org.uk)

An alliance of major child protection/statutory agencies working with offenders and potential offenders to prevent sexual abuse.

**AMAZE** (Association of Christian Youth & Children's Workers) P.O.Box 5898, Hinckley, Leicestershire, LE10 2YX Tel: 0116 254 4693

**ACC** (Association of Christian Counsellors)

29 Momus Boulevard, Coventry, CV2 5NA

Tel: 024 7644 9694

Web: [www.acc-uk.org](http://www.acc-uk.org)

Email: [office@acc-uk.org](mailto:office@acc-uk.org)

Gives advice about training, accreditation and supervision of Christian counsellors.

##### **Christian Survivors of Sexual Abuse**

BM-CSSA, London, WC1N 3XX (This is the full address) There is no telephone line for general use.

**CCI** (Christian Camping International) 2 Leon House, Queensway, Bletchley, Milton Keynes, MK2 2SS

Tel: 01908 641641

Web: [www.cci.org.uk](http://www.cci.org.uk) Email: [office@cci.org.uk](mailto:office@cci.org.uk)

An association of Christian organisations and individuals involved in camps and similar activities, provide a lot of helpful advice in organising and running residential activities.

##### **Charity Commission**

Web: [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

See website for regional office detail

## Resources

Video Workpack. (CCPAS) A complete training course over three sessions with convenor's notes and work sheets (photocopyable) for each participant. This is designed to cover material addressed at our seminars but has the advantage of group members being able to work together at their own pace. The material can be re-run as new workers are appointed, and it can be made applicable to the local church or organisation.

The video pack is professionally produced, and aims to help workers respond appropriately to problems of abuse, develop safe practice for working with children and implement the principles contained in this manual. The Updating service ensures that the material will always be current whenever the pack is used.

Distance Learning Workpack. (CCPAS) Similar to the Facing the Unthinkable video workpack, but designed for those working on their own rather than in a group. Also includes free Updating service.

A Duty to Care. (CCPAS) Designed for church councils, management committees etc who need an awareness of child protection issues but not the full training programme.

The Church and Child Abuse. (CCPAS) A set of 3 CDs of a live recording of a half day "Facing the Unthinkable" seminar covering issues of child protection and abuse. It gives advice on preparing a child protection policy and how workers can protect themselves against false allegations.

Contact us for more details:

CCPAS, PO BOX 133  
SWANLEY  
KENT  
BR8 7UQ.  
TEL: 0845 120 4550  
WEB: [www.ccpas.co.uk](http://www.ccpas.co.uk)