

BETHEL UNITED CHURCH OF JESUS CHRIST (APOSTOLIC) UK

SAFEGUARDING POLICY

Introduction

Bethel United Church of Jesus Christ (Apostolic) UK (hereafter, "The Church")

Head Office: Bethel Convention Centre, Kelvin Way, West Bromwich, B70 7JW

Tel: 0121 553 5566

Local Church: BRISTOL _____

Church Statement

The Church has a growing children's and young people's ministry. The National Ecclesiastical Council (hereafter, the (N.E.C.) takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to The Church's care.

Church Mission

As part of the Mission, The Church and N.E.C. is committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within Church activities
- Encouraging and supporting parents/carers
- Ensuring that children/youth workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child-care authorities

Areas Of Policy

The Church and N.E.C. recognize that many children and young people today are the victims of neglect, physical, sexual and emotional abuse. Accordingly, The Church and N.E.C. have adopted the policy contained in this document, entitled "A Policy on the Protection of Children and The Appointment of Children's Workers" (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of The Church
- Appointing children/youth workers
- Supervision of activities
- Practice issues
- Helping victims of abuse
- Working with offenders

The Church and N.E.C. recognise the need to build constructive links with the childcare agencies. Accordingly, these guidelines have been prepared in consultation with **Bethel Church Bristol** and **Thirtyone Eight**.

The Children and Young People's Services work with children and young people up to 17 years old and their families. To contact a social worker for children and young people please get in touch with the office nearest to the child's home. Between 9.00 AM and 5.00 PM weekdays, these are:

First Response Team
(See Appendix for
contact numbers)

This document is based on a model child protection policy supplied by Thirtyone:eight – a project of PCCA Child Care. PLEASE NOTE: You no longer need to log a copy of your policy with Thirtyone:eight.

This policy must not be copied by other church organisations without the written agreement of the Bethel National Ecclesiastical Council Safeguarding National Officer

TABLE OF CONTENTS

1. DEFINITIONS OF ABUSE	4
2. RECOGNIZING AND RESPONDING TO ABUSE.....	7
3. WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED	9
4. ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT.....	9
5. ALLEGATIONS OF SEXUAL ABUSE.....	10
6 HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE	10
7. WHAT TO DO ONCE A CHILD HAS TALKED TO YOU ABOUT ABUSE:	11
8. WORKING WITH OFFENDERS	12
10. ARRANGEMENTS FOR SUPERVISION OF GROUP/CHILDREN’S ACTIVITIES	12
11. TRAINING AND SUPERVISION.....	13
11.1 SUPERVISION/PRACTICE SKILLS	13
12. TRANSPORTING CHILDREN.....	15
13. ABUSE OF TRUST:	16
14. BOUNDARIES	16
15. SAFETY MATTERS.....	16
16. HELPING CHILDREN TO PROTECT THEMSELVES.....	17
17. GUIDELINES FOR GOOD PRACTICE.....	18
18. APPOINTMENT OF WORKERS.....	19
USEFUL INFORMATION	20
APPENDIX 1: CHILD PROTECTION FLOW CHART	21
APPENDIX 2: TAKING CARE OF TOUCHING	22
APPENDIX 3: ISSUES RELATING TO CAMPS.....	22
FORM BUCJC/AF/1	23
FORM BUCJC/CON/2	28
FORM BUCJC/CONS/3	29
FORM BUCJC/CONSENT/4.....	31
FORM BUCJC/ACC/5.....	32
FORM BUCJC/ACTION/6.....	34
APPENDIX COVID 19.....	38

1. Definitions of Abuse

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document based on the Children Act 1989, has been updated to the Social Services and Well-being Act 2014 (England) Social Services and Well-being (Wales) Act 2014. The Act provides the legal framework for improving the well-being of people who need care and support, and carers who need support, and for transforming social services in Wales. In respect of adults, the Care Act 2014.

Physical abuse

Physical abuse means deliberately hurting a child or young person. It includes physical restraints such as being tied to a bed, locked in a room inflicting burns cutting, slapping, punching, kicking, biting, or choking stabbing or shooting withholding food or medical attention, drugging, denying sleep, inflicting pain shaking or hitting babies fabricating or inducing illness (FLL). Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy*.

Spiritual/Religious Abuse

This is defined as abuse administered under the guise of religion, including harassment, or humiliation, which may result in psychological trauma. Religious/spiritual abuse may also include misuse of religion for selfish, secular, or ideological ends such as the abuse of a clerical position.

Emotional or Psychological Abuse

This describes physical, sexual, psychological, emotional, or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution, or any other place). It is the persistent emotional ill treatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

There are two types of sexual abuse. These are called contact abuse or non-contact abuse. Contact abuse involves touching of any part of the body (whether the child is wearing clothes or not), rape or penetration (by putting an object or body part inside a child's mouth, vagina or anus), forcing or encouraging a child to take part in sexual activity, making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It also includes encouraging a child to watch or hear sexual acts, not taking proper measures to prevent a child being exposed to sexual activities by others, meeting a child following sexual grooming with the intent of abusing them, online abuse (including making, viewing or distributing child abuse images), allowing someone else to make, view or distribute child abuse images, showing pornography to a child and sexually exploiting a child for money, power or status (child exploitation).

Financial Abuse

Financial abuse includes theft, fraud, pressure about money, and the misuse of money.

Neglect

This means a failure to meet a person's basic physical, emotional, social psychological needs, which is likely to result in an impairment of the child's/young person's wellbeing. (for example, an impairment of the person's health or development). It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Organized Abuse

Organized or multiple abuse may be defined as abuse involving one or more abuser and several related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organized and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

Child Trafficking Abuse

It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation. Child trafficking is a form of modern slavery (HM Government, 2014).

Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

Criminal activity, including, cannabis cultivation, street crime - such as pickpocketing, begging and bag theft, moving drugs, benefit fraud, immigration fraud, selling pirated goods, such as DVDs. Forced marriage, domestic servitude, including cleaning, childcare, cooking forced labour, including working in: restaurants, nail bars, factories, agriculture.

Illegal adoption, unreported private fostering arrangements (for any exploitative purpose).

This list is not exhaustive and children who are trafficked are often exploited in more than one way. (HM Department for Education (DfE) and Home Office, 2011; Department of Health, Social Services and Public Safety and Police Service of Northern Ireland, 2011; Scottish Government, 2013; Wales Safeguarding Procedures Project Board, 2020).

Cyber Bullying

Cyber bullying is no different from ordinary bullying except a child (anyone under 18 years) bullies another child using digital technologies such as a computer or mobile phone. If an adult, bullies a child, it is called cyber-stalking and can be even more serious.

Just as bullying face to face is unacceptable, so is being sent messages or images that contain bullying material. It can include pictures, text, phone calls and hits on your social networking profile.

What the bully wants is attention by getting a reaction. If you are being bullied it can be very distressing and impact your life in all sorts of ways. You do not have to put up with it!

Getting good advice and support as well as not giving the bully the attention they crave will help you feel better and provide you with positive ways of dealing with the problem.

If you think you are being bullied or stalked, cyber or otherwise, tell a trusted adult such as a parent, teacher or friend. Childline: 0800 1111.

- Due to Covid-19 a number of meetings have been held online. A protocol will need to be put in place to protect how churches implement changes in respect of who can be seen online, access to YouTube, Zoom and Teams.

Changes to our policy in respect of educating our under eighteen young people, due to changes within the Educational System which has now become law.

'Up-skirting'

This entails taking pictures or photographs of under clothing with intent to view genitals or buttocks and is a criminal offence. This practice could lead to up to 2 years in prison and be placed on the Sex Offender Register. This behaviour needs to be reported to the Local Safeguarding Lead, the Local Pastor to be informed in the first instance and the Police to be notified.

Female Genital Mutilation

Female Genital Mutilation comprises all procedures involving the removal of the external female genitalia organs for non-medical reasons, as defined by the World Health Organisations (WHO). This is practiced on girls and young women under 18. FGM is not prescribed by any religion and has no health benefits. It can cause life lasting physical and psychological trauma. This practice violates children's rights, defined in the Convention of the Rights of the Child. (Article 2, Article 19 (1), (Article 24), (Article 37). "to protect adolescents from all harmful traditional practices, such as early marriage, honour killings and female g m" (2003). If we are aware of the practice and it has been reported, then the procedure is to make the Safeguarding Lead aware so that this can then be reported to the local Children's Services. We have a legal obligation to report this when it is suspected.

Peer-On-Peer Abuse

There is evidence to suggest that criminal exploitation and sexual abuse, both directly and in the form of grooming, are among the biggest concerns here. Peer-on-peer abuse includes:

- Physical and sexual abuse
- Sexual harassment and violence
- Emotional harm
- On and offline bullying
- Teenage relationship abuse • Gang activity

This list is not exhaustive. The perpetrator and victim should be of a similar age and be under 18 years old.

Gang Activity and Youth Violence.

This includes where a child or young person is exploited (sexually and/or physically/criminally) by a gang, but this is not necessarily the reason that gangs are formed. The Office of the Children's Commissioner has defined CSE in gangs and groups as:

- Gangs – mainly, comprising of men and boys aged 13-25 years old, who take part in forms of criminal activity (e.g., knife crime or robbery) who can engage in violence against other gangs, and who have identifiable markers, for example a territory, a name, or sometimes clothing.
- Groups - involves people who come together in person or online for the purpose of setting up, coordinating and / or taking part in the sexual exploitation of children in either an organised or

opportunistic way. Types of exploitation may include using sex as a weapon between rival gangs, as a form of punishment to fellow gang members and / or a means of gaining status within the hierarchy of the gang. Children and young people may be forced to enter into the gang by carrying out an initiation process which may be harmful to them and/or inflict harm to others. Where abuse takes place in a gang environment, members may perceive the abuse as normal, as well as accepting it as a way of achieving a respected status/title within the gang.

Children at risk of Peer-on-Peer abuse are girls and young women, boys and young men and anyone considered as diverse and different.

Supporting The Victim and Alleged Perpetrator

Abuse that involves or is believed to involve sexual assault and violence must always result in a multi-agency response. As well as supporting and protecting the victim, professionals need to consider whether the perpetrator could be a victim of abuse and has too experienced abuse. Perpetrators may also be in danger of being subject to abuse post an allegation. Measures to support them should be in place here too.

Peer pressure can be huge for children and young people and there will be times when the abuse, in whatever form it takes, looks consensual. This is another reason where a multi- agency approach is needed, potentially involving both social care and the police, to ensure investigations are properly conducted.

In situations where the children or young people are in the same class or even school, risk assessments should be in place, to safeguard both parties, these should consider how best to keep the two parties apart whilst at school and whilst traveling to and from school. If the allegation involves rape and/ or assault by penetration, then the statutory guidance states that the perpetrator must be removed from any shared classes. Guidance is clear that any separation arrangements must continue for as long as is necessary to make sure children are safe.

Consideration to where the alleged abuse took place must be given and should include ways that this can be made safe/ mitigated. Churches should consider this not only for their grounds and buildings but also if the abuse took place in a public space. Whilst the church cannot act on this alone, again the multi-agency approach can be vital here.

Should peer-on-peer abuse occur the local Safeguarding-Lead is to be notified and the Pastor informed. A Behaviour Policy should be in place for leads to follow. Use policies, alongside Anti-Bullying and Child Protection policies and practice. It is also key that parents are aware of these, and what constitutes acceptable language and behaviour at all times from the children both within and outside of the church setting. The church's ethos is also key; children should feel safe in coming forwards, know that they will be heard and confident that their concerns will be dealt with fairly and honestly, whilst protecting and supporting all parties involved.

Sharing nude/semi-nude images

This is a criminal offence and comes under the category of sexual abuse. Should young people under the age of 18 or adults display this behaviour, safeguarding lead to be notified and the Pastor informed. The Police will be contacted.

2. Recognizing and Responding to Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

2.1

Physical Signs of Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention.
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation.
- Cuts/scratches/substance abuse

2.2 *Indicators of Possible Sexual Abuse*

- Any allegations made by a child concerning sexual abuse.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or night terrors, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.

2.3 *Emotional Signs of Abuse*

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

3. What to Do if You Suspect That Abuse May Have Occurred

- 3.1 You must report concerns as soon as possible to **[Lorna Tucker]** (hereafter the “Coordinator”) **[07399258320]** who is nominated by the N.E.C. to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required, by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of the Coordinator, the matter should be brought to the attention of the Deputy Coordinator.
- 3.2 If the suspicions in any way involve the Coordinator then the report should be made to **[Minister Marva Callaway and Minister Michael Earle]** (hereafter the “Deputy Coordinator”) **[07399258320]** If the suspicions in any way implicate both the Coordinator and the Deputy Coordinator, then the report should be made in the first instance to **Thirtyone:eight**, [PO Box 133, Swanley, Kent, BR8 7UQ on **0303 003 1111**]. Alternatively contact Children and Young People Services on **[telephone numbers are provided in the appendix for your area]**.
- 3.3 Suspicions will not be discussed with anyone other than those nominated above.
- 3.4 It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from **Thirtyone:eight**, although we hope that members of the Church will use this procedure. If, however, you feel that the Coordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organization directly. We hope by making this statement that we demonstrate the commitment of The Church to effective child protection.

[SEE APPENDIX 1: CHILD PROTECTION POLICY FLOW CHART ON PAGE 13]

4. Allegations of Physical Injury or Neglect

If a child has a physical injury or symptom of neglect, the Coordinator will:

- 4.1 Contact Children and Young People Services (or **Thirtyone:eight**) for advice in cases of deliberate injury or where concerned about the child’s safety. The parents should not be informed by the Church in these circumstances.
- 4.2 Where emergency medical attention is necessary it will be sought immediately. The Coordinator will inform the doctor of any suspicions of abuse.
- 4.3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary.
- 4.4 If appropriate the parent/carer will be encouraged to seek help from the Children’s and Young People Services Department.
- 4.5 Where the parent/carer is unwilling to seek help, if appropriate, the Church Coordinator will offer to go with them. If they still fail to act, the coordinator should, in cases of real concern, contact the Children and Young People Services for advice.
- 4.6 Where the Coordinator is unsure whether, or not to refer a case to the Social Services, then advice from **Thirtyone:eight** will be sought and followed. **Thirtyone:eight** will confirm its advice in writing in case this is needed for reference purposes in the future.

5. Allegations of Sexual Abuse

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

- 5.1 Contact the Social Services emergency duty team for children and families or Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent (or anyone else).
- 5.2 If, for any reason, the Coordinator is unsure whether, or not to follow the above, then advice from **Thirtyone:eight** will be sought and followed. **Thirtyone:eight** will confirm its advice in writing in case this is needed for reference purposes in the future.
- 5.3 Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989 now updated to the Care Act 2014 in England and the Social Services and Wellbeing (Wales) Act 2014. The legislation recognizes the importance of agencies working together to safeguard and protect our children.
- 5.4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Coordinator or Deputy should not delay referral to the Social Services Department.
- 5.5 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Coordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 5.6 The N.E.C. will support the Coordinator or Deputy in their role. It is accepted that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

6 How to Respond to A Child Wanting to Talk About Abuse

It is not easy to give precise guidance, but the following may help:

6.1 General Points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm.
- Look at the child directly.
- Be honest.
- Tell the child you will need to let someone else know – do not promise confidentiality.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

6.2 *Helpful Things You May Say or Show*

I believe you (or showing acceptance of what the child says)

- Thank you for telling me.
- It is not your fault.
- I will help you.

6.3

Avoid Saying

- Why didn't you tell anyone before?
- I cannot 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, do not tell anyone."

Concluding

- Again, reassure the child that they were right to tell you and show that they are accepted by you
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children and Young People Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the person in your church/organization responsible for coordinating child protection concerns or contact an agency such as **Thirtyone:eight** for advice, or go directly to Children's and Young People's Emergency Duty Team/Police/NSPCC
- Consider your own feelings and seek pastoral support (if needed)

Make notes as soon as possible (preferably within ONE hour of the child talking to you), writing down exactly what the child said and when he/she said it, what you said in reply and what was happening immediately beforehand (e.g., a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.

7. *What to Do Once a Child Has Talked to You About Abuse:*

THE PROCEDURE

7.1 Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g., description of activity). Record dates and times of these events and

when you made the record. Keep all hand-written notes securely, even if these have been typed subsequently. **USE FORM BUCJC/ACTION/6 ON PAGE 25.**

- 7.2 Report your discussion as soon as possible to the Coordinator. If the latter is implicated report to the Deputy Coordinator. If both are implicated, report to **Thirtyone:eight** or to Children and Young People Services, if preferred.
- 7.3 You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- 7.4 Once a child has talked about abuse the worker/coordinator should consider whether, or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Children and Young People Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.

8. Working with Offenders

Where someone attending the Church is known to have abused children, then whilst extending friendship to the individual, the N.E.C. in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep.

- 8.1 The individual is not to be left alone with a child in the church.
- 8.2 The individual is to decline offers of hospitality from a church member where there are children in the home.
- 8.3 The individual is **NOT** to be given responsibilities where there is the potential of contact with and being left alone with a child in the church.
- 8.4 The individual is to agree to a formal contract.

9. Helping victims of Abuse

As a church we are committed to supporting victims of abuse and encouraging them in their faith.

- 9.1 The Church will offer counselling within the church or refer to other appropriate networks.
- 9.2 The Church will encourage the victim/s to continue attending the church and offer guidance.
- 9.3 The Church will offer support to the victim/s and families if needed.

10. Arrangements for Supervision of Group/Children's Activities

- Sunday School
- Children's Church
- Play Schemes
- Youth Club

For all the above FORM BUCJC/CONS/3 GENERAL INFORMATION AND CONSENT FORM on page 20 should be completed

The areas that need to be considered include the following:

- 10.1 Encouraging teamwork and mutual accountability.
- 10.2 It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the supervisor about their concerns.
- 10.3 Arranging regular workers' meetings to review procedures to ensure common approach, sharing of concerns and identifying other matters, which may need clarification and guidance.
- 10.4 Placing an emphasis on following the group's guidelines and in circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from a leader or reported immediately afterwards where this is not possible.
- 10.5 The organization of feedback sessions to report incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- 10.6 Keeping a written record of issues/decisions discussed at meetings.

11. Training and Supervision

It is important that all workers understand the agreed procedures for protecting children. Some churches may choose to obtain written acceptance of the Church's Policy Statement on Children Protection as a condition of service.

In employment, workers have clear job descriptions. This area is often insufficiently addressed in church groups for voluntary workers, but there is a case for each worker having a clear description of their tasks, supervisory arrangements (both themselves and their responsibility for others) and any guidelines and agreed procedures.

Each worker should have a named supervisory with regular opportunities, diarised for meetings, so that work can be discussed, issues aired, and prayer support given.

Regular, minuted team meetings should provide an opportunity to review guidelines and discuss problem areas.

11.1 Supervision/Practice Skills

11.1.1 Introduction

Churches often fail to provide guidelines in relation to the supervision of children and specific activities. There is often the assumption that everyone knows what is appropriate in the circumstances and is working to the same end. This is rarely the case when there is an absence of specific expectations.

11.1.2 Guidance

Clear guidance to protect children from abuse and workers from false accusations needs to be given to include the following matters:

11.1.3 Supervision

Ratio of adults to children. Number of adults who should be present at a specific indoor/outdoor activity or holiday event:

	Adults	Children
0-2 years	1	3
2-3 years	1	4
3-8 years	1	8

(These ratios are a guide based on regulations governing day care for the under 8's 'The Children's Act 1989' you may not, in practice, be able to achieve the same standards for registered activities, but we need to ensure sufficient adults for child supervision.)

- Circumstances when a male or female worker should be involved, or a worker of each sex, or more than one worker.
- Where possible, ensure that a worker is not alone with a child, but being realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it might be advisable to leave doors open when seeing a child.
- Where confidentiality is important (e.g., counselling) and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- No person under 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time.
- A record of incidents witnessed by the worker or other children should be kept. This may become useful should incidents reoccur.
- It is also important that incidents such as fights, name calling, racial abuse be recorded in a logbook and what actions were taken by the worker/leadership.
- Those who witness incident, e.g., a fight being broken up, should record their observations in a logbook. Similarly, an accident and incident form should be filled in after any incident or significant event. This form should include the names, addresses and telephone numbers of up to two witnesses. Information about the nature of the accident/incident, where it took place, any action taken, who has responsibility for the group and who has been informed should be recorded.
- All entries in the accident and incident book should be kept indefinitely in a safe place. The accident/incident book protects both children and workers. It could become useful, particularly if an accusation of abuse is made years later. It also serves, as-a-means to monitor staff, e.g., children could make complaints about the problem with a particular worker.
- Make sure that the only people allowed into a children's activity (e.g., crèche, nursery, Sunday School, holiday club, youth club) are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g., guest speaker, maintenance person), ensure that you note this in your logbook; their name and the time they came/left. You may like to consider issuing cloakroom style tickets for parents collecting children from the crèche. (This could be particularly helpful in larger church groups).

12. Transporting Children

The following guidelines are intended to **supplement** any **Church Child Protection Policy**. Drivers must act in accordance with the latter.

These guidelines should apply to all drivers involved in the transportation of children and young people, which is organized by or on behalf of your Church/organization.

Private arrangements for transport made directly between those with parental responsibility and others are not covered by these guidelines.

- 12.1 Only those who have gone through The Church/organization recruitment procedures for workers should transport children.
- 12.2 All drivers should have read the Child Protection Policy of The Church/organization and agree to abide by this.
- 12.3 Parental consent must be requested and, given and all journeys should be carried out with the knowledge of the leadership. [USE FORM BUCJC/CONS/4 CONSENT FORM FOR ACTIVITIES AND DAY VISITS FORM ON PAGE 22]
- 12.4 Seat belts should be worn, the driver is to have adequate insurance and the vehicle should be road worthy.
- 12.5 Drivers should not spend unnecessary time alone in a car/minibus with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it is not convenient to talk and then arrange to meet with the child / young person at a location where there can be other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
- 12.6 Having checked drivers (application form, interview, references etc.), it is reasonable to expect that they may be alone with a child for short periods, e.g., dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly. (We have not suggested two workers in a car as this itself does not guarantee protection for a child – there have been incidents where workers have acted together and two adults in a car with one child could be less of a protection).
- 12.7 At collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children.

Obviously look at instances where it may be unwise for a particular driver to transport a child e.g., where they have had a disagreement that evening, where a child / young person has a 'crush' on a driver etc. Arrange for someone else to transport the child / young person.

Arrangements when using a minibus In addition to the above, consider the following:

- 12.8 Ensure full compliance with mini-bus regulations.
- 12.9 Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/ young people will be needed.
- 12.10 Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with The Church/organization's procedures.

12.11 Please follow government guidelines in relation to Covid-19 Regulations, the wearing of face masks and exemptions.

13. Abuse of Trust:

‘Caring for young people and the vulnerable? - Guidance for preventing abuse of trust.’

As a Church we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be 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 relationship of trust continues.

14. Boundaries

The areas that need to be considered include the following:

- 14.1 The level of personal care, e.g., toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- 14.2 Guidance on touch – e.g., physical contact between adults and children – can be quite healthy and acceptable in public places; but discouraged in circumstances where an adult/child is on their own. [SEE APPENDIX 2 TAKING CARE OF TOUCHING PAGE 14.]
- 14.3 Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- 14.4 Respect the privacy of children; avoid questionable activity, e.g., rough/sexually provocative games and comments.
- 14.5 If you invite a child to your home, ensure this is with the knowledge of the team/leadership and that a parent is aware. (This will not necessarily mean that a child will be safe.)
- 14.6 Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own.
- 14.7 Consider carefully, arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with young children or in a large dormitory situation, or on an activity such as youth hosting where it is the custom.

[SEE APPENDIX 3 ISSUES RELATING TO CAMPS AND OTHER RESIDENTIAL ACTIVITIES PAGE 15]

15. Safety matters

The areas that need to be considered include the following:

- 15.1 Specific issues relating to the use of premises/equipment e.g., buildings well-lit and maintained, and potentially dangerous activities properly supervised.

- 15.2 Internal and external to the building, fixtures/fittings and equipment should meet adequate safety standards.
- 15.3 Outside play areas should be appropriately fenced with gates to prevent small children from straying from the premises and should meet safety requirements.
- 15.4 Ensure there are adequate toilets and hand basins and that when food is being prepared hygiene requirements are observed. It is recommended that at least one worker should hold a Food and Hygiene certificate.
- 15.5 Safety requirements could be advertised on posters and regularly enforced.
- 15.6 Need for experienced first-aider and adequate first-aid kits.
- 15.7 Check that drivers carry a full driving license and valid insurance. Seat belt rules and requirements for minibuses etc., are to be complied with.
- 15.8 Adequate space and equipment
- 15.9 Proper ventilation
- 15.10 Adequate seating

It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or supervisor about their concern.

Have an annual safety review to consider all aspects of safety.

16. Helping children to protect themselves

The areas that need to be considered include the following:

- 16.1 Teaching them safety generally/strangers/good and bad secrets/touches etc. The gospel presents marvellous teaching opportunities, e.g., in presenting the story of the prodigal son and his restoration to the father, children can be helped to understand what physical contact is deemed good, while acknowledging also other touches which can be unwelcome or wrong.
- 16.2 Developing common sense rules, “The Three Questions that I Ask Myself”.

If someone asks or tells me to do anything that I am not sure about:

- 1. Do I have a “yes” feeling or a “no” feeling?
- 2. If I do as the person asks; will an adult I trust know where I am?
- 3. If I do as the person asks; can I be sure to get help if I need it?

If the answer to any of these questions is “no”, I can say “no!” and tell an adult I trust about it.

- 16.3 Talking about suspicions or situations where they feel uncomfortable.
- 16.4 Examining the way in which we present Christian truths, e.g., children obeying parents. This can be a real problem for a child who is being abused – are we telling the child to accept the abuse? Tell children that if they feel uncomfortable or that something may be wrong, they can always check things out with another adult. If this first adult does not respond, then speak to other grown-ups until someone does something. This will need to be explained: e.g., if someone asks you to steal sweets from a shop and it does not include complaints about

bedtime!! You may help children to prepare lists of safe grown-ups – people they can talk to if something was worrying them.

17. Guidelines for Good practice

Discipline is the education of a person's character. It includes nurturing, training, instruction, a verbal telling off, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

- 17.1 Ask God for wisdom, discernment and understanding. Pray for and with the child, if he/she requests to be prayed for.
- 17.2 Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- 17.3 Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- 17.4 Take care to give quieter and well-behaved children attention and do not allow some children to take all your time and energy.
- 17.5 Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- 17.6 Look honestly at your program – if children are bored, they misbehave. Is the program at fault?
- 17.7 NEVER smack or hit a child and do not shout – change voice tone if necessary.
- 17.8 Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- 17.9 Set up ground rules and teach respect for each other and each other's property, and make sure the children understand what action will be taken if not kept.
- 17.10 Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- 17.11 Separate children who, have a tendency, to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a LAST resort.
- 17.12 Have the child sit close to you or get a helper to sit next to the child.
- 17.13 Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- 17.14 Inform a child that you will speak to their parents and do so if necessary. Advise them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
- 17.15 If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

Pray before you meet and talk over the session before you leave.

18. Appointment of Workers

In appointing workers, the Church will be responsible for the following:

- 18.1 All prospective workers will be asked to complete an application form.
- 18.2 The procedure for the appointment will be:
 - Asking the potential worker to complete a form [SEE FORM BUCJC/AF/1, PAGE 16] for example) giving information as to their name (and any previous names/aliases) date and place of birth, current and previous addresses, as well as details of employment history, previous churches/groups etc. You could consider asking to see birth/marriage certificates to enable you to check names. They should be asked to declare whether they have ever been convicted, formally legally charged or cautioned in relation to any offence and informed of the provision of the Rehabilitation of Offenders Act 1974, as described above.
 - Interviewing a potential worker and finding out about their past and ensuring that they have resolved any issues of their own from the past.
 - Talking to others who may know the person, e.g., previous church leaders, friends, home group leader etc., and taking up formal references.
 - Discussing with the applicant in detail the Church's policy on safeguarding.
 - Children's welfare and expectations in relation to practice issues e.g., supervision of children's activities and workers etc.
 - Attaching the new appointee to a more experienced worker for a period-of-time e.g., three months.
 - During and at the end of this probationary period, receiving feedback from other workers on the progress of the trainee.
 - Only then confirming the appointment – perhaps with regular reviews and support where there are concerns.
- 18.3 The criteria for NOT appointing Children's Workers are
 - This is particularly important where past offences have come to light, which was not disclosed, on application.
 - Candidates for positions as Children's Workers need sensitive and honest feedback on both their interview and any references taken up, particularly where you decide not to appoint.
 - Such people may need help in directing their abilities into other areas of Church life.
- 18.4 Workers will be given a contract on appointment.
- 18.5 Children's Workers will be given opportunities to meet with a leader to discuss work programs and areas of concern including issues relating to discipline.
- 18.6 The appointment of workers will be reviewed on a regular basis.

USEFUL INFORMATION

Disclosure Barring Service (DBS) checks

All Ministers, Child Workers and Officers of The Church MUST complete a Disclosure Application.

The Church uses Thirtyone:eight as an umbrella company to carry out these checks. Completed DBS application forms can also be sent to [DBS applications, PO Box 3961, Wootton Bassett, SN4 4HF](#).

Helplines:

DBS: 03000 200 190 Minicom: 03000 200 192 International: +44151 676 9390

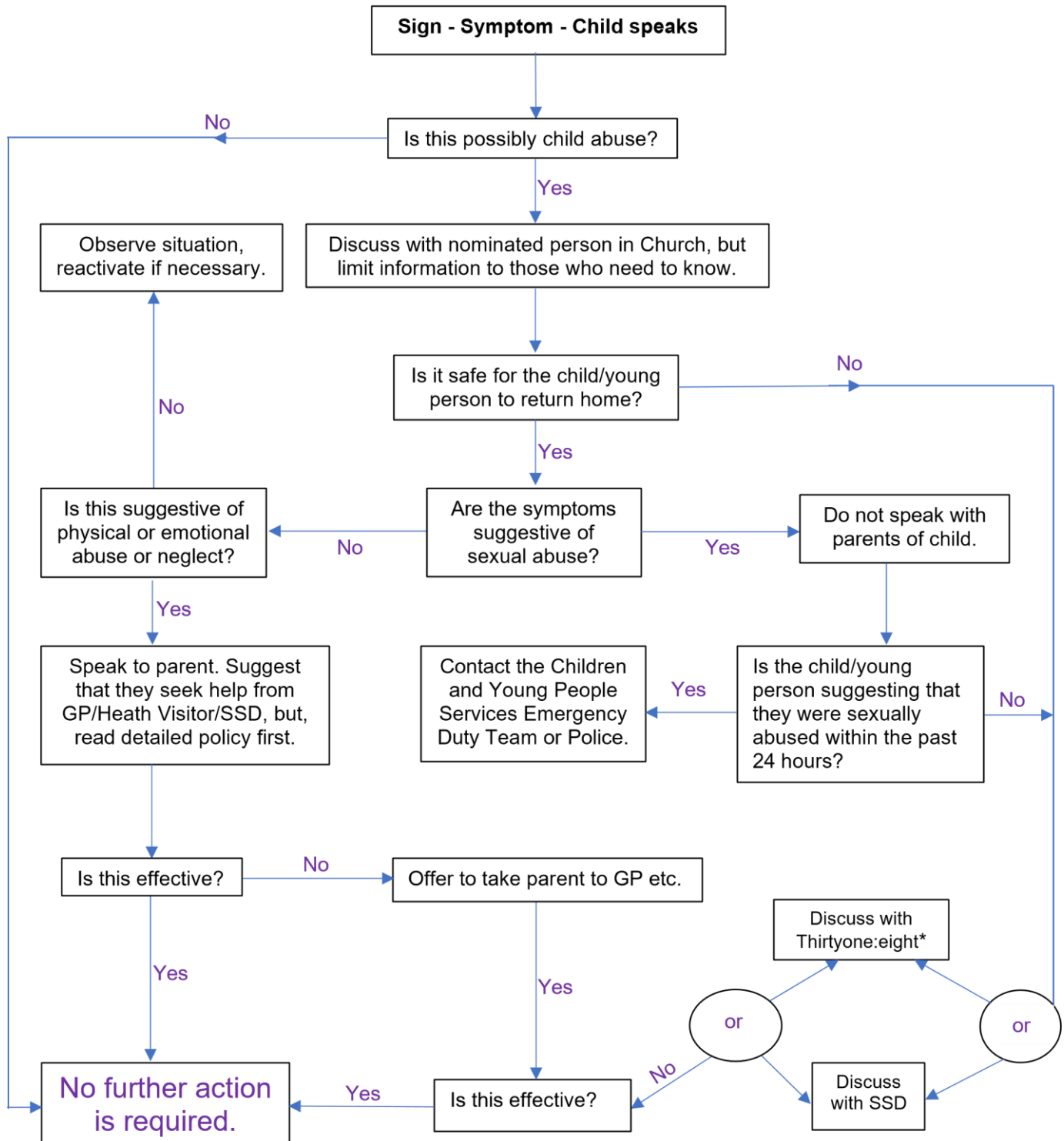
DBS Welsh language line: 03000 200 191

Thirtyone:eight: 0303 003 1111

Child Line: 0800 1111 (for children)

NSPCC: 0808 800 500

Appendix 1: Child Protection Flow chart



Appendix 2: Taking Care of Touching

Guidelines on touch for those who work with children.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's needs.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in relation to physical contact. They should be free to help each other by pointing out anything, which could be misconstrued. Concerns about abuse should always be reported.

Appendix 3: Issues relating to camps.

Camp Supervision of Workers

To ensure a consistent approach to all work on a camp, particularly when individual groups have come together, it is essential that there is opportunity for workers to meet together and receive supervision.

Sleeping Arrangements

Specify sleeping arrangements. (It would be unwise for workers to share accommodation with one or two children. A worker in a larger dormitory might be acceptable.)

Look at arrangements, which are age-appropriate and provide security for the child and that would be deemed safe for the children and workers.

Look at the safety and access of the camp. (insert agreed policy)

FORM BUCJC/af/1

Name of Church/Centre _____

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC [UK]

Application form for paid or voluntary work with children and young people

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please carry over on a separate sheet. The Church will keep the information confidential, unless requested by an appropriate authority.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth _____

Address _____

Town/City _____ County _____ Postal Code _____

Daytime Telephone No _____ Evening Telephone No _____

How long have you lived at the above address? ____ Years

If less than 3 years, please give previous address, with dates.

From/To ____ / ____ / ____ to ____ / ____

Address _____

Town/City _____ County _____ Postal Code _____

Address _____

Town/City _____ County _____ Postal Code _____

Address _____

Town/City _____ County _____ Postal Code _____

Please tell us about your Christian experience (i.e., how long have you been a Christian, which church you have attended and dates, name of minister/leader, any activities undertaken.)

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people declined?

If yes, please give details.

2. Employment History

Please tell us about your past and current employers in the table below. (Include additional employment of separate sheet).

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	<hr/>	<hr/>
Address	<hr/>	<hr/>
Town/City	<hr/>	<hr/>
County	<hr/>	<hr/>
Postal Code	<hr/>	<hr/>
Telephone No	<hr/>	<hr/>
Role	<hr/>	<hr/>

4. Declaration (see note below*)

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB. Disclosure of an offence may not prohibit your appointment.) If yes, please give details including the nature of the offence(s) and dates.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

If yes, please give details and dates.

Has there ever been any cause for concern regarding your conduct with children?

If yes, please give details.

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?

—

confirm that the submitted information is correct and complete.

Signed: _____

Date: _____

***Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within The Church.**

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC UK

Contract for Children's and Young People's Worker Form

Name of Worker _____

We Welcome You at _____

Name of Group _____

Meeting Details _____

Age Range(s) _____

Person to Whom You Are Responsible (e.g., Youth Group Leader)

Range of work/tasks to be undertaken:

We want to help you give the best possible service to your group, so we will meet with you from time to time to see how things are going. We would also like to make sure that you receive any training needed.

Signed _____ Date _____ Church

Minister/Leader)

.....

To Be Completed by the Worker with Children/Young People

I confirm that I have read the Church policy on protecting children and young people.

I will endeavour to adhere to the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

Signed _____ Date _____

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC UK

General Information and Consent Form

Church _____

Group _____

Full name of child/young person _____

Date of Birth / ____ / ____

Address _____

Details of any regular medication, medical problem (e.g., asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability, which may affect normal activity:

Please state date of last anti-tetanus injection if known ____ / ____ / ____

With whom does your child live? _____

Telephone number **Day:** _____ **Evening:** _____

Name of additional contact (grandparent etc.) or other holding parental responsibility)

_____ Telephone number _____

If you do not have parental responsibility (e.g., you are a foster carer/grandparent etc.) please give details of those with, parental responsibility.

Names _____

Address (es) _____

Telephone number (s) _____

I give permission for _____

to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the Church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment (including an anaesthetic).

Signed (parent/or adult with parental responsibility) _____

NB: a carer can complete the information part. Only those with parental responsibility (this does not include a foster carer, unless, they have a copy of the Delegated Authority) can sign the consent form.

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC UK

Consent Form for Activities and Day Visits Form

Name of Church/Group _____

Proposed Visit or Activity _____

Design your own form to include the following:

- Name of visit or activity
- Date/Venue/destination
- Departure/Return place and time
- Cost (Inc. cheques payable to)/Transport arrangements
- Items to bring (coat, swimming kit, packed lunch, money etc.)
- Date by which reply required, and person to whom it should be sent

Then include in your form a photocopy of the reply slip below

Reply Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g., asthma, epilepsy, diabetes, and allergies, dietary needs) or disability affected by this activity).

Telephone number for emergencies Day: _____

Evening: _____

*I have read the above information and I give permission for _____
to take part in this activity.*

I give my consent to any medical treatment that may be necessary in event of an emergency.

I enclose cash to the sum of £: ____

Signed (parent/or adult with parental responsibility) _____

Date ____ / ____ / ____

This consent form should go with the worker on the activity or visit.

This sheet is to be photocopied.

FORM BUCJC/acc/5

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC UK

Accident and Incident Form

Confidential

This form should be completed immediately after any accident or significant incident. The worker should discuss with the minister what follow up action is necessary.

Day, date and time of the incident _____

What are the names, addresses and ages of those involved in the incident?

Where did this incident take place? _____

Name of Church: _____

Name of your group _____

Who is normally responsible for group? (Name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above?

(Name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses required.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

What action have you taken to prevent a recurrence of the incident?

Who else do you need to inform?

If so, when and by whom?

Signature of person in charge of group at time of accident/incident

Signature: _____

Print Name: _____

Date: _____

Form seen by Minister/Leader

Print Name: _____

Signature: _____

Print Name: _____

Date: _____

Confidential

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC UK

Responding to abuse Form

Worker's action Sheet

Name of Church/Group _____

Name of Child/Young Person: _____

Address _____

Date of Birth ____ / ____ / ____

Name of Person Reporting Event _____

Date: ____ / ____ / ____

Time _____

Sequence of Events/Actual Words Used/Observations

(Use body chart overleaf where appropriate, but do not undress the child!)

Action Taken

Name of Person Contacted: _____ Date

____ / ____ / ____

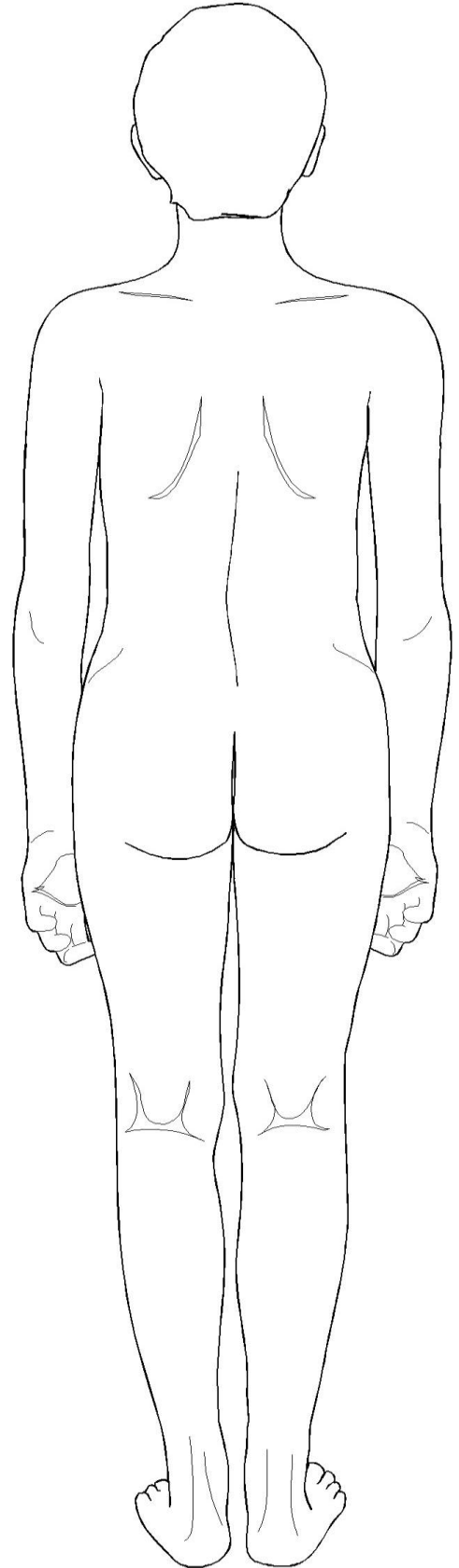
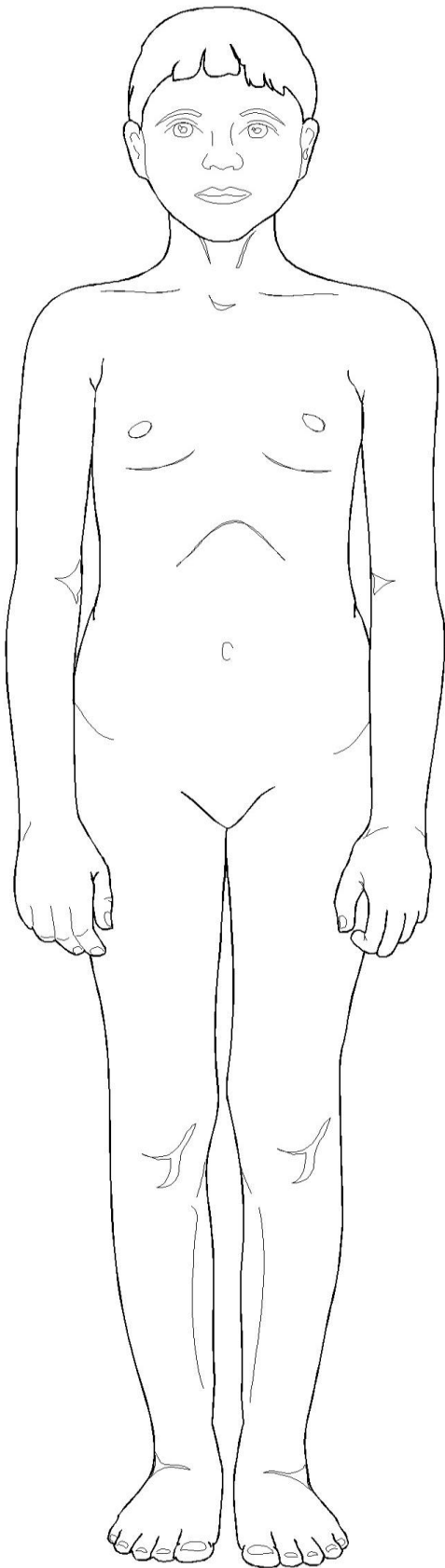
Notes

Notes

[illegible]

[illegible]

Body Chart



28/09/2021)

Update regarding: PANDEMIC Covid-19

Temperatures to be taken prior to entry into the sanctuary to ensure brethren/visitors are not attending unwell.

Mask wearing is compulsory unless there is a medical reason for not wearing a mask.

Social Distancing to remain in force in line with government regulations.

Track and Trace to be tailored in line with government regulations for owned church buildings.

For those using Community Centre, Halls, or rented buildings for fellowship please work with the regulations that are in place.

This is a risk assessment which can be tailored for fellowship within individual Centres and owned church buildings.

Each church leader must ensure that their insurance policy has been updated in line with Covid-19 guidelines.

NOTES

VERSION CONTROL

Education Safeguarding Contacts Bristol 2021-22

If you have concerns about a child/young person in Bristol ...

If a child is at immediate risk call the POLICE	POLICE 999	
To make an URGENT referral, i.e. a child is likely to suffer or is suffering significant harm, call children's social care.	FIRST RESPONSE - 0117 9036444	
Out of Hours Referrals	EMERGENCY DUTY TEAM - 01454 615 165	
To make a NON-URGENT referral, contact FIRST RESPONSE using the online form	FIRST RESPONSE Online form https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response	
To raise concerns and ask for advice about radicalisation (also contact First Response).	PREVENT DUTY - 01278 647466 PreventSW@avonandsomerset.police.uk	
To liaise with the specialist Safeguarding Police unit	Lighthouse Safeguarding Unit (Avon and Somerset police) 01278 649228	
For advice and guidance about whether to make a referral	Families in Focus (Targeted Support)-	
South 0117 9037770	East Central 0117 3576460	North 0117 3521499

If you have concerns about a professional working with a child...

To raise concerns and ask for guidance in relation to the conduct of someone who works with children	Local Authority Designated Officer - (LADO) T: 0117 9037795 KBSP LADO notification form
--	---

For information, advice and guidance in relation to safeguarding policy and procedures.

Safeguarding in Education Team

T: 0117 9222710

E: Safeguardingineducationteam@bristol.gov.uk

South Advisor

Helen Macdonald

helen.macdonald@bristol.gov.uk

07788363760

East Central Advisor

Jess Curtis

jessica.curtis@bristol.gov.uk

07788363338

North Advisor

Sarah Wooding

sarah.wooding@bristol.gov.uk

07785475173

Child sexual exploitation &
child criminal exploitation

Operation Topaz (Avon and Somerset Police)

<https://www.avonandsomerset.police.uk/forms/vul>

Safer Options Team - Education inclusion managers

South

Ingrid.Hooper@bristol.gov.uk

East Central

Calum.Paton@bristol.gov.uk

North

Ross.Moody@bristol.gov.uk

Child Missing from
Education

Bristol City Council – Education Welfare

<https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme>

Children affected by Forced
Marriage

Forced Marriage Unit

T: (0) 20 7008 0151

E: fmu@fco.gov.uk

Online Safety Advice

Professional Online Safeguarding Helpline

T: 0344 381 4772

E: helpline@saferinternet.org.uk

Reporting online abuse
and grooming

Child Exploitation and Online Protection command

<https://www.ceop.police.uk/ceop-reporting/>

FGM advice

NSPCC FGM Helpline

T: 0800 028 3550

E: fgmhelp@nspcc.org.uk

Domestic Abuse support
(Bristol)

Directorate of local and national services

<https://www.bristol.gov.uk/crime-emergencies/abuse-violence>

Young Carers – advice and
support.

Carers Support Centre

T: 0117 958 9980

W: <https://www.carerssupportcentre.org.uk/young-carers/contact-young-carers/>

Whistleblowing
professional policy

NSPCC Whistleblowing hotline

T: 0800 028 0285

E: help@nspcc.org.uk

Mental health Advice (Local)

Primary Mental Health Specialists (advice) Child and Adolescent Mental Health

South 0117 3408121	East Central 0117 3408600	North 0117 3546800
Advice around harmful sexualised behaviour.	Be Safe 0117 3408700 W: https://cchp.nhs.uk/cchp/explore-cchp/be-safe	
	Brook Traffic Light Tool https://legacy.brook.org.uk/brook_tools/traffic/index.html?syn_partner=	

THIS PAGE IS LEFT INTENTIONALLY BLANK