

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: Bethel Apostolic Church of Jesus Christ Bristol CIO

Church Statement

The Church has a growing children's and young people's ministry. The **Bethel Board of Bishops** 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 **the Bethel Board of Bishops** 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 **the Bethel Board of Bishops** recognize that many children and young people today are the victims of neglect, physical, sexual, and emotional abuse. Accordingly, The Church and **the Bethel Board of Bishops** 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 **the Bethel Board of Bishops** recognise the need to build constructive links with the childcare agencies. Accordingly, these guidelines have been prepared in consultation with

Bethel Convention Centre, Kelvin Way, West Bromwich, B70 7JW

Youth Congress – 22nd October 2022 including BUSY.

(Enhanced Disclosure Provider Thirtyone Eight, or any other Enhanced Disclosure Provider)

The Safeguarding Team during National Meetings are: -

Bishop Nathan Simmonds **the Bethel Board of Bishops** Director for Safeguarding

Minister Maureen Earle Bethel Director for Safeguarding (Support and Guidance)

Missionary Louise Chinyuku Assistant Director for Safeguarding (Support and Guidance)

Minister Maureen and Missionary Louise will provide support and guidance whilst Bishop Nathan is the last point of call and will not become involved unless Missionary Louise or Minister Maureen contact him.

He will however be aware of any concerns from our communications with each other and can intervene at any time. As a team we are all in contact with each other and can update regarding any concerns raised. We are available via a rota system.

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:

The First Response Team (please see Appendix for contact details).

This policy must not be copied by other church organisation without the written agreement of the Bethel Board of Bishops Safeguarding National Officer

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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 harboring 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 labor, 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 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.

'Upskirting'

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 Sex Offender Registration. This behaviour needs to be reported to the Local safeguarding lead, the Local Pastor to be informed in the first instance, the Police to be notified.

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 practised 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 practise violates children's rights as 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. This can then be reported to the local Children's Services; we have a legal obligation to report this if 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 can be exploited (sexually and/or physically/criminally) by a gang, but this is not necessarily the reason why gangs are formed. The Office of the Children's Commissioner has defined CSE in gangs and groups as:

- Gangs - mainly comprising men and boys aged 13-25 years old, who take part in many 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, co-ordinating 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 gain entry into the gang by carrying out an initiation process which may be harmful to them and / or may 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 or anyone considered as diverse and different.

Supporting The Victim and Alleged Perpetrator in Class setting

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 too and too have experienced abuse. Perpetrators may also be in danger of being subjected to abuse post an allegation. Measures to support them should be put into 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 why a multi- agency approach is needed, potentially involving both social care and the police, in order to ensure investigations are properly carried out.

In situations where the children or young people are in the same class or even setting, risk assessments should be put into place, to safeguard both parties. These should consider how best to keep the two parties apart whilst in the setting and when travelling to and from. 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 also 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 local safeguarding lead to be notified, the Pastor informed. A Behaviour Policy should be in place for teachers 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 young person - within and outside of the church setting. The setting'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, the appropriate Safeguarding Lead to be notified and the Pastor informed. The Police will be contacted.

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

1.1 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

1.2 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.

1.3 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.

What to Do if You Suspect That Abuse May Have Occurred

- 1.4 You must report concerns as soon as possible to **Lead Teacher and Minister Johnathon Brooks** within each class. **The Lead teacher must inform one of the members of the safeguarding team. Each will have a Lanyard with their details on. Once sharing information and completing the Accident and Incident Form, Missionary Louise Chinyuku Assistant Bethel Director for Safeguarding or Minister Maureen Earle Bethel Director for Safeguarding will be located. Both Missionary Louise and Minister Maureen Earle** are nominated by **The Bethel Board of Bishops** 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 **Minister Maureen Earle** the matter should be brought to the attention of **Missionary Louise Chinyuku**.
- 1.5 If the suspicions in any way involve the any member of the Safeguarding Team, then the report should be made to **Bishop Nathan Simmonds The Bethel Board of Bishops Director for Safeguarding**. (Ask for a message to be displayed for his attention) If the suspicions in any way implicate both the Bethel Director or and Assistant Director, then the report should be made in the first instance NEC Bethel Director for Safeguarding, in the first instance. If the matter is not resolved contact **Thirtyone:eight**, [PO Box 133, Swanley, Kent, BR8 7UQ on **0303 003 1111**]. Alternatively contact Children and Young People Services on [**Sandwell Council Multi-Agency Hub 0121 569 3100**]. Suspicions will not be discussed with anyone other than those nominated above.
- 1.6 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]

Allegations of Physical Injury or Neglect

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

- 1.7 Contact Children and Young People Services (**Sandwell Council Multi-Agency Hub 0121 569 3100**) 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.
- 1.8 Where emergency medical attention is necessary it will be sought immediately. **The Bethel Director for Safeguarding or Assistant Director for Safeguarding** will inform the doctor of any suspicions of abuse.
- 1.9 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.
- 1.10 If appropriate the parent/carer will be encouraged to seek help from the Children's and Young People Services Department.
- 1.11 Where the parent/carer is unwilling to seek help, if appropriate, **Bethel Director for Safeguarding or Assistant Director for Safeguarding** will offer to go with them. If they still fail to act, in cases of real

concern, contact the Children and Young People Services for advice.

- 1.12 Where the **Bethel Director for Safeguarding or Assistant Director for Safeguarding** is unsure Referral and discussions will be held with **The Bethel Board of Bishops Director for Safeguarding** 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.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, **the Bethel Director for Safeguarding or Assistant Director for Safeguarding** will:

- 1.13 Contact the Social Services emergency duty team for children and families or Police Child Protection Team directly. **The Bethel Board of Bishops Director for Safeguarding** will **NOT** speak to the parent (or anyone else).
- 1.14 If, for any reason, **the Bethel Board of Bishops Director for Safeguarding** 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.
- 1.15 Under no circumstances will the **Bethel Director for Safeguarding or Assistant Director for Safeguarding** attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the **Bethel Director for Safeguarding or Assistant Director for Safeguarding** 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.
- 1.16 Whilst allegations or suspicions of sexual abuse will normally be reported to the **Bethel Director for Safeguarding or Assistant Director for Safeguarding**, the absence of the Coordinator or Deputy should not delay referral to the Social Services Department.
- 1.17 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the **Bethel Director for Safeguarding or Assistant Director for Safeguarding** 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.
- 1.18 **Sharing Nude and Semi- Nude Pictures (Sexting) – The Board of Bishops** will treat all allegations of **(Sexting)** in accordance with the UK government guidelines - please refer to our government supplements for how this will be dealt with.
- 1.19 **The Board of Bishops Director for Safeguarding** will support the **Bethel Director for Safeguarding or Assistant Director for Safeguarding** 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.

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's 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 **Bethel Director for Safeguarding or Assistant Director for Safeguarding** 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.

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

THE PROCEDURE

- 7.1 Complete the Accident and Incident Form and 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 **Bethel Director for Safeguarding or Assistant Director for Safeguarding**. 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 **Bethel Director for Safeguarding or Assistant Director for Safeguarding** following consultation with **The Board of Bishops for Bethel Director for Safeguarding** 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.

Working with Offenders

Where someone attending the Church is known to have abused children, then whilst extending friendship to the individual, the BETHEL BOARD OF BISHOPS 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.

- 7.5 The individual is not to be left alone with a child in the church.
- 7.6 The individual is to decline offers of hospitality from a church member where there are children in the home.
- 7.7 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.
- 7.8 The individual is to agree to a formal contract.
8. **Helping victims of Abuse**

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

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

Arrangements for Supervision of Group/Children's Activities

- Sunday School
- Children's Church
- Play Scheme **BUSY Coordinated by Minister Johnathon Brooks**
- 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:

- 8.4 Encouraging teamwork and mutual accountability.
- 8.5 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.
- 8.6 Arranging regular workers' meetings to review procedures to ensure common approach, sharing of concerns and identifying other matters, which may need clarification and guidance.
- 8.7 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.
- 8.8 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.
- 8.9 Keeping a written record of issues/decisions discussed at meetings.

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.

8.9.1 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.

8.9.2 Guidance

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

8.9.3 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).

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.

- 8.10 Only those who have gone through The Church/organization recruitment procedures for workers should transport children.
- 8.11 All drivers should have read the Child Protection Policy of The Church/organization and agree to abide by this.
- 8.12 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]
- 8.13 Seat belts should be worn, the driver is to have adequate insurance and the vehicle should be road worthy.
- 8.14 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).
- 8.15 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).
- 8.16 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:

- 8.17 Ensure full compliance with mini-bus regulations.
- 8.18 Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/ young people will be needed.
- 8.19 Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with The Church/organization's procedures.
- 8.20 In line with Covid 19 Regulations face masks must be worn by anyone over the age of 10 unless medically advised that the individual is exempt.

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.

Boundaries

The areas that need to be considered include the following:

- 8.21 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.
- 8.22 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.]
- 8.23 Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- 8.24 Respect the privacy of children; avoid questionable activity, e.g., rough/sexually provocative games and comments.
- 8.25 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.)
- 8.26 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.
- 8.27 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 hosteling where it is the custom.

Safety Matters

The areas that need to be considered include the following:

- 8.28 Specific issues relating to the use of premises/equipment e.g., buildings well-lit and maintained, and potentially dangerous activities properly supervised.
- 8.29 Internal and external to the building, fixtures/fittings and equipment should meet adequate safety standards.
- 8.30 Outside play areas should be appropriately fenced with gates to prevent small children from straying from the premises and should meet safety requirements.
- 8.31 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.
- 8.32 Safety requirements could be advertised on posters and regularly enforced.
- 8.33 Need for experienced first-aider and adequate first-aid kits.
- 8.34 Check that drivers carry a full driving license and valid insurance. Seat belt rules and requirements for minibuses etc., are to be complied with.
- 8.35 Adequate space and equipment
- 8.36 Proper ventilation
- 8.37 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.

Helping children to protect themselves

The areas that need to be considered include the following:

- 8.38 Teaching them safety generally/strangers/good and bad secrets/touches etc. The gospel presents marvelous 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.
- 8.39 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.

- 8.40 Talking about suspicions or situations where they feel uncomfortable.
- 8.41 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.

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)

- 8.42 Ask God for wisdom, discernment and understanding. Pray for and with the child, if he/she requests to be prayed for.
- 8.43 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.
- 8.44 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.
- 8.45 Take care to give quieter and well-behaved children attention and do not allow some children to take all your time and energy.
- 8.46 Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- 8.47 Look honestly at your program – if children are bored, they misbehave. Is the program at fault?
- 8.48 NEVER smack or hit a child and do not shout – change voice tone if necessary.
- 8.49 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.)
- 8.50 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.
- 8.51 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.
- 8.52 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.
- 8.53 Have the child sit close to you or get a helper to sit next to the child.
- 8.54 Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- 8.55 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.)
- 8.56 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.

Appointment of Workers

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

- 8.57 All prospective workers will be asked to complete an application form.
- 8.58 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.
- 8.59 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.
- 8.60 Workers will be given a contract on appointment.
- 8.61 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.
- 8.62 The appointment of workers will be reviewed on a regular basis.
- 8.63 Minister Johnathon Brooks (Lead) for BUSY will ensure that all workers have Enhanced Disclosures all relevant application information completed for BUSY Records. Parental Consent has been obtained and the General Information and Consent Form has been completed for BUSY. Lanyards for identification purposes are worn by volunteers and staff during National Meetings at Bethel Convention Centre, Kelvin Way, Birmingham B70 7JW

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

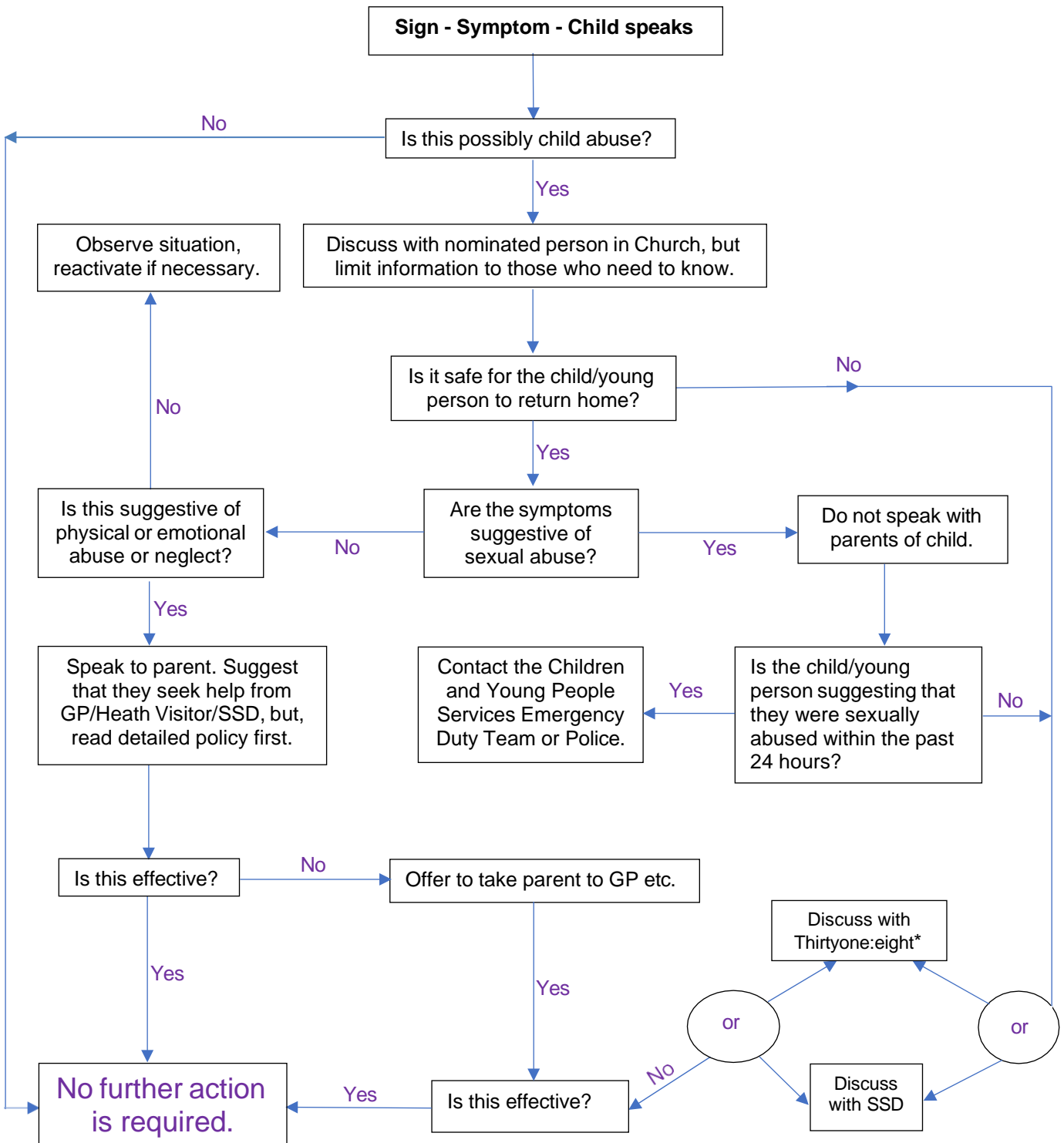
DBS Welsh language line: 03000 200 191

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.

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC UK

General Information and Consent Form – Activities 1

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: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

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 anesthetic).

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 be brought (coat, swimming kit, packed lunch, money etc.)
- Date by which reply is to be made, and person to whom it should be sent to

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 that may be 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 be taken with the worker on the activity or visit. This sheet should be photocopied.

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 would be needed.

FORM BUCJC/Incident/1 continued

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 Member of the Safeguarding Team

Print Name: _____

Signature: _____

Print Name: _____

Date: _____

BETHEL UNITED CHURCH OF JESUS CHRIST APOSTOLIC UK

Responding to abuse Form

Worker's action Sheet

Confidential

Name of Church: **Convocation, Bethel Convention Centre Kelvin Way Birmingham B70 7JW**

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:

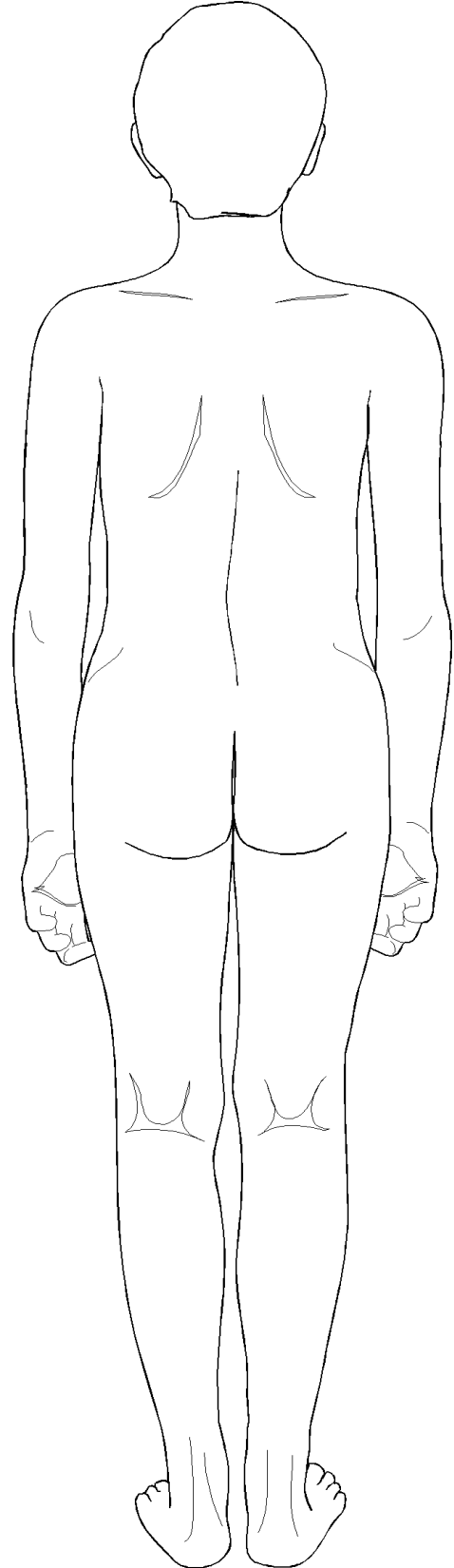
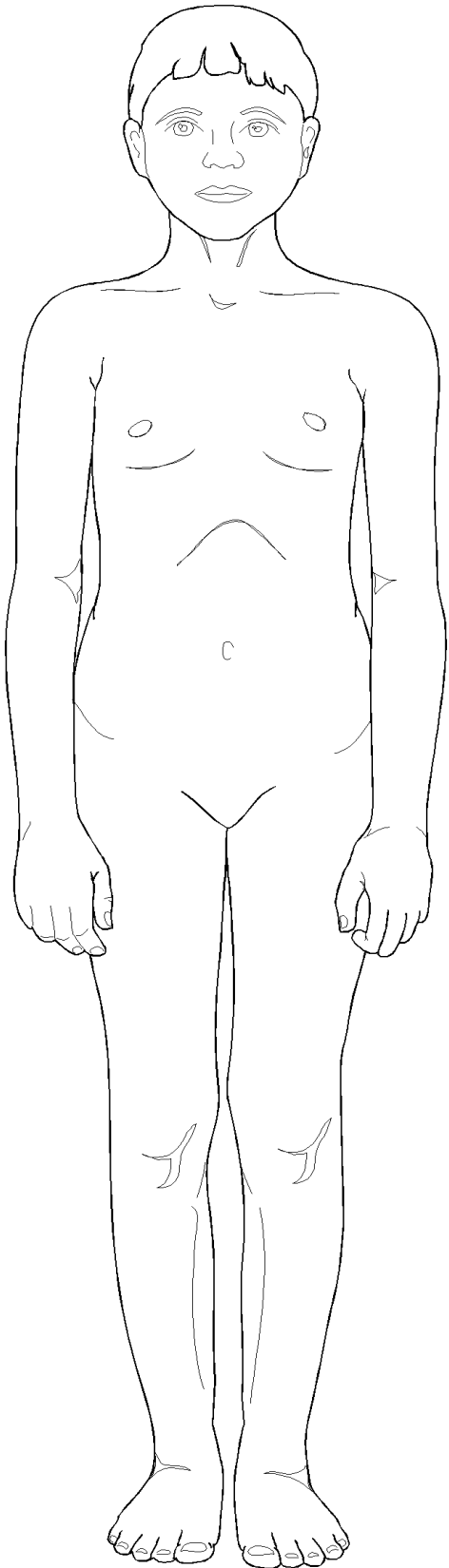
Name of Person Contacted:

Date: ___/___/___

Signed off by:

Bethel Director for Safeguarding or Assistant Director for Safeguarding

Body Chart



Notes

Update regarding: PANDEMIC Covid-19

As you are aware COVID-19 is still very much a part of our everyday life in 2022 and as such we have a duty of care to everyone we come into contact with.

In order to continue our practice of safeguarding and protecting each other, we are recommending that all attendees be masked, whilst moving around the building and use all prevention methods that are available.

If you are feeling unwell or think you may have any of the symptoms, we are asking that you don't attend which will help us to minimise the risk of spreading the disease.

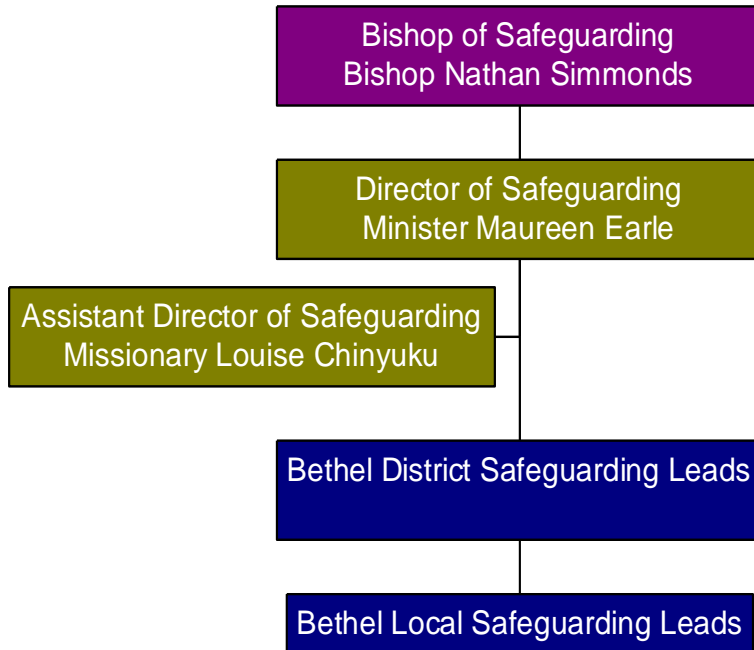
Normal exemptions on mask wearing applies.

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.

Safeguarding Management and Reporting Structure



Revision and Signatures

August 2022

National Ecclesiastical Council (NEC) changed to Board of Bishops

Signed: 

Name: Nathan Simmonds (Bishop for Safeguarding)

Date: 15 August 2022

October 2022

Change of leadership in BUSY – **Minister Jonathan Brooks** replaces **Minister Debbie Myers**

Signed: 

Name: Nathan Simmonds (Bishop for Safeguarding)

Date: 21 October 2022

November 2022

Organisation Reporting Chart added

Signed: 

Name: Nathan Simmonds (Bishop for Safeguarding)

Date: 7 November 2022

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