

# THE GRAIN HOUSE TRUST

Registered Charity Number 1096632

Incorporated Private Limited Company Number 4626536

# THE HARVEST CHURCH SAFEGUARDING POLICY

For staff and volunteers working with Children,  
Young People and Adults with care and support  
needs

Version	Date	Prepared by	Comment
2020	14/6/20	Sian Mills and Pam Bottomley	
Approved - Trustees	22/7/20		
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# HARVEST CHURCH SAFEGUARDING POLICY

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## SECTION 1 - Introduction

### 1.1 Scope of the Policy

This policy includes:

- Definition of terms
- The role of the Safeguarding Lead and Deputy.
- Categories of abuse for children and adults with care and support needs
- A step by step explanation of actions to be taken to safeguard children and adults with care and support needs where there is suspicion, allegation or disclosure of abuse.
- Support for those affected by abuse.
- Safe Recruitment procedures for both paid and voluntary roles
- Supervision of offenders
- A Code of Conduct and practical guidance for working with children and young people

This policy is available from Alton Maltings Reception and Harvest Church's website ([www.harvestchurchalton.org](http://www.harvestchurchalton.org))

### 1.2 Church Details

Harvest Church (Grain House Trust)  
Alton Maltings  
Maltings Close  
Alton  
Hampshire  
GU34 1DT

Tel No: 01420 81950

Website: [www.harvestchurchalton.org](http://www.harvestchurchalton.org)

In association with Commission and a member of the Evangelical Alliance.  
Registered Charity Number 1096632

### 1.3 Safeguarding Mission Statement

The Harvest Church Eldership recognises the need to provide a safe and caring environment for children, young people and adults with additional needs.

We seek to honour the dignity of human life and have high regard for each individual person as a creation in the image of God. We therefore aim to deliver the highest possible quality of care to everyone, especially our children, young people, and adults with care and support needs.

Harvest Church is committed to safeguarding children, young people, and adults with care and support needs. We consider that everyone's safety and wellbeing is of paramount importance. We expect all who attend Harvest Church, especially leaders, trustees and all who work with children, young people, or adults with care and support needs, to do their part to keep them safe and cared for in a way which upholds the dignity and value of the individual.

## HARVEST CHURCH SAFEGUARDING POLICY

Harvest Church operates safeguarding policies and procedures that cover children, young people and adults with care and support needs. We expect workers to adhere to the relevant policies and attend training. Oversight by means of the Safeguarding Leads, Eldership and Trustees is in place to ensure this happens. We follow a safe recruiting process for paid and volunteer workers, including DBS checks for those aged 16 and above.

### 1.4 Definition of Terms

**Abuse:** A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusting relationship with the child or adult (Department for Education 2018)

**Adult with care and support needs:** someone aged 18 or over who is or who may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. Adults with care and support needs are defined under The Care Act 2014

**Child:** A child is someone under the age of 18 (Children Act 1989 & 2004)

**Elders:** The body of people who are appointed ministers of the church and responsible for the primary leadership and oversight of Harvest Church

**Leadership:** The Elders of Harvest Church and the Trustees of Grain House Trust; the Safeguarding Lead and Deputy Safeguarding Lead

**Thirtyone:Eight:** Previously The Churches Child Protection Advisory Service  
PO Box 133, Swanley, Kent BR8 7UQ      Tel: 0303 003 1111 or [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)

**Trustees:** A group appointed to govern and administer the registered charity known as the Grain House Trust and who carry legal responsibility.

### 1.5 Organisational Commitment

The Leadership undertakes to:

## HARVEST CHURCH SAFEGUARDING POLICY

- Endorse and follow all national and local safeguarding legislation and procedures
- Expect high standards of conduct towards all children, young people and adults with care and support needs and ensure that they are treated with dignity and respect and equality.
- Review this policy every three years unless there are major legislative changes where review may be required outside of this timescale.
- Ensure that the premises meet the requirements of all relevant legislation and that they are welcoming, safe and inclusive.
- Support the Safeguarding Lead and Deputy in their work and in any action they may need to take in order to protect children, young people and adults with care and support needs.
- File a copy of the policy with Thirtyone:Eight together with any subsequently published amendments. The policy will be updated on the church website when it is reviewed or amended.
- Provide on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our paid and voluntary staff will receive induction training and undertake recognised safeguarding training on a regular basis (either Thirtyone:Eight's 'Facing the Unthinkable or suitable work based or local authority training).
- Ensure that attendance to in house training will occur every 3 years as a minimum unless legislative or procedural changes come into force which require this schedule to be re-evaluated.
- Publicly display information on how to report concerns or ask for advice around Alton Maltings which is a community initiative of Harvest Church
- Ensure the Safeguarding Lead and Deputy will receive induction and refresher training from Thirtyone:eight or via suitable work-based or Local Authority training

### **1.6 Description of activities involving children, young people and adults with care and support needs.**

(More detail can be found on the Harvest Church website or by contacting the church office)

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On Sunday mornings, Harvest Church provides a crèche for children under three years of age and groups for children up to the age of 16.

During the week some of these of children meet in homes, in the same way as adult life groups.

Occasional camps are organised for young people. One such camp is Newday, which is arranged by the organisation of the same name.

On occasions a summer holiday club known as **Kidz Klub** is organised which caters for children from both Harvest Church and the wider community whose families may have no other connection with Harvest Church.

**Stepping Stones Monday** meets weekly at Alton Maltings. **Stepping Stones Friday** is a group of pre-school children and their carers and meets weekly at Alton Rugby Club. These groups are open to all the wider community

**Toy Library** meets fortnightly at Alton Maltings and is available to all families in Alton.

**Lighthouse** is for adults with care and support needs and meets during the Sunday service and on alternate Wednesday evenings.

**One Way** is open to anyone in the community who needs support and is held during the day on Tuesdays and Wednesdays. Normally they meet at Alton Maltings but occasionally have off-site days out.

**Cafe Rafters** at Alton Maltings is open during term time. Some volunteers are young people or adults with care and support needs who are supported by carers.

Members of Harvest Church are also involved in **CAP (Christians Against Poverty)** and **Alton Town Pastors** which provides support for people on the streets of Alton on Saturday nights. Both groups provide support to young people and adults with care and support needs.

In addition, the Grain House Trust hires out rooms to the community; there are therefore likely to be children, young people and adults with care and support needs around the building, requiring the staff and volunteers to be aware of safeguarding children and adults. It is expected that any organisation using our premises, as part of the letting agreement will have their own policy that meets safeguarding standards and will provide this at time of booking.

### 1.7 The Role of the Safeguarding Leads

The role of the Safeguarding Lead/Deputy is to be responsible for overseeing safeguarding within Harvest Church's activities, provide advice, ensure a regular review of the policy by Harvest Church Trustees and Elders, keep records of incidents or concerns in a secure manner and support people in reporting to the appropriate statutory agencies.

## HARVEST CHURCH SAFEGUARDING POLICY

The Safeguarding Lead is **Sian Mills** tel no: **01420 543241** or **07816 643135**.

The Safeguarding Deputy is **Pam Bottomley** tel no: **01420 82486** or **07748 535311**.

Both can be contacted at [safeguarding@harvestchurchalton.org](mailto:safeguarding@harvestchurchalton.org)

The Safeguarding Officers will ensure information about safeguarding is displayed in a public place where it can be viewed easily. This includes the Safeguarding Policy Statement, where the Safeguarding Policy can be viewed, who the Safeguarding officers are and to stress that safeguarding is everyone's responsibility.

## SECTION 2

The Safeguarding Officers will ensure all those involved understand the key standards of good practice the organisation works to. This could be done through displays on a notice board, media presentation or a leaflet that can be widely distributed.

## 2.1 Categories of Abuse (children)

The definitions of child abuse are laid out in *Working Together to Safeguard Children (2018)*

### 1. Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

### 2. Physical Abuse

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

### 3. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

- It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### 4. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

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- The activities may involve physical contact, including penetrative (e.g. rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing.
- They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images or watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.
- Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males.
- Women can also commit acts of sexual abuse as can other children.

The following are also types of abuse:

### **Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **Domestic Abuse** (HM Government 2012)

Domestic Abuse is defined as any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or who have been intimate partners or family members, regardless of their gender or sexuality.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependant by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or patterns of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Domestic abuse covers a range to types of abuse including, but not limited to: psychological, physical, sexual, financial or emotional abuse. The definition includes so called honour-based violence, female genital mutilation and forced marriage.

### **Bullying**

Bullying is another way in which children (or adults) abuse other children or adults. It can be verbal or physical. Bullying includes teasing, making unkind comments, demanding money, "ganging up" on a child/adult or physically assaulting them. One might see evidence of torn clothes, bruising, burns, or scratches. The effect of bullying on the victim can be profound, both emotionally and physically. A child might be afraid to attend school or other activities if they think the bully will be present. Bullying may also take place with text messages, mobile phone pictures and via social media.

## Spiritual abuse

Spiritual abuse is linked with emotional abuse. It is an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

## 2.2 Abuse of adults with care and support needs

Abuse can happen anywhere and can be carried out by anyone. This could be family, friends, neighbours, paid staff, carers or volunteers. It could also be other service users, tenants or strangers.

Abuse is anything that harms another person and might include:

- Physical abuse such as hitting, pushing, locking someone in a room.
- Verbal abuse such as shouting, swearing etc.
- Emotional abuse such as bullying, taunting or humiliating someone.
- Sexual abuse such as inappropriate touching, forcing someone to take part in any sexual act against their will.
- Financial abuse such as misusing, withholding or taking someone's money.
- Neglect such as not providing necessary food, care or medicine.
- Discrimination such as ill treatment due to the person's age, gender, disability or religious beliefs.

People who require care and support must be able to trust and depend on the people they rely on for help. No abuse is acceptable. Some abuse is a criminal offence and should be reported to the Police as soon as possible.

(HSAB found at: <http://www.hampshiresab.org.uk/report-abuse/what-is-abuse/> accessed on 20/2/19)

## 2.3 Responding To Concerns, Disclosures Or Allegations Of Abuse

**Anyone** may make a report or refer any disclosures or suspicions of abuse to the Police, Children's or Adult Services.

**Anyone** can contact the Safeguarding Leads to discuss a concern. These are **Sian Mills** (Safeguarding Lead) **tel no: 01420 543241 or 07816 643135**. In the absence of the Safeguarding Lead or, if the suspicions involve the Safeguarding Lead, then concerns should be discussed with **Pam Bottomley** (Deputy) **tel no: 01420 82486 or 077748 535311**.

Where a disclosure or allegation is made to a worker, that worker will make a written record of that conversation as soon as possible after or during the disclosure. The record should include: Date and time of the conversation, who was present, what was said and the plan agreed. This document will be provided to the Safeguarding Leads who will store it in compliance with the churches Document Management Policy

**It is not the role of the worker to carry out their own investigation into an allegation or suspicion of abuse. The role of the worker at this point is to report, refer or discuss next**

steps with the Safeguarding Leads in the first instance or either the Police, Children's or Adult Services dependant on the urgency of the allegation or suspicion of abuse.

### **2.31 What to do if concerned about the welfare of either a child or adult:**

- Discuss concern with your Group Leader the group leader may have additional information which the worker is not aware of
- At this point it may be decided that the situation should be monitored as there is insufficient evidence that this may be abuse.
- If monitoring a situation, records should be kept of the initial concern, any conversations or actions taken and reviews made. These should be signed, dated and timed and kept in compliance with the church's Document Management Policy.
- If concerns relate to inadequate parenting and parents/carers requiring support, advice and support should be offered: this might include, with parent/carer consent, contacting the GP, Health Visitor, Children or Adult Services.
- The situation should be monitored to see if the situation has improved. If there is no improvement seek advice from the Safeguarding Leads or from Children's or Adult Services.

### **2.32 What to do if there are suspicions, allegations or disclosures of abuse to a child or adult with care and support needs are made**

- If this is possible abuse, or it is not clear whether this is abuse, the Group Leader and worker are to consult with the Safeguarding Leads
- If that child or adult is in danger of significant harm if they return home after disclosure, inform the Police /Children or Adult Services without consulting the carer. The child or adult should not be returned home until Police/Children or Adult Services have provided advice
- If the child or adult is disclosing abuse which has occurred within the last few days and it is not possible to contact children or Adult Services, the Police should be contacted immediately
- In any circumstance where a report has been made to Police or a referral made to Children's Services (including if this occurs off-site) the Safeguarding Leads should be informed immediately.
- If an adult with care or support needs has made a disclosure or alleged abuse, or a worker has welfare concerns, these should be discussed with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.

### **2.33 What to do if an adult with care and support needs refuses consent for information sharing, reports or referrals to be made**

- Seek advice from the Safeguarding Leads
- Make a record of the concerns, allegations or disclosures including date and time, who took part in the conversation, what was said, what actions were taken and any plans made. This record should be given to the Safeguarding Leads who will keep it in compliance with the church's Document Management Policy

### **2.34 What will happen following allegations or disclosures of abuse:**

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- Appropriate action will have been taken to keep the child or adult safe: this may include reports to Police or referrals to Children's or Adult Services.
- The Safeguarding Lead will inform the insurance company and the Eldership of Harvest Church, providing they are not involved in the allegation. If this was the case, the Safeguarding Lead would bring the concerns to the Church's oversight within Commission.
- Suspicions or allegations will be dealt with on a need to know basis. A written record of the concerns will be made and kept as dictated by the church's document management policy.
- If unable to contact the Safeguarding Lead or Deputy, concerns allegations or disclosures can be referred to Children or Adult Services, the Police or advice sought from Thirtyone:Eight. A record of concerns and any actions taken should be made and provided to the Safeguarding Lead or Deputy at the first available opportunity who will then store the record in accordance with the church's document storage policy.
- The Leadership will support the Safeguarding Lead/Deputy in their role and accept that any information they may have in their possession will be shared on a need to know basis.

### **2.35 If suspicions, allegations or disclosures implicate both the Safeguarding Leads:**

- Concerns should be discussed with the Elders and Thirtyone:Eight for advice or Children or Adult Services or the Police. The address for ThirtyOne:Eight is, PO Box 133 Swanley, Kent BR8 7UQ or 0303 003 1111.

### **2.36 What to do if allegations of abuse are made against a person who works with children or adults with care and support needs**

- If an allegation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead or Deputy will make a referral to the Local Authority Designated Officer (LADO).
- Consideration may also be given to referring to the Disclosure and Barring Service. Advice about this will be sought from the LADO.

## **2.4 Supporting those affected by abuse**

Pastoral care and support, working with statutory agencies as appropriate, is available to all those who have been affected by abuse that have contact with or are part of Harvest Church. This can be accessed by contacting the Safeguarding Lead or Deputy, who can signpost to counselling/therapy services/charities.

## **SECTION 3 - Safer recruitment**

Harvest Church is committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children and young people and adults with care and support needs. The Leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship or any other abuse of trust to develop for as long as the relationship of trust continues. It is important that as a place of Worship, Harvest Church establishes and maintains clear boundaries in regard to the personal relationships which can develop.

Safer recruitment minimises the likelihood of vulnerable people being harmed by those in positions of trust. It follows therefore that leaders, workers and those holding positions such as trusteeships should undergo a thorough recruitment process. Safe recruitment should be followed irrespective of the level of responsibility or the duration of the appointment.

Harvest Church has adopted a formal recruitment policy for all Harvest Church trustees, elders, staff, ministry team leaders and members, both paid and voluntary.

### **3.1 Process for Safer Recruitment**

1. Potential candidates are identified for working amongst our youth, children's work or in a specific ministry involving vulnerable adults. This could be during the recruitment of paid staff or the appointing of volunteers by the church leadership
2. Application form, ministry area job description, personal specification and self-declaration form is issued to applicant. Included in the application pack will be the recruitment timetable, information about HC and a link to the safeguarding policy.
3. Application received and reviewed by ministry leader and interview may be arranged.
4. Interview arranged with applicant, Ministry Leader and Elder.
5. Harvest Church will take up character references.
6. On success at interview, HC will require applicant to undertake a DBS check.
7. If DBS check is returned with convictions or cautions: Application must be discussed with the Safeguarding Leads
8. Applicant appointed after an acceptable DBS check.

### **3.2 Taking up References**

Volunteers who have been part of HC for less than two years will be asked for references. Volunteers who have been part of HC for two years or more will be checked via the Eldership team.

If a criminal records check is carried out on someone applying for such work, details of cautions, reprimands or final warnings and formal convictions will be on the certificate sent to the organisation by the DBS. All job applicants should therefore complete a self-declaration form detailing any and ALL cautions, reprimands, final warnings and convictions. The forms should be signed and returned in a separate sealed envelope to the person in the organisation who processes DBS checks.

Where workers have recently arrived from overseas, background checks should be made on those applying to work with children and adults with care and support needs eg individuals have obtained 'fit person' checks from their home country as well as references from there

### **3.3 Junior Helpers**

## HARVEST CHURCH SAFEGUARDING POLICY

A junior helper is defined as a helper aged between 14 and 17 years of age. All junior helpers will be responsible to a named worker and will not be put in a position where they are providing unsupervised care of children. They will be included as a “child” when considering staff/child ratios. In these circumstances the full recruitment procedure need not be applied, though the church will acquire basic information about the individual and take up personal references at the Harvest Church Elders’ discretion. DBS checks will not normally be required. A similar procedure will be used for other occasional helpers.

## SECTION 4 - Working with Offenders

When someone attending Harvest Church, or any of the groups organised by it, is known to be a risk to children or adults with care and support needs the Leadership, in conjunction with the Safeguarding Lead and Deputy, will assess risk, arrange supervision of the individual concerned, create a behaviour contract and set boundaries for the person will be expected to keep. This may include consultation with Probation, Youth Offending Services or Police.

These boundaries will be defined in a formal contract which will include the following:-

- Not being alone with a child/vulnerable adult in the church building or any other church setting.
- Not sitting in church in the vicinity of unsupervised children and young people.
- Not entering certain parts of the building where children's activities are in progress.
- Declining offers of hospitality from church members where there are children/vulnerable adults present in the home.
- Refusing any request for babysitting from an unsuspecting parent.
- Accepting that certain people will need to be informed of the offender's circumstances in order to protect the children/vulnerable adults in their care.
- Accepting that contact will need to be made with their probation officer, who will meet with church leaders as and when necessary.
- Understanding that if conditions agreed and signed in the contract are not kept they may be barred from attending church, and in such circumstances the church leadership may choose to contact the statutory agencies.
- Understanding that the contract will be reviewed regularly for an indefinite period.
- The contract will be signed and dated by the offender and by the church representatives.

## Section 5 - Electronic Communications

Electronic communications should be for group activity purposes and should only be made via (including but not exclusively) WhatsApp groups, Facebook groups and email. Communications will be made to parents for children up to and including Year 6. Year 7 and above may receive direct communication from leaders provided parents have given their prior written consent. This area is under constant review due to the fast changing nature of electronic communications.

## Section 6 - Processes for Children's Groups

### 6.1 Children joining Harvest Church activities spontaneously and without parental knowledge.

On occasion, children playing outside or without adult supervision in the community, come into church-organised activities without the knowledge of their parents.

If this occurs:

- On arrival, welcome the children and record some factual information about them in the register, e.g. *name, age, where they live, telephone number*.
- Attempt to contact a parent/carer to alert them to the child's whereabouts and to gain consent for them to remain with the group.
- If consent is given, ask about any medical conditions or medication requirements.
- Ask the parent/carer to collect the child at the end of the session and complete an information and consent form.
- Link the child with another child to introduce the visitor to the group and any routines.
- If a parent/carer is not contactable ask the child if their parents are aware of where they are, and whether they are expected to return home at any particular time. If they are and this is before the end of the group, the child should be encouraged to return home (if safe to do so alone), suggesting that their parent might be willing for them to come to the group the following week.
- If it is not safe to send the child home alone, safe arrangements should then be made to return the child home. Provide the child with a leaflet about the group with contact telephone numbers on leaving and ask that their parents return the following session to complete information and consent form. If there are insufficient leaders to return the child safely home during the group, the child can stay in the group. Once concluded safe arrangements should be made to return the child home.
- Without quizzing the child, find out whether the child has any special needs, e.g. is the child on any medication, so that you can respond in an emergency.

### 6.2 Registration

When a child becomes a member or becomes involved in an activity run by Harvest Church, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.

### 6.3 Visiting children at home

Children's workers and leaders may need to visit children and their families at home. If this occurs:

- Inform your leader or another worker of the proposed visit.
- Unless an emergency always go with another adult. If an emergency inform another adult who and where you are visiting.
- Never go into a child's home if the parent is absent.
- Keep a record of the visit, noting date and purpose, who was present and store records in accordance with the church's document storage policy.
- If the parent/carer is absent when you call, leave some means of identification/explanation that can be handed to them if the child is at home alone/with other children (consider safety if home alone and contact safeguarding lead).

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- Provide information about your group to the parent/carer – include contact telephone numbers.

### References

Department for Education (2018) Working Together to Safeguarding Children available at [www.gov.uk](http://www.gov.uk) accessed on 20/2/19

Everone Active (2020) Swimming Ratios of adults to children available at: [www.everyoneactive.com](http://www.everyoneactive.com) accessed on 14/6/20

Hampshire Safeguarding Adults Board (HSAB) available at: <http://www.hampshiresab.org.uk/report-abuse/what-is-abuse/> accessed on 20/2/19

HM Government (2014) The Care Act 2014 available on [www.gov.uk](http://www.gov.uk) accessed on 14/6/20

## APPENDIX 1: Code of Conduct for Working with Children and Young People

### Practical child supervision issues:

#### Boundaries

- It is unacceptable for people in a position of trust to engage in any behaviour that might allow a sexual relationship to develop whilst the relationship of trust continues.
- All physical contact which could be considered sexually suggestive should be avoided.
- Workers should avoid any comments or remarks which can be construed as sexually suggestive even in 'fun' or as part of 'banter' and should avoid being drawn into any such conversation if a young person initiates it. The privacy of children should be respected in a way befitting their age when they are showering, toileting etc. Where appropriate, ask the child if help is required.
- If personal care to a child is required (e.g. changing the clothing of a child who has been sick) ask the parent or carer to carry this out. If parent or carer is unavailable, this should be done in a way in which the privacy of the child can be maintained while ensuring that there is no undue intimacy. The parent or carer should be contacted to collect the child. Workers should never engage in intrusive touching of a child in any form. Any physical contact with a child should be in public and should be related to the child's needs, should be appropriate to the age of the child and should normally be initiated by the child.
- Arrangements for transporting children needs to be with parental approval and the knowledge of the group leader.
- The only adults allowed into a children or youth activity should be the workers assigned to that activity. Other adults should not have free access. If they need to be there for a specific reason, ensure they are noted in the register with the time they came and left.
- Workers should not allow or engage in any scapegoating, ridiculing or verbally rejecting a child or young person or make discriminatory remarks of any kind.
- All children and young people should be treated with dignity and respect by workers.

#### Supervision of groups and activities:

- Children attending a group should never be left alone at any time.
- Any records kept which include personal data will be stored in compliance with the Harvest Church's document storage policy which complies with GDPR.
- All children's activities should take place employing a safe ratio of adults to children, sharing space, leaving doors ajar, or using rooms with glass panelled doors.
- The ratio of adults to children should always be adequate to ensure safety. There must always be a minimum of two adults present. The minimum ratio of adults required for certain age groups are (nspcc 2019):

Age	Adult Numbers		Children numbers
0 – 2	1	:	3
2 – 3	1	:	4
4 – 8	1	:	6
9 – 12	1	:	8
13 – 18	1	:	10

- Toileting: Anyone who has not had a DBS check, should not be left alone with children or take them to the toilet unaccompanied. Groups should take a toilet break together

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where reasonable with one responsible adult while the other adult(s) supervises any remaining children and keeps a head count.

- Mixed gender groups should always be planned to have both male and female workers to enable children to relate to workers of the same gender. If a child wishes to speak with a worker confidentially this should be conducted by a worker of the same gender (taking into account possible same sex attraction and adjusting accordingly). Workers should only be alone with a child in exceptional circumstances.
- If a worker is seeing a child individually off-site for any reason (e.g mentoring), this should be with both child and parental consent and the knowledge of the group leader. Such meetings should be in public places or with another adult present or close by. No child should be invited to a worker's home alone.
- No person under 18 years of age should be left in charge of any children of any age.
- A register of children attending any church clubs or activities will be kept. All children should be signed in and out by the parent or carer bringing and collecting them. Times of departure will be noted if the individual does not attend the whole session.
- A record of any incidents will be kept for all activities for children and action taken e.g. fights, with each leader recording what they witnessed. The record should be kept separate from the accident book.
- A First Aid box should be accessible at all children and youth activities. A qualified First Aider should be available at all activities for children and only that person must administer First Aid. Minor First Aid should be given either in public or in a room with the door ajar. If First Aid requires privacy, two adults should be present. All instances of First Aid should be recorded in the accident book, parents or carers informed and the entry signed by parents or carers.

### **Supervision of activities involving swimming or other potentially hazardous pursuits**

For activities involving swimming the adult child ratio should be increased significantly. A full risk assessment should be carried out, taking into account the individual children in the group, their swimming ability and the site where the activity is to take place. For example if you were swimming in the sea it would be very difficult to adequately supervise 8 teenagers at the same time. Similarly for other more hazardous pursuits, a full risk assessment should take place and the ratios adjusted accordingly.

- The following ratios for swimming are intended as a guideline only and must be used in conjunction with a full risk assessment. Requirements by individual swimming pools may vary and should be checked prior to attending.

Age	Adult numbers		Children numbers
0 – 4 (without arm bands)	1	:	1
0 - 4 (with armbands)	1	:	2
4 - 7 (with or without armbands)	1	:	2

(Everyone Active 2020)

- Changing Rooms – ensure children are able to change privately, where changing rooms are split according to gender: males with males, females with females. Ensure there are a minimum of 2 adults in each changing area.

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- Swimmers / non-swimmers: ratio of staff according to ability. Usually 1 staff to 3 but can be assessed as part of the risk assessment.
- In the case of gender identity issues - be sympathetic to the child's needs, and use an appropriate cubicle that will not discriminate against the child's gender.
- Adults to wear appropriate bathing wear.
- Refrain from the physical water games that could put you in the position of being accused of inappropriate touching.

### **Maintaining suitable behaviour in groups**

- Pray with other leaders/helpers before you meet and talk over the session before you leave.
- Every child should understand the ground rules for the group e.g. no swearing, racism or calling each other names, a respect for property. Consequences for not adhering to these rules should be explained.
- Build healthy relationships with children and be a good role model, setting a good example.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Work on each individual child's positives. Do not compare them with one another, but encourage and build them up, giving them responsibility for simple tasks.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

### **If difficult situations or behaviour occur in the group:**

- **NEVER** smack, hit a child or shout at a child– change voice tone if necessary
- Ask God for wisdom, discernment and understanding and pray for the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation
- Each child is unique, special and individual, and each child needs a different method of support. Consider why the child is behaving this way.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- Take the child aside and talk to them about what needs to change and how they might do this - be specific, encourage them on their strengths. Warn them that you will speak to their parents and do so if necessary. Warn them, send them outside the room (thinking about safe supervision), back into the service or exclude them for a week. (Never an indefinite exclusion without reference to your leader and ensure parents are advised in cases of banning.)
- Sit the child in front of you or get a helper to sit next to the child to support them.
- 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.
- Call on support from other leaders if you feel you may deal with the situation unwisely.
- If a child/young person is harming him/herself or another person or property other children/young people should be escorted to vacate the place/area where the disruption is occurring. At the same time, and with a second worker present, attend to the child's needs/behaviour.

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- If a child/young person is harming themselves, physical contact should only be used to provide first aid and to prevent serious injury or loss of life.
- It may be necessary to physically restrain a child if they are putting themselves in danger (e.g. a small child tries to run out of the building).
- As soon as the situation is resolved, or immediately after the activity, a record should be made of the incident including: date, time, who was involved, what was said and done and anyone who may have witnessed the incident. This should be stored in compliance with the Church's Document Management Policy and parents informed.

### **Mentoring**

Some young people may appreciate meeting up with an older person from the church for mentoring. In this situation the following guidelines must be followed:

- The adult needs to be DBS checked and known to the church.
- The adult needs to have attended relevant safeguarding training (see Section 1.4).
- The mentoring relationship needs to be agreed with the young person's parents and group leader.
- When meeting together, the mentor and young person need to meet in an appropriate venue. The venue should be easily accessible/visible and they should not be the only people present at the venue. This could be in the young person's home with a parent/carer in the house, a room at the Alton Maltings centre with the door ajar and duty manager aware, a coffee shop or any other similar place that is both public and appropriate.

## **APPENDIX 2 - General Principles for working with Adults including those with Care and Support Needs**

## Supervision guidelines for groups

There should be a minimum of two leaders per group activity. However this minimum should be reviewed in relation to the needs of those attending the group.

Workers should ensure they have a charged, working mobile telephone with them in case of emergency.

When groups meet and adults attend with their carers, those carers should be made aware of how to summon help and what to do in the case of an emergency – e.g. a medical emergency or fire.

Only workers assigned to the group should be present in the group, unless in case of emergency.

Consider the dynamics of group attendees. If it is likely there may be people attending who misuse substances, carry weapons or are known to self-harm etc. If this may be the case a group agreement should be in place, shared, agreed and signed with each person when they first attend. This agreement should include:

- People will not be allowed into the group if under the influence of alcohol or other substance.
- No weapons of any sort should be brought into or concealed on the premises. This includes any sort of scissors, blade or bladed article.
- Alcohol or mind altering substances cannot be brought onto the premises.

## Boundaries

The trusting relationship between worker and adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

## Mental Capacity

When working with adults you may be faced with the situation of determining whether someone has the mental capacity or ability to make decisions about themselves and their safety and well-being. There is often a fine balance between respecting an individual's rights

to autonomy and their need for protection. If you have any concerns, contact the Safeguarding Lead or Deputy.

### **Mental Capacity Act 2005 - Five key principles to be borne in mind when working with people aged 16 and over.**

- 1. Everyone aged 16 and over has the right to make their own decisions and must be presumed to have the capacity to do so, unless proved otherwise.**  
This means you cannot assume that someone is unable to make a decision for themselves just because they have a particular condition or disability. (In the case of children aged 16-18 concerns about safe decision making should be discussed with the Safeguarding Leads).
- 2. Individuals must be given all practicable help to make their own decisions.**  
This means they need to be provided with all relevant information in a format they can understand e.g. a person with a learning disability may find it easier to communicate using symbols, pictures, photographs, videos, tapes, Makaton or sign language. Consider what time of day is best for the person and allowing time (e.g. for medication to take effect) for them to process the information. Consider involving friends, relatives, carers or advocates in the process.
- 3. People have the right to make what others might regard as unwise or eccentric decisions.**  
Everyone has their own values, beliefs and preferences, which might not be the same as other people. People cannot be treated as lacking capacity because their decision may not agree with your own.
- 4. Anything done for or on behalf of a person who LACKS mental capacity must be done in their best interest.**
- 5. Anything done for or on behalf of a person who LACKS mental capacity should be the least restrictive of their basic rights and freedoms.**

The mental capacity of an adult at risk will determine what actions will be taken. Adults have a right to make their own choices in relation to their well-being and personal safety. Even if a person may follow a course of action or behaviour which may expose them to harm, or leave them in a situation of abuse, where they have mental capacity and choose to do so, then this should be respected.

Where faced with a situation where an adult **at risk** does **not** want help, it is important to make contact with Adult Social Care or the police and share your concerns. They can then make a determination if they need to put a safeguarding plan in place, taking into account whether the individual lacks the mental capacity to make a choice, whether there is a risk to others, or whether or not action is necessary in order to prevent a crime.

### **Disruptive Behaviour**

If someone is being disruptive:

- Ask them to stop.

- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them that if they continue to be disruptive this might result in longer-term exclusion from the group.
- If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them serious harm/threat to life, physical restraint MAY be necessary. If this is the case, you should call the police.

### **Toileting and personal privacy**

- Workers should be aware that any adult attending an activity who has a disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet).
- They may behave in a non-age appropriate way. For example, a young person of 17 might be behaving more like a 2-3 year old due to the effect of their disability, particularly in demanding cuddles or sitting on a worker's lap. It is therefore important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.
- Ask the adult attending the activity or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic.
- Ideally ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person or carer to discuss their preference and your ability to provide this.

Those working with adults should develop appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette. Ask the group leader for relevant training if required.