



Faith Life Church Cambridge  
Safeguarding Policy

Approved by Trustees	December 2022
Review Cycle	Every Year (next review date December 2023)

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## SECTION 1 DETAILS OF THE PLACE OF WORSHIP / ORGANISATION

**Name of Place of Worship / Organisation:** Faith Life Church

**Address:** Arbor Grange  
Babraham Rd  
Cambridge  
CB22 3AY

**Membership of Organisation:** Partners in Harvest

**General Email address:** office@Faithlifechurch.org.uk

**Senior Leader Name:** Mark Baines

**Senior Leader Contact Email:** markbaines@faithlifechurch.org.uk

**Safeguarding Lead Name:** Nicola Phillips

**Telephone:** 07542 967196

**Email:** safeguarding@faithlifechurch.org.uk

**Safeguarding Deputy:** Bethan Rushforth

**Email:** kids@faithlifechurch.org.uk

**Safeguarding Trustee:** Roger Bostock

**Email for Safeguarding Trustee:** office@faithlifechurch.org.uk

**Charity Number:** 1114208

**Insurance:** Access Insurance 5307530G/AIS34793

## Description of Activities

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults at risk:

On Sunday mornings we run activities for children aged 3 years to 18 years for the time when the adults are meeting. This takes place in age related groups on the same premises as the adults meeting and lasts for approximately 1 – 1 ½ hours.

We run regular activities not focussed on children but where the participants may encounter children and /or adults at risk. These groups are as follows:

"One Thing" a meeting on Sunday evening at the Church address.

"Life groups" meetings for adults but in the homes of the host(s) which vary from time to time.

"Tea and Truth" is a meeting for adults at the home of the host but where children of the participants sometimes attend.

"Worship on the streets" is an open air gathering of Church members, not all workers, where they encounter the wider public at large which may include children and/or adults at risk.

There are occasional extra activities – these events are open to the children of the members of the church and their friends.

We do not currently run any meetings specifically for adults at risk but will update this policy should that situation occur.

## Our commitment

The Senior Leader and Church elders from time to time, known hereafter as "**the Leadership**" recognise the need to provide a safe and caring environment for children, young people, and adults. We acknowledge that children, young people, and adults can be the victims of physical, sexual, and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight, an independent Christian safeguarding charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. The Safe and Secure Safeguarding Standards are as follows:

- Governance
- Culture
- Safeguarding policy

- Safer Recruitment
- Training and awareness
- Working together Safely
- Managing Awareness
- Partnership Working
- Responding to concerns.

further information can be found at:

<https://thirtyoneeight.org/dashboard/knowledge-hub/our-10-standards/>

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- support the Safeguarding Lead in their work and in any action, they may need to take in order to protect children and adults at risk.
- With support from the Designated Safeguarding Trustee, the Safeguarding Lead will produce a safeguarding report to be presented to the board of Trustees once a year.

The Leadership recognises

- Children's Social Services (or equivalent) has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

- When working outside of the UK, the representative of Faith Life Church will adhere to the terms of this policy and any prescribed local laws.
- Safeguarding is everyone's responsibility.

## SECTION 2 PREVENTION OF ABUSE

### Understanding abuse and neglect

Defining child abuse (or abuse against an adult) is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations (referred to hereafter as "**Church**") we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse are included in this policy at **Appendix 1**, as well as how to respond to a disclosure of abuse at **Appendix 2**.

### **Safer recruitment**

As a Leadership we are also committed to supporting all volunteers in the same manner as employees, known together as "**workers**". The Leadership will ensure all workers will be appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- The applicant has to complete a probationary period of 6 months
- The applicant has, upon appointment, signed the relevant Code of Conduct
- The applicant knows how to access the safeguarding policy
- The applicant knows how to report concerns.

## **Safeguarding training**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will undertake recognised safeguarding training.

The Leadership will also ensure that children (and adults at risk) are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

The Leadership may provide training to individuals not classed as workers, such as to persons involved in prayer ministry.

## **Management of Workers – Code of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct (referred to at **Appendix 3**) as a guide to their role and including behaviour towards children, young people, and adults at risk.

## **SECTION 3 PRACTICE GUIDELINES**

As an organisation working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

## Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and young people (and adults at risk). This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines regarding our expectations of those with whom we work in partnership, whether in the UK or not.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The Church will work to develop effective links with relevant services and agencies to promote the safety and welfare of all children and will notify the relevant service/agency in the event this becomes necessary using details as set out in Section 4.

The Church, via the Safeguarding Lead or Deputy will make a referral to local authority children's social care if there are signs that a child:

- is suffering significant harm through abuse or neglect
- is likely to suffer significant harm in the future.

All telephone referrals should be confirmed in writing within 24 hours.

- Cambridgeshire Children Social Care: 0345 045 5203
- Peterborough Children Social Care: 01733 864180

In urgent situations out of office hours the referral should be made to the emergency duty team (out of hours) on 01733 234724.

In emergencies, such as if a child is in immediate danger, the Police should be called for assistance.

Local Authority children's social care should respond **within one working day** of receiving the referral and make a decision about the type of response that will be required to meet the needs of the child. If this does not occur within three working days, the referrer should contact these services again and, if necessary, ask to speak to a line manager to establish progress.

If practitioners have concerns that a child may be a potential victim of modern slavery or trafficking then a referral should be made to the National Referral Mechanism, as soon as possible

## **SECTION 4 RESPONDING TO ALLEGATIONS OF ABUSE**

The Leadership and Church workers acknowledge that the welfare of the person involved in a concern or incident of abuse are the first consideration. Their welfare is of utmost importance.

The Leadership and workers will take every and any concern seriously, even if it is considered minor, as it may be an indicator of a serious situation. The Leadership will provide adequate support for any workers who are dealing with allegations of abuse.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The Leadership and workers will follow procedures according to this policy and appendices, particularly **Appendix 2**:

### **Documenting a concern**

The worker should make a report of the concern in the following way:

Using the form attached to this policy at **Appendix 2b**, the person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name:** Nicola Phillips (hereafter the "Safeguarding Lead")

**Tel:** 07542967196

**Email:** [safeguarding@faithlifechurch.org.uk](mailto:safeguarding@faithlifechurch.org.uk)

If using the form is for some reason, not possible, any contact to the Safeguarding Lead is better than none.

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the suspicions in any way involve the Safeguarding Lead, then the report should be made to: **Bethan Rushforth** (hereafter the "Deputy")

If the suspicions implicate both the Safeguarding Lead and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight**

**PO Box 133, Swanley, Kent, BR8 7UQ.**

**Tel: 0303 003 1111.**

Alternatively, contact Social Services or the Police.

The Safeguarding Lead should contact the appropriate agency, or they may first ring the thirtyone:eight helplines for advice. They should then contact social services in the area the child or adult lives.

At **Appendix 9** of this document is an easy to reach list of useful contacts.

**Name of local authority:**

**Children's Social Services**

**Tel:**                    0345 045 5203

**Out of hours Tel:**   01733 234 724

**Website Address:** <https://www.cambridgeshire.gov.uk>

**Specifically, children's social care:**

<https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection/cambridgeshire-children-s-social-work>

Further guidance: <https://www.safeguardingcambspeterborough.org.uk/children-board/>

### Adult Social Services

Tel: 0345 045 5202

Out of hours Tel: 01733 234 724

Further guidance:

<https://www.safeguardingcambspeterborough.org.uk/download/keeping-adults-safe-from-abuse-and-neglect-easy-read/>

- The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern
- The Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

- 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 in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead /Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead / Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**Detailed procedures where there is a concern about a child:**

In addition to this section, detailed procedures and how to respond and report are at **Appendix 2.**

**Allegations of physical injury, neglect, or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead /Deputy will:

- Contact Children’s Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g., poor parenting), first seek the advice of the Leadership who can then encourage the parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, the Leadership will offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services directly for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children’s Social Services.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Lead /Deputy will:

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

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

If there is concern about any of the above, Safeguarding Lead/Deputy will:

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

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.
- Identify support services for the victim i.e. counselling or other pastoral support (see Section 5).
- Follow any guidance and/or procedure as advised by thirtyone:eight.

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker whilst following the procedure outlined above, the Safeguarding Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

### **Allegations of abuse against a person who works with adults at risk:**

The Safeguarding Lead will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults at risk. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not the Church.

## **SECTION 5 PASTORAL CARE AND PRAYER**

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

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and offering support to all those who have been affected by abuse who have contact with or are part of the place of Church.

The Leadership and Church workers recognise the difference between pastoral care and counselling and will refer to external agencies should the person affected by abuse need further professional support. If the Leadership or workers are unsure of this distinction, the individual will seek guidance from thirtyone:eight.

## **Prayer**

When praying please:

- Get the person's permission before you pray with them (or from a Parent/carer).
- Pray in an open area where other people are around.
- Be aware of safeguarding concerns and don't delay in taking action.
- Reflect back what the person has said to show you have understood their prayer request.
- Use clear uncomplicated language and keep prayers simple so they can be understood.
- Avoid giving specific advice about problems involving decisions and never advise someone to stop taking medication or receiving professional support for their care or welfare.
- Stop if the person becomes distressed.
- Never pressure someone into receiving prayer.
- Never promise total confidentiality.

## **Praying with children and young people**

Where there is a general invitation to receive prayer as part of a service or event, have children's workers available to pray with the children/young people.

If someone requests that their child doesn't participate in prayer, this must be respected.

It can be helpful to write down what you have prayed about and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.

Avoid praying 'in tongues' or any other language different from the child's own as this can be confusing and alarming.

A child or young person can be very susceptible to suggestion, so even if you believe you have heard from God about their situation, talk this through with another leader first before talking about this with the child.

Don't put your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm around a shoulder or their hand being held, always ask first.

### **Things to consider**

Think about your body language, particularly in relation to things like your height and the height of the person you are praying for. Try to ensure you are on their level rather than standing over them e.g. by both of you sitting.

A child should never be told they are demonised, possessed, or oppressed by the devil or evil spirits.

Any religious, traditional or cultural practices such as prayers for deliverance or exorcism that cause significant harm to a child are a criminal offence and cannot be justified. Statutory authorities may investigate and take appropriate action to protect any children involved.

Remember the reason we pray and enter into prayer with God always at the forefront of the prayer.

## **SECTION 6 WORKING WITH OFFENDERS AND THOSE WHO MAY POSE A RISK**

This section is to be read and applied in accordance with the Church's Equal Opportunities Policy. When someone attending Church or any of the groups operated by the Leadership is known to have abused children, is under suspicion or investigation, is listed on a formal register and their name is made known, or is known to be a risk to adults at risk; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults at risk, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties and will be reviewed annually alongside the Leadership and Safeguarding Trustee.

The Church operates with a Christian understanding of forgiveness and welcomes those who truly repent of past wrongdoing however the Leadership will use wisdom in circumstances when someone who is attending Church or any of the groups operated by the Leadership is known to have abused children, is under investigation, or is known to be a risk to adults at risk.

Any such individual would not be permitted to work or volunteer with the children and/or youth See **Appendix 7**.

## SECTION 7: COUNSELLING

Counselling is a complex task that requires specialist training and supervision. An organisation that provides counselling should give clear guidance to its workers and people around the provision of its counselling service.

The provision of counselling will be kept as separate as possible from any pastoral care provision, with clear roles and boundaries around those providing each service. Faith Life does not offer counselling services but will do, where appropriate, what it can to assist any member of the Church to find suitable counselling help.

### Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: \_\_\_\_\_ Position: Senior Leader and Pastor

Signed by: \_\_\_\_\_ Position

Date:

A copy of this policy is also lodged with the Charitable Trustees.



## APPENDIX 1      FOUR CATEGORIES OF ABUSE

This explanation is not exhaustive, and the Leadership and workers will approach safeguarding understanding that abuse can take many forms.

### 1.    **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.

### 0.    **Neglect.**

Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

- It may occur during pregnancy as a result of maternal substance misuse.
- It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.
- It also includes parents or carers failing to:
  - Provide adequate food, clothing and shelter including exclusion from home or abandonment;
  - Protect from physical and emotional harm or danger;
  - Ensure adequate supervision including the use of inadequate care-givers; o Ensure access to appropriate medical care or treatment.

## 0. Emotional Abuse.

Is the persistent emotional ill treatment so as to cause severe and adverse effects on a child's emotional development. Some level of emotional abuse is involved in all types of maltreatment although it may occur alone. It may involve conveying to a child that they are:

- Worthless;
- Unloved;
- Inadequate; and
- Valued only insofar as they meet another person's needs.

It may include:

- Not giving the child opportunities to express their views,
- Deliberately silencing them,
- 'Making fun' of what they say or how they communicate.

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- Interactions that are beyond the child's developmental capability.
- Over protection and limitation of exploration and learning.
- Preventing participation in normal social interaction.

It may involve:

- Seeing or hearing the ill-treatment of another.
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger;
- Abuse by one or more pupils against another pupil.
- The exploitation or corruption of children.

## 0. 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.

This may involve:

- Physical contact including assault by penetration (e.g., rape or oral sex);
- Non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing;
- Non-contact activities involving:
  - children in looking at, or in the production of, sexual images;
  - children in watching sexual activities;
  - encouraging children to behave in sexually inappropriate ways;
  - grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## OTHER TYPES OF ABUSE TO BE AWARE OF:

### Domestic Abuse

Is any or all types of abuse at 1 - 4 above relating to the behaviour of the parents and carers which have significant impact on children.

## **Online Crime**

Where the internet is used to contact, groom and then carry out abuse against a child or adult at risk. Abuse can begin online and progress to person to person contact and it can then take the form of any of the types listed in this Appendix.

## **Child Sexual Exploitation (CSE)**

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status, and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

## **Modern Slavery**

Is a form of organised crime in which individuals including children and young people are treated as commodities and exploited for criminal and financial gain. It encompasses human trafficking, slavery, servitude and forced labour. The Modern Slavery Act 2015 provides better protection for victims and increases the sentences for committing these offences.

Grooming methods are often used to gain the trust of a child and their parents, e.g., the promise of a better life or education, which results in a life of abuse, servitude and inhumane treatment.

'Trafficking of persons' means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability

or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

'Exploitation' for modern slavery purposes is defined, as a minimum, to include: sexual exploitation, forced labour, domestic servitude, and organ trafficking.

Trafficked victims are coerced or deceived by the person arranging their relocation, and are often subject to physical, sexual, and mental abuse. The trafficked child or person is denied their human rights and is forced into exploitation by the trafficker or person into whose control they are delivered.

Children are not able to give 'informed consent' to their own exploitation, so it is not necessary to consider the means used for the exploitation – whether they were forced, coerced, or deceived, i.e., a child's consent to being trafficked is irrelevant and it is not necessary to prove coercion or any other inducement.

### **Child Criminal Exploitation (CCE)**

This is an umbrella term for many crimes and criminal enterprises using children for example but not limited to: slavery "county lines" movement of drugs, watering cannabis farms, child labour in construction. Children are not considered able to give 'informed consent' to their own exploitation, so it is not necessary to consider the means used for the exploitation.

### **Radicalisation:**

Is where a person is enticed to an extreme form of ideology. This can occur online or in person and commonly begins with children or adults at risk who may have a naive nature.

## Spiritual Abuse

Spiritual abuse is not covered by the standard statutory definitions of abuse but is of concern both within and outside faith communities.

It is the attempt to "coerce" or "force" religious values or ideas onto people, particularly those who may be vulnerable to such practices. Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional, or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation.

Careful supervision and mentoring of those entrusted with the pastoral care of adults including adults at risk should help to prevent harm occurring in this way.

Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.'

A particular aspect of Spiritual Abuse relating to children has been addressed in the Department of Health Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (2007).

The term 'belief in spirit possession' is defined as the belief that an evil force has entered a child and is controlling him or her. Sometimes the term 'witch' is used and is defined as the belief that a child is able to use an evil force to harm others. There is also a range of other languages that are connected to such abuse. This includes black

magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah, demons, and child sorcerers. In all these cases, genuine beliefs can be held by families, carers, religious leaders, congregations, and the children themselves that evil forces are at work. Families and children can be deeply worried by the evil that they believe is threatening them, and abuse often occurs when an attempt is made to 'exorcise', or 'deliver' the child. Exorcism is defined as attempting to expel evil spirits from a child. Whilst the number of identified cases is small, the nature of the child abuse can be particularly disturbing and the impact on the child is substantial and serious. (Department of Health Safeguarding Children from Abuse Linked to a Belief in Spirit Possession, 2007).

### **Abusive Actions:**

Mistreating a person in the name of God, faith, or religion – the exact nature of the mistreatment may fall within the definition of one of the other abuse types.

- Special relationships, especially where there is an imbalance of power
- Inappropriate or untrained exercise of exorcism and/or deliverance ministry
- Misuse of authority e.g., by dictating exactly what a person should believe
- Extreme pastoral interference in personal issues including how someone should express their faith
- Telling someone that if they pray harder/believe more they will be healed
- Making someone feel inferior in their faith

ref. <https://www.churchofengland.org/sites/default/files/2018-10/Type%20of%20Abuse%20Reference%20Document%20September%202018%20-%20PROOF%20COPY.pdf>

<https://webarchive.nationalarchives.gov.uk/ukgwa/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/DFES-00465-2007.pdf>

## Appendix 2 RESPONDING TO A DISCLOSURE OF ABUSE

When a person tells someone directly about their experience of abuse, or comes to them for help, this is called making a disclosure. The initial response to a disclosure of abuse can have a lasting impact. The four steps in responding to a disclosure of abuse are explored here and summarised as Recognise, Respond, Record and Report

### RECOGNISE

The first step is to recognise and identify that a person may be at risk of harm or abuse.

A worker may recognise a concern in one of two ways:

- **By spotting the signs or indicators** - these are things that a person sees or hears, or things that another person tells them.
- **When a person makes a disclosure of abuse** - this is when a person tells someone about their experience of abuse or comes to them for help.

All workers in Church should receive an appropriate level of training to help them be alert to the signs and indicators of abuse, to know how respond when a disclosure of abuse is made.

### Responding to a disclosure of abuse:

- Try to keep calm.
- Listen carefully to what the person says without interrupting.
- Allow time and space for the person to talk.
- Be attentive and look at them whilst they are speaking.
- Try not to ask too many questions but do clarify what has been said to make sure you have understood correctly.
- Reassure the person that they are not to blame for what has happened to them and that they have done the right thing in telling someone.

- Tell them that the information they share will be taken seriously.
- Do not ask them why they have not told someone before.
- Do not promise confidentiality but explain you may have to share it with the Safeguarding Lead.
- Avoid any physical reassurance or comfort as much as possible, if you do, always ask their consent first e.g., a hug, or an arm around the shoulder.
- Use language that is age appropriate.
- Do not tell them not to tell anyone else.
- Explain what you intend to do next.
- Make notes as soon after the conversation as possible, ideally verbatim notes taking particular attention to any colloquial language used as this may be helpful.
- Don't delay in taking the appropriate action per this policy.

In the case of severe sexual assault such as rape, which may have happened in the last few days, contact the police. Do not touch or tamper with any evidence, such as clothing and dissuade the person from cleansing themselves.

## RESPOND

**The second step in responding well to concerns is to take action in an appropriate, sensitive and timely way.**

- The initial response to a disclosure of abuse can have a lasting impact.
- Information might be shared about someone in another organisation or about a person unknown to you. The need to respond appropriately is the same.

- If a worker identifies any signs or indicators of abuse about a person, they could ask them some open questions that may help them share any concerns if they want to e.g. "You seem a bit quiet today, can you tell me about it?"
- If the person decides not to talk then their decision should be respected but any concerns should still be reported in the usual way.

#### **Actions to take:**

- Reassure the person that they have done the right thing in telling someone and that the information will be taken seriously.
- Ensure the immediate safety of the person.
- Seek medical help if needed, advising the medical professionals of any concerns.
- Make a written record of what has happened.
- Do not try to investigate the matter.
- Report any concerns.
- If it is a child, don't discuss with Parents/Carers until after you have reported your concerns and have got and received advice about what should happen next.

#### Things to consider

- The skills needed to respond to a disclosure of abuse can be practised in advance and may be included as part of a training session.
- Usually, a child will seek support and disclose to someone they trust. The Leadership will advise that the child will have support from the person they initially disclosed to avoid them repeating the disclosure.
- Under no circumstances should an alleged victim (child or adult) be required to meet or face their abuser.

- Where inappropriate sexual activity takes place between two children, or where a young person is in a position of power over another, or has responsibility for them e.g., in a babysitting arrangement, it should be responded to in the same way as if it were an adult. If an investigation takes place the perpetrator is also likely to be regarded as a victim due to the possibility that they may have been abused.

## RECORD

**The third step in responding well to concerns is to make a record of any concerns or disclosures of abuse that have been made.**

The person who receives the information should not try to decide if it is true or try to investigate it but SHOULD accurately record what has been seen or heard so that this can be passed on to those involved in reporting and taking action.

**The person receiving the information should:**

- Make notes as soon as possible (ideally within one hour).
- Record the date, time, and place that the concern was identified and when the record was made.
- Record what has been said or shared and by whom and the circumstances (e.g., where you were or the activity that was happening when the concern was identified).
- Include as much detail as possible about the abuse or behaviour that has been described using the language used by the person raising the concern / making the disclosure.
- Make a record of any physical signs of abuse such as any injuries (note their size, shape, and location). Remember some injuries, particularly bruising, can look different on different skin tones.

- Do not make assumptions about any physical signs of abuse, just record what you have seen.
- Record what was said in response and any action taken.
- Record using verbatim language where possible even if you do not understand / would not use that particular choice of word or phrase. Be careful not to ignore or overlook colloquial language.

#### **NEXT STEPS:**

- Any records should be passed to the Safeguarding Lead as soon as possible.
- Records should be written and/ or typed-up and stored securely and only accessed by the Safeguarding Lead or those involved in taking action.
- All handwritten notes should be kept and stored with the Safeguarding Lead.
- If the concern needs urgent action - such as immediate medical treatment - this should take priority, with records being written up as soon as possible after the situation has been dealt with.
- In some cases, a person receiving information may be required to give evidence in court so making a record will help their testimony be as accurate as possible and means they won't have to try and remember things that may have happened some time ago.

#### **REPORT**

**The fourth step in responding well is to report any concerns or disclosures to the right people so that the right action can be taken.**

All concerns or suspicions, however small they seem, should be reported confidentially in line with this policy and in the first instance (where appropriate), to the Safeguarding Lead.

**A person's responsibility for reporting concerns will depend on the role they have:**

**A worker SHOULD**

- Report any concerns to the Safeguarding Lead as soon as possible.
- If the Safeguarding Lead can't be contacted and the issue needs urgent action, report any concerns to the Police or Social Services e.g. If it is unsafe for a person to go home.
- In the instance the Safeguarding Lead can't be contacted, and the issue does not require urgent action, contact the Deputy Safeguarding Coordinator

**The Safeguarding Lead SHOULD:**

- Report any concerns at an early stage to Social Services and/or the Police to get advice.
- If concerns are about a child, get advice from Children's Social Services BEFORE you tell the child's Parents/Carers.
- Where necessary to Social Services or support others to do so (based on advice from Social Services).
- If an incident involves a worker, make a referral to the relevant processing body, thirtyone:eight.
- If incidents involve a worker who holds a non-UK Passport you may need to follow reporting protocols for the country where the alleged perpetrator holds a passport so, seek advice from thirtyone:eight and the police.

- Report all serious incidents to the Charity Regulator via the Safeguarding Trustee.
- If concerns involve online abuse, make a report to the Child Exploitation and Online Protection Command (CEOP).
- The Safeguarding Trustee should report any incidents to the Church's insurance company.

A person's role within an organisation or profession may mean they have a duty to report concerns, so sharing "gut feelings" or suspicions at an early stage, is really important. The Leadership ask that any worker with any such feeling seek the advice of the Safeguarding Lead.

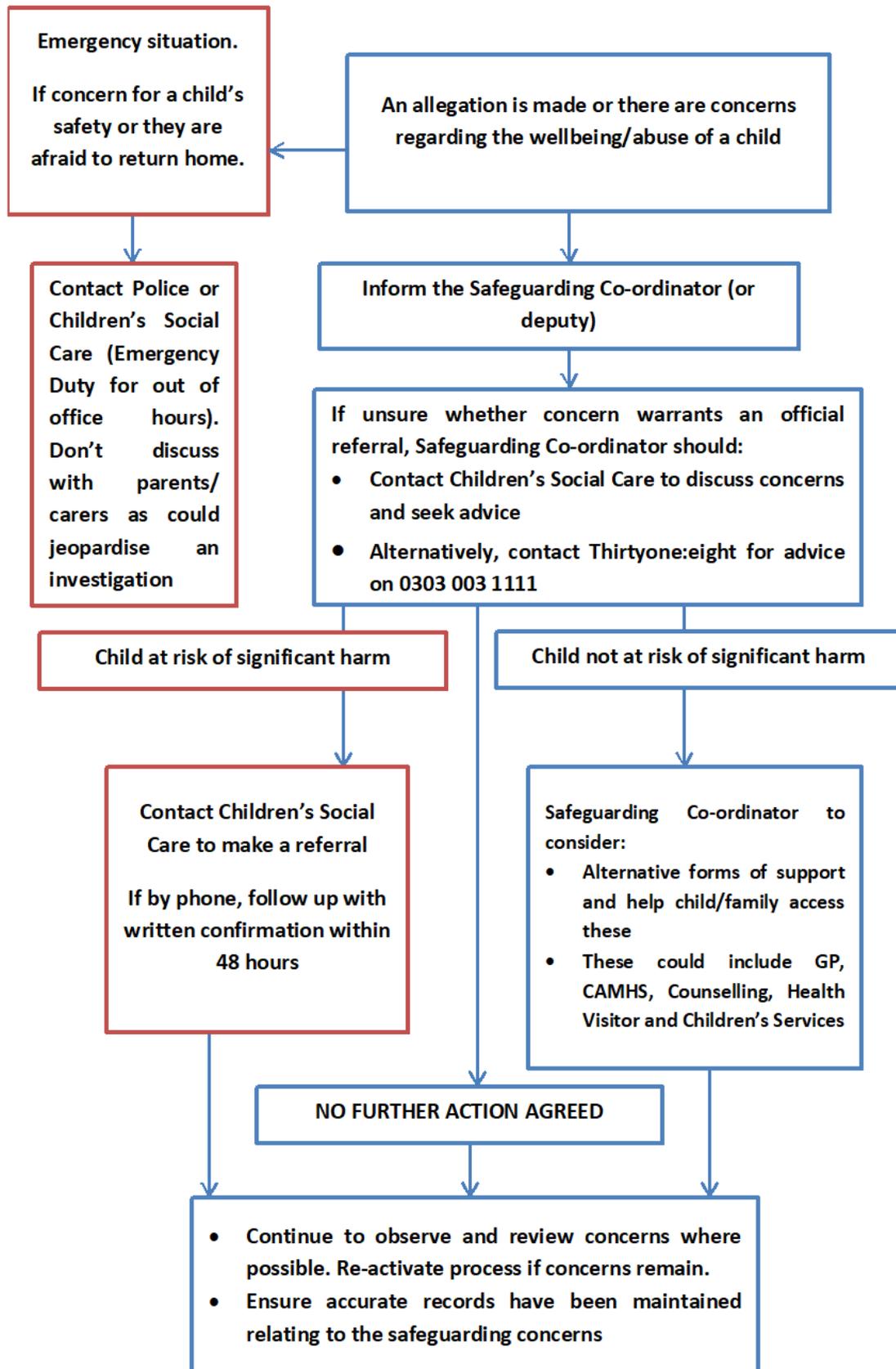
Legal responsibility for undertaking safeguarding investigations sits with statutory agencies so an organisation or worker should not try to investigate any concerns themselves.

#### **REFLECT:**

**After a concern or incident of abuse has been dealt with an organisation should take time to reflect on what has happened.**

The Leadership will reflect on any safeguarding incident or concerns and check the processes are fit for purpose by considering what worked well and what may need to be improved on.

It's important that those dealing with any concerns, disclosures or incidents, as well as those who have been impacted by them, are properly supported as they process, and where necessary recover, from what has happened.



**APPENDIX 2C REPORTING FORM Cause for Concern for a child/adult’s safety and welfare**

Electronic version available via Safeguarding Lead and membership login at <https://thirtyoneeight.org/media/z32hdkfg/cause-for-concern-form-1.docx>

(for use by any staff/volunteers – This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)<sup>1,2,3</sup>

Child/Adult’s name (subject of concern):	Date of birth/age:  Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): _Role/Job title:  Signature: __		
Other members of the household:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		

How did the concern come to light?	
What is the child/adult saying about what has happened?·?	
Any other relevant information. Previous concerns etc.	
Date and time of discussion with Safeguarding Lead <sup>s</sup> : _____	

Check to make sure your report is clear to someone else reading it.

**Please pass this form to your Safeguarding Lead without delay**

**Guidance notes for Form 1 (volunteers/staff only):**

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
  
0. Essential principles of recording the information received/disclosed/observed:
  1. Remember: do not investigate or ask any leading questions

2. make notes within the first one hour of receiving the disclosure or observing the incident
3. be clear and factual in your recording of the incident or disclosure
4. avoid giving your opinion or feelings on the matter
5. aim to record using the 4 W's and 1 H: When, where, what, why and how
6. do not share this information with anyone else except your Safeguarding Lead in the first instance and they will advise on who else will need to be informed, how and when.
  7. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

0. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your Safeguarding Lead or thirtyone:eight at this stage.
0. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

- 0. *Why is the view of the child/adult significant?* It is important to give whatever detail is available of the child or adult’s explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
- 0. *Passing information to the Safeguarding Lead* – Your Safeguarding Lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

**Part 2: Record of concern about a child/adult’s safety and welfare**

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible) An email with these details is also sufficient.

Information received by SC:	Date:	Time completed:	From whom:
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:
	Advice received:  Advice received about informing parents or in the case of adults, seeking consent/capacity:		

Initial Assessment of concern following advice:					
Action taken with reasons recorded <i>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Coordinator:		Signature:	

**OVERVIEW OF ACTIONS:**

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

**Guidance notes for Form 2:**

Following are some helpful pointers in completing the above form(s)

- Importance of consent from parents/carer or adults (in the light of mental capacity)***
  - With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware

that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2. ***Initial assessment-*** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight etc), what are the concerns categorised as?
3. ***Overview of actions*** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

## **APPENDIX 3      FAITH LIFE CHURCH CODE OF CONDUCT: working with children, young people (and adults at risk of harm) To be agreed by all Workers.**

### **Purpose**

This is the outline for codes of conduct which will be presented from time to time to Church workers (employed or volunteers). It aims to help protect children and young people (and adults at risk of harm), from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

### **The role of workers**

When working with children and young people (or adults at risk of harm), and the wider congregation including visitors, you are acting in a position of trust for Faith Life Church. You will be seen as a role model and must act appropriately.

### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including

inappropriate physical contact such as rough play and inappropriate language or gestures)

- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Lead
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches the Faithlife Church Cambridge social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances while in the process of working for Faithlife Church
- Favouritism/exclusion – all people should be equally supported and encouraged

### **Breaching the Code of Conduct**

If you have behaved inappropriately, in breach of this code of conduct, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager

will consult the Safeguarding Lead as appropriate). Depending on the seriousness of the situation, you may be asked to leave Faithlife Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Lead or line manager (in the case of a paid staff member).

### **Declaration**

The worker will be asked to sign the following statement:

“I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.”

## **Appendix 4 CHILDREN'S WORK, YOUTH WORK AND MENTORING**

On Sunday mornings we run activities for children aged 3 years to 18 years for the time when the adults are meeting. This takes place in age related groups on the same premises as the adults meeting and lasts for approximately 1 – 1 ½ hours.

There are occasional extra activities – these events are open to the children of the members of the church and their friends.

The Groups and specific details are as follows:

### **“Little Giants” (ages 3 – 5 years)**

Ratios: Children aged 3 - 8 years: 1 adult to every 8 children

There will be no provision for toilet breaks for the children. In the case where a child is too young to competently attend the toilet unattended, a worker must notify the parent/guardian of that child for them to attend to that child.

### **"Mighty Warriors"**

Ratios: Children aged 5 - 11 years: 1 adult to every 8 children

### **"Youth"**

Ratios: Children aged 11 - 15 years: 1 adult to every 8 children

### **Children and Youth outside of church premises:**

No worker will take into their vehicle any child (or adults at risk) without the express authority of the parent/guardian and without the presence of another adult. If this is

unavoidable for any reason, the worker will contact the Safeguarding Lead immediately for advice.

Whilst this policy shall prescribe the behaviour that protects the children of the Church, it must be applied using kindness, compassion and a common-sense approach. If in doubt, contact the Safeguarding Lead /Deputy to discuss a question or query.

## **MENTORING AND ONE TO ONE ARRANGEMENTS**

Before mentoring begins Mentees, their parents/guardians and Mentors must complete an agreement explaining how they intend to meet before any such meeting takes place. The mentoring agreement will clearly state the aims, conditions, and frequency of meetings before a mentoring relationship formally starts.

### **Mentoring Meeting Parameters**

Ideally, 1:1 work should take place either on Faith Life premises (defined as a property rented by Faith Life Church or owned by the Leadership of Faith Life Church "Faith Life Premises") or in a public and appropriate area such as a cafe, coffee house, or sports venue.

The Safeguarding Lead or a member of the Leadership if she is not available, must be informed when and where the mentoring session is taking place and again when the meeting has finished, and, if on Faith Life Premises, a second adult should be in the building. The young person should be aware that this other person is there and available to them. There may be circumstances where a home visit would be preferred, and this should be agreed beforehand with a member of the Leadership. This would only go

ahead should another adult be present at the home during the visit. Workers should only note basic details of these meetings in their record books.

1:1 situations have the potential to make the child/young person more vulnerable to harm by those who seek to exploit their position of trust. Adults working in these situations with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and young people and the adults who work with them.

#### **Workers must:**

- avoid meetings with a young person in remote, secluded areas
- always inform the Safeguarding Lead and parents/guardians about the contact(s) beforehand, assessing the need to have them present or close by and available by telephone
- always report any situation where a youth becomes distressed or angry to the Worker or other adult on the Faith Life Premises, or an adult at the public place
- carefully consider the needs and circumstances of the youth during 1:1 situations
- be aware of safeguarding policy and procedures to report concerns.

#### **Confidentiality**

Confidentiality cannot be guaranteed, and any disclosures or suspicions of abuse should be dealt with following the Faith Life Church's Safeguarding Policy. However, outside of issues relating to the safety of the young person or others the things discussed in the sessions

should be kept private and not discussed with others without the young person's knowledge and consent.

A Mentoring Agreement will be prepared for each Mentoring arrangement, listing the Mentor, Mentee, agreed place of meeting, relevant contact details for the mentee and their parents/guardian and Safeguarding Lead.

The Safeguarding Lead will approve all Mentoring Agreements before the mentoring commences.

## Appendix 5 DATA RETENTION AND PROTECTION

### Personal data SHOULD be:

- Adequate, relevant, and not excessive in relation to the purpose for which it is obtained.
- Accurate and, where necessary, kept up to date.
- Obtained and held only for one or more specified and lawful purposes.
- Processed fairly and lawfully.
- Processed in accordance with the consent given by the data subject.
- Stored securely and protected against unauthorised or unlawful processing and accidental loss or destruction.
- Not kept for longer than is necessary for the purpose (see below)
- Not transferred to a country or territory outside the United Kingdom except when required to do so by law.

### Paper Records

A short file is kept on each child recording the child's name, date of birth, address, parent/guardian contact details and any relevant medical details.

An accident and injury record is kept of any such incident while the children and youth are in the care of the Church's workers.

These paper records will be reviewed annually and records of children who are no longer attending for longer than 6 months will be destroyed.

### Electronic Records

The information held on the Church's electronic database (Church suite) includes: the child's name, date of birth, address, parent/guardian contact details, any significant medical information, allergies and any significant information as provided by the parent/guardian from time to time. This electronic record will be destroyed on the child having not attended the Church for 2 years

### **Safeguarding records**

Due to the sensitive nature of safeguarding data and its potential to be used in any future investigations. All safeguarding records, whether paper or electronic, will be retained for a minimum of 75 years.

## Appendix 6 ONLINE SAFETY POLICY including an Acceptable Use Policy.

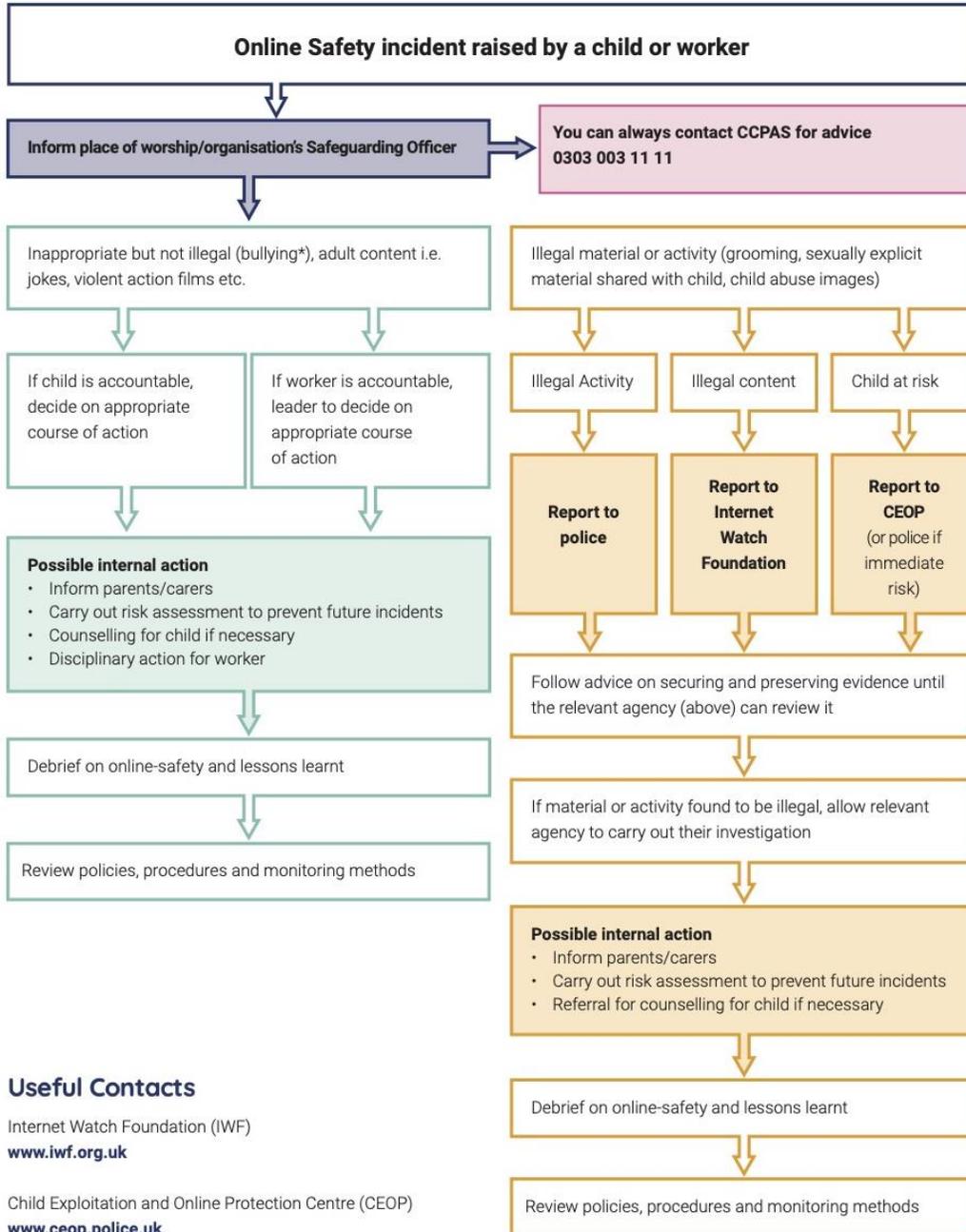
In 2022 this is not applicable. Currently online meetings are not used for children or youth. In the event this situation changes, the following shall apply:

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

When responding to concerns of abuse please refer to our 'Online Safety Flowchart' below and which can be downloaded separately at

<https://thirtyoneeight.org/media/m31lv3aq/flowchart-online-safety.pdf>

# Online Safety Flowchart



## Useful Contacts

Internet Watch Foundation (IWF)  
[www.iwf.org.uk](http://www.iwf.org.uk)

Child Exploitation and Online Protection Centre (CEOP)  
[www.ceop.police.uk](http://www.ceop.police.uk)

*(\*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.*

## Policy guidelines for Church Workers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; do not abbreviate or short-cut your communications.
- Be careful in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role with express permission from a legal parent or guardian.
- Only give personal contact details to children that are within the public domain of the Church including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents/guardians/carers know and have shared the details on behalf of the child.
- Only make contact with children for reasons related to the work of the Church and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by Church ion to communicate with children.

- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure the Church domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of the Church while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g., times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Provided the workers adhere to the terms of this policy and any attached guidance, use of zoom or other internet video call technology used by Church is permitted in group settings but not on a "one to one" basis as they cannot be recorded.

## **Social Media Policy**

**In 2022 this is not applicable. Currently social media is not used for children or youth. In the event this situation changes, the following shall apply:**

- All social media interaction between workers and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the Safeguarding Lead
- All users of social media must be above the minimum age limit i.e., 13 for Facebook
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

## **Consent for photographic images and videos online**

- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on

the internet this must be clearly stated, and further permission must be acquired if an image is to be used in a way not originally stated.

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Use of images will reflect the diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

### **Acceptable Use Policy**

**In 2022 this is not applicable. In the event this situation changes, the following shall apply:**

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WIFI, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WIFI Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with Church's policy on social media.

### **Children and Workers should not:**

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.

- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person’s login details.
- Access, download, send or receive any data (including images), which Faithlife Church considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

**Sanctions for violating the acceptable use policy in the opinion of Faithlife Church may result in:**

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

In the event that Faith Life Church should conduct Online services, or the following forms will be circulated and completed:

**Parent Carer Agreement** - to be completed as and when required

As the parent/guardian of \_\_\_\_\_ I declare that I have read and understood the Online Safety acceptable use policy for Faith Life Church and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

**Child/Youth Agreement**

I understand the importance of safety online and the Church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the Safeguarding Lead or a trusted adult.

<b>Child Name (Please print)</b>	<b>Child Signature</b>	<b>Date</b>
<b>Parent/Guardian (Please print)</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>

## Appendix 7 WORKING WITH THOSE WHO POSE A RISK

If the Leadership welcomes to the Church an individual who may pose a risk, the following boundaries will be put in place. These boundaries will be in line with the Church's Equal Opportunities Policy. These boundaries should protect any children and adults at risk who take part in the activities run by Church and will also help the individual to feel more secure and less at risk of false accusations:

### **The individual shall not:**

- Get close to children or adults at risk.
- Sit near children or known adults at risk during activities e.g., during church services.
- Attend activities held in people's homes where children are present e.g. A house group meeting.
- Work with children and young people or with adults at risk in relation to Church events.
- Hold positions of leadership or responsibility at Church where they are seen by others as someone who can be trusted.
- Take part in any activity at Church where they may be seen as being in a position of trust e.g., giving books out at the door, greeting people, reading the lesson, leading prayers or a Bible study.
- Partake in online communication with children or adults at risk

The Leadership may consider asking the individual to agree to, in writing, these boundaries and make them a condition of attendance at Church.

## Appendix 8 SAFEGUARDING ADULTS AT RISK -

I'm not fully across this topic so will do my research and insert later. I don't want to add anything that is incorrect.

The term 'Adult at Risk', is a short form of the phrase 'An adult at risk of abuse or neglect' and refers to adults who may have safeguarding needs according to the Care Act (2014).

An Adult at Risk is an adult (someone aged 18 or older) who:

1. has needs for care and support (whether or not the authority is meeting any of those needs),
2. is experiencing, or is at risk of, abuse or neglect, and
3. as a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.

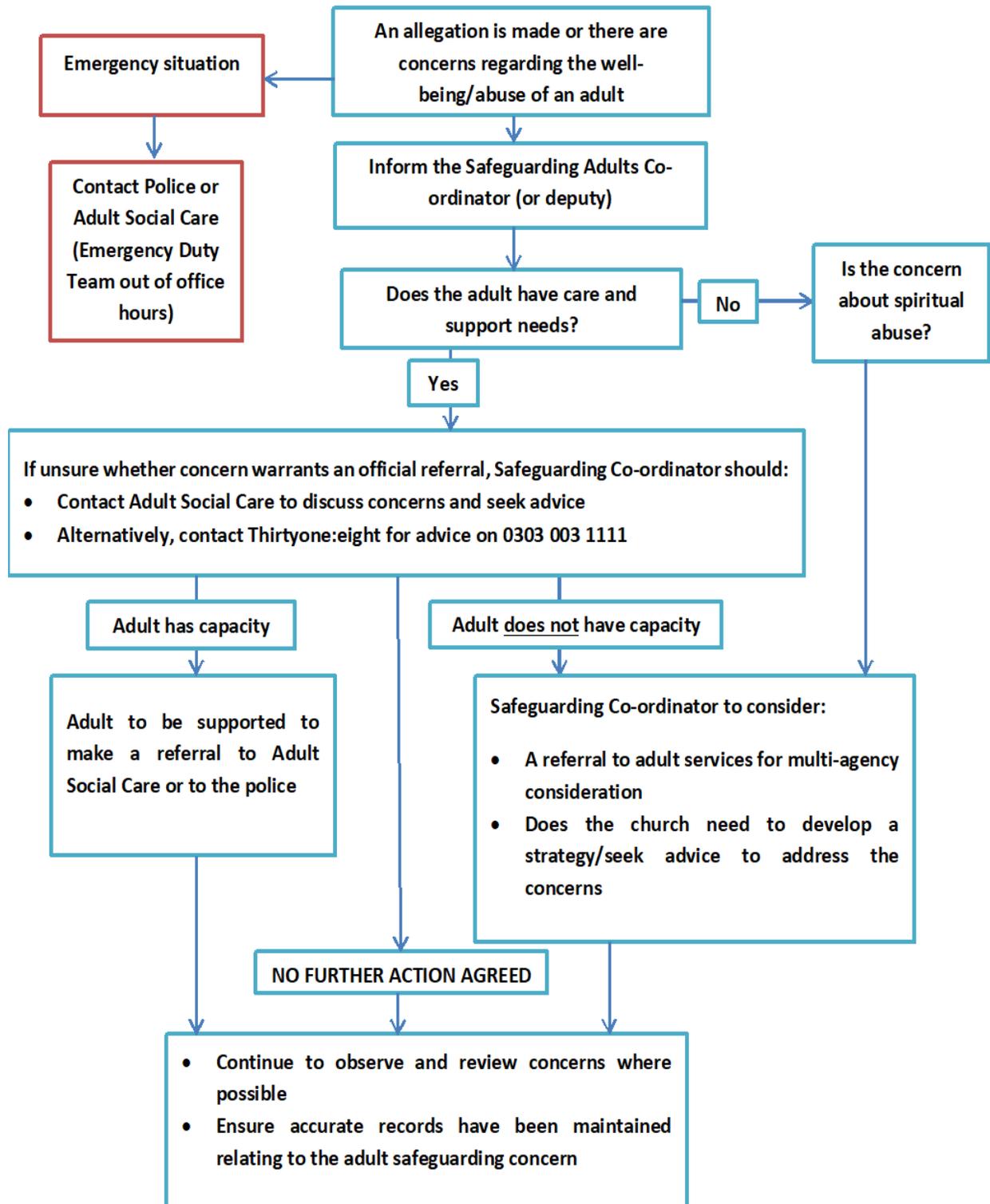
As set out in the Care Act 2014, statutory Adult Safeguarding duties exist when adults who are experiencing, or at risk of, abuse or neglect or cannot protect themselves due to their care and support needs

<https://www.safeguardingcambspeterborough.org.uk/adults-board/cpsabprocedures/>

Please follow the Flowchart at **Appendix 8B** for guidance on how to take action where an allegation is made or there are concerns regarding the welfare/abuse of an adult.

### **Appendix 8B: Flowchart for Action Adults at risk**

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

©Thirtyone:eight 2018 Flowchart for Action Adults at Risk

## Appendix 9 HELPFUL CONTACTS

- **NSPCC Child Protection Helpline:** 0808 800 5000 (lines free and open 24 hours).  
Phone if you are worried about a child.
- **Child-line:** 0800 1111 (lines free and open 24 hours). Phone if you are a child or young person and are worried about anything.
- **National Domestic Abuse Helpline:** 0808 2000 247 (lines free and open 24 hours).  
Phone if you are experiencing domestic abuse.
- **Samaritans Helpline:** 116 123 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.
- **Action on Elder Abuse Helpline:** 0808 808 8141 (free phone Monday to Friday 9-5pm)
- **National Rape Crisis Helpline:** 0808 802 9999 and is open every day from 12-2.30pm and 7-9.30pm.
- **The Survivors Trust:** 0808 801 0818 and is open Monday to Wednesday 10-7.30pm, Thursday 10-6pm and Friday 10-2pm.
- **LGBT+ Domestic Abuse Helpline:** 0800 999 5428 [help@galop.org.uk](mailto:help@galop.org.uk)
- **Men's Advice Line:** 0808 801 0327 [info@mensadviceline.org.uk](mailto:info@mensadviceline.org.uk)
- **Age UK Advice Line:** 0800 678 1602