

SAFEGUARDING AND CHILD PROTECTION POLICY



THE APOSTOLIC CHURCH

***Word of Faith Centre, 27 – 29 Alma Street,
Luton Bedfordshire***

March 2020

Role	<i>Designated Person for Child Protection</i>	<i>Deputy Designated Person for Child Protection</i>	<i>Pastor-in-charge</i>
Name	<i>Trezett Derosé</i>	<i>Diane Aquart/Marcia Ogunji</i>	<i>Fred Lamptey/Kingsley Blake</i>
Contact via	<i>(Insert Landline Telephone No)</i>	<i>(Insert Landline Telephone No)</i>	<i>(Insert Landline Telephone No)</i>
	<i>(Insert Mobile Telephone No)</i>	<i>(Insert Mobile Telephone No)</i>	<i>(Insert Mobile Telephone No)</i>

PLEASE NOTE THAT THIS POLICY IS LINKED TO THE FOLLOWING DOCUMENTS:

- 1. WOFC Safeguarding and Child Protection Policy*
- 2. Anti-Bullying Policy Statement*
- 3. Code of conduct for volunteers (adult workers)*

*A COPY OF THIS SAFEGUARDING AND CHILD PROTECTION POLICY IS AVAILABLE ON OUR
CHURCH'S WEBSITE (wofc.org.uk)*

Introduction

The purpose of this document is to assist everyone in the church, especially leaders and those who work with children and young people, to protect and safeguard children who are at risk of abuse and neglect. It should therefore be read in conjunction with the relevant sections of the different **documents/guidelines linked to this policy** (see *the list on page 5-6*).

The safeguarding of children is everyone's business and the church in particular have a responsibility under law to ensure that their functions are carried out with a view to safeguard and promote the welfare of children. Safeguarding is defined as:

- Protecting Children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances

The Children Act 1989 defines a child as being up to the age of 18 years; it also defines significant harm and the roles and responsibilities of Children Social Care and the Police.

Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and the church is committed to ensuring that all its actions in respect of a child are compatible with this aim.

Church Mission

As part of the mission, Word of Faith Centre (WOFC) is committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers
- Ensuring that children/youth workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child-care authority (Luton Local Safeguarding Children Board)

Areas of Policy

The Word of Faith Centre Leadership Team believe that every child or young person who participates in church activities should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in this organisation. The Leadership Team also recognise that each adult working with children must also be aware of the church's guidelines of working with children and how to protect themselves against any accusations.

The Leadership Team recognise that child abuse is emotive and a difficult subject to unravel. They are aware that children and young person can be harmed by people they love and care for them either it be intentional or unintentional. The Leadership Team understand that child abuse comes in different forms it may be physical, emotional, sexual or neglect. The Leadership Team understand that any form of abuse must be dealt with appropriately regardless of intent. For this very reason the Leadership Team ensures that any person working with children must have safeguarding training. The Word of Faith Centre is committed to keeping children and young people safe and where necessary will always seek professional advice from the local Children's Service Board (LSCB).

At the Word of Faith Centre, we are committed to safeguarding and child protection in line with the statutory guidance. As required, all staff have read and understood the policy

The Designated Safeguarding Lead (DSL) is **Mrs Trezette Derosé**

The Deputy Safeguarding Lead is **Miss Diane Aquart (Mrs Marcia Ogunji in her absence)**

Safeguarding Administrator is **Mrs Annette Rose**

Local Multi Agency Safeguarding Arrangement Note:

The children and Social Work Act 2017 (the Act) replace Local Safeguarding Children Boards with local safeguarding arrangements led by three safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups). The act places a duty of those partners to decide for themselves the relevant **agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children/young people in their area. In Luton, the arrangement continues to be referred to as the Local Safeguarding Children and Adult Board. The office telephone number between 9.00am and 5.00pm is (01582 547653) and the out of hours' number known as the Emergency Duty Team is (0300 3008123) or call 999.

Part one: Safeguarding Policy

Ratified by Pastor Fred Lamptey and Kingsley Blake

To be reviewed: 27/01/2022

Introduction

1. Safeguarding is defined as:
 - Protecting Children from maltreatment
 - Preventing impairment of children's health or development
 - Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
 - Taking action to enable all children to have the best life chances

2. Child Protection is defined as:
 - The activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

(Working Together, DFE 2018)

This includes, but is not limited to safeguarding children in specific circumstances:

Neglect	Physical abuse
Emotional abuse	Sexual abuse
Radicalisation and/or extremist behaviour	Child Sexual Exploitation and trafficking
Gang/youth violence including initiation/hazing	Domestic abuse/violence
Poor parenting	Substance abuse
Peer on peer abuse	Female Genital Mutilation
Online including grooming via social network, online gaming, video gaming	Children with mental health difficulties or illness
Teenage relationship abuse	Forced marriage

Self- harm behaviours	Fabricated/induced illness
The impact of new technologies on sexual behaviour: e.g. Youth Produced Sexual Imagery	Gender based violence/violence against women and girls
Bullying, including online and prejudice-based bullying	Upskirting

The Word of Faith Centre is committed to safeguarding and promoting the welfare of all its children/young people. We believe that:

- All children/young people have an equal right to be protected from harm
- Children/young people need support which matches their individual needs, including those who may have experienced abuse
- All children/young people have the right to speak freely and voice their values and beliefs
- All children/young people must be encouraged to respect each other's values and support each other
- All children/young people have the right to be supported to meet their emotional needs
- Word of Faith Centre can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.
- All staff, volunteers and visitors have an important role to play in safeguarding children and protecting them from abuse.

The Word of Faith Centre will fulfil their local and national responsibilities as laid out in the following documents:

- Working Together to Safeguard Children (DfE, 2018)
- Threshold Framework (2018)
- Information Sharing (HM Government, July 2018)
- The procedures of the Local Safeguarding Children and Adult Board
- Children Act 1989
- What to do if you are worried a child is being abused (DfE, 2015)
- Serious Crime Act 2015

- Criminal exploitation of children and vulnerable adult's county lines (Home Office guidance)
- Prevent Duty, Counter Terrorism and Security Act 2015
- Mental Health and Behaviours in Schools: Departmental Advice (DfE, 2018)

1 The Designated Safeguarding Lead

Our Designated Safeguarding Lead Trezett Derose, is a fully pledged member of the Word of Faith Centre and takes lead responsibility for coordinating all child protection activity within the Word of Faith Centre. They will provide support to staff members to carry out their safeguarding duties and will liaise closely with other services such as children and adult social care and the police. This person has lead responsibility and holds the management oversight for safeguarding and child protection.

The Designated Safeguarding Lead is supported by the Deputy Designated Safeguarding Lead: **Diane Aquart**

- The Deputy Designated Safeguarding Lead is trained to the same level as the Designated Safeguarding Lead and will undertake this role operational with direct oversight and management from the Designated Safeguarding Lead who maintains lead responsibility.

When the Word of Faith Centre has concerns about a child, The Designated Safeguarding Lead or Deputy will decide, what steps should be taken in accordance with the LSCB Threshold Framework and initiate a response accordingly.

- The Designated Safeguarding Lead or Deputy will support staff to make referrals to the Local Authority Children's Social Care and act as a source of support, advice and expertise for all staff.
- The Designated Safeguarding Lead or Deputy will refer cases to the Police where a crime may have been committed.
- The Designated Safeguarding Lead or Deputy will ensure safeguarding and child protection information will be dealt with in a confidential manner and in accordance with LSCB's information sharing guidance.
- A written record will be made of what information has been shared with whom, and when.
- The Designated Safeguarding Lead will not disclose to a parent any information held on a child if this would put the child at risk of significant harm.
- When a Designated Safeguarding Lead resigns their post or no longer has child protection responsibility, there would be a full face-to-face handover/exchange of information with the new post holder-this exchange

should be recorded as part of the incoming role holder's induction/performance management.

2 Overall Aims

This policy will contribute to safeguarding our children and promoting their welfare by:

- Clarifying standards of behaviour for staff and children
- Contributing to Word of Faith Centre, of a safe resilient, and robust ethos, built on mutual respect, and shared values
- Creating an organisational culture that is safe for children
- Encouraging children and parents to participate
- Developing staff's awareness of the risks and vulnerabilities children face to enable them to recognise and respond to concerns
- Addressing concerns at the earliest possible stage in the least intrusive way.

3 Key Principles

- Always see the child first and consider what life is like for the child maintaining a culture of vigilance.
- Provide support and intervention at the earliest possible opportunity in the least intrusive way in accordance with LSBS Thresholds Framework.
- Have conversations, build relationships, and maintain professional curiosity.
- Focus on securing improved outcomes for children
- Build a culture of openness and transparency where all staff/volunteers can demonstrate understanding of their role and responsibility to safeguard and promote the welfare of the child.

4 Key Processes

- All staff and volunteers should be aware of the guidance issued by the LSCB within the Threshold Framework to secure support and intervention for children and young people at the earliest possible opportunity in the least intrusive way. This document is integral to safeguarding children in Luton which underpin our decision making.
- Any staff member to whom an allegation of physical or sexual abuse is made should

- Limit any questioning to the minimum necessary to seek clarification only, strictly avoiding 'leading' the child or adult who has approached them by making suggestions or asking questions that introduce their own ideas about what may have happened. Use the TED Method-Tell me, explain to me, describe to me (Do not ask questions like 'did he do...to you?')
- Stop asking questions as soon as the child or adult has disclosed, he or she believes that something abusive has happened to him or her, or to someone else.
- Tell the informing child/young person or adult that the appropriate people will be brought in to follow the problem up (these will include the specialist social worker, and that worker may need to involve the police).
- Ask the informing child/young person or adult what steps they would like to be taken to protect them now that they have made an allegation and assure them that Word of Faith Centre will try to follow their wishes.
- Each member of staff/volunteer need to be alert to the possibility of child abuse.
- Staff must not remove the child's clothing to inspect a reported injury.
- In the event of sexual or physical abuse, a referral will be made to LSCB/Social Services without the parent's knowledge or consent.
- Never promise a child that you will not tell anyone. The child/young person must understand that we cannot keep a confidence if someone is suffering.
- Be aware of the role and identity of the Designated Safeguarding Lead and deputies in Word of Faith Centre.

Dealing with a disclosure of abuse

When a child tells you about abuse s/he has suffered, what must I remember?

- Stay calm
- Do not communicate shock, anger or embarrassment
- Reassure the child
- Tell her/him you are pleased that s/he is speaking to you
- Never enter into a pact of secrecy with the child
- Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this (state who this will be and why)
- Tell him/her that you believe them
- Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault
- Encourage the child to talk but do not ask “leading questions” or press for information
- Listen and remember
- Check that you have understood correctly what the child is trying to tell you
- Praise the child for telling you
- Communicate that s/he has a right to be safe and protected
- Do not tell the child that what s/he experienced is dirty, naughty or bad
- It is inappropriate to make any comments about an alleged offender
- Be aware that the child may react what s/he has told you. it is essential to record all you have heard
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know
- As soon as you can afterwards, make a detailed record of the conversation using the child’s own language-include any questions you may have asked
- Do not add any opinions or interpretations.

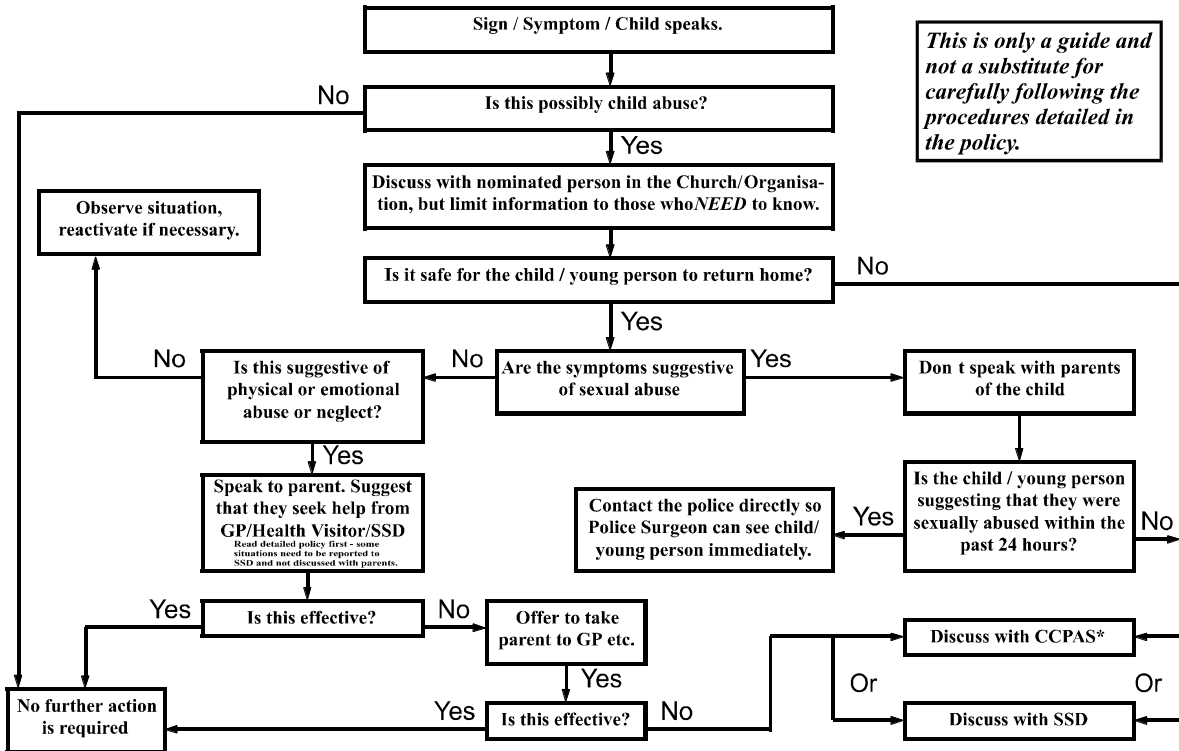
NB it is not Word of Faith Centre staff' role to seek disclosures; their role is to observe that something may be wrong, ask about it, listen, be available and make time to talk.

Immediately afterwards

You must not deal with this yourself. Clear indications or a disclosure of abuse must be reported to Children's Social Care without delay, by the Designated/Deputy Safeguarding Lead.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from the Designated/Deputy safeguarding Leads.

What To Do When You Suspect Child Abuse



This is only a guide and not a substitute for carefully following the procedures detailed in the policy.

*CCPAS = PCCAs Churches Child Protection Advisory Service

Definition of Abuse (Working Together to Safeguard Children 2018)

There are four categories of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse and exploitation
- Neglect

It is acknowledged that a child can be abused, harmed or neglected in a family, institution or community setting by someone known to them, or less commonly, by a stranger. This includes someone in a position of trust.

Physical abuse

- Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.
- Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens.¹ Babies and disabled children also have a higher risk of suffering physical abuse.
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Emotional abuse

- Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.
- Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent interacts with their child. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunity.

Sexual abuse and exploitation

- Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.
- Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can children.
- Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.
- Contact the Local Authority Children's Social Care duty Social Worker for children and families or Police Safeguarding Team directly. The Designated person will NOT speak to the parent (or anyone else). (CCAS)

Neglect

- Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.
- Children who are neglected often also suffer from other types of abuse. It is important that practitioners remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a child, neglect is not always straightforward to identify. Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Behaviours which may pose a risk

- Behaviours that may take place outside of the Word of Faith Centre establishment could present a transferable risk in a professional role working with children and young people. For example, alleged perpetrator of domestic abuse, offenses demonstrating a sexual interest in children, abuse or neglect of their own behaviours that are incompatible with a professional role of working.

Mental Health

- All staff should be aware that mental health problems can, in some cases, be an indicator that a child or young person has suffered or is at risk of suffering abuse, neglect or exploitation.
- Only appropriate trained professionals should attempt to make a diagnoses of a mental health problem. However, staff are placed to observe the child or young person and identify those whose behaviour suggests that they may be experiencing a mental health problem to be at risk of developing one.
- Where a child or young person abuse or neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact. It is vital that staff are aware of how these experiences, can impact on children's mental health.
- If staff have a mental health concern about a child or young person that is also a safeguarding concern, immediate action should be taken following their child protection policy including a discussion with the Designated Safeguarding Lead or Deputy.
- The Leadership team and the DSL's will access a range of advice to help identify children in need of extra health support. This includes working with external agencies.

Online-Safety

- Word of Faith Centre provides appropriate safeguarding response in accordance with the Luton Threshold Framework in order to safeguard children.
- Online safety is considered with increasing work online, which poses concerns around potentially harmful and inappropriate online material. The leadership Team will ensure that appropriate filters and monitoring

systems are in place. The Leadership Team reviews its policies/procedures annually.

Organised Abuse

- Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.
- Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

- *Munchausen's Syndrome by proxy
The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: *"A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children."*

Radicalisation and Extremism

- Radicalisation refers to the process by which a person comes to support terrorism and forms extremism leading to terrorism.
- Extremism is defined by the Government in Prevent Strategy as:

'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

Extremism is defined by the Crown Prosecution Service as:

'The demonstration of unacceptable behaviour by using any means or medium to express view which:

- a) Encourage, justify or glorify terrorist violence in furtherance of particular beliefs
- b) Seek to provoke others to terrorist acts

- c) Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
- d) Foster hatred which might lead to inter-community violence in the UK.

Children and young people may become susceptible to radicalisation through a range of social, personal and environmental factors-it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that WOFC Leadership team and staff are able to recognise those vulnerabilities.

Critical risk factors could include:

- Being in contact with extremist recruiters
- Accessing violent extremist websites, especially those with social networking elements
- Processing or accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and/or behaviour
- Experiencing a high level of social isolation resulting in issues or indemnity crisis and/or personal crisis.

Female Genital Mutilation

- Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done.
- It is also known as "female circumcision" or "cutting", and by other terms such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.
- FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It is illegal in the UK and is child abuse.
- It is very painful and can seriously harm the health of women and girls. It can also cause long term problems with sexual intercourse, childbirth and mental health.

Effects of FGM

There are no health benefits for FGM and it can cause serious harm, including:

- Constant pain
- Pain and/or difficulty having sex
- Repeated infections, which can lead to infertility
- Bleeding, cysts and abscesses
- Problems passing urine or incontinence
- Depression, flash-backs and self-harm,
- Problems during labour and childbirth, which can be life-threatening for mother and baby

Some girls die from blood loss or infection as a direct result of the procedure.

Communities at particular risk of FGM in the UK originate from:

- Egypt Yemen Eritrea Sudan
- Ethiopia Somalia Gambia Sierra Leone
- Guinea Nigeria Indonesia Mali
- Ivory Coast Malaysia Kenya Liberia

A girl or woman who's had FGM may:

- Have difficulty walking, sitting or standing
- Spend longer than normal in the bathroom or toilet
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment or fear

Below are some warning signs that MAY indicate a girl is at risk of FGM:

- Parents requesting additional periods of leave around school holiday times
- If the girl comes from a country with high prevalence of FGM
- Mother and siblings have undergone FGM

- Child may indicate that they are going for a special event (in UK or abroad).

Further information can be obtained from:

[http://www.gov.uk/government/uploads/systyem/uploads/attachmentdata/file/512906/Multiagencycvstatutoryguidance on FGM-final pdf](http://www.gov.uk/government/uploads/systyem/uploads/attachmentdata/file/512906/Multiagencycvstatutoryguidance%20on%20FGM-final.pdf)

- **Other Safeguarding Issues:**
As a church, we are aware of the guidance that is available in respect of, ***Private Fostering***

5 Expectations

All staff/Volunteers and regular visitors will:

- Be familiar with safeguarding policy and implement this consistently in the course of their work with children/young people
- Be aware of the role and indemnity of the designated safeguarding leads and deputies for Word of Faith Centre.
- Undertake referrals of child protection concerns of Children Services in the absence of the designated safeguarding officer and be aware of the statutory assessments under section 17 and section 47 of the Children Act 1989 that they may contribute to
- Be subject to Safer Recruitment processes and checks, whether they are new staff, volunteers etc.
- Be alert to signs and indicators of safeguarding concerns and possible abuse
- Record concerns and alert the Safeguarding Team
- Recognise and respond to concerns about the behaviour of staff, volunteers which indicates they may pose a risk of harm to children following interagency procedures agreed by the LSCB
- Deal with a disclosure of abuse from a child
- All staff will receive single agency foundation training at the point of introduction-this will be regularly updated at a minimum of three-year intervals
- In addition, staff will receive updates, which may include, circulation and guidance internally, staff meetings

Safer Recruitment and Selection

- Word of Faith Centre pays full regard to keeping children safe in their establishment. Safer Recruitment practices includes scrutinising applicants, verifying identity, obtaining professional and character references, undertaking appropriate checks through the Disclosure and Barring Service (DBS).

Trezett Derose, Annette Rose and Marcia Ogungi will be involved in all volunteer staff recruitment processes.

Code of Conduct -Management of Workers

- Word of Faith Centre is committed to supporting all workers and ensuring they receive support.
- Word of Faith Centre undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Pastoral Care

- Supporting those affected by abuse
- Word of Faith Centre are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse.

6 Statutory government guidance 'Working Together to Safeguard Children '2018' states that Voluntary, Charity, Social enterprise, faith-based organisation should:

Have appropriate arrangements in place to safeguard and protect children from harm and will be subject to charity law and regulated either by the **Charity Commission** or other 'principle' regulators. The Charity Commission for England and Wales provides guidance on charity compliance which should be followed. **the Charity Commission's page on Gov.UK**

Religious organisations (*regulation 34 and schedule 3 to School Admissions*).

7 Responding to an allegation or concern about a member of staff or volunteer

- Word of Faith Centre will comply with the LSCB procedures for managing allegations and concerns about an adult that work or volunteer with children in all circumstances.

- These procedures should be used in any case in which it is alleged that a member of staff, visiting professional or volunteer has:
 - Behaved in a way that harmed a child or may harm a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved in a way that indicated s/he may pose a risk of harm to children
- Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in WOFC to abuse or mistreat children.
- All staff/volunteer working within WOFC must report any potential safeguarding concerns about an individual's behaviour towards children and young people **immediately**.

8 Information Sharing

- **This HM Government advice is non-statutory and has been produced to support practitioners in the decisions they take to share information, which reduces risk of harm to children and young people and promotes their well-being.**
- **This guidance does not deal with arrangements for bulk or pre-agreed sharing of personal information between IT systems or organisations other than to explain their role in effective information governance.**
- **This guidance has been updated to reflect the General Data Protection Regulations (GDPR) and Data Protection Act 2018 and supersedes the HM Government Information sharing guidance for practitioners and Managers published in March 2015.**

<http://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

It is important to remember that throughout the four stages, sharing information is an intrinsic part of any practitioner's role. The decisions about how much information to share, with whom and when can have a profound impact on people's lives. You should weigh up what might happen if the information is shared against the consequences of not sharing the information. Early sharing of information is key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. For more information on sharing information which includes a myth-busting guide see Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (**What to do if you're worried about a child being abused 2015**)

Word of Faith Centre acknowledge that effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe. We are not to assume that someone else will pass on information that they think may be critical to keeping a child safe.

- All staff/volunteers must be made aware of the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) (Working Together to safeguard Children 2018).

Word of Faith Centre Leadership Team will review their policy and procedures annually (**31st March 2021**). If you have any concerns for a child or vulnerable adult, then speak to one of the following who have been approved as safeguarding Leads for this establishment of worship.

Role	<i>Designated Person for Child Protection</i>	<i>Deputy Designated Person for Child Protection</i>
Name	Trezett Derose	Diane Aquart/Marcia Ogunji
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APPENDIX 2

CHURCHES CHILD PROTECTION ADVISORY SERVICE (CCPAS) - SUPPLEMENTARY GUIDE

GUIDELINES FOR TRANSPORTING CHILDREN

The following guidelines are intended to supplement any church's Safeguarding and Child Protection Policy, and drivers must at all time act in accordance with the latter. These guidelines should apply to all drivers involved in the transportation of children and young people, which is organised by or on behalf of your church/organisation. Private arrangements for transport made directly between those with parental responsibility and others should not be covered by these guidelines.

Our advice on transporting children is as follows:

- Only those who have gone through the church/organisation recruitment procedures for workers should transport children.
- All drivers should have read the child protection policy of the church/organisation and agree to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- Seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child / young person at a location where there can be other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).

- Having checked drivers (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly. (We have not suggested two workers in a car as this itself does not guarantee protection for a child – there have been incidents where workers have acted together and two adults in a car with one child could be less of a protection).
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Obviously look at instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child / young person has a 'crush' on a driver etc., and arrange for someone else to transport the child / young person.

APPENDIX 3

ARRANGEMENTS WHEN USING MINI BUSES

In addition to the above, consider the following:

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

(CCPAS)

APPENDIX 4

GUIDELINES FOR WORKING WITH CHILDREN WITH SPECIAL NEEDS

The following guidelines are intended to supplement any church's Safeguarding and Child Protection Policy, and workers must at all times act in accordance with the latter.

Introduction – why the need to consider child protection?

Word of Faith Centre recognise that while all children have the right to be safe, some children may be more vulnerable to abuse, for example a young carer, a child frequently missing from home/care, children with disabilities or special educational needs, a child living with domestic abuse, parental mental health, or substance misuse or a child who has returned home to their family from care.

Children with special needs are particularly vulnerable to abuse. They will often require more help with communicating their needs and what is appropriate.

When working with children with disabilities Workers need to be aware of those additional vulnerabilities to abuse and neglect such as:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Children with Special Educational Needs and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs
- Communication barriers and difficulties overcoming these barriers

Possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of a concern on an ambulant child such as the shin, might be of concern on a non-mobile child
- Not getting enough help with feeding leading to malnourishment
- Poor toileting
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication

- Ill-fitting equipment, for example callipers, sleep boards, inappropriate splinting
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures

Some other guidelines to consider:

Touch

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- Touch should be related to the child's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any physical activity which is, or could be construed as, sexually stimulating to the child
- Children are entitled to privacy to ensure personal dignity
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances i.e. when they need medical attention
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported.

Personal dignity

- When a child/young person joins your church/group activity, make enquiries of the individual/their parent/carers about expectations re meeting personal care needs; ensure that these are known by all workers involved with the individual including how many workers might

be needed to meet that need in order to prevent injury to child/young person or the helper

- Ensure that if one person is needed to assist a child/young person, that another worker is informed of your absence and why

- If a child needs help with toileting, ensure that a worker of the same gender assists.

(CCPAS)

APPENDIX 5

GUIDELINES FOR WORKING WITH DISRUPTIVE CHILDREN

- The following guidelines are intended to supplement any church's Safeguarding and Child Protection Policy, and those participating must, of course, at all times act in accordance with the terms of the policy.

Introduction

- Sometimes children and young people can become very upset and disruptive and occasionally their behaviour may be assessed as possibly dangerous to themselves or others. Whilst the Department of Health has issued guidance, this relates specifically to Children's Residential Care. The Government are constantly reviewing and developing national standards in relation to early years and day care services.
- Some guidelines to consider
 - If a child/young person has disruptive behaviour, an attempt should be made to speak to the individual to:
 - Request that the behaviour stops;
 - Speak with the child to find out the cause(s) of upset;
 - Warn the child that they will be asked to leave if the behaviour continues;
 - Warn the child that continued disruptive behaviour might result in longer term exclusion from the activity.
 - 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, request the child/young person to STOP.

- If your request is ignored, you might need to warn that you might have to call for additional help, e.g. Police.

- In exceptional circumstances and with the help of another, whilst police help is awaited, you might need to prevent the child/young person from harming themselves.

- In all circumstances, workers involved should record as soon as possible, i.e. once the situation is resolved/or immediately after the activity, details of:
 - What activity was taking place;

 - What might have caused the disruptive behaviour;

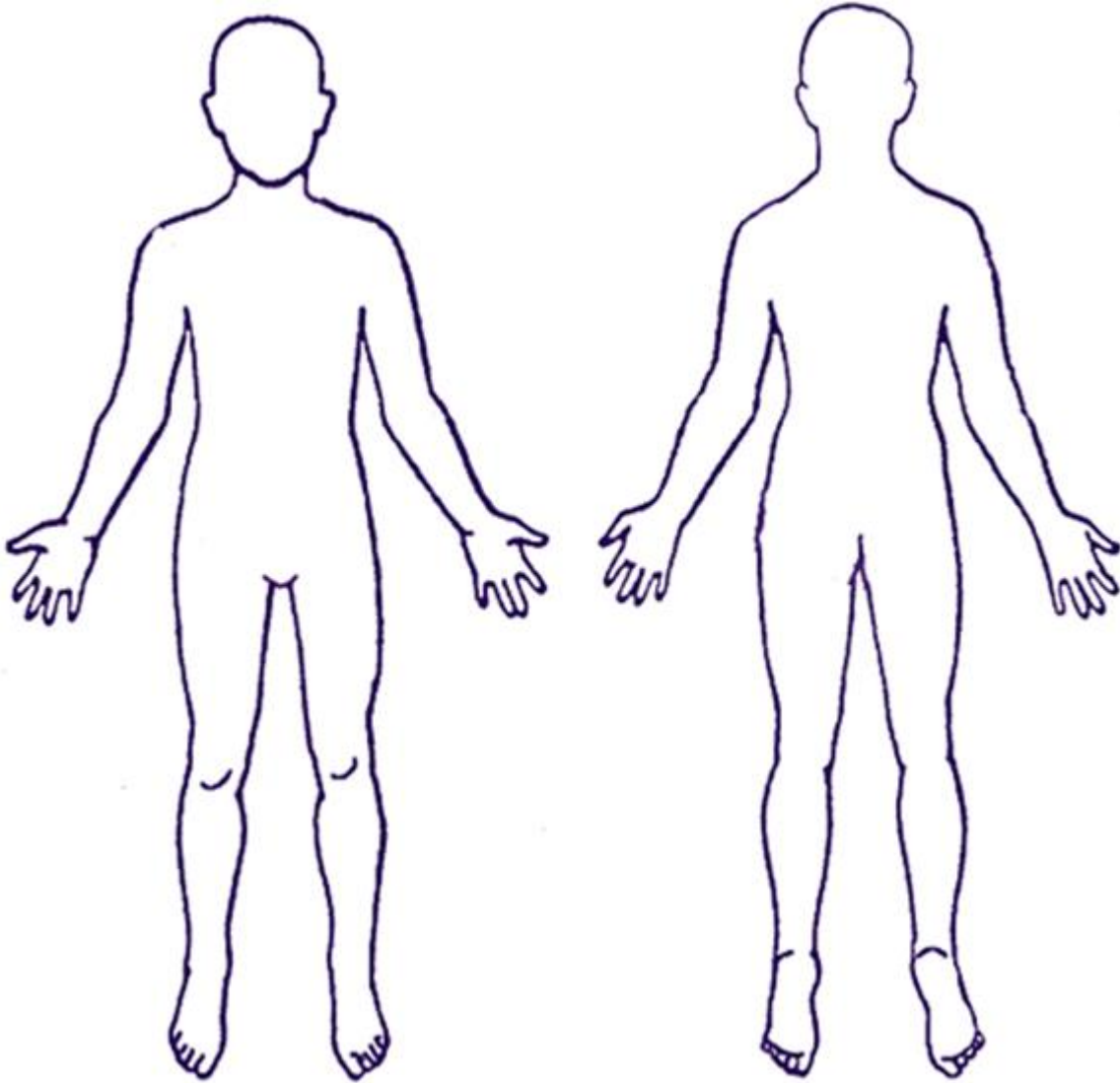
 - The child's/young person's behaviour;

 - What you said/how you responded

 - Others present who might have witnessed the event.

- **This record should be given to the Leadership Team, one copy kept by the worker and one in the activity's log book.**

BODY MAP



Useful addresses and telephone numbers

Luton Police Station

Buxton Road

Luton

LU1 2BQ

T: 01582 401212

Emergency: 999

Non-emergency:101

Anti-terrorist hotline: 0800 789 321

Luton Safeguarding Children Board

LSCB Business Unit

Town Hall Extension

Gordon Street

Luton

LU1 2BQ

Tel: 01582 547624

Email: Lutonlscb@luton.gov.uk

Multi-Agency Safeguarding Hub (MASH)

Luton Police Station

Buxton Road

Luton Beds

LU1 1 SD

T: 01582 547141

E: mash@luton.gov.uk

Early Help Assessment (EHA)

Futures House

The Moaks

Marsh Farm

Luton Beds

LU3 3QB

T: 01582 548231

E: eha@luton.go.uk

Luton All Women Centre

The Shires Suite 2

Adelaide Street

Luton Beds

LU1 5BB

T: 01582 416783

E: www.lutonallwomenscentre.org.uk

Drop in: Mon-Fri 9.30am-12.00pm

Appointments: Mon-Fri 12.00pm-4.00pm

Bedfordshire Domestic Abuse Partnership

Stepping Stones

9a George St West

Luton LU1 2BJ

Telephone: 01582 457114

Email: hello@steppingstonesluton.co.uk

Website: [http://www.steppingstonesluton.co.uk/central-beds/Stepping Stones](http://www.steppingstonesluton.co.uk/central-beds/Stepping%20Stones)

National Society of the Prevention of Cruelty to Children (NSPPC)

T: 0808 800 5000

E: help@nspcc.org.uk

W: www.nspcc.org.uk

Safeguarding declaration policy

I confirm that I have read and understood the above Safeguarding & Child Protection Policy and will comply with the Policy & Guidelines above when necessary.

Signed:.....

Printed Name:

Date:.....

Please detach this page after signing and return to Trezette Derose (DSL) or Diane Aquart (DSL).

Leadership Team Confirmation of policy

Organisation:

Date of review:

Senior Pastor (name):

Senior Pastor (signature):

Pastor/Lead in charge of children / young people's department (name):

.....

Pastor in charge of children / young people's department (signature):

.....

Designated Person (name):

Designated Person (signature):

Date policy ratified by the Thirtyone8:

Date to be reviewed:

A copy of the full policy and procedures is available on the church website or church office.