



Sound Church

Child Protection Policy and Procedures

Policy re-reviewed: May 2023
Date of next review: May 2024



Key Contacts within Sound Church

Name of Place of Worship / Organisation: Sound Church
Address: Freedom House, Lower Bristol Road, Bath, BA2 1EP
Telephone: 01225 445577
Email: admin@soundchurch.co.uk
Charity Number: 1072196
Company Number: 3642766
Insurance Company: Ansvar

The following is a brief description of our place of worship and the type of work / activities we undertake with children: We facilitate age appropriate sessions in the form of a kids club for children and young people aged 0 – 18 years old. We also organise and facilitate social clubs during the week and one off events during the year, which may include, but not exclusive to, overnight trips. We aim to connect children together and to God in a safe and fun environment.

The stated Safeguarding Team

Betsy de Thierry

Hannah Needham

Claire Tinker

Hannah Sell

Dan Palmer

Josh de Thierry

Contents

Introduction and Statement of Intent and Glossary:	Page 3 – 4
Definitions and Signs of Abuse:	Page 5 – 12
Roles, Responsibilities and Responding to Concerns:	Page 13 – 17
Guidelines for Good Practice	Page 18 – 19
Procedures including Kids Club ratios	Page 20 - 27
Appendix A: Leadership Safeguarding Statement	Page 28 – 29
Appendix B: Policy Commitment Form	Page 30
Appendix C: Summary of Child Protection Policy	Page 31
Appendix D: Child Protection/Incident Form/Body Map	Page 32 - 34
Appendix E: Safeguarding Contract	Page 35 - 37



INTRODUCTION AND STATEMENT OF INTENT

The following policy includes the procedures to ensure that children, young people and vulnerable adults are safeguarded at Sound Church.

Staff and volunteers at Sound Church accept and recognise our responsibilities to develop awareness of issues that cause children, young people and vulnerable adults harm. We are committed to our responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults in our care.

A child is anyone who has not yet reached their 18th birthday. Throughout this policy, the terms 'child', 'children' and 'young person' are used to refer to all those under the age of 18.

Sound Church will safeguard children, young people and vulnerable adults by:

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, carers, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents/carers and children appropriately.
- Following carefully the procedures for safer recruitment in the selection of staff and volunteers.
- Providing effective management oversight for staff and volunteers through supervision, support, and training.
- We are committed to reviewing our safeguarding policy and good practice guidance on an annual basis.
- Supervising any member of our church community known to have offended against a child or vulnerable adult.
- Offering informed pastoral care to any child, young person or vulnerable adult who has suffered abuse or harm and using the appropriate external channels as necessary.

Statement of Intent

It is the policy of Sound Church to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual and spiritual harm and other forms of harm. This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of Sound Church's programmes such as Kids' Club, Kids' Socials, Kids' Conferences or other related Sound Church activities.

This policy should be read in conjunction with Sound Church's current Kids' Club Values.

For information regarding vulnerable adults, please refer to Sound Church's Safeguarding Adults policy.

Glossary

'Adult':	defined as a person aged 18 years or over.
'Child and 'young person':	In England, Northern Ireland, Wales and Guernsey, a child is anyone who has not yet reached their 18 th birthday. Throughout this advice, the terms 'child', 'children', 'young people', 'young person' are used to refer to all those under the age of 18. This includes young people aged 16 and 17 who are living independently; their status and entitlement to services and protection under the Children Act 1989 is not altered by the fact that they are living independently.
'Child Protection':	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
'Contextual Safeguarding':	Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. (Contextual Safeguarding Network 2019)
'Parent' and 'carer':	refers to birth parents and other adults who are in a parenting role, for example (but not limited to) step-parents, foster carers, special guardians and adoptive parents.
'Staff' and 'volunteers'	refers to all those working for or on behalf of Sound Church, full time or part time, either in a paid or voluntary capacity.

DEFINITIONS AND SIGNS OF ABUSE

The following definitions of abuse have been extracted from Working Together to Safeguard Children 2018 (updated 2022) and complementary guidance from the Department for Education. Warning signs or symptoms of child abuse can vary from child to child.

Abuse:

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.” (Working Together to Safeguard Children, 2018; Department for Education)

Neglect:

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.’ (Working Together to Safeguard Children, 2018; Department for Education).

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self harm
- Children who fail to receive basic health care and parents/carers who fail to seek medical treatment when the children are ill or are injured.

(DfE, ‘What to do if you’re worried a child is being abused’, 2015)

Emotional neglect:

Research suggests that emotional neglect, where the child cannot get the emotional connection that they need, could be more harmful than other childhood experiences such as physical abuse. Pollak, S. D., Cicchetti, D., Hornung, K., & Reed, A. (2000)

de Thierry (2023) The Simple Guide to Emotional Neglect:

The neurobiological impact of emotional neglect:

1. Research recognises that there is a strong link between emotional neglect and adverse cognitive and socioemotional outcomes. Emotional neglect causes neurobiological changes that hinder the brain and bodies natural development, and impact behaviour, cognition, emotional regulation, relationships and learning. The younger that the child experiences emotional neglect, the more likely they are to experience neurobiological damage to the developing brain.

When a child is not able to spend some time doing fun activities together, especially in the first 5 years, they are unable to learn the skills of mirroring, attunement and self regulation. This leads them to be often confused and distressed by relationships and either display angry, defensive, controlling and dysregulated emotions and behaviours or they hide, withdraw, are often not noticed or compliant. But their brain is being deprived of vital experiences that shape it for future health.

2. The amygdala, in the limbic region of the brain supports emotional learning and reactivity to emotional stimuli, and corresponding decreases in cortical regions that support perceptual and cognitive functions. It becomes enlarged when a child experiences neglect, due to hyper vigilance and the continual threat of danger, which is due to lack of consistent adult protection.

When a child is left alone to watch TV, or play one. Screen and doesn't have enough emotional connection that is predictable and relatable and comforting- the child can become fearful and anxious. They can do either express that in behaviours that are disruptive, or they can become frozen or withdrawn and begin to display signs of fear and anxiety with hyper vigilance and avoidance behaviours. The amygdala which is seen as the fear centre becomes enlarged due to lack of reliable and predictable comfort and soothing. They are frightened.

3. The prefrontal cortex is usually under developed and shows as smaller in MRI scans of neglected adults and teenagers, and this can hinder their cognition, ability to think and reflect and other executive functions, such as planning, monitoring, working memory, problem-solving, and self-regulation.

When the child doesn't have enough time playing with an adult, stories read to them and interaction that is positive and playful- the child is not stimulated enough to develop appropriate curiosity and natural desire to learn. The lack of experience and repetition of

thinking, reflecting and being curious begins to hinder the natural development of the 'thinking brain' the prefrontal cortex.

4. The corpus callosum can be underdeveloped due to emotional neglect. The primary function of the corpus callosum is to integrate and transfer information from both cerebral hemispheres to process sensory, motor, and high-level cognitive signals.

When a child is able to process, reflect and make sense of their experiences through play and then talking with their primary caregiver, they strengthen the corpus callosum. This area of the brain develops when an emotion or sensory experience can be reflected upon and words can then be used to explore it. This repetitive experience leads to a strong corpus callosum that enables the child to express themselves and their needs in relationally positive ways.

5. The hippocampus also has reduced volume and this impacts learning and memory. The stress of emotional neglect can also reduce the hippocampus ability to facilitate a lowering of cortisol levels.

When the child lives in a state of stress due to not having predictable emotional connection and an adult helping them make sense of their experiences, their nervous system can become 'stuck' being on alert for danger. This can slow down the ability of the hippocampus to file the memories which means that they can forget some details. When they feel relaxed and respected they may be able to explore how they felt and what happened and make sense of the experience but if they feel fear they are likely to end up with memories becoming fragmented or dissociated.

Physical abuse:

'A form of abuse which 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.' (Working Together to Safeguard Children, 2018; Department for Education).

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries,
- Children with unexplained or unusual fractures or broken bones: and
- Children with unexplained bruises or cuts, burns or scalds or bite marks.

(DfE, 'What to do if you're worried a child is being abused', 2015)

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. The activities 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 of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.” (Working Together to Safeguard Children, 2018; Department for Education).

Harmful Sexualised Behaviour can be defined as ‘sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult’. (Hackett 2014: Children and Young People with Harmful Sexual Behaviours).

An Ofsted thematic review (Review of Sexual Abuse in Schools and Colleges (Ofsted, June 2021) detailed concerns around sexual peer-on-peer abuse. This abuse included:

- Sexual violence, such as rape, assault by penetration and sexual assault;
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- Upskirting, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause the victim humiliation, distress or alarm;
- Sexting (also known as ‘youth-produced sexual imagery’).

Staff and volunteers should also be aware of Technology-Assisted Harmful Sexual behaviour (TA-HSB) which can range from developmentally inappropriate use of pornography (and exposing other children to this), through grooming and sexual harassment. On-line behaviour may be a trigger for sexual abuse and the long-term effect of exposure to pornography can affect the ability to build healthy sexual relationships (BANES Community Safety and Safeguarding Partnership Procedures, May 2022)

Some of the following signs may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age,
- Children who use sexual language or have sexual knowledge that you wouldn’t expect them to have,
- Children who ask others to behave sexually or play sexual games: and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

(DfE, What to do if you’re worried a child is being abused, 2015)

Child Sexual Exploitation ('CSE'):

'Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.' (Working Together to Safeguard Children, 2018; Department for Education)

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
 - Children who associate with other young people involved in exploitation;
 - Children who have older boyfriends or girlfriends;
 - Children who suffer from sexually transmitted infections or become pregnant;
 - Children who suffer from changes in emotional well-being;
 - Children who misuse alcohol;
 - Children who go missing for periods of time or regularly come home late; and
 - Children who regularly miss school or education or don't take part in education.
- (DfE, 'What to do if you're worried a child is being abused', 2015)

Emotional abuse:

'The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.' (Working Together to Safeguard Children, 2018; Department for Education)

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

(DfE, 'What to do if you're worried a child is being abused', 2015)

Spiritual abuse or abuse linked to faith and belief:

There has been growing awareness of experiences of coercive control in churches and Christian faith organisations (Oakley & Kinmond, 2014). Oakley (2018) has built upon the definition outlined by Oakley and Kinmond (2013) as following: 'Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirement for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism' (Oakley, 2018).

Currently there is no single agreed statutory definition of spiritual abuse, or abuse linked to faith and belief. However, the above definition has been highlighted in Guidance on Spiritual Abuse and should also be understood considering the Laming Inquiry, following the death of Victoria Climbié. The Laming Inquiry found that Victoria was the victim of ritual abuse and therefore guidance on spiritual abuse and abuse linked to faith and belief, has since been published to raise awareness of the issue, alongside providing practical steps to be taken to prevent such abuse.

Child Victim of Trafficking or Modern Slavery:

"Child trafficking is defined as the "*recruitment, transportation, transfer, harbouring or receipt*" of a child for the purpose of exploitation." This definition comes from the United Nations Palermo Protocol, which has been adopted by the UK and the majority of countries around the world, making it the internationally accepted definition of human trafficking. A child is defined by the Palermo Protocol and the United Nations Convention on the Rights of the Child as any person under the age of 18. In the UK, trafficking is regarded as a form of modern slavery." (Every Child Protection Against Trafficking 'ECPAT', 2021)

The Modern Slavery Act 2015 (section 56(3)) defines a child as anyone under the age of 18. For the purposes of the National Referral Mechanism (NRM) the UK recognises that slavery, servitude and forced or compulsory labour have the same meaning as they do under Article 4 of the European Convention on Human Rights (ECHR). Trafficking is defined within Article 4 of the Council of Europe Convention Against Trafficking in Human Beings. However, for the purposes of trafficking, in the case of a child there is no requirement to meet the 'means' component within that definition as a child is not able to give informed consent. Therefore, any child who is recruited, transported, transferred, harboured or received for the purposes of exploitation is considered to be a trafficking victim, whether or not they have been forced or deceived.

Therefore, if a staff member or volunteer has concerns that a child is a possible victim of trafficking, then a referral must be made to the local authority, who should convene a strategy discussion as soon as possible and take any necessary immediate action to safeguard and promote the child's welfare.



More information regarding action to be taken on suspicion of child trafficking can be accessed via https://www.proceduresonline.com/swcpp/banes/p_ch_from_abroad.html#2.-part-2-child-victims-of-trafficking-and/or-modern-slavery

Extremism

“Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.” (Working Together to Safeguard Children, 2018; Department for Education).

Child Criminal Exploitation:

“As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.” (Working Together to Safeguard Children, 2018; Department for Education).

The Home Office also adds to the above, in describing Child Criminal Exploitation (CCE) as:

“Criminal exploitation often happens alongside sexual or other forms of exploitation.... Child Criminal exploitation is broader than just county lines and includes for instance children forced to work on cannabis farms, to commit theft, shoplift or pickpocket, or to threaten other young people.”

County Lines

“As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of ‘deal line’. They are likely to exploit children and adults at risk to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons” (Working Together to Safeguard Children, 2018; Department for Education)



Radicalisation

“Radicalisation’ refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.” (BANES Community Safety and Safeguarding Partnership Procedures, 2021).

More information about the Prevent Duty for England and Wales can be found via: <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales#f-glossary-of-terms>

Female Genital Mutilation (FGM)

Female Genital Mutilation is illegal in England and Wales under the FGM Act 2003 (“the 2003 Act”). “It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.” (HM Government: Multi-agency statutory guidance on female genital mutilation, July 2020)

Forced Marriage (‘FM’) and Honour Based Violence (‘HBV’)

“A FM is a marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014. There is no statutory definition of HBV. The Crown Prosecution Service and Home Office adopt the following definition of HBV: “Honour-based” violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. Other forms of HBV include practices performed by perpetrators on victims for cultural or socio-conventional motives which have harmful consequences. Some of these practices include (this list should not, however, be considered as complete): FGM; breast ironing; and dowry abuse. HBV and FM are usually perpetrated by the victims’ families, extended families and members of their community in order to protect or defend the ‘honour’ of the family or community. Instances of HBV can also lead to conspiracy between the families, extended families and communities of the perpetrator in order to protect them as opposed to the victim.” (Crown Prosecution Service, Legal Guidance, Revised 2018).

Other

Other forms of harm that staff and volunteers should be aware of include bullying, self-harm and cyber-bullying.

As with all the definitions of abuse, it is possible that signs and symptoms of one type of abuse might (but not always) indicate that another type of abuse is also occurring. Therefore, it is crucial that all staff and volunteers at Sound Church working with vulnerable children and young people and vulnerable adults have an awareness that abuse is complex and can take many forms and therefore reporting the signs of abuse is crucial.



ROLES AND RESPONSIBILITIES

It is the responsibility of all members of the leadership, staff, volunteers and trustees to be familiar with this policy and to ensure that they adhere with the safeguarding procedures upheld by Sound Church.

Lead Pastor:

The Lead Pastor is responsible for the appointment and oversight of the Safeguarding Team, including providing advice and pastoral support where needed.

The stated Safeguarding Team:

The Safeguarding Team oversee the Child Protection and Safeguarding Policies of Sound Church.

They will be responsible for:

- Ensuring that the safeguarding policy is maintained, reviewed and recommended changes are incorporated where necessary;
- Helping monitor the recruitment of workers;
- Helping to facilitate the training of issues related to child protection;
- Ensuring that a confidential record system of safeguarding issues is maintained;
- Providing advice and pastoral support where needed;
- Working in co-operation with statutory bodies (eg. Children's Services and the Police);
- Informing the Safeguarding Team of any suspicion of abuse or any specific allegations of abuse concerning members of the church.

RESPONDING TO A DISCLOSURE

Sound Church acknowledges that children and young people may share a worry or concern that they have with a member of staff/volunteer they know or parents/carers or another adult may share a worry or concern about a child. If this were to occur, staff and volunteers should follow this guidance:

1. Listen carefully to what the child or adult is saying:

- a. Avoid expressing your own views on what they are saying or responding in shock or disbelief as this could cause distress to the child or adult and they might stop talking, retract their comments or 'shut down'.
- b. Do not interrupt the child or adult as they speak.
- c. Accept what they are saying and take it seriously.
- d. It's not your role to investigate

2. Reassure the child / adult that they have done the right thing by talking to you:

- a. Tell them it's not their fault as they might not know this!

3. Say that you believe them

- a. The child / adult is likely to believe that you can help them which is why they shared their concerns with you. A child who fears that they won't be believed might keep the abuse in secret out of fear.
- b. Don't make any comments/judgements about the child being 'naughty' or 'bad'.

4. Don't talk to the alleged abuser:

- a. Confronting the alleged abuser about what the child or adult has told you could make the situation a lot worse for the child!

5. Explain what you'll do next:

- a. If it's age appropriate to do so, explain to the child that you'll need to let someone know who can help.
- b. Never guarantee absolute confidentiality as Child Protection will always have precedence over any other issues.

6. Don't delay in reporting the concerns:

- a. Record the discussion accurately, as soon as possible after the event so that details are clear in your mind. See Appendix C for the Child Protection/Incident report form.
- b. Use the child's or adult's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- c. Contact one of the stated Safeguarding Team for advice / guidance. The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- d. If Designated Person is not available, or it is inappropriate to approach them, the volunteer /member of staff with the concern should make direct contact with other members of the Safeguarding Team.
- e. Record any discussions or actions taken within 24 hours.

Reporting allegations or suspicions of abuse

Where staff or volunteers suspect that a child is being abused, has received a disclosure from a child, or an adult regarding a child, believes that a child is likely to be abused, or has been abused historically, they have a responsibility to report their concerns to Sound Church's Safeguarding Team who will then decide on how to proceed.

Where parents or carers have concerns regarding a member of staff or volunteer working with their child, we ask that they speak with either a member of the Safeguarding Team.

Nothing in this policy prevents a person's right as a citizen to make a direct report/referral regarding their concerns or seek advice from outside agencies. However, in most cases it would be proper to report suspicions to the Safeguarding Team and Sound Church hopes that members or visitors will use the procedure laid out in this policy.

Suspicions should not be discussed with anyone other than those mentioned above.

In any case where an allegation is made, or someone at Sound Church has concerns, a record should be made. Details must include, as far as practical:

- Name of child, young person or adult
 - Age
 - Home Address (if known)
 - Date of Birth (if known)
 - Name/s and Address of parent/s or person/s with parental responsibility
 - Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;
 - What has prompted the concerns?
 - Include dates and times of any specific incidents
 - Has the child, young person or adult been spoken to? If so, what was said?
 - Has anybody been alleged to be the abuser? If so, record details
 - Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, children's social care
 - Has anyone else been consulted?
 - Are there any physical signs or abuse or harm? Please use the body map to record observations, even if they seem inconclusive.

The Safeguarding Team should then decide on how to respond to the concern/allegation.

If the stated Safeguarding Team decides to make a referral to the Local Authority Children's Service due to concerns of abuse or significant harm they should:

- Inform the Bath and North East Somerset Children's Social Work Services through reporting online: <https://beta.bathnes.gov.uk/report-concern-about-child>. Please note that members of the public can contact BANES Children's Social Work Services by contacting 01225 39 61



11 or 01225 47 79 29 (weekdays, 8.30am to 4pm, except Fridays when they close from 4.30pm).

- If the Safeguarding Team or member of the public thinks that a child is in immediate danger they should contact the Emergency Duty Team on 01454 61 51 65.
- If it is an emergency, they must call the police on 999.
- If a telephone referral has been made by the stated Safeguarding Team, it will be confirmed in writing using BANES Children's Services Referral Form, within a maximum of 48 hours, ideally 24 hours, with a copy to the designated person for Child Protection, or their Deputy.
- Essential information will include: Child's name, address, date of birth, family composition, and reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.
- Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

If the child or young person does not live in Bath and North East Somerset, then the stated Safeguarding Team shall follow the above guidelines by contacting the Local Authority Children's Service in which the child lives.

All action is taken in line with the following legislation/guidance:

- South West Child Protection Procedures: <https://www.proceduresonline.com/swcpp/#>
- http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Children-and-Young-People/ChildProtection/lscb_example_child_protection_policy_for_community_organisations.pdf
- Keeping Children Safe in Education 2021
- Working Together to Safeguard Children 2018, updated in 2022.
- What to do if you're worried a child is being abused: Advice for Practitioners: March 2015
- Child Sexual Exploitation: Guide for Practitioners: February 2017
- https://www.researchgate.net/publication/273061555_Working_safely_with_Spiritual_abuse
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

Alleged abuse by staff, managers, volunteers or trustees:

When an allegation is made against a member of staff or volunteer, then the allegation must be passed to Sound Church's Safeguarding Team. They should contact one of the Local Authority Designated Officers (LADO) for consultation. The Safeguarding Team should make a note of the consultation and this should be stored securely at Sound Church.

Where required, the Safeguarding Team should then inform the insurance company (Ansva tel: 01323 737541) and other relevant Staff / Trustees within Sound Church.

However, if the allegation concerns the stated Safeguarding Team at Sound Church, please consult the Trustees as per the Whistleblowing Policy.



Contact details for Bath and North East Somerset LADO:

- You can contact BANES LADO on 01225 396810 within 1 working day.
- If the LADO in BANES cannot be contacted, then the Local Authority Children's Services should be contacted on 01225 39 61 11 or the Emergency Duty Team on 01454 615165.
- The LADO contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken



GUIDELINES FOR GOOD PRACTICE

Staff and volunteers must always show respect and understanding for individual's rights, safety, and welfare, and conduct themselves in a way that reflects the ethos and principles of Sound Church.

These guidelines should also be read in conjunction with the Sound Church's Kids' Club Values.

1. RESPECT

Staff and volunteers are committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person.

2. BY EXAMPLE

Staff and volunteers will

- Provide an example that we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a child or young person's right to privacy

3. ONE TO ONE CONTACT

Staff and volunteers will

- Ensure that they are not alone with a child where your activity cannot be seen – this may mean leaving doors open.
- When meeting, every effort is made to keep this as open as possible. Random spot checks are carried out of rooms whilst ministry activities are occurring.
- Staff and volunteers should try to always be visible to others in their contact with children and If privacy is needed, ensure that other staff or volunteers are informed of the meeting and its whereabouts.

4. PHYSICAL CONTACT

Staff and volunteers should never

- Engage in sexually provocative or rough physical games, including wrestling or massaging.
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, Sound Church staff and/or volunteers should seek assistance from their parent/carer in such situations.
- Allow, or engage in, inappropriate touching of any kind.
- Therefore, Staff and Volunteers are to keep all physical contact public (for example, side hugs are preferable if contact is initiated by the child)

5. GENERAL

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned



- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

6. RELATIONSHIPS

- Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within Sound Church or the work of Sound Church.

7. SHARING INFORMATION

- Good communication is essential in any organisation. In Sound Church every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available to, and exchanged between, all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly 'need-to-know' basis.
- For more details about Information Sharing, refer to: 'Information Sharing. Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers. July 2018' available online:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

8. RECORD KEEPING

- All records, information and confidential notes will be stored and processed in line with the Sound Church Data Protection Policy. A copy of the church's privacy notice is made available to all parents/carers on the Sound Church website.
- Parents/carers are able to review and edit key personal data recorded on their child using the Sound Church's My Churchsuite.



PROCEDURES – RECRUITMENT OF STAFF/VOLUNTEERS

Application Process

People joining Sound Church, either as staff or with the hope to volunteer, must have the prior approval of the Safeguarding Team prior to any work with children or young people as part of the application process. People must complete a Kids' Team application form and DBS check.

Disclosure and Barring Service Check

Sound Church acknowledges that it is an offence to offer paid or unpaid work with children to someone who is disqualified from working with children, or to allow them to continue doing such work. Sound Church therefore requests an Enhanced DBS Disclosure with Barred Check List for each person applying to work/volunteer as a Designated or Deputy Safeguarding Officer for children. For all other staff or volunteers working with children a DBS Disclosure is required as a minimum check.

Storage and access of DBS information

Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties in line with Sound Church Data Protection Policy and Privacy Notice.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it during their duties (Safeguarding Team). We maintain a record of all those to whom certificates or certificate information has been revealed and Sound Church acknowledges that is a criminal offence to pass this information to anyone who is not entitled to receive it.

Suitability

If a DBS is returned disclosing prior convictions, cautions or warnings, it is the responsibility of the Safeguarding Team to decide on the suitability of the person continuing in the role applied for. The Safeguarding Team shall take into due consideration the severity and frequency of the record with deliberation of the severity and time passed since the recording. In an assessment of the impact of the recordings, the Safeguarding Team may choose to pursue reference requests to assist in their decision.

Consideration is made in the context that the welfare of children takes precedence over the well-being of the adult.

Staff/volunteers adhering to the policy

All people who work with children in Kids' Club, Youth, or other related activities will be required to receive a copy of this policy and to agree to adhere to it before they commence their work with



children. Failure of staff or volunteers to do so will disqualify the person from any form of contact and work, including volunteering, with children.

Please see Appendix B for the Policy Commitment Form.

Training

The Safeguarding Team must receive training every 2 years in Child Protection. Training is available from B&NES Community Safety and Safeguarding Partnership (formerly known as BANES Local Safeguarding Children Board). All staff and volunteers working with children shall have access to appropriate training on a regular basis, at least every 3 years.

Young Helpers / Volunteers

No one under 16 should be employed as a worker (either voluntary or paid). However, where occasional helpers are used (e.g. In Kids Club), they should always be responsible to a named 'approved' worker and never left on their own with the children. They will not be included in the ratio of children to workers and would not need to undertake the same recruitment and selection process as a worker. If they are under 14 they should, complete an application form and this should include parental consent in the case of a young person.

Volunteers aged 17 or over may be included in ratios, as per above, volunteers of staff under 17 should be supervised at all times. This guidance is in accordance with the Department for Education 'Statutory Framework for The Early Years Foundation Stage' (April 2017).

Please refer to Sound Church Policy for Volunteers Under 18 Years Old for further information.



PROCEDURES - RATIOS FOR KIDS CLUB INCLUDING TOILET TRIPS

For staff and volunteers to supervise children effectively during any activity provided by Sound Church it is necessary to have the appropriate number of adult helpers. All children's activities within Sound Church shall maintain the following ratios wherever possible:

Age range of children	Number of adults	Number of children
0 - 2 years	1 adult	3 children
2 -3 years	1 adult	4 children
3 and above	1 adult	8 children

These ratios are in accordance with the Department for Education Statutory Framework for the Early Years Foundation Stage (April 2017).

Where a child requires the toilet during a Sound Church activity, the following should apply:

- **For a child under puberty:**
 - Children in all kids clubs and activities should always have access to a toilet.
 - Parents / Carers of children wearing nappies are solely responsible for changing these; parents / cares are notified by their child's number appearing on the screen in the main service to help their child whilst their child attends a kids activity.
 - Children attending a kids club activity, who are no longer wearing nappies, will take themselves to the toilet.
 - Only where necessary, if a child needs escorting to the toilet, this will be managed in accordance with our lanyard system. Where personal care is needed, the child's parent / carer will always be called for in accordance with parental permission contact details on ChurchSuite.
 - Our lanyard system communicates the appointed roles and responsibilities that have been authorised and communicated to the volunteer (and confirmed on ChurchSuite) for escorting a child to the bathroom and these roles are strictly not interchangeable between volunteers. This forms part of our ongoing commitment to the safeguarding of children and young people.
 - Within this lanyard procedure:
 - For a child in pre-school, the designated adult wearing the appropriate lanyard is able to lift up a child under arms only and place them on the toilet and then would take a step back. Obviously, the helpers hand will not go on any part of their body and the adult is encouraging the child on the journey to independence. This adult needs to give their phone to another adult in kids club prior to going into the toilet.
 - The adult should never go into the cubicle with the child unless absolutely needed for under 4s.



- The adult should never undress the child, unless absolutely needed for under 4s.
 - Workers should never use the toilet while they are supervising children in the toilet.
 - Always ensure a second suitable adult, wherever possible the child's parent/carer and another is present where removal of a child's clothing is essential (E.g. a Medical accident).
 - We always actively discourage use of urinals.
- **For a child during puberty and upwards**
 - We have a one child in a cubicle policy at all times.
 - We consistently engage in ongoing reflections in how to mitigate the risk of peer-to-peer abuse and at the same time the risk of adult to child abuse. We are mindful and proactive in a variety of circumstances – being quick to respond to concerns or possible concerns.
 - We always actively discourage use of urinals.

As part of our action plan to mitigate the risk of all forms of sexual abuse, exploitation, sexual activity, or other forms of harm, the children who regularly attend Sound Church have access to books about saying no and are regularly read it. Children during puberty and upwards are provided with regular opportunities to discuss these topics.

For all children during open events:

Where a child is not checked into a Sound Church activity, it is the responsibility of the child's parent or carer to decide who escorts their child to the toilet. In this circumstance, we operate a one child only policy for the cubicles.

Where a child is not checked into a Sound Church activity, but on our site and therefore still under the supervision and responsibility of their parents/carers, we recommend that parents/carers use discretion when asking other parents/carers to take their child to the bathroom. It is the responsibility of the child's parent or carer to decide who escorts their child to the toilet.

It is the policy of Sound Church to only allow once child in the toilet cubicle at any time - children should not share cubicles with other children.



PROCEDURES – ACCESS TO CHILDREN’S ACTIVITIES, REGISTRATION AND COLLECTION OF CHILDREN

To minimise the risk of losing children in unsafe or unsupervised areas, Sound Church implements the following procedures:

- Before and after the main meeting and children’s clubs, parents/guardians are responsible for their child’s safety. We ask them to always be in the same room as their children, and not to allow them to be unsupervised around the main auditorium, building or car park.

- Signing in/out system for Kids Club:
 - This helps to protect the children and ensure that each child is returned to the correct/ responsible adult. Children must be checked into the appropriate age group and collected within 10 minutes of the service ending. Either parents/guardians or the adult who signed the child in on that day must sign the child out. Parents/Carers can appoint another responsible adult to collect their child from Kids’ Club but the parent/carer must inform the Kids’ Team Leader prior to doing so to ensure that children leave with appropriate adults.
 - Parents/guardians are given two matching stickers with a corresponding number. One sticker is for the child, the second sticker is for the parent/guardian. The number on each sticker is unique for that designated kids club session.
 - Parents/guardians or appointed responsible adult is required to present the corresponding pick up sticker to the kids’ team leader responsible for sign in and sign out during a kids’ club, matching the child’s sticker, in order for the child to be permitted to leave the kids club at any point.
 - If the parent/carer or appointed responsible adult does not have the corresponding and matching pick up sticker, then the kids team leader is not permitted to let the child leave. In this situation, the kids team leader is required to speak with the Safeguarding Team for advice on how to proceed.
 - A register of helpers serving on a morning should be kept, along with the theme of the morning during Kids’ Club Activities. These records should be kept securely in accordance with GDPR since allegations can be made years after an event.

- In the event that a child needs their Parents/Carer to stay with them during the kids session, parents/carers are require to wear a ‘Visitor’ lanyard when in the room so that other parents/carers and volunteers can distinguish between Team and Visitors. Parents/Carers must remain with their own their child only and should never be permitted to be responsible for any other children nor should they be left unsupervised. Any visiting parent/carer is required to wear the lanyard regardless of whether that parent/carer has been, or currently is, a kids or youth volunteer.



PROCEDURES – INCIDENTS, EVACUATIONS AND FIRST AID FOR CHILDREN

Where children require First Aid, this should be carried out by an experienced First Aider, however all staff and volunteers have a general duty to act in 'loco parentis' in emergencies.

All instances where first aid is administered are recorded in a log book, which is kept in with the first aid kit, accessed via a QR code. This should be completed by the authorised person carrying out first aid. Records are retained for a minimum of six years and always in accordance with GDPR. The child's parents / carers should be informed of the first aid incident, either immediately or on collection of the child depending upon the first aid required.

At Freedom House, first aid boxes are located:

- Kitchen under sink
- Boat Room
- Youth Room
- Lighthouse Room
- Reception

In Sound Church Auditorium, the first aid box is located:

- Behind the Team Check In Desk
- Burn Kit in the Auditorium (located in the kitchen, behind the door)

Additional first aid boxes are located:

- In the Auditorium
- In every kids' team leaders bag a small first aid kit is kept
- With Team Leaders during Kids/Youth weekend away trips/holidays.
- In the minibus

If qualified first-aiders cannot deal with a medical emergency, they will seek help from the First Aid Team and call an ambulance. If they are uncertain of the best action to take, they will contact parents/carers. If parents/carers are unavailable, this should not result in a delay obtaining medical attention.

Incidents:

Any incidents that have taken place during the Kids' Club, or other relevant Kids' Activity, should be recorded. These records should be kept securely indefinitely since allegations can be made years after an event. Please see appendix C for the Child Protection/Incident Report Form.

Evacuations:

In the event of an evacuation, such as a fire evacuation, kids group leaders are to grab the red evacuation bags, iPads and any medical items from each kids room and safely escort all children and adults from their group to an appropriate place of safety, in accordance to the Sound Church Fire Evacuation Policy and Procedure.

PROCEDURES - ADDITIONAL ACTIVITIES

Residential activities:

Children and young people on church-run camps and conferences will be properly supervised in teams on a ratio of no less than 1 adult: 20 children. However wherever possible, the ratio of adults to children will be:

Age range of children	Number of adults	Number of children
0 - 2 years	1 adult	3 children
2 -3 years	1 adult	4 children
3 and above	1 adult	8 children

Rules for staff and volunteers and campers will include:

Where we organise additional activities for the children/young people (for example, socials and Blessing The Community activities), we endeavour to arrange adequate supervision of those attending. It is recommended that when planning and undertaking additional activities, the following guidelines should be adhered to:

- A Risk Assessment of the activity should be undertaken. This is available from the Child Protection Master File.
- Children/young people must have a completed Parental Consent Form to be allowed to undertake the activity, included on ChurchSuite sign up forms.
- When planning residential holidays, workers should not sleep in the same room as children/young people.
- Tent areas/dorm areas will be supervised by staff or volunteers of the same sex.
- Children and young people are not allowed to get into bed with another camper or with a staff person or volunteer in any circumstance.
- Children and young people of the opposite sex will not share a bedroom, room, tent, or equivalent. Access to bathrooms, toilets of the opposite sex is not permitted by the leaders or campers.
- Health and safety rules of the campsite/residential area will be adhered to always.
- Children will be supervised at all times.

Travelling in the car

When transporting children, workers should avoid being left alone with one child in the car. If this is unavoidable, ask the child to sit in the back seat.

Home visits

Workers should not invite or encourage a child/young person to be alone with them, either in their home or on 'trips'. They should also not run groups for children/young people in their homes on their own.

Pastoral Care

Sound Church recognise that at certain times children and/or young people may request to speak with a volunteer/member of staff regarding pastoral matters. In these situations, meeting with



children in a pastoral capacity will be done in an open manner within the view of another volunteer/member of staff. Team Leaders should be made aware of the conversation prior to its initiation wherever possible. Two members of staff or volunteers must be present and parents / carers will be informed of any pastoral meeting with children, if this does not inhibit the Child's safety.

APPENDICES

- Appendix A: Leadership Safeguarding Statement
- Appendix B: Policy Commitment Form for Staff and Volunteers at Sound Church
- Appendix C: Summary of Child Protection Policy
- Appendix D: Child Protection/Incident Reporting Form
- Appendix E: Safeguarding Contract

Appendix A

Leadership Safeguarding Statement

Sound Church recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care. Sound Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding team in their work and in any action, they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.



We recognise:

- Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to Sound Church in Bath.
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

The Safeguarding Team	Betsy de Thierry
	Josh de Thierry
	Hannah Needham
	Claire Tinker
	Hannah Sell
	Dan Palmer

A copy of the full policy and procedures is available upon request.

Signed

Date **May 2023**



Appendix B

Policy Commitment Form

Full name of the person applying to work/volunteer with children:

Team applied for:

I declare that:

- I will work within the procedures as laid out in the Sound Church Child Protection Policy and Kids' Team Values.
- I have completed a DBS clearance application.
- I have not been convicted or have been the subject of an allegation of child abuse, sexual misconduct or act of violence where the conduct involved children, was said to be directed at children, or took place in the presence of children.
- I understand that if an allegation is made against me about child abuse or neglect the matter will be referred to the police and other relevant authority for investigation.
- I will report any concerns or suspicions I have about a child's welfare, or the conduct of another volunteer or member of staff in relation to Child Protection. I will report any disclosures or allegations to the Safeguarding Team.

Applicant's Signature:

Date:

A member of the Safeguarding Team

Date:

Appendix C – Sound Church - Summary of Child Protection Policy 2023

This summary should be read in conjunction with the main Child Protection Policy at Sound Church and Kids' Team Values.

This church is committed to:

Staff and volunteers at Sound Church accept and recognise our responsibilities to develop awareness of issues that cause children, young people and vulnerable adults harm. We are committed to our responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults in its care.

Guidelines for good practice for staff and volunteers working with children:

RATIOS	Children aged 0-2 years = 1 adult: 3 children Children aged 3+ years = 1 adult: 8 children	Children aged 2- 3 years = 1 adult: 4 children
RESPECT	Treat children/young people with respect and dignity, always listening to what a child is saying, valuing each child, recognising unique contribution, encouraging, and praising each child.	
BY EXAMPLE	Staff and volunteers should provide an example that we wish others to follow. Use appropriate language and challenge any inappropriate language used by children or adults working with young people. Respecting a young person's right to privacy.	
ONE TO ONE CONTACT	Ensure that they are not alone with a child where your activity cannot be seen – this may mean leaving doors open. When meeting, every effort is made to keep this as open as possible. Random spot checks are carried out in rooms whilst ministry activities are occurring. Try to always be visible to others in their contact with children and If privacy is needed, ensure that other staff or volunteers are informed of the meeting and its whereabouts.	
PHYSICAL CONTACT	Never engage in sexually provocative or rough physical games, including wrestling or massaging. Never do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility staff and/or volunteers should seek assistance from their parent/carer in such situation. Never allow, or engage in, inappropriate touching of any kind. Keep all physical contact public (for example, side hugs are preferable if contact is initiated by the child).	
GENERAL	Be aware that someone might misinterpret our actions no matter how well intentioned. Never draw any conclusions about others without checking the facts. Never allow ourselves to be drawn into inappropriate attention seeking situations. Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child even in fun.	
TOILET POLICY	We consistently engage in ongoing reflections in how to mitigate the risk of peer-to-peer abuse and at the same time the risk of adult to child abuse. We are mindful and proactive in a variety of circumstances – being quick to respond to concerns or possible concerns.	
SHARING INFORMATION	Good communication is essential in any organisation. Every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly 'need-to-know' basis.	
RECORD KEEPING	All records, information and confidential notes will be stored and processed in line with the Sound Church Data Protection Policy. A copy of the church's Privacy Notice is made available to all parents/carers on the Sound Church website. Parents/carers are able to review and edit key personal data recorded on their child using the Sound Church's My Churchsuite.	
RESPONDING TO A DISCLOSURE	Listen carefully to what the child is saying; Reassure the child they have done the right thing by talking to you; Say that you believe them; Don't talk to the alleged abuser; Explain what you'll do next; Don't delay in reporting the concerns,	
The Safeguarding Team	Betsy de Thierry	
	Josh de Thierry	
	Hannah Needham	
	Claire Tinker	
	Hannah Sell	
		Dan Palmer

Appendix D
Child Protection/Incident Reporting Form (part 1 of 2)



Date of Incident:	
Time of Incident:	
Member of staff/volunteer completing this form:	
Signed:	
Dated:	
Safeguarding Team:	
Staff/volunteer's name:	
Position:	
Child's name	
Child's address (or approx. area)	
Child's date of birth/age	
Parents' / Carers' names:	
Parents' / Carers' address (if different)	
Nature of concern:	
Your observations:	
Exactly what the child said and what you said <i>(remember, do not lead the child – record actual details. Continue separate sheet if necessary)</i>	
Action taken so far:	

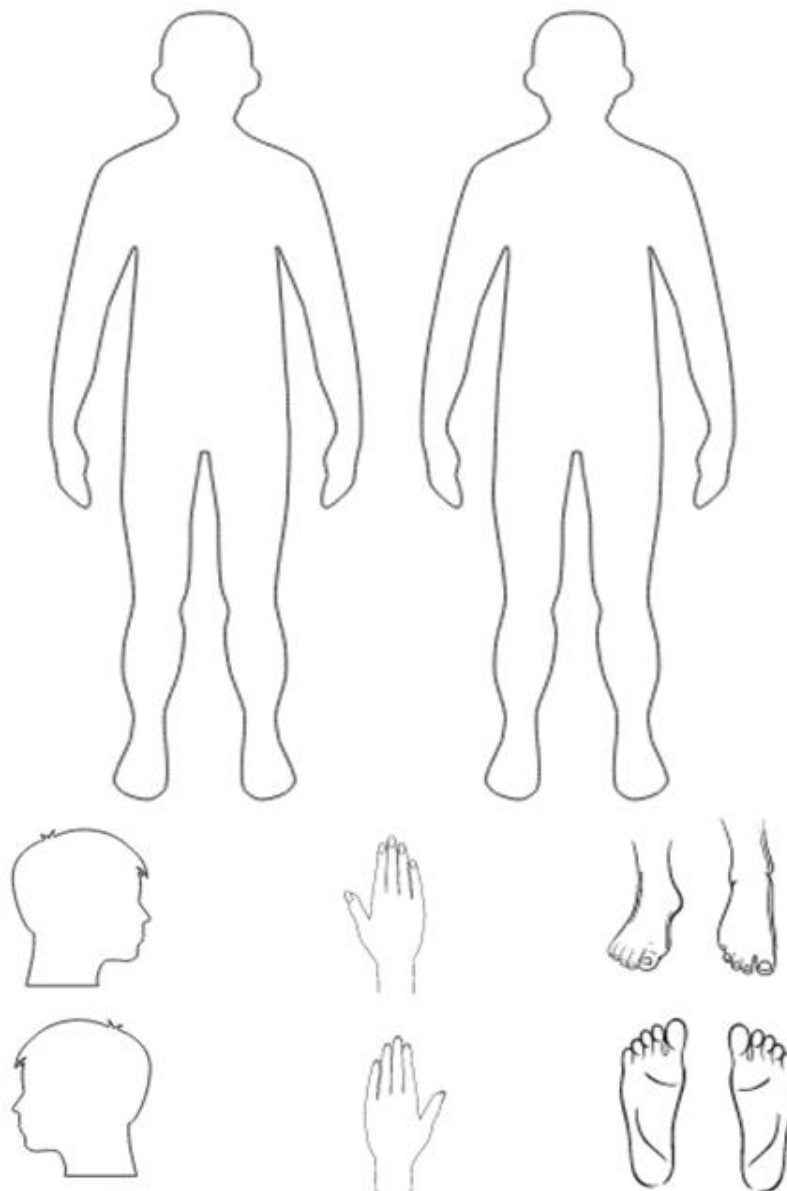
Please hand this form to the Safeguarding Team once completed.

Body Map

- Children nor adults should not be undressed by Sound Church staff or volunteers to assess injuries
- Staff and Volunteers are not permitted to take photographs of marks or injuries
- First Aid is to be administered where appropriate, but for serious medical concerns, staff / volunteers must seek suitable medical attention.

Body map copied from:

<https://www.highspeedtraining.co.uk/hub/wp-content/uploads/2018/01/child-protection-body-map.jpg>



Child Protection/Incident Reporting Form (part 2 of 2)

For use by the Designated Safeguarding Officer/Deputy Officer

Record of external agencies contacted:

Sound Church
Child Protection Policy and Procedures

Last Updated: May 2023
Page 33 of 37

For example, Social Care, Police, LADO, other.

Date and time contacted:	
Name of organisation:	
Name of person contacted:	
Their role:	
Contact number:	
Details of advice received:	
Date and time contacted:	
Name of organisation:	
Name of person contacted:	
Their role:	
Contact number:	
Details of advice received:	
Date and time contacted:	
Name of organisation:	
Name of person contacted:	
Their role:	
Contact number:	
Details of advice received:	
<u>Summary of action taken and decisions made:</u>	



Safeguarding Contract

This contract of agreement outlines the agreed boundaries for the welfare and safety of

and the children and young people attending Sound Church.

This agreement is being put in place because you have been convicted of offences relating to:

This contract of agreement is an essential part of setting boundaries which will safeguard all those within the church and enable you to be a part of church life.

The individuals named below have been carefully chosen as the appointed people to support you. They are aware that you are subject to safeguarding concerns and will endeavour to pastorally listen to you, care for you, advise you and pray for you.

As part of this process, you will need to be accountable to these individuals by adhering to the conditions outlined below. By signing this contract, you are agreeing to the following:

1. I have been open and transparent about any allegations/cautions/convictions with the people listed above.
2. I will never allow myself to be in a situation where I am alone with children and young people or vulnerable adults at Sound Church [including the vicinity of the building] or at any activity or event connected with the church where children, young people or vulnerable adults may be present.
3. I will not be involved in any aspect of children or youth work at the church.
4. I will not hold any official role in the church, because of the trust that children or young people might associate with such a role.
5. I will attend Sunday services only with the agreement of people named in this contract. I will arrive no more than 15 minutes before the service and will stay in the vicinity of at least one of the people named in this contract during the time.

6. I will sit where directed in the church and will not place myself in the vicinity of children and young people. I understand that one of the people named in this contract will sit nearby during services. I shall not sit alone in the church at any time.
7. I will not enter parts of the building where children's activities are in progress, or any isolated area for any reason. One of the people named in this contract will accompany me when I need to use other facilities.
8. If I wish to attend any meeting, group, activity or event connected with the church aside from the Sunday service, I will gain prior agreement of the people named in this contract beforehand. This included those taking place outside of the church building.
9. I will not make or accept offers of hospitality from people in the church who have children. I will refuse any request to provide babysitting and support with child care from people attending church and will not 'look after' children for them.
10. I will not befriend, or contact, any children or young people connect with the church on social networking sites.
11. I will not take photographs or videos whilst at church or any church event.
12. I will not access the internet or social media whilst on church premises on either my personal electronic devices or church computers.
13. I accept that the people named in this contract will inform those who need to know about my circumstances in order for them to safeguard the children and young people for whom they have a duty of care.
14. I accept that contact may need to be made with my Police Public Protection Officer and Probation Officer, who will meet with the people named in this contract where necessary.
15. I accept that pastoral support will be provided to me in line with the church's safeguarding procedures and this contract. Any concerns relating to me or my behaviour raised during pastoral care meetings will be raised with the Safeguarding Team shared securely with the statutory authorities where necessary.
16. I will inform the people named in this contract if, by attending church, I find myself in the way of temptation of in a position of risk to either myself or others.
17. If I decide to attend a different church, I will make the people named in this contract aware. I accept that details of this contract will be shared with the Designated Person for Safeguarding for the other church.
18. The church, local association, National Safeguarding Team and the statutory authorities may hold copies of this contract.



19. I understand that this contract will be reviewed every three to six months (exact time frame to be decided and agreed upon at the time of signing this Contract) and will remain in place for an indefinite period or at key intervals of the conviction process.

Signature:	Printed Name:	Date:
<i>Subject</i>		
<i>Minister</i>		
<i>Other</i>		
<i>Other</i>		
<i>Other</i>		

This contract has been agreed by me as the Designated Person for Safeguarding and will be held by me on behalf of the church.

Signature:	Printed Name:	Date:
<i>Safeguarding Team</i>		

Initial Review Date: _____