



King's Church Chessington

Safeguarding for Children Procedure

Key Contacts

Designated Safeguarding Lead (DSL)

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Trustee responsible for Safeguarding

Jon Akhurst

The King's Centre, Coppard Gardens, Chessington, KT9 2GZ
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Safeguarding Leads (SL)

Anne Underwood	Tots (0-4 year olds)
Anne Underwood	Creche (0-2 year olds)
Rachel Sharp	Explorers (2-4 year olds)
Sarah Smith	Adventurers (4-7 year olds)
Kirstie Sloman	Fusion (7-11 year olds)
Zachary Evans	JF (11-14 year olds)
David O'Donnell	YPF (14-18 year olds)

Lead DBS recruiter

Anne Underwood
020 8391 5522 e-mail: anne.underwood@thekingscentre.org.uk

Ministry Coordinator (Youth and Children's applications)

Kate Erith
0208 391 5522 email: kate.erith@thekingscentre.org.uk

Christian Safeguarding Services

6 Marshalsea Road, London SE1 1HL
contact@thecss.co.uk

FIEC (The Fellowship of Independent Evangelical Churches)

01858 43 45 40

Local Authority and Emergency Numbers

In an Emergency: **999**

If the alleged abuse takes place in the Borough of Kingston contact the numbers below:

Children's Single Point of Access Team	020-8547-5008
e-mail: spa.referrals@achievingforchildren.org.uk	
Kingston Upon Thames Emergency Team (out of hours)	020-8770-5000
Kingston Upon Thames Police	030-0123-1212

If the alleged abuse takes place in Surrey contact the numbers below

Surrey Safeguarding Children Partnership	0300-470-9100
e-mail: cspa@surreycc.gov.uk	



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Surrey Emergency Team (out of hours)
Surrey Police

01483-517898
0845-125-2222

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A Practical Guide for Recognising Abuse

How is abuse defined?

The maltreatment or neglect of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family, institutional, or community setting; by those known to them or, more rarely, by a stranger.

Types of Abuse

- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- **Emotional Abuse** is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyber bullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention seeking behaviour; nervousness, obsession or phobias; persistent tiredness; running away/stealing/lying/self-harm.
- **Sexual Abuse** includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- **Neglect** is the persistent failure to meet a child or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late at night, or left home alone for extended periods; health and other needs not being taken care of.
- **Coercive and Controlling Behaviour**, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

There are also other types of risk, such as children going missing, child sexual exploitation (CSE)¹, child criminal exploitation (CCE)², forced marriage, radicalisation, and so on.

There might be peer abuse (particularly in the older age groups), which is likely to include but is not limited to:

- Abuse in intimate personal relationships between peers
- Bullying (including cyber bullying)

¹ Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they are given things (e.g. drugs, gifts, money, status, affection) in exchange for performing sexual activities. Children and young people are often tricked into believing they are in a loving and consensual relationship. They may trust their abuser and not understand that they are being abused.

² Child criminal exploitation (CCE) is a type of child abuse where children and young people are manipulated and coerced into committing crimes. This could include, for instance, organised criminal gangs who are operating in cities exploiting young children into moving drugs from an urban hub into other markets such as suburban areas or coastal towns (the police term for this is 'County Lines').



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- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence, such as rape and sexual assault
- Sexual harassment, such as sexual comments, remarks and jokes either in person or online
- 'Sexting' (also known as shared self-generated indecent images)
- Initiation/hazing-type violence and rituals³
- Upskirting⁴

Criminal and sexual exploitation In the appendices, the following are addressed as they are specialist areas:

- Extremism and Radicalisation
- Child Sexual Exploitation
- Child Criminal Exploitation and Gangs Allegiance
- Youth produced sexual imagery (sexting)

How Might I Recognise Abuse?

Recognising abuse can be difficult as the signs of abuse aren't always obvious, and a child might not tell anyone what's happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes, children don't even realise that what's happening is abuse.

Visit NSPCC for more information [NSPCC.org.uk](https://www.nspcc.org.uk)

If you have any concerns, or suspect either abuse or neglect, these must be reported as soon as possible to the Designated Safeguarding Lead (DSL).

If you do not feel your concerns are responded to appropriately or in a timely way, please do contact CCS directly or the Kingston Social Care Team.

Handling an Allegation Made by a Child

If a child or young person tells you of something that has happened:

- Listen – concentrate on what they are saying and how they are saying it
- Keep calm, try NOT to display shock (be aware of your facial expression).
- Take them to a place out of earshot but NOT out of sight.
- Look at the child or young person directly and show acceptance of what the child or young person says (however unlikely the story may sound).
- Do NOT communicate blame (even when a child or young person may have broken rules) or question whether what they are saying is true.
- Be aware that the child or young person may have been bribed or threatened not to tell.

³ Hazing (initiation ceremonies) refers to the practice of rituals, challenges and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.

⁴ Upskirting typically refers to the practice of taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks. In England and Wales, upskirting is a criminal offence under the Voyeurism Act.



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- Do NOT promise confidentiality; be honest that you will need to let someone else know.

After Hearing the Allegation:

- Make handwritten notes as soon as possible, write exactly what the child or young person said, along with other helpful details such as: the time and date where the allegation was made, what happened at the time and who else was present (notes should be given to the safeguarding lead who will store them securely and keep them indefinitely).
- Inform the DSL of the allegation as soon as possible and within 24 hours unless the allegation is against the DSL or the DSL is unavailable in which case it will be referred to the trustee responsible for safeguarding.
- Note that from 2022 there is a mandatory duty to report allegations of abuse to children's social care at the Local Authority. Failure to do so can lead to prosecution.
- Note also that from 2022 children who witness domestic abuse must be regarded as victims of abuse and must be referred to children's social care at the Local Authority.

Do NOT attempt to investigate or address the issue yourself. If there is serious and or immediate danger you MUST contact the police.

Appointing Children's and Youth Workers

Recruitment Process

All those aged 16 and over regularly working with children and young people whether in a paid or unpaid capacity, must complete all stages of our four stage recruitment and selection process:

1. Church Application Form - including two references of suitability to work with children or young people
2. Online DBS Application and sharing of DBS with DSL (including identification check)
3. Interview with Ministry Co-Ordinator
4. Safeguarding Training to be undertaken as appropriate at the time of appointment and signed off as having been completed.

Those who are considering joining a team may come and observe 3 sessions. In these observations they should be fully supervised by a team member and never left alone with the children or young people. They must then complete this formal process before returning as a leader. A formal email will be sent to the applicant and the section leader to complete the process and invite the leader to take a full part.



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Eligibility Criteria for acceptance:

- In agreement with the Biblical ethos of working with children and young people
- No history of violence or sexual offences
- No concerns raised about their suitability to work with children or young people
- Deemed suitable to work with children or young people by the DSL
- Church member
- In some circumstances a non-church member will be allowed to work with children or young people with the agreement of the Elders
- Clear suitability for the role

Code of Conduct for staff and volunteers working with children or young people

1. All youth and children's workers are expected to attend safeguarding training and will be given a copy of this policy and procedure. This will include a detailed session every two years as well as termly reminders on our '5 things to remember on Child Protection,' which can be found at appendix 3. The failure to attend safeguarding training every two years (unless there is a good reason) and ensuring the update of the DBS certificate may result in the worker being removed from the ministry.
2. Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion and challenge from parents.
3. Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children.
4. Only take responsibility for children if they are physically and mentally fit to do so.
5. Listen to, respect and value children and young people at all times.
6. Treat all children and young people fairly, without prejudice or favouritism.
7. Challenge any unacceptable child behaviour in an appropriate way.
8. Use language that is appropriate and not offensive or discriminatory.
9. Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.
10. No alcoholic or illegal substances to have been consumed prior to exercising duties in teams.
11. No sexual contact is ever to take place between a youth worker and a child. Teams will work together to minimise scope for isolation of a child with an adult.
12. Refrain from any physical chastisement.
13. Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group.
14. Refrain from making any social media connections with them.



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15. The DSL and the Trustees will have the responsibility for any disciplinary matters involving youth workers and they (under the guidance of the Bible) will have the final say on what is appropriate and what is not, referring their findings to the Elders.
16. Risk assessments must be carried out for all events by the person organising the event and steps taken to mitigate any key risks identified. All youth workers will have read the Risk Assessment before the commencement of the event. Team Leaders are to sign on behalf of the team. Any risk assessment will be held by the church's risk assessment lead.

If you have any concerns about the actions or behaviour of other children's or youth workers, these must be reported as soon as possible to the DSL. If the concern is about the DSL, report to the trustee responsible for safeguarding.

The DSL will ensure the concerns raised are investigated at an appropriate level, and by the appropriate authorities, and take the appropriate action where required. If you do not feel your concerns are responded to appropriately or in a timely way, please contact the trustee responsible for safeguarding.

Staffing Guidelines

Child to Adult Ratios

Age (years)	Church Group	Adult/Child Ratio
0-2	Creche	1:3
2-4	Explorers	1:4
4-7	Adventurers	1:6
7-11	Fusion	1:8
11-18	JF & YPF	1:10

Notes:

- The ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than those recommended above.
- There must always be two or more adults for each group, and where appropriate these should include both males and females where the group is mixed gender.
- Where possible, if only two adults are supervising, the two adults should not be related in order to protect them if an allegation should be made. Teams will work together to minimise scope for isolation of a child with an adult.
- If the ratios are exceeded so that there are more children, the STL must be informed immediately or, if unavailable; the DSL or an operational member of staff.



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Practical Guidelines

Behaviour Management

Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way by all team members. Children or young people will need to be reminded of the expectations and given time and responsibility to respond to those.

There should be a clear and consistent behaviour ethos in place for each team. It starts with mutual respect and listening. Verbal warnings follow if a child or young person will not listen. They may be removed from an activity for a time if they continue and then are asked not to attend for a period of time with a letter home explaining the situation. In extreme cases, it may be necessary to ask a child to no longer attend in the longer term.

All children and young people must be treated with respect and must not be disciplined in a punitive manner. No physical punishment should be used on a child.

Consent Forms

Parental consent forms must be completed for all activities and events. Where possible all consent forms are to be held on church suite; ensuring they are kept securely as they contain personal data and remain readily accessible throughout the event.

For regular events (such as Sunday by Sunday or Friday by Friday), parents only need to fill out one consent form, provided these are held as accessible records. New consent forms must be completed for each non-regular activity

Consent forms must contain medical information.

Register of attendance

A register of attendance must be completed by the team leader before each weekly session, or the one-off activity, which must include the name of the team leader and all members of the team.

If it is discovered that a child is missing, the Designated Safeguarding Lead or a senior leader within the church (e.g. Elder or Safeguarding Team Lead) must be alerted. The DSL or senior leader should calmly search inside and outside the building. If there is no sign of the child then the police should be contacted immediately and the parents informed. You should wait for the police to arrive and follow their instructions. The DSL and senior leader should continue to search whilst waiting for the police to arrive.

In the unusual position that only one team member is present; the other children must not be left unattended. Instead, the parents of the missing child and the police should be contacted, and the team member must stay with the other children until help arrives.



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One-to-One Meetings

One to one meetings must be arranged in advance with the consent of the parent/carer. Meetings must take place in a public setting, where the leader and young person is not alone. Discipleship and mentoring must only be done with children and young people of the same gender.

Guidance for One to One Ministry online/video calls

No future one to one work is to be set up. When leaders are seeking to continue one to one work, we support this work for the spiritual growth and mental health of the young people with the following guidelines:

- The leader obtains written consent to conduct a one to one over telephone or video.
- The child is over 11 years old.
- Both parties agree to a regular time.
- Conversations happen in a public place in the house. They should NOT take place in a bedroom.
- The meeting should not exceed 40 minutes.
- The meeting can cease at any time if the child, parent or leader is not comfortable.
- The DSL is made aware of any regular meeting.
- A note is kept of what has been discussed in the meeting.

Guidance for ministry conducted over video messaging platforms

We recognise the positive impact video messaging such as Zoom can have in maintaining social contact when social distancing is in force. In such instances children and youth ministry can use these platforms provided the following guidance is followed:

- Invitations are sent to the parent's email not the child's. An acceptance of the invitation is taken as consent from the parent.
- Parents are instructed to keep the computer or internet enabled device in a public place. Young people are not to take calls in their bedroom. Leaders are not to conduct calls in their bedroom.
- Use of password protect group calls to prevent 'Zoom Bombing'.
- The call is for a set activity. Once the activity is ended, the call must end. Leaders must not be left on the call with children.
- There will always be at least 2 leaders in the call. These two leaders will not be related.
- Leaders must be appropriately dressed for video calls, just as they would for normal youth activities. No pyjamas and no inappropriate clothing.
- Any concerns are brought straight to the DSL
- Further guidance can be found in this longer article:
https://youthscape.ams3.cdn.digitaloceanspaces.com/documents/Guidance-for-online-youth-work_v2.pdf

Use of online and social media platforms

The following guidance on use of social media e.g. where social distancing requirements prevent face to face meetings. Please note electronic communication such as use of Social Media platforms , E-mails, Texts, Chat and Messaging should conform to the Social Media Policy



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It is important to remember that communicating with young people one to one online, whether via messaging or video, is the equivalent of meeting that young person in a room on your own with no-one around.

Risk Assessment

A suitable risk assessment should be in place for every activity involving the children and young people. If special or off-site events are planned, specific risk assessment should be undertaken for those circumstances.

First Aid

As part of the organisation of all events, consideration must also be given to how to respond if a child does become ill or needs medical attention. The organiser must also ensure there is suitable provision for first aid, including nominating a trained first aider. Teams must have access to a medical kit and mobile telephone when off premises.

Should medical assistance be required, this should be sought as soon as possible, and the child's parent/carer should be contacted.

For each event held off-site, a consent/medical form must be completed.

Photographs and Videos

From time to time official photographs and videos may be taken for communications and publicity. This will be arranged in advance with the group leader, and parents will be asked to give their written consent.

No other photos of the children or young people should be taken or allowed to be taken by others without their consent.

Further details can be found in the KCC media policy.

Physical Contact

Physical touch must be related to a child's needs and not the adults. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Any physical touch that could be misunderstood or misconstrued should be avoided. Play fighting, tickling games and piggyback rides are not permitted. Holding a child's hand or them sitting on an adult's lap is only appropriate for infants and toddlers.

Where any physical restraint is used by a team member as a last resort where there is immediate risk to the life or health and safety of the child or young person or another person in the group, it must be the minimal force necessary to prevent injury to another person. A full report giving the particulars must be completed, signed by a witness and handed to the DSL.



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Toilet Trips

Parents/carers should be asked to ensure their children have been to the toilet before bringing them to the group.

Children who are independent in toileting may go to the toilet unaccompanied whilst the building is not in public use. At all other times they should be accompanied. Parents must assist their own children with toileting or nappy changing unless they have given written consent for leaders to perform this task.

Travel

Travel to and from the events is the responsibility of the parent/carer. If a child is awaiting a lift home, there must always be two leaders present.

For any events that involve the group travelling, children and young people must not travel alone with a single leader. Seat belts must be worn.

Operational Matters - Children

1. Where concerns have to be acted upon, the **London Child Protection Procedures** will be followed.
2. This policy will be updated annually
3. A picture of the current DSL will be kept on display at the King's Centre.
4. The DSL will refresh their training every two years and when significant changes are made to the national guidance.
5. Support will be given from the Trustees to all affected by these procedures when issues arise.
6. Those under 18 are not allowed to work in creche (0-2 years).
7. When using help from outside the church e.g. camp cooks and speakers, DBS is required as well as a reference from the home church.

Junior Leaders (16-18 year olds serving in ministry teams)

At KCC we encourage 16-18 year olds to participate in church life by serving in ministry teams; to encourage them spiritually and to explore the gifts that God has given them.

We acknowledge the tension that 16-18 year olds serving as junior leaders face in being recognised as a leader in one setting, yet treated as a child when attending their own youth group. With that in mind the following are practical steps for ministry team leaders and adults serving in ministry teams (over 18s no longer in youth work) to adhere to in line with the safeguarding policy. These should be communicated with adults and young leaders serving within any team where these apply:

- All junior leaders will complete the recruitment process including DBS requirements
- All 16-18 year olds attending KCC are offered and encouraged to have their own Church Suite account to allow direct communication to the young person regarding rotas, team meetings and other practical elements of serving in ministry teams. These are linked to parent accounts where settings and communication can be accessed by both parent and young person. This encourages independence yet maintains parental oversight until 18 and no longer attending youth work.
- Young leaders must be included within the adult - child ratio as a child.



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- All communication to a young person either via email or text should be in a group type format where possible or copying another adult in for accountability purposes. Communication should not take place via direct messages on social media sites.
- Young leaders should be encouraged to attend team meetings and treated as other team members, being able to keep confidential information about children to themselves. On occasions where pastoral or safeguarding issues are flagged more widely to a team, they should be asked to wait outside.
- Adult team members should avoid any 1-1 situations with young leaders where possible, for example, putting sports equipment away in the storage cupboard at the end of a session.
- The above also applies to adult team members giving lifts home to young leaders. On an occasion where this does happen, adults should seek to safeguard themselves and encourage the young leader to sit in the back rather than next to them.
- If attending a residential camp as a young leader, consent and medical forms must be provided in line with the requirements for children attending. Under no circumstances is a young leader to share a room with an adult leader.
- Young leaders are encouraged to take an active role in the ministry teams they are serving in, following the same code of conduct that adults do. Team leaders should recognise that they may need additional support, encouragement and leadership to grow into the role they are taking on. Please speak to the Ministry Coordinator for more help with this, should you need it.

Accusations against team members

Although the welfare of the team members will always be most carefully considered, the accusation will always be most carefully considered.

It may be deemed necessary immediately to request the accused team member to withdraw their services from the ministry whilst the matter is being investigated. Thus it is vital that the team members act on any advice given with regard to avoiding accusations of abuse. It is a precautionary measure and not a presumption of guilt.

It is essential that any such issue is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and, at the same time, supports the person who is the subject of the allegation.

The following definitions should be used when determining the outcome of the allegation investigations (guidance will be provided by the local LADO – see Appendix 2):

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

The Church Safeguarding Coordinator or (where the Church Safeguarding Coordinator is the subject of an allegation) a representative of the Trustees and Eldership (known as case manager) should discuss the allegation immediately with the Designated Safeguarding Lead. If it is clear that the incident requires investigation, the matter will be referred to the Surrey LADO – see Appendix 2.



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The investigative steps to be taken are shown in the graph at Appendix I. Advice should be obtained from the Church Safeguarding Service regarding the appropriate steps as soon as possible.

Investigation

Following an incident of safeguarding, especially when it involves an employee or a volunteer, the Trustees will be at liberty to refer the matter to the Christian Safeguarding Service for a case review, once the Surrey LADO has completed their findings.

References:

Information Sharing: Advice for practitioners providing services to children, young people, parents and carers (HM Government, July 2018)

Keeping Children Safe – during Community Activities, After-School Clubs and Tuition (Non-statutory guidance for providers running out-of-school settings) (Department for Education, October 2020)

Keeping children safe in education: statutory guidance for schools and colleges (Department for Education, September 2019) – which provides best practice

Safeguarding and protecting people for charities and trustees (Charity Commission(<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>), updated (<https://charitycommission.blog.gov.uk/2019/10/22/safeguarding-and-protectingpeople-for-charities-and-trustees-updates-to-guidance/>))

The Safe Network Standards 2003 (available from the NSPCC website)

SCC Touch and the use of physical intervention when working with children and young people

Surrey Safeguarding Children Board protocols, guidance and procedure

What to do if you're worried a child is being abused – Advice for Practitioners (HM Government, March 2015)

Working together to safeguard children – A guide to inter-agency working to safeguard and promote the welfare of children (HM Government, July 2018)

Children Acts 1989 and 2004

Children and Families Act 2014

Children and Social Work 2017

Disqualification under the Childcare Act 2006 (as amended 2018)

Prevent Duty Guidance 2016

Protection of Children Act 1999

Protection of Freedoms 2012



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Safeguarding Vulnerable Groups Act 2006 (as amended by Part 5 of the Protection of Freedoms Act 2012), Schedule 4

Sexual Offences Act 2003 (see especially from 2022 Section 22A)

For further advice:

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk> 17 Beat Bullying: <http://beatbullying.org/>

CEOPSThinkuknow: <https://www.thinkuknow.co.uk/> (includes resources for professionals and parents)

Childline: <http://www.childline.org.uk/pages/home.aspx>

Childnet International – making the internet a safe place for children, includes resources for professionals and parents: <http://www.childnet.com/>

Contextual Safeguarding Network: <https://www.contextualsafeguarding.org.uk/>

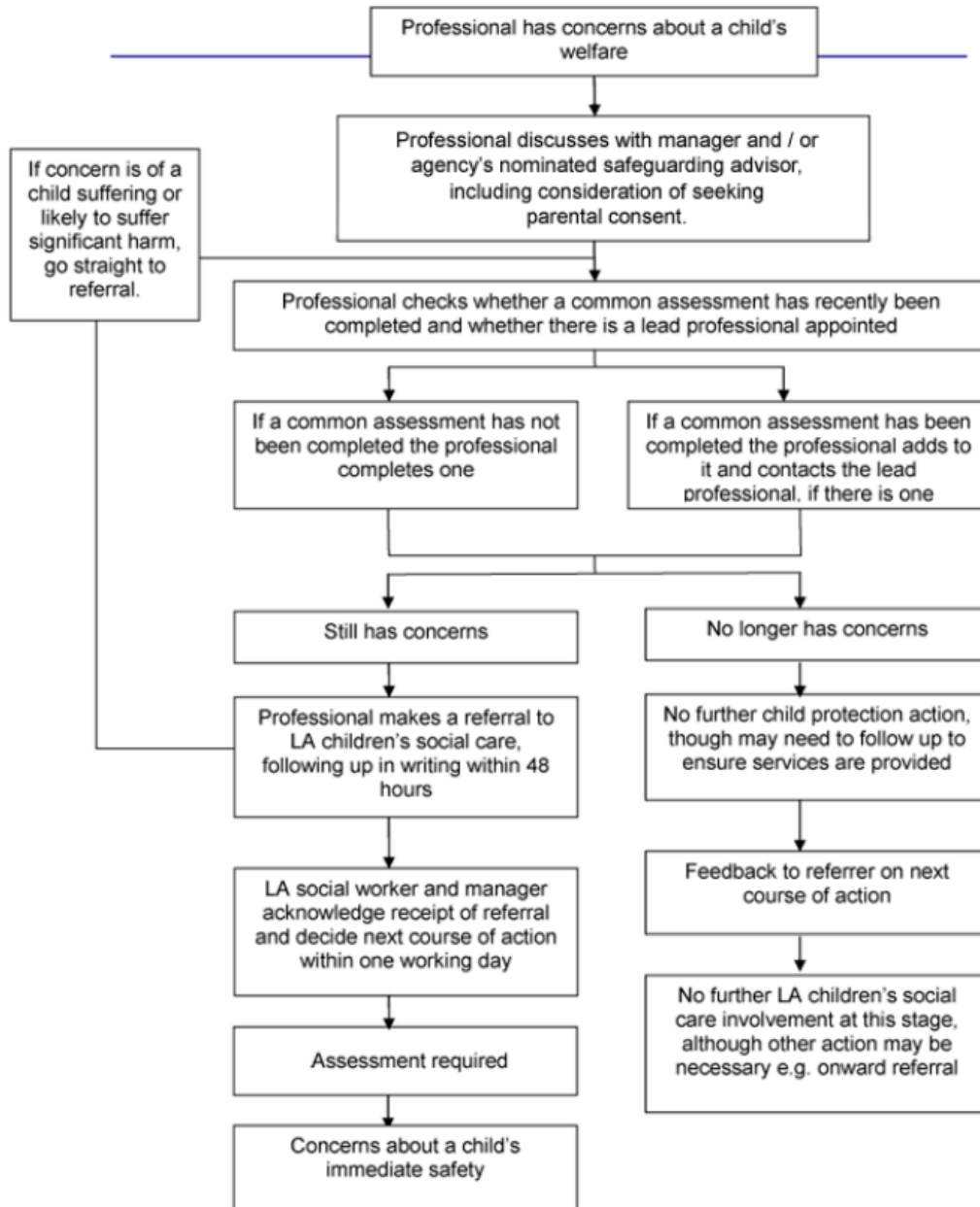
NSPCC: <http://www.nspcc.org.uk/>

Safer Internet Centre: <http://www.saferinternet.org.uk/>



Appendix I

Responding to a report about actual/suspected abuse (child)





Appendix 2

LADO Process

1. Initial information gathering
2. Decide whether threshold has been met
3. Strategy meeting / discussion. Interim measures to ensure safety and fairness
4. Investigation LADO will guide you through the process
5. Outcome meeting
6. Formal allegation outcome
7. Follow up action • E.g. disciplinary measures, referral to DBS etc

There are 5 possible outcomes to a statutory inquiry into allegations

- Unfounded
- Malicious
- Substantiated
- False
- Substantiated



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Appendix 3

5 things to remember regarding Child Safeguarding

1. **DBS** – Is yours up to date?
2. **Toilets** – Be aware of issues arising in toilets
3. **Touch** – Be aware of ‘touch’ issues with children
4. **Isolation** – Work as a team, to minimise isolation of team members with a particular child
5. **Conversations** – Write down significant conversations and tell the DSL (Designated Safeguarding Lead).



Appendix 4

Guiding Principles – the Seven R's

1. Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is being said and take it seriously
- Make a note of what has been said as soon as practicable

2. Reassure

- Reassure the child, but only as far as is honest and reliable
- Do not make promises you may not be able to keep, e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential'
- Do reassure, for example, you could say: 'I believe you,' 'I'm glad you came to me,' 'I'm sorry this has happened.' 'we are going to do something to get help'

3. Respond

- Respond to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for fuller details
- Do not ask 'leading questions', i.e. 'did he touch your private parts?' or 'did she hurt you?' Such questions could invalidate your evidence (and the child's) in any later prosecution in court
- Do not ask the child why something has happened
- Do not criticise the alleged perpetrator, the child may care about him/her, and reconciliation may be possible
- Do not ask the child to repeat it all to another team member. Explain what you have to do next and who you have to talk to. Reassure the child that it will be the Designated Safeguarding Lead

4. Report

- Share concerns with the Designated Safeguarding Lead immediately
- If you are not able to contact the Designated Safeguarding Lead, and the child is at risk of immediate harm, contact the MASH (Multi Agency Safeguarding Hub) or Police, as appropriate directly.
- If you are dissatisfied with the level of response you receive following your concerns, you should press for re-consideration

5. Record

- If possible, make some very brief notes at the time, and write them up as soon as possible
- Give your original notes to the Designated Safeguarding Lead to keep on file
- Record the date, time, place, persons present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words, rather than translating them into 'proper' words
- If appropriate, complete a body map to indicate the position of any noticeable bruising



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- Record facts and observable things, rather than your 'interpretations' or 'assumptions'
6. **Remember**
- Support the child: listen, reassure, and be available
 - Complete confidentiality is essential. Share your knowledge only with the Designated Safeguarding Lead and the appropriate professionals
 - Get some support for yourself if you need it
7. **Review** (led by the Designated Safeguarding Lead)
- Has the action provided good outcomes for the child?
 - Did the procedure work?
 - Were any deficiencies or weaknesses identified in the procedure? Have these been remedied? Is further training required?



Appendix 5

Extremism and Radicalisation

Team Leaders and team members should be vigilant to ensure that no person in the church setting is exposed to extremism or is at the risk of radicalisation. Extremists, driven by harmful ideologies, promote or justify actions which run contrary to our shared values in loving people as Jesus would have wanted us to (including the rule of law, individual liberty, and mutual respect and tolerance of others regardless of their religion or belief). This causes harm to society in general and is used to radicalise vulnerable people. Radicalisation is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Children can become exposed to extremist material and views associated with terrorist groups online, and there is a risk that they will share this harmful content with their peers, but you should also be vigilant to the risk of other team members promoting such views to the children in the church setting. This exposure may be through sight of criminal acts that encourage or justify violence as well as activities or information that glorify or incite terrorism, advocate honour killings, call for the deaths of members of the British armed forces, or actively promote hatred towards other people or groups on the basis of their belief, opinion or background, or distribution of inflammatory materials.

If you have an extremism-related concern, you must inform the Designated Safeguarding Lead, who will contact the local authority's Prevent lead or designated officer.

Information is also available on the Government's Educate Against Hate website (<https://educateagainsthate.com/>).



Appendix 6

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. Signs and symptoms of CSE can be found at <https://www.nspcc.org.uk/preventing-abuse/child-abuse-andneglect/child-sexual-exploitation/signs-symptoms-and-effects/>

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 years 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. All team members are to be aware of the link between online safety and vulnerability to CSE.

Any concerns that a child is being or is at risk of being sexually exploited should be passed immediately to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will complete the Kingston Safeguarding Children's Board CSE Screening Tool alongside team members who know the child well on all occasions when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent of a child who is being or is at risk of being sexually exploited.

In all cases, if the tool identifies any level of concern (green, amber or red), the Designated Safeguarding Lead should contact the MASH and email the completed CSE Screening Tool along with a MultiAgency Referral Form (MARF). If a child is in immediate danger, the police should be called on 999.

The church is aware that a child is often not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence, the child may resent what they perceive as interference by the church. However, team members must act on their concerns as they would for any type of abuse. Children also rarely self-report CSE so team members must be particularly vigilant to potential indicators of risk.



Appendix 7

Child Criminal Exploitation and Gangs

There are a number of areas in which young people are put to risk by gang activity, both through participation in and as victims of gang violence which can be in relation to their peers or to a gang-involved adult in their household.

A child who is affected by gang activity or serious youth violence may have suffered or may be likely to suffer significant harm through physical, sexual or emotional abuse or neglect.

The risk or potential risk of harm to the child may be as a victim, a gang member or both – in relation to their peers or to a gang-involved adult in their household. Teenagers can be particularly vulnerable to recruitment to gangs and involvement in gang violence. This vulnerability may be exacerbated by risk factors in an individual's background, including violence in the family, involvement of siblings in gangs, poor educational attainment, or poverty or mental health problems.

Criminal exploitation of children is a typical feature of county lines in criminal activity. Key identifying features of involvement in county lines are when children are missing, when the victim may have been trafficked for transporting drugs, a referral to the National Referral Mechanism should be considered with Social Care and the Police.

A child who has been affected by gang activity, criminal exploitation or serious youth violence can be at risk of significant harm through physical, sexual and emotional abuse. Girls may be particularly at risk of sexual exploitation.

Any concerns that a child is being or is at risk of being criminally exploited will be passed without delay to the Designated Safeguarding Lead. A referral to the MASH will be made when any concern of harm to a child as a consequence of gang activity including child criminal exploitation becomes known. Any team member who has concerns that a child may be at risk of harm should immediately inform the Designated Safeguarding Lead or the Church Coordinator. They will contact the MASH. If there is concern about a child's immediate safety, the Police will be contacted on 999.



Appendix 8

Youth produced sexual imagery (sexting)

The practice of children sharing images and videos via text message, email, social media or mobile messaging has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 years is unlawful.

If a child brings an electronic device to church, the team members should be aware.

Youth produced sexual imagery refers to both images and videos where:

- A person under the age of 18 years creates and shares sexual imagery of themselves with a peer under the age of 18 years
- A person under the age of 18 years shares sexual imagery created by another person under the age of 18 years with a peer under the age of 18 years or an adult
- A person under the age of 18 years is in possession of sexual imagery created by another person under the age of 18 years

All incidents of this nature should be treated as a safeguarding concern and in line with UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people.'

Cases where sexual imagery of people under 18 years has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to.

If a team member becomes aware of an incident involving youth produced sexual imagery, they should follow the child protection procedures and refer to the Designated Safeguarding Lead immediately.

If the device is on the premises when the church is meeting or the children's activity is taking place, it should be confiscated and set to flight mode or, if this is not possible, turned off. The youth produced sexual imagery must not be viewed, copied or printed by team members or anyone else.

The Designated Safeguarding Lead should hold an initial review meeting with the appropriate team members and subsequent interviews with the children involved (if appropriate).

Parents should be involved at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm.

At any point in the process if there is concern that a young person has been harmed or is at risk of harm, a referral should be made to the MASH or the Police as appropriate.

Immediate referral at the initial review should be made to the Children's Social Care/Police if:



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- The incident involves an adult
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs).
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the developmental stage or are violent
- The imagery involves sexual acts
- The imagery involves anyone aged 12 years or under
- There is reason to believe a child is at immediate risk of harm owing to the sharing of this imagery; for example, the child is presenting as suicidal or self harming

If none of these apply then the Designated Safeguarding Lead will use their judgement to assess the risk to the children and may decide, with the input from the Elders/Trustees/Safeguarding Team, to respond to the incident without referral to the MASH or the Police.

During the decision, the Designated Safeguarding Lead will consider if:

- There is a significant age difference between the sender/receiver
- There is any coercion or encouragement between the sender/receiver
- The imagery was shared and received with the knowledge of the child in the imagery
- The child is vulnerable, for example, subject to Child in Needs, Child protection, Looked After
- There is significant impact on the children involved
- The image is of a severe or extreme nature
- The child involved understands consent
- The situation is isolated or if the image has been more widely distributed
- There are other circumstances relating to either the sender or recipient that may add cause for concern
- The children have been involved in incidents relating to youth produced imagery before

If any of these circumstances are present, the situation will be referred according to our child protection procedures, including referral to the MASH or the Police.

The Designated Safeguarding Lead will record all incidents of youth produced sexual imagery, including the actions taken, rationale for actions and the outcome.



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Appendix 9

Incident/Concern Reporting Form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your email address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Ministry area			Date completed
About the person or people, we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc?</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			
Date of incident / disclosure		Time of incident / disclosure	



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Action taken to ensure immediate safety
Other action taken or advice sought
Signature
For office use only: Form reference –

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people, we are concerned about or involved in the incident

When reporting a concern involving a child or young person, please complete all sections. When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can. When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful. When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing “None”.

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.



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Appendix 10 Confidential File Chronology

Date	Doc ref	Document type	Brief summary of content	Action Taken	Entered by

Appendix 11

Record of Safeguarding conversations and actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded



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Appendix 12

Safeguarding Report to the Trustees and Elders

Report from the Designated Safeguarding Lead and Deputy covering the period from		
Report completed by:	Date	
Summary of safeguarding activity		
Number of concern / incident reports received in relation to children		
Number of concern / incident reports received in relation to adults		
Number of cases referred to Children's Social Care		
Number of cases referred to Adult Social Care		
Number of allegations received		
Number of allegations investigated by Local Authority		
Number of reportable incidents reported to charity commission		
Were there any common themes or issues in the reports submitted?	Yes / No	
If so, what?		
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No	
If so, what?		
What training or informal update activity been completed this year?		
Any recommendations to or requests of the trustees?		
Declaration from Safeguarding Leads	Yes	No
Has the policy been reviewed for legal compliance and effectiveness? <i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is DSL training up to date?		
Is the training log up to date?		
Any other comments		