

West Birmingham Christadelphian Ecclesia

**SAFEGUARDING AND CHILD
PROTECTION POLICY**

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West Birmingham Christadelphian Ecclesia

SAFEGUARDING AND CHILD PROTECTION POLICY

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1. PRINCIPAL DEFINITIONS AND MEANINGS

'Ecclesia' – West Birmingham Christadelphian Ecclesia

'Arranging Brothers' – brothers appointed by the ecclesia as legal trustees under Clause 19 of its constitution

'Child(ren)' – anyone under the age of 18 who attends an activity arranged on behalf of the ecclesia

'The Hall' – the ecclesial meeting room, 43 Ridgacre Road, Quinton, Birmingham, B32 2TL

'Youth activities' – any activities arranged on behalf of the ecclesia in which children are supervised in the absence of their parents/guardians, for example a Youth Club or Sunday School.

'Youth Leaders' – those in a position of leadership during youth activities

'Parents/guardians' – anyone in a position of parental responsibility

2. INTRODUCTION

2.1

The safety and well-being of all of the children is of highest priority to members of the ecclesia and safeguarding children is everyone's responsibility. All members of the ecclesia aim to provide a secure and caring environment, so that every child can be kept safe. They should always be safe and protected from all forms of abuse and neglect. Parents/guardians have an important role in supporting the ecclesia in safeguarding children and they are encouraged to discuss any issues or worries.

2.2

The ecclesia is guided by the Birmingham Safeguarding Children Partnership procedures. Members of the ecclesia aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. This Policy takes account of the guidance set out in the current edition of the following government documentation: '*What to do if you are worried a child is being abused*'; '*Working together to Safeguard Children*' and *GDPR*.

2.3

This Policy is available on the ecclesia's website (www.westbirmingham.org.uk).

2.4

A leaflet entitled 'Safeguarding: Advice for Youth Leaders' is available at the Hall.

2.5

Contact details for the Birmingham Safeguarding Children Partnership and for referrals and advice are set out in Appendix 5. Guidance can also be sought from the Designated Safeguarding Lead (DSL) for the ecclesia: Mrs Helen Andrews.

3. AIMS

3.1

The ecclesia aims to ensure that arrangements are in place for:

- All reasonable measures to be taken to minimise the risks of harm to children's welfare
- All appropriate actions to be taken to protect a child where it is known that a child is suffering significant harm, or is likely to do so
- All appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies as necessary
- All Youth Leaders and members of the ecclesia to be made aware of this Policy.

3.2

Youth Leaders recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. They are aware of the need to identify such abuse and offer support to children in need at the earliest opportunity.

3.3

In order to protect the children at activities arranged on behalf of the ecclesia, Youth Leaders aim to:

- Create an atmosphere where all of the children will be listened to, and where they can feel secure and valued with the right to express their views, feelings and wishes and voice their own values and beliefs
- Recognise early signs and symptoms of abuse and neglect and act upon these by keeping clear records and making referrals as soon as a concern is raised. (See also Section 7.3)
- Ensure that allegations of child abuse or neglect are not ignored
- Respond quickly and effectively to cases of suspected abuse or neglect
- Work closely with parents/guardians and support external agencies where appropriate
- When required, work closely with Children's Social Care, the police, health services and other services to promote the welfare of children and protect them from harm
- Ensure that adults who regularly or often act as Youth Leaders have been checked as to their suitability (see also Section 5).

3.4

All matters relating to safeguarding children are confidential. The Designated Safeguarding Lead will disclose information about a child to other Youth Leaders or members of the ecclesia only if they need to know.

4. DEFINITION

4.1

'Working Together to Safeguard Children' (2018) states that, 'Abuse is 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.' More specific definitions and signs of abuse are set out in Appendix 1.

5. SAFE PRACTICES

5.1

Youth Leaders are undertaking regulated activities which are defined as an unsupervised activity such as teaching, training, instructing or caring for or supervising a child or children. An Enhanced Disclosure and Barring Service (DBS) check is undertaken on all those regularly or often acting as Youth Leaders before they undertake such activities. The ecclesia does not knowingly allow someone who is barred from regulated activities with children to act as a Youth Leader. Those whose suitability has not been checked, including through a DBS check, are not allowed to have unsupervised access to children attending youth activities.

5.2

The Designated Safeguarding Lead will report to the DBS any person where the DBS referral criteria are met. Reports will contain as much evidence about the circumstances of the case as possible.

6. TRAINING

6.1

Training in safeguarding and child protection is an important part of the provision of care for children at activities arranged on behalf of the ecclesia. All new Youth Leaders receive basic safeguarding and child protection training from the Designated Safeguarding Lead that includes:

- This Policy and the identity of the Designated Safeguarding Lead
- What is meant by abuse and how it can be identified (see Appendix 1)
- Their responsibilities in being alert to the signs of abuse and bullying
- Procedures for recording and referring any concerns to the Designated Safeguarding Lead (see Appendices 2, 3, and 6)
- What they should do if a child makes a disclosure (see Appendices 2, 3 and 6)
- Safe practices to protect Youth Leaders from the possibility of a false allegation (see Appendix 4).

6.2

All those who regularly or often act as Youth Leaders are required to attend refresher training at least every three years. The Designated Safeguarding Lead is required to attend refresher training every two years.

7. ROLES AND RESPONSIBILITIES

7.1 Arranging Brothers

7.1.1

The Arranging Brothers are responsible for ensuring that they comply with their duties under legislation and have regard to the guidance set out in '*Working Together to Safeguard Children*'. The Arranging Brothers should ensure that the safeguarding arrangements of the ecclesia take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by Birmingham Safeguarding Children Partnership. They must ensure that any deficiencies or weaknesses brought to their attention are remedied without delay. They must ensure that the ecclesia:

- Has an effective Safeguarding and Child Protection Policy, and appropriate procedures in place which are reviewed and updated annually and which are available publicly and to members of the ecclesia
- Has procedures for dealing with allegations of abuse against Youth Leaders and members of the ecclesia (see Appendix 3)
- Has a member of the ecclesia who is responsible for child protection issues (the Designated Safeguarding Lead) who attends appropriate refresher training every two years
- Arranges that Disclosure and Barring Service (DBS) checks are made for all those regularly or often acting as Youth Leaders before they undertake youth activities
- Arranges that all those regularly or often acting as Youth Leaders undertake safeguarding and child protection training at three yearly intervals
- Reviews the work of all those regularly or often acting as Youth Leaders at least annually and ensures that their work is supported
- Promotes the well-being of children.

7.2 Designated Safeguarding Lead for Child Protection

7.2.1

Mrs Helen Andrews has been appointed by the Arranging Brothers as the Designated Safeguarding Lead (DSL) responsible for children. The DSL has been fully trained for the demands of this role in child protection and inter-agency working. The DSL regularly attends courses with other child support agencies to remain conversant with best practice. The DSL maintains close links with the Birmingham Safeguarding Children Partnership and every two years attends refresher training provided by the local social services department or an external agency acceptable to Birmingham Safeguarding Children Partnership.

7.2.2

The Designated Safeguarding Lead is responsible for:

- Receiving safeguarding and child protection concerns raised by a child or adult and acting as a source of support, advice and expertise within the ecclesia when deciding whether to make a referral by liaising with relevant agencies
- Referring cases of suspected abuse or allegations to the Multi-Agency Safeguarding Hub (MASH) (children living within the Birmingham Local Authority area) or the relevant Local Safeguarding Children Partnership (other Local Authorities) or relevant investigating agencies
- Ensuring that advice is sought from the relevant support agencies when appropriate
- Making referrals to the Local Authority Designated Officer Team regarding any child protection allegations regarding Youth Leaders or members of the ecclesia, liaising with the Arranging Brothers as required under the guidance of the Birmingham Children's Trust Designated Officer (LADO) Team
- Informing the Arranging Brothers of any issues and ongoing investigations as guided by the relevant investigating agencies
- Ensuring that the Disclosure and Barring Service is informed of any cases where someone has been asked not to lead youth activities due to risk of harm to a child
- Ensuring that the Police are informed in cases where it is suspected that a crime may have been committed

- Disseminating information about children at risk to those who need to know
- Maintaining detailed, accurate, secure, written records of referrals and concerns. These records are kept in a locked safe at the Hall. Access is restricted to the DSL, the Secretary, the Assistant Secretary, the Treasurer and, when a marriage is to be solemnised at the Hall, the officiating Authorised Person (see Appendix 3).

7.2.3

The Designated Safeguarding Lead must also ensure that:

- This Policy is reviewed and updated at least annually and approved by the Arranging Brothers
- All Youth Leaders have child protection training **at least every three years** which includes how to recognise and report any concerns as soon as they arise
- Records of such training are accurately maintained
- All Youth Leaders and members of the ecclesia have access to this Policy
- Parents/guardians are made aware that this Policy is available on the ecclesial website. The Policy alerts them to the fact that referrals may be made and that the ecclesia has a role in carrying out this function.

7.3 Youth Leaders and members of the ecclesia

7.3.1

All Youth Leaders and members of the ecclesia have a duty to safeguard children. They may be the only adults in whom children feel safe to confide. **However, they should not attempt to carry out an investigation; nor should any attempt be made to discuss concerns with parents or others. Youth Leaders and members of the ecclesia with concerns should always seek the support of the Designated Safeguarding Lead as soon as possible.**

7.3.2

Youth Leaders have a duty to note any changes to a child and to discuss any concerns with the DSL to ensure that children receive the right help at the right time to address risks and prevent issues escalating. These concerns might include: changes in mood, changes in attitude, behaviour, relationships with peers, appearance, changes in family situations, or parental comments. Youth Leaders should also be alert to the possibility of peer-on-peer abuse which can include bullying. Youth Leaders should seek the advice of the DSL if they are concerned about potential peer-on-peer abuse. The DSL might ask the Youth Leader to monitor the situation and keep records of any changes or alternatively the DSL might seek advice from Children's Social Care or make a referral. Youth Leaders may make a referral if they feel concerned that action is not being taken or if the DSL is not available.

7.3.3

All Youth Leaders must ensure that:

- They have read and understood their responsibilities as set out in the document: 'Youth Leader Responsibilities' and the Youth Leaders' Handbook (published by the Christadelphian Sunday School Union)
- They have received appropriate child protection training and are aware of the potential indicators of abuse
- They are open to hearing concerns from children and others, noting dates, times, who was present, positions in the room, and anything factual about the child's appearance
- They do not seek to investigate any concerns; they do not take photographs of any marks; they do not attempt to make any medical judgement; and they do not seek to arrange a medical examination (see Appendices 2, 3 and 6).
- They record information using the actual words of the child, noting any questions the child raises but ensuring that they do not ask leading questions or ask the child to write down his or her account. Interviews should not be recorded using electronic means such as videos or sound recorders.
- They understand that they cannot promise confidentiality to a child or to anyone making a disclosure about a child.
- They do not ask a child to remove any clothing. Youth Leaders must always be aware of their own vulnerability at this point and should take steps to minimise the risk to themselves whilst supporting the child (see also Appendix 4)

- They understand how to report any concerns and action taken to the Designated Safeguarding Lead, using an Incident Report Form when appropriate (see Appendix 6). These concerns should be reported as soon as possible.
- They understand how to report their concerns to the Designated Safeguarding Lead if they suspect that the behaviour of anyone is causing, or has caused, significant harm to a child (see also Appendix 3).
- They understand that, although referrals to the appropriate safeguarding organisation would normally be made by the DSL, they can also make such a referral (see Appendix 5).

8. SUPPORTING YOUTH LEADERS AND MEMBERS OF THE ECCLESIA

8.1

It is recognised that Youth Leaders and members of the ecclesia who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. They will be supported by providing the opportunity to talk through any anxieties with the Designated Safeguarding Lead and further support will be sought if appropriate.

APPENDIX I: DEFINITIONS AND SIGNS OF ABUSE

1. GENERAL

1.1

'What to do if you're worried a child is being abused' (March 2015) includes the following:
'Some of the following signs might be indicators of abuse or neglect:

- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who are reluctant to go home;
- Parents who collect their children when drunk, or under the influence of drugs;
- Children who are concerned for younger siblings without explaining why; and
- Children who shy away from being touched or flinch at sudden movements.'

2. SEXUAL ABUSE

2.1

'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.' (*Working Together to Safeguard Children* – 2018).

2.2 Possible Signs of Sexual Abuse (0-5 years)

Children may:

- Become insecure or cling to a parent/guardian in a fearful way
- Show extreme fear of a person
- Seem bothered or worried but won't give a reason.

2.3 Possible Signs of Sexual Abuse (5-18 years)

Children may:

- Appear to have secrets they cannot talk about, or ask you if you will keep a secret if they tell you something
- Say that a friend has a problem
- Act in an inappropriate way towards other children or adults

3. PHYSICAL ABUSE

3.1

Physical abuse 'may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.' (*Working Together to Safeguard Children* – 2018).

3.2 Possible Signs of Physical Abuse

- Unexplained injuries or burns
- Multiple bruises in clusters or of uniform shape
- Bruises that carry an imprint, such as a hand or a belt
- Pinch, grab, grip or bite marks
- Improbable excuses given for unexplained injuries
- Fear of parents being contacted

4. NEGLECT

4.1

Neglect is 'the persistent failure to meet a child's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.' (*Working Together to Safeguard Children* – 2018).

5. EMOTIONAL ABUSE

5.1

Emotional abuse 'is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.' (*Working Together to Safeguard Children* – 2018).

5.2 Possible Signs of Emotional Abuse

- Air of detachment, social isolation, depression, withdrawn, lack of trust of others
- Fear of parents being contacted

APPENDIX 2: WHAT TO DO IF YOU SUSPECT CHILD ABUSE

IF

- You suspect a child may have been abused

THEN you should **REPORT** it to the **Designated Safeguarding Lead: Mrs Helen Andrews**

IF

- A child discloses abuse
- A third party discloses abuse to you or expresses concerns to you

THEN:

- Respond without showing signs of disquiet, anxiety or shock
- Listen carefully to what is being said
- Do not ask leading questions
- Do not promise confidentiality
- Observe the child or adult's behaviour and demeanour

REPORT what you have seen to the Designated Safeguarding Lead as soon as possible. It may be appropriate to make notes about the disclosure before you forget.

Examples of open questions:

- ✓ Can you tell me what happened?
- ✓ Where and when did it happen?
- ✓ Was anyone else there?
- ✓ Tell me about it in your own words

Examples of leading questions:

- ✗ Was it your dad that hit you?
- ✗ Does your brother bully you?
- ✗ Did it happen at home?
- ✗ So that must have upset you?

These guidelines are intended as an important checklist. They do not replace the policy document, which must be read in full.

APPENDIX 3

PROCEDURES FOR YOUTH LEADERS AND MEMBERS OF THE ECCLESIA IN CASES OF POSSIBLE ABUSE

I. CONCERNS AND DISCLOSURES

I.1

If there is any cause for concern about a child including a significant change in a child's behaviour; a deterioration in a child's general well-being; unexplained bruising, marks or signs or possible abuse or neglect; comments made by the child; or if there is any reason to suspect neglect or abuse outside the ecclesia, for example in the child's home; then the following action should be taken:

- If appropriate to the concern and/or age of the child, the Youth Leader or member of the ecclesia should ask a child about it by using open-ended questions; (e.g. 'Can you tell me what happened?' 'Where/when did it happen?' 'Was anyone else there?') but not those which may suggest a cause (e.g. 'Was it your Dad who hit you?' 'Does your brother bully you?') Youth Leaders or members of the ecclesia must not attempt to investigate the matter themselves.
- Youth Leaders or members of the ecclesia must accurately record a child's response if there is any concern.
- Youth Leaders or members of the ecclesia must record *visible* marks, identifying position, shape, size and colour, but on no account request that a child remove his/her clothing for the purpose of a detailed personal examination and on no account take photographs.
- In all such circumstances, Youth Leaders or members of the ecclesia must contact the DSL immediately or as soon as is reasonably practicable.

I.2

If children begin to disclose information about abuse, Youth Leaders or members of the ecclesia should:

- Listen reassuringly without leading the child
- Avoid guaranteeing absolute confidentiality, but reassure the child that information will be passed only to those who need to be informed
- Record it accurately, and verbatim, avoiding all attempts to make interpretative judgements (viz. dates, times, presence of others in the room, child's appearance etc)
- Verify with the child the content of any notes taken
- Sign and date the notes
- Interview children separately
- **Not** record an interview electronically, remove any clothing from the child or take any photographs.

I.3

If a child discloses information, or if a Youth Leader or member of the ecclesia has a concern as described in I.1 above, he or she must:

- Identify the reasons for their concern but must not attempt to investigate the matter themselves
- Refer their concerns immediately to the DSL. These should not be discussed at this stage with a parent
- Record any concerns on the Child Protection Incident Report Form (see 2.1 below), noting times, dates, specific observations and any relevant verbal statements. Should the concerns of the Youth Leader or member of the ecclesia no longer persist, the reasons for this must be noted.

I.4

The DSL will take advice from the Multi-Agency Safeguarding Hub within 24 hours of any allegations or suspicions of abuse. Should the Multi-Agency Safeguarding Hub indicate that there is sufficient cause for concern, the matter must be treated as a child protection referral (in writing or with written confirmation of a telephone referral within 24 hours).

I.5

When deciding whether to make a referral, following an allegation or suspicion of abuse, the DSL **should not make their own decision over what appear to be borderline cases**, but rather the doubts and concerns should be discussed with the Multi-Agency Safeguarding Hub. This may be done tentatively and without giving names in the first instance. What appears minor at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. Thus, Youth Leaders or members of the ecclesia **must not do anything that may jeopardise a police investigation**, such as asking a child leading questions or attempting to investigate the allegations of abuse.

2. RECORD KEEPING

2.1

It is important to record factually what has been said and observed, detailing times, dates, places and the sequences of events, and avoiding interpretation or summary. Dates of all entries should be clear and signed by the Youth Leader or member of the ecclesia. Initial reports may be used in subsequent proceedings including any court proceedings and the ecclesia will have to disclose their information if a court requires it. Incident Report Forms are available from the DSL and, once completed, must be given to the DSL for appropriate action. Incident Report Forms are stored by the DSL and are exempt from access by parents or children.

2.2

The DSL must maintain records giving full details of individual cases including, the nature of the event, observation or information; the action taken, by whom, and the outcome of the action; if no action was taken the reason for this must be recorded; the dates and times of events and actions taken; the full names and job titles of all people and services involved; the name of the person making the note (in print). Each record must be signed and dated. They must be stored in a secure place by the DSL. Parents/guardians and children are not allowed access to these records. Access to these records by anyone other than the DSL must be restricted and a written record kept of who has had access to them and when.

3. MAKING A REFERRAL

3.1

Referrals should, wherever possible, be with the knowledge and/or consent of the child's parents/guardians other than in cases where obtaining such consent would:

- Lead to the child or other children being placed at risk
- Place any Youth Leader or member of the ecclesia at risk (including situations where there is an allegation involving a Youth Leader or member of the ecclesia)
- Lead to unjustified delay in making enquiries about allegations of significant harm; or
- Hinder or impede a proper criminal investigation by allowing possible interference with evidence.

3.2

If it has been thought necessary to make a referral without informing the parents then this must be made clear to the Multi-Agency Safeguarding Hub (or the Integrated Access Team for the relevant Local Authority for the child's home address) when making the referral. The final decision regarding informing parents should then be made jointly between the person making the referral and the Multi-Agency Safeguarding Hub (or the Integrated Access Team for the relevant Local Authority for the child's home address).

3.3

If it has not been possible to contact the parents it is not appropriate to delay the referral.

3.4 Information for a Referral

- Child's name, date of birth, address and physical description
- Any uncertainty about the identity of the child to be highlighted
- Names of other children in the family/care relationship
- Contact numbers and names of parents/guardians with parental responsibility
- Child's GP (if known)
- Names of any contacts in support agencies involved with the child or family, whether statutory or voluntary (if known)
- Child's and parents'/guardians' ethnic origin
- Language spoken at home and any need for interpretation
- Any background information or previous concerns
- Nature of current concerns
- How and why the concerns have arisen
- Child's current location and emotional and physical condition
- What appear to be the needs of the child and the family
- The nature of past and present involvement with the child and/or family members
- Is urgent action necessary to protect the child from harm?

3.5

Referrals should be made by phone without delay giving the information available, even if not all of it is to hand. This must be followed up with written confirmation within 48 hours. The person contacting the MASH (or Integrated Access Team for the Local Authority in which the child resides) should make it clear whether advice is being sought or whether a referral is being made. The person should clarify the information that s/he has given and record the name of the person to whom s/he has spoken. The person should also try to get a definite time for a follow up report. The **Emergency Duty Team (0121 675 4806)** for children living in the Birmingham area, can be contacted out of normal hours. Some Local Authority contact details for children not living in the Birmingham area are listed in Appendix 5 or alternatively they can be obtained via the Local Authority websites.

3.6

If a Youth Leader or member of the ecclesia has **significant concerns about a child** and passes information to the DSL but no referral is made, the Youth Leader or member of the ecclesia should be told and the reasons why. If the Youth Leader or member of the ecclesia disagrees with this decision then the Youth Leader or member of the ecclesia has a duty to take the matter further, possibly to the extent of making a referral to the Multi-Agency Safeguarding Hub (or the Integrated Access Team for the relevant Local Authority for the child's home address).

3.7

The local child protection agency will be informed of any serious accident or injury to, or the death of, any child whilst in the care of a Youth Leader or member of the ecclesia and any advice given must be acted upon.

3.8

At the end of the referral discussion the referrer and Children's Social Care should be clear about the proposed action, who will be taking it, timescales and if no further action, the reason for this decision. The outcomes will be:

- No further action and/or signpost to other agencies
- Early help – referrals within the family Common Assessment Framework (fCAF)
- Child in Need services – assessment to be undertaken by Children's Social Care
- Child Protection Services – assessment and Section 47 enquiries

Assessment needs to have been done by a qualified social worker and decision made by a social case manager within one working day.

3.9

Information is disseminated by the DSL to those who need to know. Such information must be dealt with in a confidential manner. Youth Leaders or members of the ecclesia should be informed of the relevant details only if this will improve their ability to deal with an individual child and/or family. A written record must be made of what information has been shared with whom, and when.

4. ALLEGATIONS ABOUT YOUTH LEADERS OR MEMBERS OF THE ECCLESIA

4.1

- Allegations about a Youth Leader or member of the ecclesia must normally be made to the DSL; but if another Youth Leader or member of the ecclesia is told first, he or she must ensure that the DSL is informed. This should be done without informing the subject of the concern or allegation. The DSL must contact Birmingham Children's Service Designated Officer (LADO) Team immediately for a consultation without the Youth Leader or member of the ecclesia having been alerted.
- Youth Leaders or members of the ecclesia who identify a child protection concern about the DSL must **promptly** consult the LADO Team.
- Inappropriate behaviour displayed by other Youth Leaders or members of the ecclesia must be reported to the DSL. Inappropriate behaviour might include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

APPENDIX 4: PREVENTATIVE GUIDANCE FOR YOUTH LEADERS AND MEMBERS OF THE ECCLESIA

1. CONVERSATIONS WITH CHILDREN

1.1

Youth Leaders and members of the ecclesia should try to avoid having conversations with children in private. Where this is necessary, the conversation should, if possible, take place in a room with visual access, or with the door open, or in a room or area likely to be visited by other people, and another adult should be aware that this is taking place.

1.2

Children showing signs of distress or anxiety in a one-to-one situation should be treated sensitively. If possible another adult should be summoned or an offer made to the child to return to a more open situation such as returning to the group.

2. PHYSICAL CONTACT WITH CHILDREN

2.1

There are occasions when physical contact with a child may be proper or necessary, for example to administer first aid. Touching may also be appropriate where a child or young person is being congratulated or praised, or where the child or young person is in distress and needs comforting.

2.2

There may be some children for whom touching is particularly unwelcome. For example, some children may be particularly sensitive to physical contact because of their cultural background or because they have been abused. Physical contact with children becomes increasingly open to question as they reach and go through adolescence. Youth Leaders and members of the ecclesia should also bear in mind that even innocent and well-intentioned physical contact can sometimes be misconstrued.

2.3

Any apparently sexualised behaviour exhibited by younger children should be discouraged in a sensitive, low-key but non-reinforcing manner, e.g. by tone of voice, facial expression and physical distance. Such behaviour may be indicative of abuse and should be discussed with the DSL.

2.4

Reasonable force is permissible only if it is absolutely necessary in order to prevent a child:

- Committing any offence (or, for a child under the age of criminal responsibility, what would be an offence for an older child)
- Causing personal injury to any person (including the child themselves)
- Causing damage to the property of any person.

Under no circumstances should any Youth Leader or member of the ecclesia use any physical discipline with any child engaged in activities arranged on behalf of the ecclesia. Following any incident where a child has been distressed or restrained, or where unusual physical contact has occurred, the DSL should be informed as soon as possible.

3. OTHER GUIDANCE

3.1 General

- The welfare of the child should be paramount at all times
- It is the responsibility of all Youth Leaders or members of the ecclesia to safeguard and promote the welfare of the children
- Youth Leaders and members of the ecclesia are responsible for their own actions
- Youth Leaders and members of the ecclesia should work **and be seen to work** in an open and transparent way
- Youth Leaders and members of the ecclesia should be visible and open in their practice and, when possible, work with children in an open and visible setting
- Youth Leaders and members of the ecclesia should ensure that another adult knows where they are and what they are doing when they are engaged in activities with the children

- Youth Leaders and members of the ecclesia should ensure that if anything does go wrong they inform the DSL as soon as possible

3.2 Procedures

3.2.1

- Throughout and after any youth or ecclesial activity at least two Youth Leaders or members of the ecclesia must be present until
 - a) All children up to the end of school Year 6 have been taken home or handed into the care of a parent/guardian and
 - b) All children of school Year 7 and above have left the Hall or other location of the activity.
- There must be an adequate adult-to-child ratio for all youth activities. This would normally be 1-to-8 for children aged over 5.
- Registers of attendance must be kept for all regular youth activities.
- Youth Leaders or members of the ecclesia must not arrange to meet alone with a child.
- Programmes for regular youth activities must be provided for all children attending and their parents/guardians.
- A child must not be allowed to attend youth activities without a General Consent Form completed by his or her parent/guardian. (Appendix 7) General Consent Forms are confidential and must be kept in a secure place at the Hall and only be made available to Youth Leaders.
- Details of activities to be held away from the Hall must be provided for parents/guardians in advance together with a Specific Consent Form. The details must include the date, time, venue, mode of travel, cost and contact details of a Youth Leader for the duration of the event. A child will not be allowed to take part in such an activity without a completed Specific Consent Form.
- When children are transported to, from or during youth activities in vehicles driven by Youth Leaders or members of the ecclesia then the driver must ensure that the vehicle has a valid MOT certificate (if applicable), that it is roadworthy, that the driver holds a valid full driving licence for that class of vehicle and is suitably insured. Seat belts must be worn by all passengers, with appropriate booster seats used when needed by young children. The number of passengers must not exceed the number of seats or seat belts available. Youth Leaders or members of the ecclesia should not normally carry a child to, from or during a youth activity alone in a vehicle but where this is unavoidable the child must be seated in the rear of the vehicle and the child's parents/guardians must be made aware of this arrangement. Wherever possible another Youth Leader or member of the ecclesia should occupy the front passenger seat. Drivers must aim to drive safely at all times.
- Prescribed medicines and non-prescription medicines such as paracetamol are not to be administered to children by Youth Leaders or members of the ecclesia. Emergency medication such as EpiPens or JEXTS must only be administered by a Youth Leader or member of the ecclesia who is qualified to do so and if the written consent of a parent/guardian for the administration of such medication has been received.

3.3 Safety, risk management and related matters

3.3.1

- The Hall, its equipment and environment are to be checked regularly to help ensure the health and safety of all its users including children, especially with regard to fire safety, hygiene and security risks.
- Risk assessments are to be completed for youth activities.
- Emergency evacuation procedures must be explained to the children and an emergency evacuation practice held at least annually for each regular youth activity. Emergency evacuation signs must be clearly displayed and the routes kept clear. Fire fighting equipment is available but should only be used by an adult who is competent to do so. The safe evacuation of the building should be the immediate priority.
- Names of those trained to administer First Aid are displayed in the Hall. Records must be maintained of any First Aid administered and of any accidents or incidents and parents/guardians must be informed. The First Aid cupboard in the kitchen at the Hall is stocked with First Aid equipment. A First Aid kit must be taken on all youth activities away from the Hall.
- A telephone is available at the Hall.
- Public liability and legal expenses insurance must be maintained by the ecclesia and reviewed annually.

APPENDIX 5: USEFUL TELEPHONE NUMBERS

When making a referral, please check the permanent address of the person who has parental responsibility for the child(ren) and contact the safeguarding organisation that covers that address.

BIRMINGHAM MULTI-AGENCY SAFEGUARDING HUB (MASH) & CHILDREN'S ADVICE & SUPPORT SERVICE (CASS)

0121 303 1888

MASH@birmingham.gov.uk

BIRMINGHAM EMERGENCY DUTY TEAM (Outside normal office hours)

0121 675 4806

DUDLEY SAFEGUARDING TEAM

Normal Office Hours: **0300 555 0050** (9 am – 5 pm)

Emergency Duty Team: **0300 555 8574**

SANDWELL

Access Service for Children's Social Care: 0121 569 3100 (Office hours and out of office hours)

WORCESTERSHIRE

Family Front Door: **01905 822666** (8.30 am – 5 pm)

Emergency Duty Team: **01905 768020**

Local Authority details for children residing in any other Local Authority can be found via the relevant websites.

BIRMINGHAM CHILDREN'S HOSPITAL

Switchboard 0121 333 9999

NSPCC:	0808 800 5000
CHILDLINE:	0800 1111
BIRMINGHAM SAFEGUARDING CHILDREN PARTNERSHIP:	0121 464 2612

APPENDIX 7: GENERAL CONSENT FORM

WEST BIRMINGHAM CRISTADELPHIAN YOUTH ACTIVITIES
Christadelphian Hall, 43 Ridgacre Road, Quinton, Birmingham B32 2TL

CONTACT FORM

Please complete this form in BLOCK CAPITALS and return it to a Youth Leader. Youth Leaders cannot take responsibility for any child with medical needs if this form has not been completed and returned. Please advise a Youth Leader of any future changes to your child's medical needs or your contact details.

PERSONAL INFORMATION

Surname of child.....

Forename(s) of child

Child's Date of Birth Sex M F

Parent name and title (1)

Address of Parent (1)

..... Post Code

Tel (home) Mobile

Parent's name and title (2)

Address of Parent (2) (if different to Address above)

..... Post Code

Tel (home) Mobile

Name of Emergency Contact

Tel (home) Tel (work) Mobile

Is there any other information we should be aware of e.g. custody arrangements, access etc? Please give details.

.....

Name of family doctor Tel

Address

..... Post Code

YOUR CHILD'S MEDICAL HISTORY

ALLERGIES

Does your child have an allergy or drug sensitivity? Yes No

If yes, please give details of the **trigger, reaction and treatment** (if any)

.....
Does your child suffer from Hayfever? Yes No

If yes, please give details of your child's treatment (if any)

ASTHMA

Has your child ever been diagnosed with asthma? Yes No

If yes, please give details of your child's treatment (if any)

Does your child have any other ongoing medical condition eg: Eczema? If so, please give details below including any treatments:

.....

Please list any special dietary requirements:

.....

If you have any other concerns regarding your child's health, please indicate below:

.....

Has your child had a Tetanus injection? Yes No **If so when?**

I CONSENT TO MY CHILD:

Receiving treatment of minor injuries and illness during their time at Sunday School or Youth Club under the supervision of a qualified First Aider

Signature of **both** parents/guardians

CONSENT TO EMERGENCY ACTION:

I/We hereby authorise a Youth Leader to act in loco parentis to give consent on the advice of an appropriately qualified medical specialist to my/our child receiving emergency medical or dental treatment including general anaesthetic and surgical procedures under the NHS if a Youth Leader is unable to contact me/us in time. I understand that in an emergency every effort will be made to obtain my/our consent to an operation and/or administration of an anaesthetic.

Signature of **both** parents/guardians

Date

A Youth Leader will always inform you about any injury or if your child develops symptoms of illness or infection during a youth activity.

CONSENT TO THE USE OF PHOTOGRAPHS

I/We hereby give permission for photographs to be taken of my/our child for Youth Activities displays and for use in publicity such as the West Birmingham Christadelphians website.

Signature of **both** parents/guardians

Date