

Beeston  
Free Church

# safeguarding

youth and children's work



providing a safe and caring environment  
for children and young people



Beeston Free Church is committed to a vision of '**Glorifying God through lives transformed by the Gospel**'. This overall vision is what drives us. The ministries of the church seek to fulfil this vision, impacting both the lives of those who are already disciples of Jesus Christ and seeking to reach more people within the local community and globally.

At Beeston Free we recognise the need to **provide a safe and caring environment for children and young people**. Our safeguarding policy and guidelines set out the way we work together to safeguard all in our care, and provide a framework for appropriate responses to any issues that arise.

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## key contacts

### **SAFEGUARDING TEAM**

Angela Goodwin  
George Hawkins  
Matt Roberts  
Becky Thomas

### **Nottinghamshire County Council referrals**

#### **Nottinghamshire MASH**

Telephone: 0300 500 80 90

Emergency out-of-hours: 0300 456 4546

Local interagency referral forms can be found here:

[www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child](http://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child)

**Christian Safeguarding Services advice line: 0116 218 4420**



## who is responsible for safeguarding?

“Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported. The safeguarding of children and young people is a high priority for us as a church.”

*(Working together to safeguard children, 2018)*

## safeguarding encompasses:

- Protecting children from abuse and maltreatment
- Creation of a safe and caring environment for children through:
  - treating children equally and fairly
  - building trust and good communication
  - an awareness of individual needs (health, allergies, disabilities)
  - setting appropriate discipline and boundaries

## who oversees safeguarding?

Our safeguarding team oversees safeguarding including ensuring the youth and children's work team :

- are suitable to work with children
- receive safeguarding training, have a copy of this booklet and know what to do if they have any concerns
- are properly supervised, and that the safeguarding policy guidelines and procedure detailed in this booklet are followed

## who do I contact for further information?

If you have any questions or comments please contact the Safeguarding Team (contact details on opposite page)

This booklet provides an overview of the full Safeguarding Policy and the supplementary guidance. For more information please refer to the full policy and guidance.

# appointing children's & youth workers



## code of conduct:

We expect all our youth and children's workers to be committed Christians, who seek to love God, demonstrate a desire to know Him better, and to live seeking to do His will.

They should also have demonstrated a commitment to Beeston Free as their church family.

We also expect youth and children's workers to:

- Abide by our Safeguarding Policy and follow our Safeguarding Guidelines.
- Listen to, respect and value the children and young people at all times, treating them fairly, without prejudice or favouritism.
- Use language that is appropriate and not offensive or discriminatory.
- Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.

## process:

All those working with children and young people whether in a paid or unpaid capacity must complete all five stages of our recruitment process before joining a team:

1. Discussion with either the youth or children's work co-ordinator including reviewing the role description for the team the applicant is interested in
2. Complete an application form including the voluntary disclosure form
3. Provide satisfactory references
4. Complete an online DBS form
5. Provide identity documents

## eligibility criteria:

- Be in agreement with the Beeston Free Church Statement of Faith
- Regularly attended the church for 6 months
- No concerns raised about their suitability to work with children or young people

Once all the stages have been completed the leader of the team the applicant is joining will give an introduction to the group.

The applicant will also be invited to the next available safeguarding training session.

# recognising & responding to abuse



## how is abuse defined?

The definition of abuse and neglect includes

“the maltreatment of a child or young person; inflicting or failing to prevent harm. This can be inflicted in family or institutional settings; by those known to them or, more rarely, a stranger.”

*(The Maltreatment of a child, NSPCC, 2010)*

## types of abuse:

### PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.**

### SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening (including viewing pornography).

**Signs of possible abuse include: allegations made by a child or young person; excessive pre-occupation with sexual matters; detailed knowledge of adult sexual behaviours; severe sleep disturbances; eating disorders**

### EMOTIONAL ABUSE

Emotional abuse is persistent emotional maltreatment. It may involve seeing or hearing the ill-treatment of another, for example when a child or young person witnesses domestic violence. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone.

**Signs of possible abuse include: changes in mood or behaviour; aggression, nervousness; obsessions or phobias; persistent tiredness**

### NEGLECT

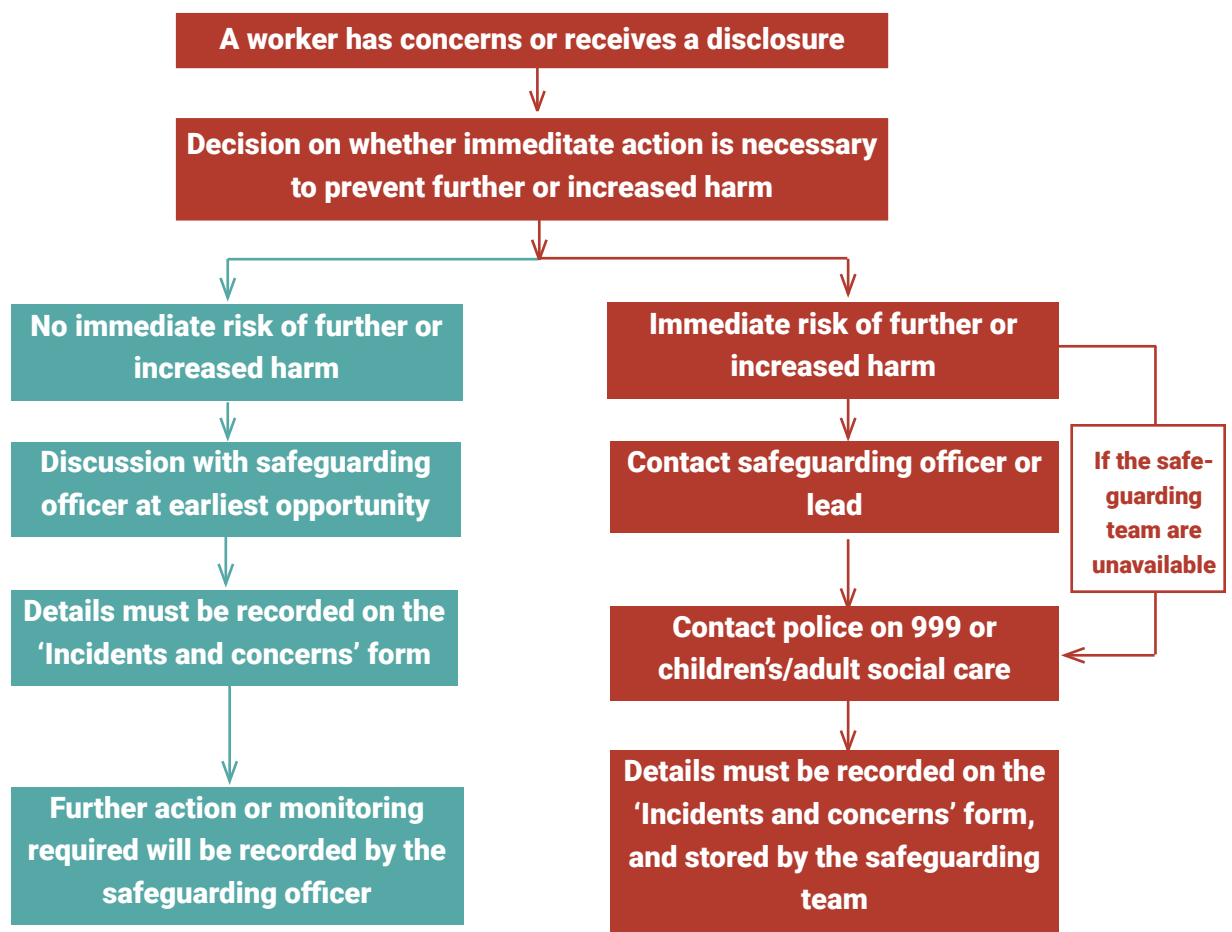
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. Neglect may involve failure to provide adequate food, clothing, shelter, supervision, medical care or response to emotional needs.

**Signs of possible abuse: children being out late at night or left at home for extended periods; health or other needs not being taken care of.**

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

- Keep calm, try NOT to display shock
- Take them to place out of earshot but NOT out of eyesight
- 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 promise confidentiality; be honest that you will have to let someone else know.

## If you receive a disclosure of abuse or you have concerns:



**Additional advice or support may be at any stage from  
Christian safeguarding Services on 0116 2184420**

## important

**Do NOT attempt to investigate or address the issue yourself.**

The safeguarding team are responsible for making a decision as to whether additional advice is needed or whether to report the situation to the local authority

If you do not feel that your concerns get responded to appropriately or in a timely way, please do either contact Christian Safeguarding Services for further advice, or contact the Nottingham Social Care Team.

# practical guidelines



## child to adult ratios:

<b>0-2 years</b>	<b>At least 1 adult to every 3 children</b>
<b>2-3 years</b>	<b>At least 1 adult to every 4 children</b>
<b>4-8 years</b>	<b>At least 1 adult to every 6 children</b>
<b>9-12 years</b>	<b>At least 1 adult to every 8 children</b>
<b>13-18 years</b>	<b>At least 1 adult to every 10 children</b>

Ratios are guidelines only.

In certain situations it will be necessary to have a higher number of adults than those recommended above, for example to cater for those with additional needs

There must always be two or more adults for each group

## consent forms:

Parents must complete consent and information forms for all activities. Once complete the data must be kept securely. Emergency contact details and medical information must be readily accessible at all sessions.

## toilet trips:

Parents / carer should be asked to encourage their children to use the toilet before groups begin.

Where children require nappy changes or require assistance with toileting parents should be asked to help.

With children who are independent in toileting a group leader may escort a child / children to the toilets and wait outside

## behaviour management:

Clear instruction 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 – with children and young people being reminded of expectations where required, and given time and responsibility to respond to these.

All children and young people must be treated with respect, and must not be disciplined in a punitive manner. Our goal is to encourage children and young people to develop respect, self-control, self-confidence and sensitivity during the sessions.

Group leaders should discuss persistent difficult behaviour with parents / carers in a constructive way.

### TOP TIPS

- Set a good example
- Praise good behaviour
- Look for the positives—encourage good behaviour
- Instruct wanted behaviours
- Instead of saying 'Don't...' or 'Stop...', tell the children what you want them to do.

## physical contact

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

- If an infant or toddler leans against you for a story or grabs hold of your hand to go to the toilet there is no problem.
- If a small child is distressed you could ask "would you like a hug?"
- With older children / young people a high five or hug may be the way they greet people... but should be at their instigation as others may feel very uncomfortable with this.
- Any touch that could be misunderstood or misconstrued should be avoided.

## first aid

As part of the organisation of all activities consideration must be given to how to respond if a child becomes ill or needs medical attention.

Group leaders must be familiar with any medical issues or allergies of children present at activities.

Where possible, groups are encouraged to have a qualified first aider / doctor / nurse present and all leaders should be familiar with the first aid facilities available.

All first aid treatment should be recorded in the accident book located with the first aid kit. Serious incidents (requiring hospital treatment) must be reported to the operations manager within 24 hours.

Parents must also be informed of any incidents or first aid given.

## e-safety

Technology is a part of all of our lives but there are necessary boundaries to create accountability to safeguard both leaders and young people:

- Communication outside of the public domain (emails, texts or messaging) should only be used to communicate information about activities.
- Communication directly with young people (over 11 yrs) may only be done with parental consent; electronic communication with parents may be used with their consent.
- Workers should not as a general rule give out their personal mobile number to children and young people. The church recognises that this may be needed at times for young people over 11 yrs with the agreement of the parents and leaders, for example when on a trip.
- Leaders should not add children to their personal social networking page.

## photos & videos

From time to time photos and videos may be taken by groups.

Parents' permission should always be sought in advance (usually on consent forms).

Photos should not be stored on personal computers / phones and should not be uploaded to social media.