

Mercy Cardiff

Table of Contents

Implementation of the policy and procedures	4
Training in the charity’s safeguarding policy	4
Working in Partnership	4
Leadership Commitment.....	5
Safeguarding Lead (Andrew Rees) and deputy (Lois Howson)	6
DBS Verifier (1 with a deputy as a verifier cannot check themselves or their family members).....	6
Job profile.....	7
Application form.....	7
References	8
Interview	8
Appointment decision	8
Workers aged 16 and 17 years	8
Checking the candidate’s criminal background	8
Volunteer agreement	9
Ongoing Management of Workers/Supervision and Support	9
General Rules	11
Good practice - the way we work.....	11
Touching	12
Use of social networking sites, or instant messaging services	12
Policy statement.....	13
Procedures for activities.....	13
Risk Assessments.....	14
Praying with Children and young people.....	14
Working with disruptive children and young people	14
Collection arrangements for all activities	14
Basic information required for registration	15
What parents/carers need to know.....	15
Photography and Filming of Children and Young People	15
Transporting children and young people.....	15
Travelling by Coach.....	16
Trips (including overnight stays)	16
Information for parents/carers concerning trips	16
Group leader responsibility	16
Sleeping Procedures for overnight stays.....	17

Safeguarding Procedures

Use of mobiles, email and social networking sites in relation to children's activities.....	18
Understanding abuse and neglect.....	18
Who is at risk of abuse?	18
Types of Abuse	19
Physical	19
Emotional.....	19
Sexual.....	19
Neglect.....	20
Financial abuse	20
Child Sexual Exploitation.....	20
Bullying	21
Other abuse	21
Self-Harm.....	21
Responding to a disclosure of abuse or neglect in a child.....	23
Responding to a disclosure of abuse or neglect in an adult	24
Informing others.....	25
Suspensions or concerns	25
Lesser concerns	25
Who to inform	25
Recording disclosures of abuse and incidents giving rise to concern.....	26
Pastoral Care and support	27
Supporting those affected by abuse	27
Support for families	27
Support for those who have had to refer to Safeguarding Lead or outside agencies.....	28
Those who have allegations made against them.....	28
Sharing out responsibility for pastoral care related to those involved in matters to do with child protection concerns.....	28
Information from DBS checks	29
Covenant of Care	29
Information Sharing.....	30
Introduction.....	32
Practicalities.....	33
Language.....	33
Giving Advice	33
Confidentiality	33
Deliverance / Exorcism	34
Address.....	36
thirtyone:eight	36
Phone numbers	36

Safeguarding Procedures

Insurance company details36
Copyright issues36

Safeguarding Procedures

Introduction

Thank you so much for being willing to serve as part of Mercy Cardiff. As Christians, we long to be above reproach. We want to honour God with the way we love our community and protect each other as a team.

Please pray that God will be at work in you by His Spirit as you read and discuss this document. The reason we take the time to learn and implement these policies is because we want to be a Christ-like example to the community and work for God's glory.

Implementation of the policy and procedures

These policies and procedures relate to the safeguarding of children and vulnerable adults. For the purposes of safeguarding "Children" or "young people" includes all those young people under 18 years of age.

Safeguarding children and vulnerable adults is everybody's business. Implementation of the policy depends on the involvement and commitment of everyone in the charity community. The charity trustees are ultimately responsible for the implementation of the policy.

The Safeguarding Lead (or deputy) can enquire about any part of the implementation of the Safeguarding Policy at any time. These policies and procedures are consistent with **thirtyone:eight** guidelines.

These policies and procedures will be reviewed annually by the Safeguarding Trustee and Lead and revised when necessary and in line with Thirtyone:Eight recommendations. The Safeguarding Lead will report all changes to the charity, no later than the subsequent AGM. At every AGM, the Safeguarding Trustee will outline a summary of the Safeguarding Policy and Procedures.

Training in the charity's safeguarding policy

Mercy Cardiff is committed to providing appropriate training, not only in the skills for doing the work to which they are appointed, but also regular training in safeguarding children.

This will be provided annually as a minimum, but alternative refreshers are provided through case studies, or use of appropriate DVDs. The expectation is that each person will undertake training every 3 years. This includes trustees, and volunteers or workers directly involved with children and vulnerable adults.

Working in Partnership

We have clear guidelines with regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement.

Safeguarding Procedures

It is also our expectation that any organisation using our premises, as part of the letting agreement, will have their own policy that meets **thirtyone:eight's** safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Leadership Commitment

The Charity Trustees undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures.
- Provide ongoing safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive
- Support the Safeguarding Lead and deputy in their work, and in any action they may need to take to protect children, young people and vulnerable adults
- File a copy of the policy, procedures and code of conduct with **thirtyone:eight**
- Fulfil the requirements of the Charity Commission with respect to safeguarding
- Keep up to date with all national and local safeguarding legislation and procedures, for example through updates provided by **thirtyone:eight**.
- Review and revise policies and procedures (at least annually) in the light of legislative changes, best practice recommendations and practical experience within the charity.

Safeguarding Procedures

Safeguarding Roles

Safeguarding Lead (Andrew Rees) and deputy (Lois Howson)

- First point of contact for anyone to turn to if they have concerns about any child or the behaviour of anyone in the charity towards children and vulnerable adults.
- The Safeguarding Lead (or deputy) will accept the records written about disclosures or any observations written down, decide on the course of action, act as necessary and store the written information in the locked cabinet.
- They will contact **thirtyone:eight** or Children's Services or Adult Social Services immediately when necessary.
- Attend any safeguarding training.
- Attend a children's workers' - all ministry teams - team meeting at least annually.
- Be willing to have phone number given to all workers.
- Must be competent for the task, trained to an acceptable level, given supervision and support.
- Responsible for ensuring that the charity has a policy and procedures and that these are available to all, implemented by all and is regularly reviewed and updated – this obviously covers a range of tasks e.g., giving guidance to workers about trips, making sure that parents are given the information stated in the policy, ensuring consent forms are up to date.
- Responsible for recruitment of volunteers (Advertising vacancies, writing and issuing job profiles, giving out and collecting in application forms, requesting and receiving references, chatting to the candidate about their previous experience and putting them in contact with the relevant team leader, making the appointment decision, ensuring a DBS check is carried out, completing the volunteer agreement with the volunteer and the team leader, ensure they have a copy of the policy, procedures and contact numbers in case of concerns).
- Responsible for ensuring that ratios are adhered to.
- Responsible for organising annual training for volunteers and trustees and offering top up training as necessary.
- Support, develop and supervise the volunteers throughout their involvement in the children's work.
- A point of contact for general issues relating to welfare of the children within Mercy Cardiff.
- Liaising with the health & safety officer and fire officer.

DBS Verifier (1 with a deputy as a verifier cannot check themselves or their family members)

- This is the person who is registered with the Churches Agency for Safeguarding (CAS) as the verifier of DBS applications.
- This person is responsible for checking DBS application forms, checking identification documentation to ensure the applicant is who they claim to be, filling in other necessary forms and sending applications to CAS.
- This person is also responsible for receiving a letter from CAS stating whether a person can do the required role and for storing this information securely. If the letter states a problem, the verifier cannot tell anyone at charity but must contact **thirtyone:eight**.

Safeguarding Procedures

Recruiting volunteers and paid workers

The Trustees (in particular, the trustee with delegated responsibility – Nick Davis) will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description/person specification for the post
- Those applying have completed an application form and self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained and followed up where appropriate
- A satisfactory criminal records bureau (DBS) disclosure has been obtained
- Qualifications where relevant, have been verified
- Applicants may also be required to spend time as an observer within a children's group, at the discretion of the relevant group leader
- A suitable training programme is provided
- The applicant has satisfactorily completed a probationary period (where considered appropriate by the Safeguarding Lead)
- The applicant has been given a copy of the safeguarding policy, procedures and code of conduct and knows how to report concerns

Job profile

The job profile (Job description) will include:

- A description of the tasks and responsibilities involved in the position.
- An indication of the time commitment that will be involved.
- The name of the person to whom they will be responsible.
- An expectation that the person concerned will comply with the Mercy Cardiff Safeguarding Policy.
- A statement that anyone applying for this position will be expected to disclose details of their criminal record and apply for an Enhanced Disclosure from the DBS.
- The job profile is given to anyone volunteering to take on a role, or anyone who is approached.

Application form

All volunteers should be asked to complete an application form. All situations which involve working with children and/or young people are exempt from the Rehabilitation of Offenders Act 1974 (the Act which normally allows certain convictions to be regarded as "spent" and need not be disclosed after a specified period of time). The applicant will agree either to disclose details of their criminal record or apply for a Standard or Enhanced Disclosure from the DBS should they be appointed to the position. If the person does not return the completed application form, the appointment process will not proceed.

Safeguarding Procedures

References

Two references are to be taken up, one of which should be external to the charity. References by phone should be confirmed in writing/email. If references appear to be unhelpful or ambiguous, they may be followed up, for example with a telephone call. Mercy Cardiff reserves the right to take up further references if appropriate and references other than those offered by the applicant may be sought.

Where parents are present in children's groups only to look after their own children, they are exempt from the general recruitment procedures. Before they can be included on a rota, they are still subject to the above recruitment procedures including an enhanced DBS disclosure.

Interview

All people seeking to work with children and young people should be interviewed. This is often an informal chat to determine suitability and find out about experience with children and young people. For paid positions, an interview panel will be convened.

Appointment decision

All of the evidence should be weighed up carefully in deciding whether or not the person should be appointed to the position in question.

Workers aged 16 and 17 years

Where young people aged 16 and 17 years are helping in children's groups, the same procedures must be followed. In addition, written parental consent is required. They should complete a basic information form with their name, address, date of birth, phone number.

Each helper aged under 16 should always be responsible to a named 'approved' worker. Appropriate advice (including the Code of Conduct: Appendix C), training, support and supervision must be provided for all under 16 helpers. Under 16 helpers must never be left alone with children. Under 16 helpers cannot be included in the numbers for calculating ratios for activities.

Checking the candidate's criminal background

All candidates will be made aware from the earliest stage in the appointment process that the person, if appointed, will be required either to make a declaration of their criminal record or to apply for a Disclosure from the DBS. It should be made clear that only relevant offences will be taken into account and that a criminal record is not in itself a bar to being appointed.

The DBS verifier (see Appendix A) is responsible for administering Criminal Record Bureau checks, with the Safeguarding deputy as deputy verifier.

Safeguarding Procedures

A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer or try to work or volunteer with these groups. An organisation which knowingly employs someone who is barred will also be breaking the law. Either of the above could result in a fine or imprisonment. The Charity Trustees are ultimately responsible.

Mercy Cardiff requires an enhanced disclosure for all volunteers aged 16 years or over and paid workers. In the event of a one-off visitor, such as a parent or carer remaining in crèche or other children's activities, no unsupervised access to children is allowed.

Advertisements, application forms and information about posts relating to children will make it clear that the person will be required to apply for a Disclosure from the DBS.

The following are examples to whom it would apply:

- All those teaching in Sunday School/creche or leading children's groups on a Sunday
- Those who superintend or organise youth or children's activities and any who appoint children's and youth workers
- Any driver who regularly has sole charge of children, taking them to and from charity activities
- Safeguarding Lead and deputy
- DBS verifiers
- Trustees

Mercy Cardiff uses the Churches' Agency for Safeguarding to process DBS disclosures. Once every three years all workers (both paid and unpaid) are required to obtain fresh Enhanced Disclosure Certificates. Volunteers and paid workers will not be asked to pay for their DBS checks.

Confidential information, including letters confirming the outcome of DBS checks, is accessible only to the Safeguarding Lead (or deputy), the DBS verifier.

Volunteer agreement

The volunteer agreement helps to ensure that all workers are clear about their roles and responsibilities.

The volunteer agreement will include:

- A probationary period after which the appointment will be reviewed both by the person and the charity
- The job profile
- The name of the person who will be supervising the appointee
- The name(s) of those whom the appointee is expected to supervise
- A declaration that the person will abide by the charity's safeguarding policy

Ongoing Management of Workers/Supervision and Support

The Church Trustees and the leaders of children's work are committed to ensuring all workers receive support and supervision. All workers will be issued with a code of conduct towards children and young

Safeguarding Procedures

people. (Appendix C) The leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office. It is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

The leaders of groups will be responsible for having regular sessions with workers and maintaining a system of cross-supervision as well as the more usual hierarchical supervision. The overall leader of children and young people's work will be responsible for helping and giving advice when there are difficulties with this system.

Leaders of groups themselves should observe what is going on in their groups and advise workers/volunteers of any issues of concern regarding behaviour in relation to the code of conduct. Mercy Cardiff is committed to holding regular group and individual sessions with workers.

Any serious concern, such as inappropriate behaviour, needs to be reported to the group leader, and the Safeguarding Lead or deputy. Parents may also speak to a worker or the group leader concerned if they observe inappropriate behaviour. If this is not satisfactorily dealt with, parents can discuss this with the Safeguarding Lead or deputy. In the event of a disclosure by their child, parents are encouraged to speak to the Safeguarding Lead or deputy immediately.

Safeguarding Procedures

Code of Conduct for Workers and Volunteers

Workers and volunteers for children's work, of any age group, are, in part, role models and representatives whether they seek to be or not. They are expected to operate within the faith principles and procedures of Mercy Cardiff.

General Rules

- A worker should not be alone with a child or children where their activity cannot be seen. This means that for planning purposes the numbers trained to lead a particular group should be such as to ensure that this situation arises only in exceptional circumstances. In the event of only one worker being available for a group then the group should work in the same room as another group. If this is impossible then the group should not be allowed to run on that particular occasion.
- No worker or workers should invite one child only to their home. However, it is acceptable to invite a group of children to a worker's home only if two or more workers are in attendance and agreement has been reached that this is acceptable in the particular case concerned with the overall leader of the group. Where travel arrangements are included see under the section on "transporting children and young people". In general, try to ensure that children are not being transported with only one leader in the vehicle. Establish that each parent/carer knows where their child is and at what time they should return home.
- In discussions with a young person where confidentiality is essential, ensure that another worker knows the details of the meeting (start and finish times) and is close by in the building during the meeting. It is preferable for there to be a number of people around in the building to prevent the young person from feeling threatened.
- It is important to agree on the duration of the meeting with the young person prior to the session. The time limit should be kept to (it is the leader's responsibility to ensure that it is), and another meeting agreed upon if more time is required.
- Children and young people must not be given access to charity premises unless responsible adults are present. If they are waiting outside for the start of a group then they must wait for workers to arrive before being allowed into the building. In these circumstances, children who are at an age where they need to be supervised should remain the responsibility of parents or primary carers until workers arrive.
- At no time should one adult be alone on charity premises with a child or group of children.

Good practice - the way we work

- All children and young people should be treated with respect and dignity.
- Use age-appropriate language and tone of voice.
- Be aware of your own body language and the effect you are having on the individual child or young person.
- Listen well. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said.
- Observe the body language to better understand what is being said.
- Do not invade the privacy of children or young people when they are using the toilet or showering.
- Do not play rough games involving physical contact between a leader and a child or young person.
- Do not engage in sexually provocative games.

Safeguarding Procedures

- Do not make sexually suggestive comments about or to a child or young person, even in “fun”.
- Do not scapegoat, belittle, ridicule or reject a child or young person.
- Do not show favouritism.
- Do not trivialise abuse issues.
- Do not physically punish a child or young person when it is necessary to control or discipline them. (It is recognised, however, that a situation could arise where a child or young person needs to be restrained in order to protect them or a third person.)
- Do not respond to excessive attention-seeking that is overtly sexual or physical in nature (this behaviour should be recorded and passed on to Safeguarding Lead or deputy)

Touching

- If you find that the child is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern. You must be conscious that what to you is an innocent touch may have another, more sinister, meaning for children who have experienced abuse.
- You must not comfort children or young people by the use of touch if they have told you that they do not wish you to.
- Do not touch a child when no-one else is present in the room.
- If you see another worker acting in ways that might be misconstrued, speak to them or to a leader about your concerns.
- Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Use of social networking sites, or instant messaging services

- Workers should not encourage under 13s to join Facebook or similar social media
- Workers are advised not to accept or request young people as 'friends' to their personal Facebook page.
- Workers are advised that taking explicit photos on their mobile/camera/computer is a criminal offence.
- Workers are advised that having explicit photos on their mobile phones/computer is a criminal offence
- Workers are advised that forwarding explicit photos is a criminal offence.
- If communicating by an instant messaging service, email or text, do not use abbreviations or text speak.
- If communicating by an instant messaging service, keep to the curfew of no later than 10pm and no earlier than 7am.
- These guidelines apply to Facebook and to all social networking sites.

Safeguarding Procedures

- The response to a disclosure online is the same as face to face. Therefore, if a young person starts to make confidential comments, advise them that you will have to pass this information on to the Safeguarding Lead or deputy. Make a note of the details and pass this information on immediately.

Safeguarding Children Policy

Policy statement

Mercy Cardiff is committed to enabling all members of the charity community to achieve their full potential, especially children and young people. We will act in ways that demonstrates that commitment. We recognise the need to provide a safe and caring environment for children and young people.

We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights which state that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or status". We also concur with the Convention of the Rights of the Child which states that children should be able to develop their full potential, free from hunger, and want, neglect and abuse.

They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person that has care of the child".

Procedures for activities

At no time should one adult be alone with a child or group of children/young people at a Mercy Cardiff event, whether on the charity premises or elsewhere. If a worker arrives at the premises alone to find that a group of children are waiting outside for a group session to begin, then the worker should not allow the children into the charity until another leader arrives. Helpers under the age of 16 should never, under any circumstances, be left on their own supervising a group of children.

thirtyone:eight recommends certain ratios of staff to young people in the running of groups. For children under 8 these ratios are legal requirements. However, it should be borne in mind that what comprises a suitable number of workers for a particular group may depend on the sorts of activities to be undertaken.

The numbers in the table should be taken as minimum numbers of workers required. This includes any workers aged 16 and 17 years. At any one session, the group of workers must include at least one adult (aged 18 years or over). Any helpers aged *under* 16 years do not count as workers for calculating ratios. Any observers who have not completed the recruitment process do *not* count for calculating ratios.

Safeguarding Procedures

Age	Workers: Children Ratio
0-2 years	1:3
2-3 years	1:4
3-8 years	1:6
8-13 years	2:15 (male and female) plus 1 extra worker for every 8 children
13 and over	2:20 (male and female) plus 1 extra worker for every 10 young people

Risk Assessments

Risk assessments of regular activities are undertaken annually, and the Safeguarding Trustee can be asked for assistance to ensure compliance with safeguarding and health and safety policies. Any accidents should be noted in the accident book, which can be found in the kitchen. Any accident requiring hospital treatment should trigger an early review of the risk assessment by completing the accident form and contacting the Health and Safety Officer.

Praying with Children and young people

The main ingredients that underpin any effective ministry to children and young people, including prayer, are acceptance, respect, non-judgemental listening, sensitivity, discernment and patience. In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way. Further details in Appendix B.

Working with disruptive children and young people

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. Guidelines for working with disruptive children and young people are included in Appendix C.

Collection arrangements for all activities

Where children are collected from activities, (which will normally be the case with children up to 11 years of age) nominated adults should be identified by the parent/carer as acceptable to do this. Parents are requested to collect their child/children promptly at the end of the session.

Older siblings are not allowed to collect children unless agreed in advance.

Safeguarding Procedures

Basic information required for registration

All children and young people should be registered and parents/carers asked for details of full name, date of birth, address and contact telephone number(s). In addition, any significant health issues should be noted, and families should advise how to deal with any medication, for example what symptoms to look for, how to use (e.g., EpiPen) and who to contact (e.g., ambulance then parent).

Consent forms for emergency medical treatment and for travel arrangements should be completed if children are being cared for in the absence of their prime carer, whether on or off charity premises. This information should be readily available to workers.

We recognise that families may join the charity community having experienced previous abuse. Please speak with the Safeguarding Lead or deputy so that appropriate support can be provided, and clear explanation provided in the event of a later disclosure. It is not necessary to inform the group leader.

What parents/carers need to know.

Parents/carers should be advised of the Safeguarding Policy and given a written statement about who is caring for their child, with workers' or leader's name(s) and telephone number(s). Parents/carers should be advised of what action will be taken if a child protection issue or allegation arises. Parents/carers should be given a clear understanding of what sort of activities the child or young person will be doing and the time limits of activities. They should also be informed about the usual toileting arrangements for the group.

Photography and Filming of Children and Young People

Permission must be obtained of both young people and adults before a photograph is taken or film footage recorded by anyone at Mercy Cardiff. However, it is perfectly acceptable to ask parents/guardians to let the SC know if they do NOT want their young person photographed or filmed. **WE HAVE TO BE VERY CAREFUL IN THIS CONTEXT WHERE SOME OF OUR FAMILIES WILL BE REFUGESSES, HAVE EXPERIENCED HUMAN TRAFFICKING AND MAYBE IN PROTECTION PROGRAMMES WITH THE POLICE. THEIR LIVES MAY BE AT RISK.**

No visitors to Mercy Cardiff will be allowed to take photos or films. Mercy Cardiff Leadership will appoint a photographer if required. The official photographer, when using photographs of young people, will use group pictures and never identify them by name or other personal details. If you see anyone not involved with Mercy Cardiff taking photographs or filming, please notify the safeguarding lead. No one other than the safeguarding lead will put pictures of young people on websites or social networking sites.

Transporting children and young people

A signed consent form is required prior to any corporate charity community trip. Avoid giving lifts to children or young people on their own. Lifts should be planned ahead for events to avoid situations such as this from occurring. If a mistake has been made, or unforeseen last-minute changes take place, and there is no alternative to transporting children or young people on their own, ask them to sit in the rear of the car.

Safeguarding Procedures

Always ensure that seat-belts are worn when travelling and car seats if appropriate. All private transport must have correct insurance cover for passengers. Ensure drivers do not have any unspent driving convictions; this can be identified through a DBS check, in liaison with the DBS verifier.

If travelling in several small groups, it is good practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult. This minimises the possibility of children going astray because of false assumptions that someone else has taken them.

Travelling by Coach

Ensure that the coach company has full insurance cover. Check on the limit of passenger numbers and do not exceed that number. Children should remain seated and wear seat-belts provided. On every trip, an adult should be allocated a seat, with a written list of those children or young people for whom they have responsibility, even if the whole group is to remain together.

Trips (including overnight stays)

Risk assessments must be undertaken prior to all trips to consider number of workers needed, appropriate certificates held, consent forms, kit lists (leaders may need to take items on list such as sun cream in case these are forgotten), drivers are suitably qualified and checked.

Consent forms are required for all off site and overnight activities.

Information for parents/carers concerning trips

All parents/carers should be given written details of an identified worker, with an address and telephone number of the overnight location. Parents/carers must be advised in writing of how their children will be cared for in their absence. Parents/carers must complete and return suitable consent forms in respect of their child's special dietary requirements and current medication, and also giving the name and telephone number of the child's doctor. Information relating to travel and collection arrangements; sleeping conditions; food; other specific activities should be provided to parents/carers. All medical information, plus emergency contact names and numbers must be taken with the group to the location of the day trip or overnight stay. Ascertain the telephone numbers for emergency situations before any possible crisis occurs.

Group leader responsibility

- Ensure that you have more than one reliable mobile phone with you on the site where you are staying with the children and the young people. Trip destination may be important in relation to the mobile phone network used. If the destination has no mobile network signal, a contingency plan must be put in place, for example the use of a landline.
- The overall leader must make sure that at least one adult is in charge of specific aspects of the programme (for example cook, first aider, putting to bed, activities)
- The person with overall responsibility must check that the person designated as the First Aid Officer holds an appropriate, valid certificate.

Safeguarding Procedures

- The person responsible for catering should hold a Basic Food Hygiene Certificate.
- Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid. Check this before the arrangements are finalized.
- Check the building and know where water, electricity and gas can be turned off.
- Make sure you know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises.
- Make sure you know where the fire extinguishers are. A Location Specific Plan should be displayed alongside the Fire Notice in each room.
- Church halls and rooms used for sleeping larger numbers of people MUST have TWO means of exit. Check before the arrangements are finalized.
- Make sure you know where the nearest hospital and GP are. This applies if you are sleeping in any building, even if only for one night, and even if it is Mercy Cardiff.
- It is also a good idea to notify the local police and the fire brigade. This too applies if you are sleeping in any building, even if only for one night, and even if it is Mercy Cardiff.
- Residential activities must have safety rules - boundaries. Make sure that children or young people, and all workers know what those boundaries are. There should be agreement by all workers that those boundaries will be enforced. Examples of such boundaries may be letting adults know where you are, not entering the kitchen without asking the cook, etc.
- Make sure the children have appropriate clothing for whatever activity they are taking part in. It is useful to issue a "kit" list for residential activities. If they do not have appropriate clothing, they should not do the activity.
- Children's and young people's workers from the charity should have, if they lead an outdoor activity, the appropriate qualification for that activity. *(see note below).
- If an outdoor activity is being provided by an outside organization, then the children's or young people's overall leader(s) should check the organization concerned is registered with the Adventure Activities Licensing Authority and have appropriate insurance. *(see note below)

*Current guidelines suggest that for any camping or hill walking activity, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a scout or guiding qualification.

Sleeping Procedures for overnight stays

Males and females should sleep separately. If the group of children has both boys and girls, then it is important to have a mix of male and female workers. One adult should remain awake and in the vicinity until children go to sleep. Adults should sleep separately from but within earshot of children, with random patrols of more than one adult throughout the night. If, for example, you are on a campsite with a public right of way, greater night time vigilance may be demanded. It is important that the amount of supervision required is allowed for in planning ahead and that the event should only go ahead if it can be adequately supervised from a safeguarding point of view. If a young person has been known to abuse other children, Mercy Cardiff reserves the right to refuse to take that young person on a trip if the risks cannot be reasonably managed.

Safeguarding Procedures

Use of mobiles, email and social networking sites in relation to children's activities

Mercy Cardiff will not use any photos of any clearly identifiable child on the website, or make available on social networking sites, unless explicit written consent from parents/guardians has been received.

Information relating to children's activities will be sent to parents/carers using various formats. Instant messaging is possible, but workers and young people are advised that no message is to take place between the hours of 10pm and 7am. In addition, where a young person makes a disclosure, the worker is obliged to pass this information on to the Safeguarding Lead (or deputy).

In the event that a social media platform is required for youth work communications the safeguarding policy should be updated accordingly.

Recognising abuse in adults and children

Understanding abuse and neglect

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a young person or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Abuse may be in a family, institutional or community setting. Very often the abuser is known or in a trusted relationship with the young person or adult or more rarely they may be a stranger, for example via the internet. They may be abused by an adult or adults or a young person.

In order to safeguard people in our care we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19.

Who is at risk of abuse?

There are a number of factors that may place children and adults at increased risk of abuse, neglect and harm, including:

- disability (physical and mental)
- language barrier/difficulties in communication
- social isolation
- being of unaware of rights
- lacking capacity and understanding
- experiencing needs for care and support
- living away from the family home, such as in care
- having had previous experience of abuse or neglect

Safeguarding Procedures

Types of Abuse

Physical

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

Signs:

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation.
- Cuts/scratches/substance abuse.

Emotional

Emotional abuse is the persistent emotional maltreatment of a person. Examples include threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks. In children it may cause severe and persistent adverse effects on the child's emotional development.

Signs:

- Changes or regression in mood or behaviour, particularly where a young person withdraws or becomes clingy.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

Sexual

Sexual abuse (child) 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. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Sexual abuse (adults) may involve rape and sexual assault or sexual acts to which the vulnerable adult has not or could not consent and / or was pressured into consenting.

Safeguarding Procedures

Signs:

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Age-inappropriate sexual activity through words, play or drawing.
- Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia.

Neglect

Neglect is the persistent failure to meet a child or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.

Signs:

- Under nourishment
- Failure to grow
- Constant hunger
- Stealing or gorging food
- Untreated illnesses
- Inadequate care

Financial abuse

This may involve having money or other property stolen, being defrauded, being put under pressure in relation to money or other property, having money or other property misused. In relation to children, this could involve misusing allowances/grants/benefits that should be used for children's care.

Child Sexual Exploitation

"Sexual exploitation is where a young person under 18 receives 'something' (e.g., food, accommodation, drugs, gifts, money) as a result of performing, and/or others performing on them, sexual activities. Child exploitation can occur through the use of technology, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases the person exploiting the young person has power over them by virtue of age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationship being characterised in the main by the young person's limited availability of choice resulting from their social/ economic and/or emotional vulnerability."

(Dept for Children, Schools and Families (DCSF) Safeguarding Children & Young People from Sexual Exploitation (2009))

Safeguarding Procedures

Bullying

Bullying is the use of aggression with the intention of hurting another person. Young people can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

- Verbal - name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging.
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts.
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Sexual - sexually abusive comments or gestures.
- Racial - any of the above because of or focusing on the issue of racial differences.
- Homophobic - any of the above because of or focusing on the issue of sexual orientation.
- Unofficial activities such as initiation ceremonies and practical jokes which may cause young people physical or emotional harm even though this may not be intended.

There should be a known zero tolerance to bullying so if it does occur young people and leaders are able to report the matter and it can be dealt with promptly and effectively. There can be an expectation that anyone who knows that bullying is happening will report it. Whilst the young person being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

Other abuse

Domestic and violence, Sexual violence (including FGM), Modern slavery, Criminal exploitation, Radicalisation.

Self-Harm

The number of young people who are intent on harming themselves is rising. As a result, we want to:

1. increase our understanding and awareness of self-harm
2. alert all leaders to warning signs and risk factors
3. provide support to young people who self-harm

Definition of Self-Harm

Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body for example:

- Cutting, scratching, scraping or picking skin
- Swallowing inedible objects
- Taking an overdose of prescription or non-prescription drugs
- Swallowing hazardous materials or substances
- Burning or scalding
- Hair-pulling
- Banging or hitting the head or other parts of the body
- Scouring or scrubbing the body excessively

Safeguarding Procedures

Action: Any leader who is aware of a young person engaging in or suspected to be at risk of engaging in self-harm should consult the Safeguarding Lead immediately.

Safeguarding Procedures

Responding to allegations or suspicions of abuse in adults and children

Every member of the charity community has a responsibility to do something if a someone discloses abuse, or if they have a reason to suspect child, or if they think that a child or vulnerable adult is being mistreated. This is likely to be of most relevance to children's workers and volunteers.

It is important to note that should a child request confidentiality, or to keep a secret, the member is obliged to tell the child that s/he will have to tell someone else if that child or anyone else is being hurt, has been abused or is currently being abused in any way.

In the event of a disclosure or concerns regarding a child or young person, the priority is to record the conversation and contact the Safeguarding Lead or deputy immediately. The Safeguarding Lead or deputy is responsible for contacting appropriate agencies immediately.

Responding to a disclosure of abuse or neglect in a child

- Listen carefully if a child is telling you about abuse
- Do not ask questions – it could prevent them from saying more or you might put things in their mind that were not already there. Clarifying may be necessary.
- Show acceptance of what you are told, even if it seems unlikely or too awful to be true.
- Reassure the child that s/he has done the right thing in telling you and you are taking the information seriously.
- Do not promise to keep the matter secret but explain that you may have to share this with others on a 'need to know' basis.
- Explain what you intend to do and don't delay in taking action.
- Under no circumstances should a worker carry out their own investigation.
- Inform the Safeguarding Lead or deputy immediately so they can contact the appropriate agencies (see the section on **Informing others**). When appropriate, with older children attempt to gain their consent to disclose to the Safeguarding Lead. However, even if the child does *not* give consent, you must still inform the Safeguarding Lead.
- If the suspicions implicate the Safeguarding Lead, then inform the Safeguarding Trustee. If the suspicions implicate *both* the safeguarding coordinator and the trustee then contact social services or the police.
- As soon as possible write notes (see the section on **Recording**).
- Do not tell the parents/carers about the disclosure.

Safeguarding Procedures

- The child/young person should return home so that police/social services can undertake an investigation.
- In cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home, contact the Safeguarding Lead (or deputy) immediately, so they can contact the appropriate agencies (see the section on **Informing others**).
- Seek medical help if needed urgently, informing the doctor of any suspicions.

Responding to a disclosure of abuse or neglect in an adult

- Listen carefully if someone is telling you about abuse
- Do not ask questions – it could prevent them from saying more or you might put things in their mind that were not already there. Clarifying may be necessary.
- Show acceptance of what you are told, even if it seems unlikely or too awful to be true.
- Reassure the person that s/he has done the right thing in telling you and you are taking the information seriously.
- If a disclosure or safeguarding concern is raised, the practitioner should ask the adult if they consent for the information to be shared with the Safeguarding Lead or deputy and/or other relevant organisations (e.g., Social Services). The worker should be open and honest with the individual from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- In accordance with the Social Services and Well-being (Wales) Act (2014), the Wales Safeguarding Procedures (2019) and the Mental Capacity Act (2005), consent must be obtained from an adult before making a safeguarding report, unless seeking consent would place the individual or others at additional risk, or if they do not have the mental capacity to give informed consent.
- If an adult with capacity does *not* consent to a safeguarding report being made, their wishes must be respected. However, in some instances these wishes may be overridden, including if:
 - there is a high risk to the health/safety of the individual
 - others (including children, young people, or other adults) may be at risk
 - a crime is suspected or may have been committed against the adult
 - the concerns relate to a failure in care, breach of regulation or professional code of conduct
 - there is a concern about organisational or institutional abuse or allegations against an employee or volunteer within the organisation. (Wales Safeguarding Procedures, 2019)

Safeguarding Procedures

- If a safeguarding report is made *without* consent, the reason must be recorded. If safe and appropriate to do so, the adult must be informed that a report has been made against their wishes and the reasons for this explained.
- If they have any uncertainty about whether it would be safe and appropriate to seek consent, then they should speak to the Safeguarding Lead or deputy for advice first, without disclosing the identity of the individual if possible.
- If consent is given then explain what you intend to do and don't delay in taking action.
- Under no circumstances should a worker carry out their own investigation.
- Inform the Safeguarding Coordinator (or deputy) immediately so they can contact the appropriate agencies (see the section on **Informing others**).
- As soon as possible write notes (see the section on **Recording**).

Informing others

Suspicious or concerns

Any suspicions can be passed on to the Safeguarding Lead or deputy in confidence by any member.

Any concerns regarding children or worker's behaviour towards children should be written down and discussed in confidence with the Safeguarding Lead or deputy.

The member will be required to write down their suspicions or concerns and this will be stored in a locked cupboard. This information will be kept confidential and may provide information from several sources to identify concerns.

Lesser concerns

For lesser concerns, such as poor parenting, encourage parent/carer to seek help, but not if this places the child at risk of significant harm. Offering to accompany parent/carer may be appropriate but if parent/carer unwilling to act, contact the Safeguarding Lead or deputy.

If you are in any doubt about the difference between child abuse and poor parenting, contact the Safeguarding Lead or deputy to discuss.

Who to inform

The person in receipt of allegations or suspicions of abuse should report concerns to the Safeguarding Lead or deputy immediately.

If unavailable, contact **thirtyone:eight** for advice. Continue to attempt to contact Safeguarding Lead or deputy after contacting **thirtyone:eight** so that they are aware of an incident or concerns, and can be the main point of contact for any follow up from **thirtyone:eight** or outside agencies.

Safeguarding Procedures

The Safeguarding Lead or deputy is responsible for collating and clarifying the precise details, and then passing on this information to Children's Social Services.

If the Safeguarding Lead or deputy is unsure whether or not to refer a case to Children's Social Services, he/she will seek and follow advice given by **thirtyone:eight** (who will confirm their advice in writing).

If the concerns in any way involve the Safeguarding Lead or deputy, contact **thirtyone:eight** for advice. Incidents, allegations and suspicions must not be discussed with anyone other than the Safeguarding Lead or deputy or **thirtyone:eight**.

Do not tell the parent/carers, unless this has been advised by Children's Social Services.

If a person disagrees with the response by the Safeguarding Lead or deputy the person in receipt of the information has a responsibility to discuss with **thirtyone:eight** and/or to report their concerns directly to Social Services.

Recording disclosures of abuse and incidents giving rise to concern

The record should be legible and state the facts accurately.

The record should be made as soon as possible after the disclosure/incident. Keep the written notes, even if typed up, as they could be used as evidence in court.

Records of disclosures, incidents or concerns should include:

- The child's name, address, date of birth.
- The nature of the concerns/allegation/disclosure.
- A description of any visible bruising or other injuries
- An exact record of what the child has said using the child's words. A child's behaviour and demeanour might also give some indication of what a child means to say and these should also be noted.
- What was said by the person to whom the concerns were reported.
- Any action taken as a result of the concerns e.g., who was spoken to and resulting action, including any contact with parents, or the Safeguarding Coordinator (or deputy) within the charity.
- If the report concerns an adult, include how you obtained consent to disclose.

If the concern is about what has been observed, then a full account is to be written to include:

- Size, shape, colour, position on the body of any bruises or marks
- Person's appearance, e.g., ragged or dirty clothing, smell, emaciated body, pain or difficulty in moving
- Description of sexually explicit or abusive behaviour
- The date and time of report and signature

Safeguarding Procedures

Records should be:

- Signed and dated
- Kept secure and confidential and made available only to:
 - A Safeguarding Coordinator(s)
 - Representatives of professional agencies as required by them.

Any action taken following the disclosure (eg contacting social services or updating the person/s concerned) should also be recorded.

Pastoral Care and support

Supporting those affected by abuse

The leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of Mercy Cardiff. Support can be offered through the pastoral team, or via outside agencies such as Thirtyone: Eight.

The minister or pastor will be responsible for ensuring pastoral support for all those involved in any alleged incident. Each person involved in an incident should have pastoral support from a different person.

Once concerns, suspicions and disclosures of abuse have been addressed, the charity is committed to offer support to all those who have been affected.

Support for families

Although Social Services and other agencies may provide support and services, the charity will seek to work in partnership with other agencies, clarifying with them how best to support the family to ensure that consistent help and support is being offered.

The charity may similarly be able to offer pastoral and practical support to other family members who will find themselves grappling with a variety of feelings.

Those providing pastoral support should have access to information to signpost people to appropriate counselling services, as it is unlikely that they would hold a relevant counselling qualification.

However, it may be the case that some people will be unable to access counselling until after a court trial as counselling can be viewed as coaching and therefore prejudicial to the trial. As a consequence, it is important to work with professionals involved.

We recognise that families may join the charity community having experienced previous abuse. Please speak with the Safeguarding Coordinator (or deputy) so that appropriate support can be provided, and clear explanation provided in the event of a later disclosure. It is not necessary to inform the group leader.

Safeguarding Procedures

Support for those who have had to refer to Safeguarding Lead or outside agencies.

Those who have referred on to the Safeguarding Lead or deputy or outside agencies are to be offered support, and to feel free to ask for support from Safeguarding Coordinator (or deputy). It is important that the Safeguarding Coordinators have a support structure to help them as they deal with child protection concerns or allegations. In addition, Pastors should know to whom they would turn for support, advice and help when facing the pastoral demands of addressing a child protection issue or allegations.

Where appropriate, it may be possible to gain support from Thirtyone: Eight who work with charities dealing with safeguarding issues.

Those who have allegations made against them.

All of those working with children and young people should be aware that if an allegation is made against them, they will normally be advised or required to withdraw from their responsibilities while an investigation is carried out. They may even be asked not to attend the charity during this period.

Those who face allegations of abusing or ill-treating children, including viewing of child pornography, and those convicted of such offences will also require pastoral care. However, the charity has a responsibility to be fully aware of the risks posed to others by those people suspected of perpetrating abuse and those who have convictions for offences against children.

Pastoral care will be offered, and for those who have offended, the Lucy Faithfull Foundation can offer support.

If a worker or volunteer is dismissed for harming a child or vulnerable adult, the Safeguarding Coordinator (or deputy) must inform the independent safeguarding authority (ISA) as soon as is practicable. Children's Social Services will advise the Safeguarding Coordinator about this.

Sharing out responsibility for pastoral care related to those involved in matters to do with child protection concerns.

It is good practice for pastoral care to be shared by more than one person. The person offering primary pastoral support to a victim or alleged victim of abuse should not be the same person offering primary pastoral support to the perpetrator or suspected perpetrator.

Safeguarding Procedures

Working with offenders

When someone attending Mercy Cardiff is known to have abused children, or is known to be a risk to children or vulnerable adults, the leadership will supervise the individual concerned and offer pastoral care but, in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. The safeguarding coordinator and trustee will assess the needs of the individual concerned alongside the boundaries required to ensure the safety of the children and vulnerable adults in the charity. If it is found that Mercy Cardiff is capable of ministering to this individual while ensuring the safety of everyone else, a Covenant of Care will be written to define the necessary boundaries the individual must adhere to (see below).

Sex offenders will not be responsible for children.

Information from DBS checks

If the information is known to the charity only because it was revealed as a result of a Disclosure by the DBS it would be a criminal offence for that information to be passed on to others. If the DBS verifier is advised by the Churches Agency for Safeguarding that the DBS disclosure holds information regarding offences, no one else can be informed of this. Neither the leadership nor any members of the charity community should have that information. It should only be available to the verifier(s) and (if applicable) the former verifier(s).

Covenant of Care

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the charity. A Covenant of Care should be drawn up which identifies appropriate behaviour and which the person is asked to sign. The person ultimately responsible for the discussion held and the drawing up of the contract would be the minister or pastor of the charity and will be drawn up in liaison with the probation officer if possible.

The contract:

- will identify the meetings the person will attend
- will specify that they will always sit apart from children
- may ask that they are always accompanied by an agreed person on charity premises
- will require the person not to attend small group meetings where children are present
- will require that the person declines hospitality where there are children
- will state that the person will never be alone with children while attending charity functions
- will require the person to stay away from areas of the building where children meet.
- The contract should be monitored and enforced. Those who offend against children can often be manipulative. If the contract is broken certain sanctions should be considered.

Safeguarding Procedures

The Covenant of Care will be signed by the individual, the elders and the safeguarding coordinator. If the trustees and safeguarding coordinator believe that Mercy Cardiff is not equipped to minister to this individual and ensure everyone else's safety the trustees will work with the individual and other local charities to find a suitable charity for him/her.

This is likely to be part of a contract between the known offender and the leadership, with advice from **thirtyone:eight**. In addition, Mercy Cardiff may take advice from the Lucy Faithfull Foundation who have experience establishing circles of support with faith groups.

Information Sharing

If only a few people know of the person's conviction, more people might be told in order to protect children. A first step might be to inform as few people as possible to ensure the person is under continual observation whilst at charity events; as a second step all parents of children and young people might be informed

- Mercy Cardiff reserves the right to ban the person from attending the charity if the risks are unmanageable. If the person joins another fellowship Mercy Cardiff will indicate concerns to this specific charity leader.
-

It is important to work in partnership with other agencies whenever possible. If a probation officer has been appointed, charity leaders should seek to make contact and establish how best the person should be helped to participate in the life of the charity.

Safeguarding Procedures

Appendix A Guidelines for Working with Unaccompanied Children

At Mercy Cardiff we encourage parents and carers to come along to charity with their children, but we understand that this is not always possible. In such cases it is important to be clear about what approaches to take.

If a new child arrives at kid's club without their parent, the child shall be given a consent form to take home to his/her parents, to be signed and brought back next time. This process will be repeated until the child comes back with a completed consent form.

If possible (i.e., if the parents are known to the children's workers) then contact will be made with the parents to ask them directly for their consent.

If written consent is not gained but verbal consent is given, then this should be written down on the consent form by the children's worker who received the verbal consent. It needs to be dated and signed, with an explanation of what happened.

If a child comes to charity unattended then they are still allowed in the children's groups. Unaccompanied children should be encouraged to arrive on time. And they should be made to feel welcome by the charity, even if they arrive late. It needs to be clearly explained to them that if they are coming into the group then they must follow the rules of the group.

Normally children do not leave the group, they stay for the duration of the group (unless picked up by their parent or taken down to their parent). However, an exception can be made for unattended children who come from a different cultural background and who are allowed to go outside unsupervised by their parents. For these children, they are to be clearly told that if they decide to leave the group then they must also leave the charity building. They cannot wander around the charity building unattended. They may leave the building, but if they do then they cannot come back into the group that day. Children cannot come and go as they please. Unattended children whose parents do not mind them leaving the building unattended must either stay in the group for the duration of the session or leave the building.

If the number of unattended children is high (more than 2 children) then an announcement will be made in charity for more helpers. Ideally these would be other children's workers, but, if necessary, charity members may come up to assist. They would never to be left on their own with a child, but will always be under the supervision of a children's worker, with a current DBS

Safeguarding Procedures

Appendix B Praying with Children and Young People

Introduction

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

- Acceptance
- Respect
- Non-judgmental listening
- Sensitivity
- Discernment
- Patience.
- In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of charity life (particularly if they don't attend charity themselves), and that on occasions you may pray with their child either corporately or individually at the child's request.

You can reassure any concerned parent/carer with the principles contained in these guidelines, or if a child is part of a club or Sunday school within the charity this could be mentioned, for example, on the information leaflet given to parents/carers when the child joins the group.

In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must always be respected.

Guidance for Praying

Prior to praying, always make sure you have the child's permission and always pray in an open area where other leaders and/or children are around. If there is a general invitation to come forward for prayer in or after a family service, then it will be helpful to have children's workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. The child should be asked if there is anything specific, they are requesting prayer for and listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g., my cat's poorly). If they do not have specific needs or requests, then simply ask God to bless them.

Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!

Safeguarding Procedures

If you have prayed about a specific issue, it may be helpful to write it down afterwards and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them if they would like to say what has caused their distress. Depending on the child's response you could consider whether there are any gender issues or whether they would feel more comfortable with someone else.

If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

Practicalities

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.

Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held, always ask them if this is what they would like before doing it.

Language

Use clear, uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short so you can then be confident your prayers have been understood by the child.

Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Even if you believe you have heard from God about their situation, it would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to your charity's child safeguarding coordinator and possibly Children's Social Services or the police. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

Safeguarding Procedures

Deliverance / Exorcism

Any religious, traditional or cultural practice that causes significant harm to a child is a criminal offence and cannot be justified. One example of this is when children have been subjected to horrific abuse following accusations that they are witches or possessed by evil spirits. When practices such as these come to light, the statutory authorities may investigate and take appropriate action to protect the children involved.

Safeguarding Procedures

Appendix C Working with disruptive children and young people

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines reflect these standards.

If a child is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.

If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police to arrive.

Training in appropriate restraint techniques may be available through the local Police or Area Youth and Community services. The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The person's behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook. Parents should be informed if their child has been restrained.

Appendix D Charity Information

Address

Registered Address: 33, Ty Draw Road, Penylan, Cardiff, CF23 5HB

Premises: 29,30 Clifton Street, Adamsdown, Cardiff, CF24 1LQ

Charity No

1207511

thirtyone:eight

Phone number: 030 003 1111

Organisation reference: 17190

Organisation code: 17190

Phone numbers

Adult safeguarding concern: 101 or 02922 330 888

Child safeguarding concern: 02920 536 490

Out of hours: 02920 788570

Regulators details (if any)

Charity Commission

Insurance company details

Ansvar Insurance

Insured: Mercy Cardiff policy number CFW 2427643

Copyright issues

These policies and procedures are based on the Ten Safe and Secure Safeguarding Standards published by **thirtyone:eight** and prepared in consultation with the Charity Trustees.