

Trinity Church Islington

Safeguarding Policy

February 2019

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## Safeguarding Policy Aims

As a church, we desire to bring glory to God by knowing Jesus and making him known

To that end, the aims of our Safeguarding Policy are

1. To uphold the honour of God's name
2. To keep the gospel from disrepute

We do this by:

1. Protecting the children, young people, and vulnerable adults in our care
2. Protecting the caregivers who serve in this ministry

Safeguarding is an important part of our service in the gospel and one which we take seriously, aiming for a standard of excellence as we implement this policy

The leadership team has adopted the London Diocese 'Promoting a Safer Diocese Final' (November 2018) policy document. It can be accessed in full from the website below:

[www.london.anglican.org/kb/safeguarding-in-the-diocese-of-london-policy-document/](http://www.london.anglican.org/kb/safeguarding-in-the-diocese-of-london-policy-document/)

This Trinity Church Islington Policy document applies the diocesan policy to the particulars of this local church.

## 1. Child Safeguarding Policy

We commit ourselves to nurture, protect and safeguard all our members, particularly our children and young people.

We recognise that our work with children and young people is the responsibility of the whole church community.

We undertake to exercise proper care in the selection, appointment and support of those working with children, whether paid or volunteer.

We wish to support parents and carers who have responsibility for bringing up children.

We are committed to the agreed procedures and following Church of England and specialist guidelines.

We seek to support all in the church affected by abuse

**Our aim is to support and inform those who work with children at Trinity Church Islington.**

**In practice this involves:**

- Careful recruitment of leaders
- Consultation with and support of leaders
- Clear and well communicated procedures which are regularly reviewed
- Safeguarding training three yearly

**Basic guidelines for people working with children and young people:**

- Avoid being on your own with a child
- Let the child initiate contact and only allow appropriate contact
- If in doubt about the a situation speak to the Children's Champion (see Appendix A)
- Outside of the church environment, contact with children should be through the parents of the child
- Where a volunteer's role is very limited, for example accompanying children on a day's outing once a year or helping at a one-off event, a DBS check would not be necessary providing that they are not left alone with vulnerable people at any time and are supervised by someone who does have a DBS disclosure that has been carried out by the Diocese. A Confidential Declaration form should always be completed and assessed.

## 2. Guidelines for recognising and responding to potential child abuse

### Definitions

#### What is a child?

Any person under the age of 18 years.

#### What is abuse?

Working Together to Safeguard Children (2018) states that 'somebody may abuse or neglect a child by inflicting harm, or 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 a stranger.' It recognises four areas of potential abuse for children; physical, sexual, emotional and neglect. Abuse can be described by any one of these four categories.

**Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to a child. This could also include fgm.

**Emotional abuse:** children harmed by constant lack of love and affection, or threats, verbal attacks, taunting, bullying or shouting.

**Sexual abuse:** involvement of dependent, developmentally immature children or adolescents, in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent, or which violate the social taboos of family roles.

**Neglect:** a failure to meet basic essential needs of a child, or if a child is left unsupervised at a young age

## 2.1. Recognising signs of abuse

**Warning Signs:** these are only a guide and are not necessarily proof of abuse but they may be useful indicators.

- a) Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- b) Nervousness / watchfulness
- c) Sudden under-achievement or lack of concentration
- d) Changed or inappropriate relationships with peers and / or adults
- e) Attention seeking behaviour
- f) Persistent tiredness
- g) Running away / stealing / lying

Other areas requiring vigilance:

- a) Any injuries not consistent with the explanation given for them, or where differing explanations have been received
- b) Injuries which occur on the body in places which are not normally exposed to falls, rough games, etc...
- c) Injuries or illnesses which have not received medical attention
- d) Any signs of neglect, under nourishment or inadequate care
- e) Any allegations made by a child concerning sexual abuse
- f) Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play
- g) Sexual activity through words, play or drawing
- h) Child who is sexually provocative or seductive with adults
- i) Severe sleep disturbance with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotation

### Radicalisation

According to the [NSPCC](#) (accessed 01/02/2019), Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/protecting-children-from-radicalisation/>

Any symptoms of distress in a child can point to abuse, but there are other explanations too. This has sometimes been the reason for falsely accusing parents of sexual abuse.

**It is important that the above signs are not taken as indicating that abuse has taken place, but that the possibility should be considered far more than in the past. They should make us stop and think – not jump to conclusions inappropriately.**

## 2.2. Responding to abuse

*'under no circumstances should a church volunteer or employee investigate allegations of abuse'*

*'our responsibility is to refer concerns to Social Services who will do the investigating required'*

**Concerns about a child or young person may present themselves in a number of ways. The flow chart in Section One will guide the response in specific situations.**

The core actions that should always be taken are:

- Take any emergency action needed to alleviate any immediate risk to life or limb (call 999)
- Discuss your concerns with your Church Safeguarding Officer /Parish Priest
- Make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible)
- Listen, don't ask any leading questions and treat all information confidentially
- Ensure safeguarding action is taken. All situations of actual or suspected child abuse should be reported without delay (within 24 hours) to the appropriate agency and to the Diocese Safeguarding Team for further advice and support.

The Safeguarding Officer (or the Incumbent) will contact the Bishop's Advisor on Child Protection and will refer the matter to social services.

- The role of the church is essentially collecting and clarifying the precise details of the allegation and providing the information to the Social Services, whose task it is to investigate the allegation.

NB whilst church volunteers will normally refer straight to the Safeguarding Officer before reporting suspicions of child abuse to Social Services, the volunteer, as a member of the public, retains the right to report serious matters to Social Services directly.

NB any allegations or suspicions are covered by pastoral confidentiality so church members have no rights to this information. The sharing of information is therefore limited to a need to know basis. This will protect the interests of all parties concerned.

## 2.3. Guidelines for when a child tells us they have been abused

It is not easy to give precise guidelines but the following may be of help:

### General points

- Above all else, listen, listen, and listen!
- Show acceptance of what the child says, however unlikely it seems
- Keep calm
- Look at the child directly
- Be honest
- Let them know that you will need to tell someone else – do not promise confidentiality
- Even when a child has broken a rule they are not to blame for the abuse
- Be aware that the child may have been threatened
- Never push for information. If the child decides not to tell you after all, then accept that and let the child know that you are always ready to listen

### Helpful things you might wish to say or convey:

- I believe you (or showing acceptance of what the child says)
- I am glad that you told me that
- It's not your fault
- I will help you

### Avoid asking any questions whatsoever

- You might put something into their minds that was not there

### Concluding

- Reassure the child that they were right to tell you and you believe them
- Let the child know what you are going to do next and that you will let them know what happens (your might have to consider referring them to Social Services or the Police to prevent the child from returning home if you consider them to be seriously at risk of further abuse)
- Contact the Safeguarding Officer (See Appendix A) for advice
- Consider your own feelings and get pastoral support if needed

**Make notes as soon as possible (preferably within one hour of the child talking to you) writing down exactly what the child said and when he / she said it, what you said in reply and what was happening immediately beforehand (e.g. description of the activity). Record dates and times of these events and when you made the record. Keep all handwritten notes, even if subsequently typed. Such records should be kept for an indefinitely period in a secure place.**

See the flow chart outlining the procedures to follow when a safeguarding concern is reported to, or identified by, someone from Trinity Church Islington.

## Diocese of London Flowchart: Safeguarding concerns

A safeguarding concern is reported to, or identified by, someone within the parish – please remember that concern for the safety and wellbeing of the child/adult should remain uppermost at all times.

YES ← ————— Is the child/adult at immediate risk? —————→ NO

If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice given. As soon as possible, but within 24 hours, follow the recording and reporting steps on the right.

Inform the parish priest (unless the complaint is about them) and Church Safeguarding Officer who will then seek advice from the Safeguarding Team as necessary.

Report to Diocesan Safeguarding Team Tel: 020 7932 1224 email: [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org)

The appropriate member of the team will be able to deal with your concern. If the matter is urgent and members of the DST are not available, please call the CCPAS helpline: 0845 1204550, mentioning you are from the Diocese of London.

Bishops and Archdeacons play a vital part in ensuring safeguarding throughout the Diocese. Any concerns can be discussed with them but advice should always be sought from the Diocesan Safeguarding Team on **020 7932 1224**.  
All concerns reported to the DST are shared with the relevant Bishop and Archdeacon and any concerns that Bishops and Archdeacons are made aware of are reported immediately to the DST.  
Whereas we respect confidentiality, when a child or adult who may be at risk or being harmed, we have a duty to refer to statutory authorities.

Record the concern within 24 hours (who, what, when, where, why, how?) and file securely in the parish. Send a copy of the report to the safeguarding team.

If an **urgent / serious** safeguarding concern arises out of office hours and you are unable to speak to anyone from the safeguarding team, please contact the CCPAS helpline on 0845 1204550

## 2.4. Procedures for Responding to Abuse – Outcomes

For when a safeguarding concern is reported to the Diocesan Safeguarding Officer by a Ministry Area Leader/Church Safeguarding Officer

- If the Diocesan Safeguarding Officer advises further action

The Ministry Area Leader/Church Safeguarding Officer must act upon all directions given by the diocese in the timescale given.

- If the Diocesan Safeguarding Officer advises no further action required

This is not the end of the process.

The Church Safeguarding Officer or the relevant Ministry Area Leader must arrange a further meeting in the parish to discuss whether alternative action should be taken or whether to accept that no further action is required.

This meeting should include the Church Safeguarding Officer, the relevant Ministry Area Leader, a Church Warden (or Elder) and the Incumbent.

Safeguarding prompt cards – Recognise, Respond, Record, Report, Refer

### 3. Protecting the children before they arrive

Ensuring a safe environment begins long before the Sunday or mid-week meeting. Every applicant who wishes to serve in children's ministry is required to go through a screening process.

#### Screening procedure

To ensure a safe and good standard of care the church has established several criteria that all caregivers must meet in order to work with our children.

All caregivers share a particular responsibility for:

- a) Loving the children and young people as Christ loves them
- b) Setting an example of proper Christian conduct
- c) Praying for those in their care

#### Recruitment

1. All caregivers must be people in good standing with the church
2. All caregivers must be 16 years of age or older
3. Caregivers are to be approved initially by the Ministry Area Leader (See Appendix A) in consultation with the Incumbent (see Appendix A)
4. Children (under the age of 18) wishing to volunteer must never be left alone with responsibility for a child / group of children or vulnerable adult(s) and should be supervised at all times. Safer Recruitment principles should still be applied and one of the references must be provided by their head teacher / Head of Year. They must also count as a child in any ratios of adults to children when involved in children's work.

#### Assessment

- All caregivers must complete a Protection of Children and Young People Confidential Form (Declaration as required by the House of Bishop's Policy on Child Protection 1998), requiring the honest declaration of any criminal convictions.
- All caregivers must provide the name of two people to act as personal referees, which will be followed up.
- All caregivers must complete the following
  - a. Read the Trinity Church Islington Safeguarding policy
  - b. Trinity Church Islington Volunteer application form
  - c. Trinity Church Islington Confidential Declaration
  - d. Trinity Church Islington Volunteer Agreement
  - e. Complete the online application form
  - f. Have ID documents verified by Lead Recruiter
- All completed forms will be kept in a locked cabinet in the Church office and kept for 50 years.
- All caregivers must complete a Disclosure and Barring Service ("DBS") Disclosure Application online. Lead recruiter will access the online disclosure service to see the result. The DBS database will then be updated to record DBS number and result.

- Non-British citizens will need a DBS completed from their own country.

### **Appointment**

A caregiver can begin their role **only when** the Safeguarding Administrator (See Appendix A) has completed the following:

- The caregiver's Protection of Children and Young People Confidential Form has been filed as complete.
- At least one of the caregiver's personal references have been received.
- The Parish safeguarding form has been completed.
- The results of the enhanced level DBS disclosure have been received.
- Safeguarding policy has been read and code of conduct signed.

### **Responsibility**

- All caregivers will have been proposed by the relevant Ministry Area Leader (See Appendix A)
- All caregivers need to undertake the online training as part of their initial registration. And then triennial training thereafter.
- The Safeguarding Officer will ensure that all caregivers' records are up to date annually.

## **Data protection**

1. All completed records of screening procedures will be kept securely for an indefinite period
2. The Safeguarding Administrator will have a record of the following:

Diocese of London Confidential Declaration Form

Two personal references

Parish Safeguarding Form

DBS Disclosure Reference Number

Additional notes pertaining to the above

The Diocese of London Safeguarding Team (DST) will be sent an electronic copy of the completed Diocese of London Confidential Declaration form

A copy of the personal references will be available to the DST should they request it.

(A copy of this Parish Protection Safeguarding Policy and Flow Chart will be readily available in the main church building. All other related paperwork to be securely filed in the Church Office or held by the Safeguarding Officer or Safeguarding Administrator.)

## **Registration**

All children and adults present in each group must be registered at each session. Completed registers will be filed and kept securely for an indefinite period. If any allegation of abuse is made in years to come about events happening now the church can immediately find who was present on any given date.

## **Parental Consent**

The parents of children who regularly participate in church based activities will be asked to complete a parental consent form, to be updated yearly.

## **Responsibility**

Parents / guardians are responsible for the children at church once they have been collected from their groups or have been returned to them by their caregivers.

## 4. Protecting the children whilst they are in our care

The following stipulations include the following Ministry Areas:

### **Sunday 4.30pm**

*(including crèche, Scramblers, Explorers, Teen Group , and the main church service)*

### **Mums' Bible Study**

### **StoryCorner**

### **Holiday Clubs**

### **Weekends Away**

### **Superhero / Light party**

### **Family Fundays**

### **Bible Studies**

### **Christianity Explored**

### **Any other church event where children may be present**

### **Two caregiver rule**

- Two adult caregivers must be present in each room at all times
- It is preferable for two male caregivers not to serve together without a female caregiver also present.

### **Child to adult ratios**

In addition to always having two caregivers present, the following ratios are to be maintained:

Children aged 0-2 years:	1 adult for every 3 children
Children aged 2-3 years:	1 adult for every 4 children
Children aged 3-18 years:	1 adult for every 8 children

Ideally, the 2 caregivers should not be related.

These are the ratios required in regulations governing day care for the Under 8's and so are a useful guide for us. For children over 8 years of age there is no official guidance, but as a church we recommend one adult for every 8 children, always in addition to the two caregiver rule as above.

Where more than one group meets in the same venue, and the groups can be seen by the other group, the ratio of adults to children above refers to the total numbers in the room and not the individual group.

## **Toileting**

Parents are asked to take their children to the toilet prior to leaving them to be registered for their class or activity.

Pre-school children (age 5 and under)

- A caregiver will accompany the child to the toilet. The caregiver should wait outside the closed cubicle door unless the child requires assistance. The cubical door must not be closed with the caregiver and the child inside. The child and the caregiver must wash their hands with soap before returning to the class group.
- Adults should remain as visible as possible to the other leaders in the room.
- A caregiver may be required to change a nappy of an infant or child. This should be done only with parental permission (as advised on the registration form).

Older children (age 5 and above)

Caregivers can allow individual children to go to the toilet at their discretion.

## **Appropriate discipline**

All children's ministry volunteers are responsible for providing a loving, respectful and orderly atmosphere where children can learn, play and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behaviour and, when necessary correcting or redirecting in appropriate behaviour.

Acceptable means of redirecting in appropriate behaviour include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the group for a brief time (particularly if his / her behaviour is endangering or upsetting other children).

Children's ministry volunteers should never yell at, spank, or hit a child. If behaviour is uncontrollable or the child does not respond to the discipline measures above, the parents will be called in from church.

## **Illness**

Children with infectious illnesses must be kept at home and not brought into children's groups.

Children who appear ill whilst in the church's care will be isolated from other children by a caregiver, who will remain with them, whilst parents are located.

## **Accidents and First Aid**

Each building is equipped with a basic first aid kit. All caregivers should be made familiar with its location, contents and use. In the event of a life threatening illness or injury, emergency medical services will be called first and the parents will be located and informed immediately.

## **'Lockdown' procedure**

Doors to all children's groups are locked to prevent unauthorised access from a member of the public. However, in the event of an extreme emergency, such as a terrorist firearms or weapons attack, the staff team will meet behind the piano in St Mark's chapel in order to ascertain any immediate danger to any of the children's groups. They will attempt to contact a caregiver from each group by mobile to warn them of the dangers and ask them to keep the children in their groups (and as quiet as possible) until further notice. Scramblers should wait quietly behind the kitchen counters. Should the need arise, Scramblers and Explorers can make their way out through the North West fire escape door, but should not do so unless specifically told (or Scramblers are obviously threatened from the other locked door).

## **Photos**

No photos to be taken of children unless specific permission has been given for specific purpose.

## 5. Protecting children away from the church

If as a church we run some events for children away from our usual church buildings then the particular child protection arrangements as laid out below will apply. All volunteers for these events need to go through the church's screening process.

### **Weekends away**

With a children's programme:

Parents present on the weekend

The guidelines for Protecting Children in Our Care will apply only during the hours allocated to the children's programme. Parents are directly responsible for their own children at all other times.

Parents not present on the weekend

Parents must agree in writing to their child being in the care of other caregivers for the duration of the weekend.

Parental consent is required for additional activities such as swimming, go-karting, etc.

The leaders must have an emergency contact name and number for each child

Without a children's programme

Parents are responsible for their own children for the duration of the weekend. Any childminding or babysitting organised informally for the weekend is at the parents' discretion and will not fall under the child protection arrangements.

## 6. Practicalities for mutual protection of leaders and children

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and young people as part of their coming to understand human relationships. However, there are reports of some people who have decided to avoid having anything to do with children and who avoid all occasion of touching or encouraging children. This is an understandable but regrettable response. It also conveys unhelpful messages to children.

### **The following guidelines for touch are suggested:**

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors. Having a child sit on a leader's lap whilst sitting on the floor during main singing time is okay, having them sit on laps in a less public context should be avoided.
- Touch should be related to the child's needs not the worker's.
- Touch should be age appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they may need medical attention.
- Team members should monitor one another in the area of physical contact. They should feel free to help each other by pointing out anything that could be misconstrued. Concerns about abuse should always be reported.
- Never smack, hit or physically discipline any child except by "holding" which may be used if there is an immediate danger of personal injury to the child or other person.

## 7. Guidelines for Responding to a Disclosure of Historic Abuse

In the course of their work ministers and those offering pastoral support may hear disclosure from adults regarding abuse that happened to them when they were children, or from children regarding abuse that happened to them when they were younger.

The wishes of an adult disclosing abuse are very important. For some adults, just being able to talk to a trusted person about their experiences can be in itself healing, and the pastoral care of the person who has been abused should be a priority.

A referral to the police will not always be necessary unless the individual wishes to report the offence; however, they should be encouraged and supported to do so.

Adults disclosing historic abuse need to be made aware, however, that if the alleged abuser is still potentially working with or caring for children, a referral to the Children's Social Care Service will be made, and the Diocesan Safeguarding Officer must be informed.

## 8. Safeguarding Vulnerable Adults

The Church recognises that everyone has strengths and weaknesses, capacities and restrictions yet, at some times, may become vulnerable due to pressures, dangers or overwhelming circumstances. Some people by reason of their physical or social circumstances have higher levels of vulnerability than others. This may be because they have a disability, mental health concerns or dementia. It is the Christian duty of everyone to recognise and support those who are identified as being more vulnerable. In supporting a vulnerable person we must do so with compassion and in a way that maintains dignity.

The leadership team has adopted the Safeguarding in the Diocese of London policy document. In addition to safeguarding children and young people this document sets out the Diocese of London's commitment to working with others to promote and safeguard the welfare of adults at risk in its community. The full policy can be accessed from the website below:

<http://www.london.anglican.org/support/safeguarding/safeguarding-policy/>

### **Vulnerable adults training**

Triennial training for leadership team and small group leaders. The online safeguarding training now incorporates child protection and vulnerable adults.

## Appendix A: Useful Contacts & Information

### **Children's Champion**

Ben Fidler  
ben.fidler1@gmail.com

### **Safeguarding Officer**

Rachel Brown  
07740340981  
childprotection@trinityislington.org

### **Safeguarding Administrator (Evidence Checker) (Lead Checker)**

Sophie Golden  
sophsgolden@gmail.com

### **Incumbent**

Rev Jeremy Hobson  
07766712468  
jeremy@trinityislington.org

### **Ministry Area Leaders:**

#### **Youth**

Karen Moody  
karengriffith1504@hotmail.com

#### **Explorers**

Mark Aldham  
markjaldham@gmail.com

#### **Scramblers**

Joe Ammoun  
joe.ammoun@gmail.com

#### **Crèche**

Kirsten Guthrie  
kirsten@trinityislington.org

#### **StoryCorner**

Kirsten Guthrie  
kirsten@trinityislington.org

#### **Mums' Bible Study**

Dawn Hobson  
dawnhobson@hotmail.co.uk

#### **Small groups**

Rev Jeremy Hobson  
jeremy@trinityislington.org

#### **Christianity Explored/Life Explored/Uncover**

Rev Jeremy Hobson

jeremy@trinityislington.org

**Weekend Away**

Rev Jeremy Hobson

jeremy@trinityislington.org

**Family Funday**

Rev Jeremy Hobson

jeremy@trinityislington.org

**Churches Child Protection Advisory Service**

0845 120 4559 [www.ccpas.co.uk](http://www.ccpas.co.uk)

**NSPCC Child protection helpline**

0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Childline**

0800 1111

**Parentline (for parents under pressure)**

0808 800 222

**IN AN EMERGENCY**

999

**Diocesan Contact**

Safeguarding helpline number 020 7932 1224 [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org)

Diocesan safeguarding advisor Annette Gordon 020 7932 1124 [annette.gordon@london.anglican.org](mailto:annette.gordon@london.anglican.org)

## Further Resources

The Care Act (2014)

Protecting all God's children: The Child Protection Policy of the Church of England, 2010

Promoting a Safer Diocese, 2018