



# **WAYPOINT CHURCH**

## **Safeguarding Children and Young People Policy and Procedures**

**April 2017**

**This document is currently being revised and updated as of 6<sup>th</sup> March 2023.**

**If you need any clarification or information about our safeguarding procedures  
please e-mail**

**[Church.Secretary@waypointchurch.org.uk](mailto:Church.Secretary@waypointchurch.org.uk)**

**Or phone 01489 579669**

# Contact Details

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## Policy Statement

### Safeguarding Children and Young People at Waypoint Church

The vision of Waypoint Church ("the church") is: **Sharing Faith, Hope and Love**

In fulfilling this vision the church

- welcomes children and young people into the life of its community
- has a programme of activities for children and young people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

#### **Prevention and reporting of abuse and responding to concern**

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

#### **Safe recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children and young people.

#### **Safe behaviour for workers**

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

#### **Safe practice and safe premises**

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

#### **Safe community**

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

#### **Responsible people**

The church has appointed Claire Johnson as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed Claire Johnson and Jim Privett as the Designated Persons for Safeguarding Children and Young People to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

#### **Policy and procedures**

A copy of the policy statement will be displayed permanently on the safeguarding noticeboard.

Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed annually.

The policy statement will be presented annually at the church AGM together with a report on the outcome of the annual review.

## **A. Responding to concern**

### 1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children, young person or young people.

### 2) How to respond when someone wants to talk about harm or abuse

- Listen - and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact one of the Designated Persons for Safeguarding Children and Young People, or in their absence take action yourself
- Write down what is said – see point 3 below

### 3) What to do when a child or young person talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child or young person talking) including a description of any injury, its size and a drawing of its location and shape on the body outline (Body Chart Appendix 5)
- Write down exactly what the child or young person has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- When asking a child or young person questions use open questions. **TED** is a helpful guide  
Tell me about  
Explain to me  
Describe to me
- Write down dates and times of these events  
Use the **4 W's**:  
**Who** was involved? – names of the key people involved  
**What** happened? – record facts, not opinions  
**Where** did it happen?  
**When** did it happen? – date and time
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- Date and sign your record

These notes will be passed on to one of the Designated Persons for Safeguarding Children and Young People to assist them should the matter need to be referred to Children's Services. Children's Services may ask you to confirm the referral in writing within 48 hours. All documents including copies of everything sent to Children's Services, will be signed by you, dated and kept by one of the Designated Persons for Safeguarding Children and Young People.

### 4) Responding to concerns for a child or young person or an allegation of abuse

Where possible, concerns will be passed to one of the Designated Persons for Safeguarding Children and Young People but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child or young person may have been harmed or abused, one of the Designated Persons for Safeguarding Children and Young People will act as follows:

4. i Where a child or young person has a physical injury or symptom of neglect:
- Contact Children's Services if there are concerns that a child or young person may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
  - If a child or young person needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents / carers afterwards of the action that was taken.
  - The hospital staff will be informed of any safeguarding concerns.
- 4.ii Where there are allegations or concerns of sexual abuse:
- Contact Children's Services. DO NOT try to investigate the matter.
  - In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Services, contact the police on 999.
  - Do not touch or tamper with any evidence, such as stained clothing.
  - DO NOT tell other people including the parents / carers; they could be involved.
  - Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should one of the Designated Persons for Safeguarding Children and Young People not feel it necessary to refer the matter to Children's Services but you (or anyone else) have serious concerns for the child or young person's safety, then you must contact the relevant authorities directly. The safety of the child or young person over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a church leader who has responsibility for implementing the Policy, you will refer it directly to Children's Services or seek appropriate professional advice from CCPAS.

## **B. Third Party Allegations and Referrals**

Where a third party alleges abuse towards a child or young person, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with one of the Designated Persons for Safeguarding Children and Young People and may result in a referral to Children's Services with their details. This is so that Children's Services can contact them if necessary.

## **C. Allegations against Workers**

- The advice of Children's Services and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children and young people from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child or young person (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

## **D. Pastoral care**

When an allegation / suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children, young people or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the safeguarding authorities.

- The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions / treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

## **E. False Allegations**

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

## **F. Allegations against children and young people**

Children and young people are curious about the opposite sex. However, where a young person who is in a position of power has responsibility over another child or young person (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child or young person introduces another child or young person to age-inappropriate sexual activity or forces themselves onto a child or young person this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the victim can be as great.

Instances such as these are investigated by the safeguarding agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children and young people could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

## Part 2- Safe Recruitment, Support and Supervision

### A. Application

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children or young people. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children or young people cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children or young people to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or young people.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

#### 1) References

Formal references will be requested.

Where applicable an applicant's UK residency status and / or right to work in the UK will be checked.

#### 2) Interviews

All prospective workers will have an interview.

### B. Appointment and Supervision

The church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

Any appointee will have a written agreement which includes code of behaviour, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.

It is advisable to have a short probationary period before the appointment is confirmed.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

#### 1) Training

It is important that all workers understand the agreed procedures for protecting children and young people.

Safeguarding training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene if appropriate

#### 2) Young People

Young people may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children or young people. Under 16 year olds will follow the safe recruitment process with a self-disclosure in place of a DBS check. A DBS check will be carried out when they reach 16 years old. 16 and 17 year olds will follow the safe recruitment process as for adults.



## Part 3 – Safe Behaviour for workers

### A. Overview / code of behaviour

The aim of these general guidelines is to ensure quality childcare, to protect children and young people from possible abuse and to protect workers from false accusation.

- Workers should treat all children and young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
  - Invading the privacy of children or young people when they are using the toilet or shower.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
- Separate toilets are set aside as Team Toilets which should be used whenever working with children and young people
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
  - If there are insufficient leaders for groups, then internal doors should be left open.
  - At least two leaders are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
  - Assess the risk of sending child or young person home
  - Phone another team member and let them know the situation
  - Get a second trained leader as soon as possible
  - Write down a record of what happened
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
  - You try to hold the conversation in a corner of a room where other people are.
  - Or if you are in a room on your own, leave the door open.
  - Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children and young people's activities are those appointed and trained as children's and youth workers. The leader of the activity should be aware of any other adults who are in the building. There may be occasions where a parent / carer asks if they can stay to watch or help their child / young person settle into a group. A distinction should be made that they are visitors. After a settling in period, if a parent / carer wishes to continue to stay, consideration could be given to them becoming a worker when they would be required to undertake the same recruitment and appointment procedure as with any other worker.
- The parents / carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers.

Below are suggested ratios of adults to children and young people, recommended for all activities with children and young people.

Age group	Adult Helpers	Number of Children and Young People
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 to 11 years	1	10
11 years and over	1	12

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child or young person whilst also accepting that some children and young people have special needs.
- No person under 18 years of age should be left in sole charge of any children or young people of any age. Nor should children or young people attending a group be left alone at any time.
- Never invite a child or young person to your home alone.

## **B. Taking Care of Touching**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child or young person's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child or young person rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child or young person.
- Children and young people are entitled to privacy to ensure personal dignity.
- Children and young people have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child or young person to do what they can manage themselves, but consider the child or young person's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

## **C. Mentoring**

If a worker is working as part of the recognised mentoring programme for the church with a child or young person:

- The parents of all children and young people involved in mentoring will be made aware that the mentoring is happening and who it is with.
- Someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, e.g. no phone calls after 10.30pm, etc.
- Brief notes summarising discussions including any issues / decisions should be kept.

## **D. Visiting Children or Young People at Home**

It is unlikely that workers will need to make a pastoral visit of children / young people and their families at home on behalf of Waypoint Church. If a situation occurs where it is needed then it can only be done with agreement of one of the Ministers.

## **E. Children and Young People with Special Needs**

Children and young people who have a special need can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non age appropriate way.

It is good practice to speak with the parents of children and young people with special needs and find out from them how best to assist the child or young person.

## **F. Children and Young People with no adult supervision**

When children or young people turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child or young person and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child or young person if a parent / carer is aware of where they are.
- On leaving, give the child or young person a consent form and explain it needs to be filled in and brought back next time.

- Without interrogating the child or young person, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

## **G. Peer Group Activities for Young People**

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

## **H. Electronic Communication**

### **1) Modern Technologies and Safe Communication**

These technologies are a legitimate means of communicating with young people within the guidelines set out below. It is not appropriate to use these communication methods with primary school children, 11 years and younger.

On the Youth Work consent form parents / carers sign to agree that the young person can receive such communications.

### **2) Workers' Communication with Young People**

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent / carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

### **3) Email**

Email is sometimes used by workers to remind young people about meetings. For transparency another worker should be copied into the email. If this is not possible ensure messages are in the public domain by copying the message to [safeguarding@waypointchurch.org.uk](mailto:safeguarding@waypointchurch.org.uk). It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

### **4) Communicating using Instant Messaging (e.g. Facebook, Whatsapp)**

Workers should save and keep all significant communications as text

### **5) Mobile Phones**

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations / texts.
- Any texts or conversations that raise concerns should be passed on / shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should not store or save photos on their personal equipment.

### **6) Social Networks**

If a worker allows their personal site to be accessed by young people;

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

### **7) Taking Video and Photographs of Children and Young People**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children and young people who will appear in a photograph or video before the photograph is taken or footage recorded.

- Specific parental consent must be sought to use any images where a child or young person can be identified. It must be made clear why that image is being used, what it will be used for, and who might want to look at the pictures.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- If images are being taken at an event attended by large crowds, such as a community event, this is regarded as a public area and permission from a crowd is not necessary.
- Photos should only be stored on Waypoint Church computers
- Some uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent / carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.

## Part 4 – Safe practice and safe premises

### A. Safe practice and safe premises

#### 1) Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms. (Appendices 1 and 2)

The first week someone attends we must record name, medical emergency information and a contact name and number. They will be given a consent form which they must bring back with them next time they attend.

#### 2) Health and Safety

All activities for children and young people will comply with the church's current health and safety policy with particular attention paid to Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Buildings being used for children and young people's groups will be properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

#### 3) Fire

It is the responsibility of all group leaders / responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition, it is a legal requirement that all group leaders / responsible persons are familiar with the emergency procedures in the event of fire.

#### 4) First Aid

Waypoint Church has a number of trained First Aiders. First Aid kits are located in the both the north and south buildings. There is an additional First Aid kit for activities off the premises. The accident reporting book must be completed in the event of any accidents, injuries or incidents. Parents of children / young people should be informed of any significant injuries / treatment.

The church administrator ensures that the contents of the First Aid boxes are checked on a regular basis. Completed incident forms should be passed on to the church administrator.

All Waypoint Church groups will ensure that they have sufficient trained First Aiders on their regular team so that there is always a First Aider present at events and activities.

#### 5) Supervision of groups

The person responsible for a group / activity needs to keep a register of children, young people and adults so that they know who is on the premises.

#### 6) Food Hygiene / Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. At all activities / events involving preparation of food at least one worker will hold a valid Level 2 Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

#### 7) Transporting Children and Young People

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children and young people is as follows:

- Only those who have gone through the church recruitment procedures for workers will transport children and young people. When this is not possible parents/carers will need to arrange will drop off and pick up at pre-arranged places.

- All drivers will have read the Safeguarding Children and Young People Policy and agree to abide by it.
- Parents will be made aware of all journeys.
- At collection or dropping off points do not leave a child / young person on their own. Make sure that children / young people are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance Company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a child or young person for short periods, for example when dropping off the last child / young person. Consideration needs to be given to dropping off the least vulnerable child / young person last and routes planned accordingly. A lone child or young person should always sit in the back of the car.
- Drivers will not spend unnecessary time alone in a car with a child or young person.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children and young people will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children or young people other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the church.

## 8) Risk Assessment

Before undertaking any activity, the activity leader will ensure that a risk assessment is carried out.

## 9) Insurance

Residential activity / camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre, it is also important to establish that there is appropriate public liability insurance.

## **B. Outings and overnight events**

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with First Aid and Food Hygiene certificates with the group.

### 1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children / young people. It may be acceptable for workers to share sleeping accommodation with children / young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child / young person and be safe for children / young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

### 2) Adventurous Activities (Outings and overnight events)

No child or young person will participate in adventurous activities without the written consent of the parent / carer. The residential activity / camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children / young people are met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity / camp organisers need to ensure that the premises are licensed.

### 3) Fire Safety (Outings and overnight events)

The residential activity / camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity / camp is held in a building then everyone must be made aware of the fire exits. A fire drill should be practised on the first day of the residential activity / camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. hard of hearing).

### 4) Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child and young person participating in a residential activity / camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines).

### 5) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child / young person will be established. A swimming consent form for each child / young person (or a copy) will be taken by the group leader on the trip.

### A. Bullying

The Government defines bullying as: “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.

Bullying is another way in which children and young people (or adults) abuse other children and young people, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child or young person, demanding money, "ganging up" on a child or young person or physically assaulting a child or young person. You might see evidence of torn clothes, bruising, burns, or scratches. A child or young person might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.



## B. Working with Offenders

When someone attending the church is known to have abused children or young people, the Minister / one of the Designated Persons for Safeguarding Children and Young People will arrange appropriate supervision of the individual concerned and offer pastoral care, but in its commitment to the protection of children and young people, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending Waypoint Church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register, they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
  - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
  - One of the Designated Persons for Safeguarding Children and Young People and the Minister should always be informed
- One of the Designated Persons for Safeguarding Children and Young People should determine whether the person is subject to supervision or is on the Sex Offenders' Register
  - if so, one of the Designated Persons for Safeguarding Children and Young People should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract.

The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

**Waypoint Church Kids Work Consent Form**

In order to ensure the latest version is received please request from:  
[safeguarding@waypointchurch.org.uk](mailto:safeguarding@waypointchurch.org.uk)

**Waypoint Church Youth Work Consent Form  
School Year 7 to Year 13**

In order to ensure the latest version is received please request from:  
[safeguarding@waypointchurch.org.uk](mailto:safeguarding@waypointchurch.org.uk)

**Waypoint Church Accident form**

Full name of injured person and age if under 18:	Date / Time of accident:
Did the accident occur within a structured activity / meeting? If so, which meeting?	
Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.	
Names of any witnesses to the accident:	Name of First Aider:
What treatment or advice was given?	Items used from First Aid Kit:
Was it necessary to call the Emergency Services or take or send them for further treatment? If so, give details:	
Recommendations to the Health and Safety Committee in light of this accident:	

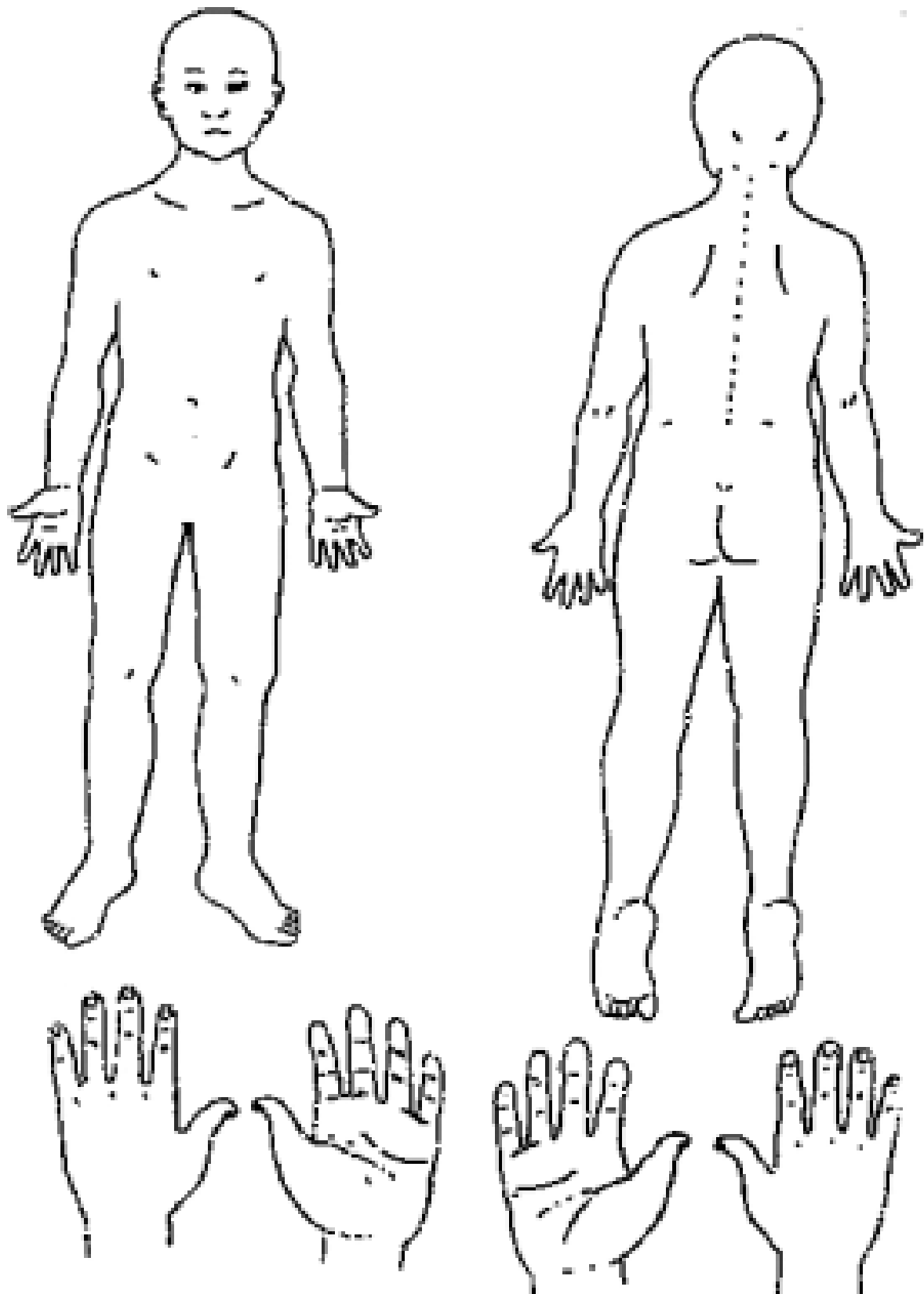
**Signed - Injured Person**

**Parent / Guardian (if injured person is under 18)**

**First Aider**



Body Chart



## Safeguarding process flow diagram

