

King's Church Darlington - Safeguarding Policy

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Introduction

Children possess qualities that show adults the way to God's Kingdom (Mark 10:13-16)

Children are valued yet vulnerable members of the Christian community who need our special care.

We take seriously the charge given by Jesus to:

- Welcome them (Luke 9:48)
- Protect them (Matthew 18:6-10)
- Allow them free access to Him (Mark 10:13-16)

Vulnerable adults, in a similar way need to be loved, cared for and supported.

You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbour as yourself. On these two commandments depend all the Law and the Prophets (Matthew 22:37-40).

Policy statement on Safeguarding

This policy will be reviewed annually where progress in carrying it out will be monitored.

Reviewed on: See final page.

Notes

1. References in this document to:

- *Child/Children/Young Person* means anyone under 18.
- *Children's Worker* means those appointed to work with any age group of children regardless of whether they are employed by the church or volunteers.
- *Leader* means those who have a supervisory, organisational or decision-making role.
- *Young Helper* means any helper in a children's group who is under 18 years.
- *Vulnerable Adult* means a person aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

2. The following appointments have been made by the church leadership

Name of Safeguarding Coordinator: **Zoë Richardson**

Name of Deputy Safeguarding Coordinator: **Michael Coltman**

Name of Second Deputy Safeguarding Coordinator: **John Lambert**

These three people constitute the Safeguarding Team.



3. Email contact with the Safeguarding Team

safeguarding@kingschurchedarlington.org

4. Key contact numbers

If the Safeguarding Coordinator or one of the Deputies is not available and you have a concern about a child or young person's welfare who lives in Darlington, contact Children's Front Door.

Telephone: 01325 406222 or email: childrensfrontdoor@darlington.gov.uk

Part 1 – Statement of Principles

King's Church is committed to nurturing, protecting, and keeping everyone safe, especially children and young people.

We value the children, young people, and vulnerable adults in our church. We recognise that they have much to give as well as receive. We will make every effort to listen carefully to and respect their wishes, feelings, and concerns, and to act appropriately.

We recognise that our work with children and young people is the responsibility of the whole church. Each one of us will endeavour to prevent the physical, sexual, and emotional abuse of children, young people and vulnerable adults, and to report any abuse discovered or suspected.

The best interests of the child, young person or vulnerable adults will always be the paramount consideration in dealing with allegations of child abuse.

The church is committed to supporting, resourcing, and training those who work with children, young people and vulnerable adults and to providing appropriate supervision.

Every adult volunteering to work with children, young people and vulnerable adults will be assessed and checks made as to their suitability for the work.

Each adult appointed to work with children, young people and vulnerable adults will sign to say they have received this policy and will adhere to it and undertake appropriate training.

As a church we are committed to supporting victims of abuse and encouraging them in their faith.

Integration into the church of persons known to have offended against children will be carefully planned and monitored as far as reasonably possible. Such offenders will not be considered for any work with children, young people, and vulnerable adults.

The church recognises the responsibility of the statutory services to protect children and will in no way impede their investigations.



Part 2 – Prevention of abuse

Appointment of workers (leaders and helpers)

- We want those teaching our children and youth to share King's Church aims and beliefs.
- Prospective volunteers will be allowed to attend the relevant children's / youth group to be a helper. They should not attend regularly or be put on a rota until their application is approved as outlined below.
- Any team leader wishing to appoint a new volunteer must first assess the applicant's general suitability for the role and discuss this with the Youth and Children's Leader. A job application should be completed by the team leader and signed by the Children and Youth Leader and Safeguarding Coordinator who have met the applicant.
- The appointing leader should explain the policy of the church on making formal checks and the requirement for training. They should give the prospective worker a Safeguarding Welcome Pack (containing application forms and general information on the policy).
- All prospective workers will complete an application form, which is passed to the Safeguarding Team.
- An appropriate check from Disclosure and Barring (DBS) must be obtained. This will be renewed every three years.
- The Safeguarding Coordinator or Deputy will assess the volunteer's application form, and DBS checks and make an assessment of their suitability from a safeguarding perspective. Providing there are no problems, the application will be approved, and the appointing leader informed.
- Online safeguarding training will be provided for all volunteers and renewed annually.
- All information obtained in this process will remain confidential and will be seen only on a "need to know" basis by the Safeguarding Team, unless requested by an appropriate authority.
- Any exceptions to the above procedure will only be made at the discretion of the Safeguarding Team.

Training and supervision

The Church is committed to an on-going training programme for all workers with children, young people and vulnerable adults regarding safeguarding.

An opportunity will be provided at training nights/afternoons to review guidelines, discuss problems and assess training needs.

Young people aged 18 attending a youth group

If a young person is attending a youth group in the year they become 18, they may continue to attend events and trips until 1st September in that school year as part of the youth group without requiring any DBS checks. If they are volunteering as a youth worker for a younger age group, the normal procedure for recruitment should take place when they reach 18.

Good practice guidelines:

- General

The church will endeavour to ensure that access to the building(s) is safe and well-lit and that the church premises and equipment meet current safety standards.



- Guidance for youth leaders, children, and vulnerable people's workers

Leaders of youth activities are encouraged to keep accurate records to safeguard children and workers. A register should record names of children and adults present. Details of any significant incident should be recorded according to the King's Church Data Retention Policy.

A worker will not be alone with a child or vulnerable adult where their activity cannot be seen unless it is to protect the child from imminent harm. Should this occur, the worker should immediately report it to their team leader and complete an incident report.

In a situation with a young person or vulnerable adult where privacy and confidentiality are important another appropriate adult still needs to be present.

- Technology

See Appendix 6

- Touching

Wherever possible keep everything in public – a hug in the context of a group is very different from a hug behind closed doors.

Touch should be age appropriate and generally initiated by the child and not the worker. Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, such as when they need medical attention, or to protect themselves or others from imminent harm.

Try to ensure another adult is present if close or intimate contact with a child is necessary e.g. a young child has soiled their underclothes and needs to be thoroughly washed.

Do not invite any children, young people, or vulnerable adults to your home without prior agreement from all parents (or appropriate adult) and team leader. Do not give lifts to children, young people, or vulnerable adults on their own.

If you see another worker acting in ways which might be misconstrued, be prepared to speak to them or to your team 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.

It is unacceptable for those people in a position of trust in any youth activity to engage in any behaviour which might allow a romantic relationship to develop with a young person in that group, for as long as the relationship of trust continues.

- Guidance for all church people

Treat all children and vulnerable adults with dignity and respect in attitude, language used and actions.

You may not use physical punishment to control someone else's child.

Do not engage in any of the following:

- invading the privacy of children or vulnerable adults when showering or toileting
- rough, physical, or sexually provocative games
- making sexually suggestive comments about or to a young person, even in "fun"
- inappropriate and intrusive touching of any form
- any scapegoating, ridiculing, or rejecting a child, young person or vulnerable adults



Do not allow youngsters to involve you in excessive attention-seeking that is overtly sexual or physical in nature.

Areas where children's or youth activities are taking place should be respected and only group leaders/helpers and parents/carers should enter them unless there is a valid reason.

Part 3 - Procedures for when abuse is disclosed or discovered

The church and all its appointed staff and volunteers are committed to the protection of children and vulnerable adults from abuse.

1. Current definitions of abuse:

A. Abuse

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a person (especially a child). Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or other child or children.

B. Physical abuse

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

C. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child or vulnerable adults, such as to cause severe and persistent adverse effects on the person's emotional development.

It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include regularly preventing a child or vulnerable adult's opportunities to express their views, unnecessarily silencing them, or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adult. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the persons participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing the victim frequently to feel frightened or in danger, or the exploitation or corruption of victim.

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

D. Sexual abuse

Sexual abuse involves forcing or enticing a child, young person, or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the victim is aware of what is happening. The activities may involve physical or on-physical contact, Sexual



abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and vulnerable adults.

E. Neglect

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

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born or if they are a vulnerable adult, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child or vulnerable adult from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to a child or vulnerable adult's basic emotional needs.

F. Significant harm

This relates to the degree of harm that triggers statutory action to protect a child or vulnerable adult. It is based on the individual's health or development compared to that which could reasonably be expected of a similar child or vulnerable adult. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation.

Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

A child may suffer more than one category of abuse.

2. What to do if you suspect that abuse may have occurred

Do not delay. Do not start to investigate. Report your concerns to the leader/manager to whom you are responsible or/and the Safeguarding Coordinator Zoë Richardson. In the absence of the Safeguarding Coordinator, the Deputies to Safeguarding Coordinator, Michael Coltman and John Lambert will act according to the designated procedures.

If the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to the Deputy Coordinator. If the suspicions in any way implicate both the Coordinator and the Deputy Coordinator, then the report should be made in the first instance to Chair of the Trustees Paul Davison and in their absence Darlington's Designated Officer (DO) (see below).

All allegations need to be referred to the Designated Officer (DO) (formerly known as Local Authority Designated Officer - LADO) within 24 hours where it is alleged that a person working with children has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child/ren in a way that indicated s/he is unsuitable to work with children.



It is essential that any allegation of abuse made against a person who works with children, including those who work in a voluntary capacity, are dealt with fairly, quickly and consistently, in a way which provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

All referrals should be reported by telephone and discussed with the DO within 24 hours. Information can subsequently be forwarded to the DO via the secure email address designatedofficer@darlington.gov.uk and mobile: 07717 301557.

Suspicions should not be discussed with anyone in the church other than those nominated.

You are encouraged to follow this procedure, as the Safeguarding Coordinator and the Deputy Safeguarding Coordinator are the persons nominated on behalf of the church as those with the experience and training to consider appropriate action and to give you the necessary support. However, it is the right of any individual as a citizen to seek advice from Darlington Borough Council. Telephone: 01325 406222 or email: childrensfrontdoor@darlington.gov.uk

3. Responding to a child or vulnerable adult at disclosure

Children and vulnerable adults will decide with whom they will talk and share. Therefore, all appointed children's workers, staff and volunteers are given the guidance at Appendix 1 as to appropriate responses when a potential victim makes a disclosure. In particular, confidentiality should **never** be promised. Notes should be made immediately using the 'Suspected Child Abuse Form' if available and the Safeguarding Coordinator informed.

When a child makes a disclosure the Safeguarding Coordinator will consider whether immediate action is necessary. When it is deemed that such action is necessary, Social Services or the Police will be contacted to discuss whether emergency measures are needed to avoid the child returning home.

4. Procedure in allegations of sexual abuse

If an allegation of sexual abuse is made the Safeguarding Coordinator or the most senior person will contact Children's Social Services or the Police.

If a disclosure is made about a parent/guardian, the coordinator will not inform the parents. In all other instances a parent/guardian should be informed as soon as possible after the disclosure has been referred. The Eldership will be informed that a referral has been made. No further detail will be provided.

The coordinator will not carry out any investigation into the allegation of sexual abuse but will collect the details of the disclosure and provide this information to the Police or Social Services.

Whilst allegations or suspicions of sexual abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator and the Deputy Safeguarding Coordinators should not delay referral to the Social Services. Should circumstances find the Coordinator and the Deputy Coordinator to be away at the same time and unable to submit a referral, information will be captured, and a referral submitted by a Standby Coordinator (Kids Church team leader or other designated person).

If the Safeguarding Coordinator is unsure how best to follow the above procedure advice from the Local Authority will be sought.



If a disagreement arises between the person in receipt of the allegation or suspicion and the Safeguarding Coordinator or Deputy Safeguarding Coordinator, as to the appropriateness of a referral to the Social Services, that person always retains the right as a citizen to report to the Social Services themselves.

The Elders will support the Safeguarding Coordinator in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

If an allegation is made against a member of staff or a volunteer who is undertaking work on behalf of the church, they cannot continue in their role whilst the investigation is ongoing. They will still be provided with pastoral support whatever the outcome.

5. Procedure in allegations of physical injury/neglect

Where there is concern that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home, the Safeguarding Coordinator will contact Social Services or the Police. The Safeguarding Coordinator will not speak to the parents. The Elders will be informed that a referral has been made.

If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken.

The hospital staff will be informed of any child protection concerns.

In other circumstances the Safeguarding Coordinator will speak with the parent and suggest medical attention be sought. The doctor will then initiate further action if necessary.

If a parent/carer is unwilling or frightened to seek help, the Safeguarding Coordinator will offer to accompany them. If they still fail to acknowledge the need for action Children's Social Services (CSS) will be contacted for advice.

Older children's wishes will be taken into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

Where the Coordinator is unsure whether or not to refer a case to the Social Services advice from CSS will be sought.

If an allegation is made against a member of staff or a volunteer who is undertaking work on behalf of the church, they cannot continue in their role whilst the investigation is ongoing. They will still be provided with pastoral support whatever the outcome.

6. Procedure in allegations of emotional abuse

Emotional abuse is often the most difficult type of abuse to establish any clear facts. In such situations it is helpful for the worker who has been alerted to note the aspects of behaviour which are of concern. These should be discussed, in confidence, with the Safeguarding Coordinator.

The Safeguarding Coordinator will consider how the child may best be helped. It is essential to include discussion with the parents, offer support and to suggest seeking help.

Where advice is not acted upon and concerns remain, the safeguarding lead will refer the matter to Social Services for investigation. Parents will be made aware of this, and pastoral support will be offered. The Eldership will be informed that a referral has been made.



7. Response to known offenders

It is recognised that there could be persons convicted of Schedule 1 offences against children within the church.

It is important that the minimum number of people are made aware of a person's criminal record, but the Elders will all be informed and will decide who else should be told to ensure the safety of children.

It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse.

Where someone attending the church is known to have abused children, one of the Elders, along with the Safeguarding Coordinator will meet with the individual.

Whilst extending love and friendship to the individual, they will set the boundaries that the person will be expected to keep, and the people who will need to be told of the circumstances.

After the meeting, the Elders, along with the Safeguarding Coordinator, will draw up a written contract which will be dated and signed by the offender and the Elders and the Safeguarding Coordinator. The consequences of failing to abide by the contract will be made clear to the individual and regular reviews of the contract will be set.



Appendix 1

How to react when a child or vulnerable adult wants to talk about abuse

It is not easy to give precise guidelines and there is no substitute for training, but the following may be of help:

- Look at the child directly and listen
- Keep calm
- Don't ask questions
- Don't promise confidentiality
- Accept what the child says however unlikely it may seem
- Reassure the child that they are right to tell you and they are not to blame
- Be aware that the child may have been threatened
- Tell the child what you are going to do and that you need to tell someone else
- Don't act alone
- Immediately refer to the leader to whom you are responsible, or the Safeguarding Coordinator (or in his/her absence one of the Deputy Coordinators)
- Confidentiality is vital - the disclosure must not be discussed generally
- Make notes as soon as possible afterwards, writing down exactly what the child said
- Record dates and times of events and when you made up the record, and sign the notes
- Keep the handwritten notes even if subsequently typed up

Helpful things to say:	Things to avoid saying:
I believe you I'm glad you've told me It's OK to tell I will try to help you It's not your fault I am sorry this has happened	Are you sure this is true? Why didn't you tell anyone before? Why? How? When? Who? Where? I can't believe it I am shocked Don't tell anyone else Making false promises



Appendix 2

Forms used to implement the policy

1. Application Form for workers with children and young people
2. Job Description for workers
3. General Registration and GDPR Consent Form for under-18s
4. Accident/Significant Incident Form
5. Child Concern Form
6. Parental Consent Form for activities/day visits and residential trips
7. Risk Assessment Form
8. Safeguarding Poster



Appendix 3

Policies relating to the use of criminal records information

A. Policy on the secure storage, handling, use, retention, and disposal of disclosure information.

General principles

King's Church's policy on the secure storage, access, handling, usage, retention, and disposal of disclosure information is covered under our Data Retention Policy.



Appendix 4

Good practice guidelines

- Ask God for wisdom, discernment and understanding
- Get to know the children
- Pray for them and with them
- Pray before your meeting and talk over the session before you leave
- Help the children feel valued and appreciated
- Work on each child's positives, do not compare them with each other
- Listen to them, encourage them and build them up
- Involve them, give them responsibility for appropriate tasks
- Show by your preparation that you value them
- Have clear expectations
- Discuss the rules and make it clear why good behaviour is important
- Build healthy relationships with children and be a good role model
- Look honestly at your programme
- If children are bored they misbehave; review the content of your meeting regularly
- Plan carefully, be creative and ensure variation
- Give lots of verbal praise and positive rewards
- Give well-behaved children attention and don't allow individuals to take all your time
- Encourage leaders to be proactive and consistent in applying the appropriate behaviour strategy
- Remember each child is unique and needs a different method of being dealt with
- Challenge the child to change whilst encouraging them on their strengths
- Separate children who have a tendency to be disruptive when together, if they don't heed warnings
- Discipline out of love, never anger
- Never smack or hit a child; a change of voice tone is more effective than shouting
- If a child's behaviour is constantly disruptive consult a member of the Safeguarding Team
- Involve parents
- Help parents to understand what you are trying to achieve
- Encourage parents to reinforce the positive nature of your group



Appendix 5

Policy on the use of photographic images

King's Church recognises that parents, friends, and members of the church often wish to record memories of church events that involve children, and such pictures are a source of great joy to all. As a church we also wish to use images of our children's activities and youth work in church publications, displays, videos, social media pages and the church website:
www.kingschurchdarlington.org

Unfortunately, we have to recognise that such images could be open to abuse, and we will therefore put the following safeguards in place to protect our children:

- Generally, only group photographs will be used for displays, publications, or the website.
- Specific consent will be requested from parents if we do wish to include any close-up shots.
- Names or any means of identification will not be included unless appropriate and with specific permission.
- Only images of children/young people who are suitably dressed will be taken.
- We will ask for an assurance from all parents that any images recorded by them or other family members at church events are for normal personal use only and will not be published in any form.

With these guidelines in place regarding use of photographic images, consent for children to participate in the normal activities of the group will be sought via a consent form on the reverse of the General Registration and Parental Consent Form, which we hope all parents will feel able to sign.

If parents are unable to give such consent, leaders should explain the practical difficulty of extracting a child out of an activity when cameras are in use, but should highlight that child's name on their register and make all leaders and helpers aware. It is then the group leader's responsibility to ensure that any such children are discreetly withdrawn from the activity when cameras or videos are being used. If this is not possible at the time, the group leader must ensure that the child's image is digitally (or manually) removed before any publication.

Personnel placing images on the website or in printed materials are responsible for deciding whether any photographs constitute a "close-up shot", where an individual is easily recognisable and for obtaining specific permission for this from parents.

N.B. If images are being taken at an event attended by large crowds in a public area (such as a youth conference), permission from a crowd is not necessary under the Data Protection Act 1998.



Appendix 6

Use of electronic media to communicate with young people

Aim

To allow King's Church leadership and youth/children's leaders freedom to use ICT to communicate with children and youth under the age of 18 in a manner which is safe and transparent for the young people and the group leaders.

1. Under 18s will only be communicated with using email, text, or social networking sites (SNS) with the signed permission of parent or guardian.

Generally, communication will be via open group, group text or group email.

2. If parents or guardians have requested to receive copies of all communications at the time of sending them, with their child, group leaders or church staff will ensure they do so. Records will not routinely be kept.

3. No images will be stored by group leaders or church staff unless parents or guardians give written permission. No Facebook photos will be tagged.

4. Any SNS group set up by the church with members under 18 will be regularly moderated by an adult.

5. Inappropriate contact by young people or of young people must be reported to Safeguarding Team and a record made. If in doubt, discuss with the Safeguarding Coordinator.

6. Communication should always be in the context of the work/ministry:

- a. Promoting activities/events
- b. A tool for youth work – creative expression, engagement, developing skills, etc.
- c. To enhance face to face involvement, pastoral support
- e. Not to develop an inappropriate friendship or other personal relationship

7. The safeguarding coordinators can offer guidance to volunteers on how to use SNS appropriately. This should include:

- a. Consideration of personal/professional boundaries.
- b. Checking privacy settings – are children able to see content on your profile that is inappropriate? (If this is the case, does your lifestyle mean you might not be the right person to be working with children?)



Appendix 7

Residential trips for under 18s

All principles of the Safeguarding Policy shall apply during residential trips run by or on behalf of the church.

1. Initial preparations

1.1. The main (or delegated) leader must complete a risk assessment which will be discussed with the other leaders and the youth prior to leaving on the trip. This risk assessment will cover as a minimum:

- Health and Safety
- Travel
- Fire
- Catering
- Sleeping arrangements
- Outdoor pursuits

1.2. All leaders must be fully checked and trained by the Safeguarding Team; or have evidence of this provided by their home church and be familiar with the Safeguarding Policy. At least one leader must hold a valid First Aid certificate.

1.3. Demarcation of roles and responsibilities between facilities staff and youth group leaders should be clear and understood by youth and leaders.

2. Health

2.1. All young people must have a completed Health Information and Consent Form.

2.2. At least one leader should hold a valid First Aid certificate. This leader should carry a First Aid kit.

2.3. A leader should carry Accident/Incident Forms at all times.

2.4. Any young person taking regular medication/inhalers should hand it, labelled with name and when and how it should be taken, to a nominated leader, unless self-administration has been consented to on Form 9.

2.5. The First Aider should ensure that any treatment required on the trip is used appropriately by all young people.

2.6. If a young person has a chronic illness or allergy which requires monitoring or specific treatment, the leaders must make themselves aware of how to manage the condition and what to do in an emergency, before departure.

3. Accommodation

3.1. The main leader should ensure that accommodation to be used is suitable and safe for the young people.

3.2. Separate rooms should be provided for each gender to sleep in, and no member of the



youth group may access the other gender's room. Except in an emergency, youth leaders should only access their own gender's youth bedroom, and if alone must leave the door open.

One-to-one meetings, as in the general policy, should take place in public.

3.3. If available, separate bathrooms are to be designated for youth and leaders. If unavailable, then specific time slots for youth and adults should be considered and detailed in the risk assessment.

4. Contact details

4.1. At least two leaders should carry mobile phones and have each other's phone numbers.

4.2. Parents/guardians should have phone access to the group leader. All contact details should be carried at all times by a leader and copies kept at the base, accessible by all leaders in case of emergency.

4.3. In case of emergency the leader should contact the young person's parents/guardians as soon as is practicably possible.

5. Safety issues

5.1. Young people should only partake in activities which are agreed by the leaders of the trip.

5.2. A register of those who attended some or part of the trip will be maintained, along with details of any significant events.



Appendix 8 Poster of Safeguarding Team

Document Control	
Doc Version	January 2024
Status	Approved
Applicable from	January 2024
Author	Michael Coltman and Joe Iancu
Approved by	Trustees