

Safeguarding Policy

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Referenced Forms

Children’s Worker Application form
Record of Concern
Record of Concern (2)
Emmanuel Child/Youth Registration and Consent form
Young Volunteer Code of Conduct
Emmanuel Missions/Children’s Work Young Volunteer Agreement form

Section 1: Introduction

Our Details

Name of organisation:	Emmanuel Christian Centre
Address:	87 Pembroke Road, Merlins Bridge, Haverfordwest, SA61 1LN
Telephone:	01437 767921 (Pastor)
Email:	dan@eccentre.org.uk
Pastor:	Daniel Brett
Safeguarding Coordinator:	Jane Jones
Safeguarding email:	safeguarding@eccentre.org.uk
Membership of Denomination:	Free Methodist Church UK
Charity Number:	1087079
Insurance Company:	Ansvar Insurance, Public Liability Insurance

The following is a brief description of Emmanuel Christian Centre and the activities we undertake with children and adults who have care and support needs:

We are a family focused church encompassing all ages. Every Sunday we meet for worship in our church building at 87 Pembroke Road. Over a typical week we run a number of different activities including a Toddler and Babies group, Children's Rainbow Club and Youth group. Other activities include children's holiday clubs, Beach Mission sessions in the summer and special events at different points through the year which are open to friends and the local community. In addition to their own specific groups our young people and children are encouraged to contribute to Church life wherever possible, for example - taking part in worship, prayer breakfast events and other volunteering activities such as litter picking in the community. We employ a pastor who is responsible for coordinating the worship and activities of the church, supported and helped by a team of lay church leaders. The church also has contact with some local care homes for the elderly, and home visits may be made to our older members of the congregation. (Governance is provided by our trustees.)

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight. It has been summarised in a safeguarding policy statement (Appendix 1) which is available on the church website.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

Section 2: Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in Appendix 2

Safer Recruitment

The Leadership will ensure all workers (paid or voluntary) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description/person description/volunteer role description for the position
- The relevant Ministry Leader has met with the potential volunteer to discuss the scope of the role and its accompanying responsibilities including safeguarding.
- For a paid position, we will ensure open and transparent recruitment, with a panel interview.
- All applicants for paid positions, and volunteer roles in our children's work complete an application form and include the names of two referees. For roles working with children or vulnerable adults they will be asked to complete a self-declaration form granting consent for a DBS Enhanced check.
- A disclosure and barring check are completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). References are taken up where necessary.
- All volunteers and paid employees agree to our Code of Conduct by signing (See Appendix 4)
- Qualifications where relevant have been verified
- A suitable training and induction programme is established
- The volunteer/employee is given a copy of the organisation's safeguarding policy and is expected to be familiar with its contents, as well as undertake regular safeguarding training.

A Churchsuite flow system will be used to keep accurate records of this recruitment process and training for our workers.

Safeguarding Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers, where appropriate, will receive induction training of a "Basic Safeguarding Awareness" e-learning course provided by Thirtyoneeight and undertake recognised safeguarding training on a regular basis, including a 3 yearly Foundation Safeguarding Course.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. The Leadership Safeguarding Statement and Safeguarding poster giving contact details is displayed in the church entrance foyer (See Appendix 1 and 5).

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards volunteers, leaders, children, young people and adults with care and support needs.

Section 3: Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We are developing specific good practice guidelines for our activities. These are found in Appendix 8 to 10.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards.

We recognise the importance of family and caregivers, so seek to involve parents and caregivers to support each other in caring for children.

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

Section 4: Responding to disclosures, allegations of abuse, and concerns

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. The worker or volunteer should make a report of the concern in the following way:

We may become aware of abuse in various ways – we may see it happening or suspect it is happening because of signs such as those listed in Appendix 3: “Signs and Indications of Abuse”, or it may be reported to us by another person.

Disclosures

It may be reported directly by the child or person affected. If a child or young person indicates to you that they are being abused (makes a disclosure) make sure you:

- Listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance and that you are taking them seriously
- Try to remain calm so as not to frighten them
- Let them know you will need to tell someone else – do not promise confidentiality
- If they decide not to tell you after all, accept their decision but let them know you are always ready to listen

Helpful responses –

- You’ve done the right thing in telling
- I’m glad you have told me
- It’s not your fault
- I will try to help you

Avoid saying –

- Why didn’t you tell anyone before?
- I can’t believe it!
- Why? How? When? Who? Where?
- I’m shocked, are you sure this is true?

In concluding –

- a) Reassure the child/adult that they were right to tell you and that you believe them.
- b) Let the child/adult know what you are going to do next, and that you will let them know what happens.

After a disclosure or if there is a concern, follow the procedure below:

1. Record the concern

As soon as possible the worker or volunteer should make notes about the incident or allegation or concern. Within 1 hour is best. If you have one, use the **Record of Concern form** available in the Emmanuel Kids room, or your team leader may have them. If there is no form make sure that the notes include –

- i. The date and time
- ii. Name and role of person making the report
- iii. Name and age of the child/young person
- iv. Nature of the concern eg a disclosure, change in behaviour, injury. Include as much factual detail as possible
- v. Details of any witnesses of incident(s)
- vi. An account of what the child/young person is saying

- vii. A record of any action taken as a result of the concerns

In children's work, the worker who has the concern may in the first instance seek support from their team leader, who may suggest that they and the worker speak with the parent, the primary care giver, if it is not putting a child at risk of significant harm. However, such conversations should not delay concerns being passed on to the Safeguarding Coordinator by the worker. Any conversation with the parent should be recorded in the report.

Make sure handwritten notes are legible, and are kept in a safe place, and only made available to the safeguarding coordinator or deputy. Following appropriate consultation with your team leader (as above) and any conversation with parents or caregivers (as appropriate), confidentiality should be respected and safeguarding issues should only be discussed with relevant safeguarding team members.

2. Report the concern – Pass it on

As soon as possible the person in receipt of the allegation or concern should report their concern to:

Jane Jones (the Safeguarding Co-ordinator)
07794680641
safeguarding@eccentre.org.uk

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator, or if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to

Jessica Bickerton (the "Deputy")
07747696896
jessicabickerton@hotmail.com

Or, if the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.
Tel: 0303 003 1111.

When a disclosure has been made that poses an IMMEDIATE RISK to the welfare of the child or young person the worker or volunteer should, in addition to the above, and where possible in consultation with their team leader and/or Safeguarding Co-ordinator

1. contact Social Services or the police.
2. Not discuss it with parent/carer

3. Review/Refer the Concern

The report will be reviewed by the Safeguarding Coordinator with any other relevant information. A decision will be taken, in liaison with the Safeguarding team, appropriate agencies and Thirtyone:eight helpline as

necessary, as to what action should follow. The Safeguarding Coordinator/deputy should collate and clarify the precise details of the allegation/suspicion/concern to decide whether to pass this information on to statutory agencies (who have a legal duty to investigate), or to proceed with a different action such as to signpost to relevant agencies for support, or discuss further with parent/carers.

A written record of the concerns, decision making and actions should be made and kept in a secure place. There is a digital **Record of Concern (part 2) form** for this purpose.

More detailed procedures can be found in Appendix 6.

Pembrokeshire County Council

Children's Services Child Care Assessment Team

Tel No (Office Hours): 01437 776444 (ask for Duty Officer) or Contact Centre 01437 764551

Tel No (Out of hours emergency): 0300 333 2222

Adult Services Safeguarding Team

Tel No (Office hours): 01437 776056

Tel No (Out of hours)0300 333 2222 (ask for Adult Safeguarding Team)

Police Protection Team

Tel No: **0845 3302000** or **101 (999 in an emergency)**

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern such as:

- Chair or Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Co-ordinator/Deputy 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.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or, where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

Section 5: Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care and support, working with the statutory authorities as appropriate, to all those who have been affected by abuse who have contact with or are part of Emmanuel Christian Centre.

Working with offenders and those who may pose a risk

When someone attending Emmanuel Christian Centre is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy and the Safeguarding Policy Statement (Appendix 1) were agreed by the trustees on and will be reviewed annually thereafter.

Signed by:

Position:

Signed by:

Position:

Date:

Revised April 2024

Reviewed February 2026

A copy of this policy is held by the pastor.

SAFEGUARDING POLICY STATEMENT

The following statement was agreed by the Trustees and Leaders on: _____

Emmanuel Christian Centre is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We believe that:

- We all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of children and adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We have a responsibility to ensure all our policies and procedures reflect the personal dignity and rights of children and adults.
- All people should enjoy and have access to every aspect of the life of Emmanuel Christian Centre.
- We have a responsibility to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- Every child, young person and vulnerable adult should be valued, safe and happy. We want to make sure that those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that all our workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we keep up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Emmanuel Christian Centre.
- Supporting anyone in Emmanuel Christian Centre affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually. A copy of the full safeguarding policy is available on request.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for Emmanuel Christian Centre.

What is child abuse?

The NSPCC defines it as follows –

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect. Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- strangers.

Physical abuse –

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

Emotional abuse –

is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse –

involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect –

is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

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

Financial –

This category will be less prevalent for a child but indicators could be

- not meeting their needs for care and support which are provided through direct payments
- complaints that personal property is missing

Further types of abuse

Child sexual exploitation –

is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

In addition to the 4 main categories of abuse already described (Physical, sexual, emotional and neglect) there are further types of abuse:

Harmful sexual behaviour

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults.

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

Domestic abuse

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Bullying and cyberbullying

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Child trafficking

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children may be trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Female genital mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy.

FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

For more information see –

<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

Definitions of Abuse – Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Spiritual Abuse – Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader’s (or more seriously God’s) acceptance and approval.

Children

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

General signs of abuse

Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers.

Physical

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

Sexual

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

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults

- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Signs of Possible Abuse in Adults

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 yrs.

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns

Psychological abuse

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity

- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

Our Code of Conduct for Church Volunteers and Staff

Vision statement: We are a welcoming community of all ages, where anyone can belong, share openly, and grow to love and serve Jesus, as we go into our everyday lives as bearers of good news.

We are grateful to our volunteers and staff who give freely of their time and talents to serve our church and community. We ask all volunteers and staff to adhere to our Code of Conduct.

What you can expect of us:

- To have a designated member of staff or ministry leader who will be available for advice and guidance.
- Staff and leaders adhere to this code of conduct and apologise if they make mistakes.
- To be provided with (or reimbursed, if agreed in advance) materials and resources for your work with children and young people, or in other ministry areas.
- To be working in a team of at least two people.
- To work in a space that is safe, clean and suitable for the needs of the ministry.

What should your team expect from you:

In keeping with our church wide values and the Free Methodist Articles of Doctrine (to find these go to <https://fmcusa.org/webelieve>), your team should expect you to be:

Committed

- We should act with Godly integrity in our personal lives and set a good example to those we serve. This includes being reliable, committed and carrying out the tasks we have agreed to do as well as we are able to.

Faithful

- Volunteers and staff are encouraged to be regular members of our church family, attending church regularly where health and circumstances allow. For certain volunteering and staff roles, church membership is required. Normally you will attend team meetings and support and be supported as part of the wider church family.

Authentic

- Volunteers and staff are valued, talented and important people in our church. If you are going through a difficult, personal situation (e.g. bereavement, poor physical or mental health), you are encouraged to speak to a Church Leader for support.
- We recognise the skills, expertise and life experience that many in our congregation bring from prior experiences of battling mental health difficulties, drugs or alcohol. However, you must not volunteer or work whilst under the influence of drugs. You must disclose to a Church Leader if this is an area you are currently struggling with or you are experiencing a relapse. We can direct you to organisations for support and also to support you as a church family. Similarly, if you are struggling to live in harmony with our vision, values and doctrine you must talk to a church leader.
- We recognise that many people struggle with times of personal distress or mental ill health, and in most cases, with treatment and support, volunteers are still very capable of fulfilling their roles. However, if your physical or mental health is stopping you from being able to work safely with children, young people or adults with care and support needs, then you need to disclose this to a Church Leader. We

want to support you as a church family. Normally this will result in a temporary break from volunteering or work while you get support. You are still hugely valued.

Loving and Full of Grace

- Disagreement and conflict are inevitable. However, we commit to resolving conflict within the team without shouting, swearing or being intimidating or aggressive. Giving each other grace means we can calmly discuss the issues at hand.
- When we make mistakes, we need to own up to them and say sorry to those we have hurt.

Respectful

- It is important that volunteers and staff respect the leadership of those placed in authority of each ministry area. This means that after expressing your viewpoint, you respect that they are appointed to have the final say on what happens, even if you don't agree. This doesn't apply if there is an issue of safety, when you should speak to a Church Leader or the Safeguarding Officers if your concerns have not been addressed.

Safeguarding

- Volunteers and staff will all have necessary DBS checks and must participate in relevant safeguarding training. It is everyone's responsibility to abide by our safeguarding policy and keep to any safeguarding rules and training you have received. Any safeguarding concerns need to be reported on the same day. You might hold an important piece of the puzzle for keeping a child, young person or adult safe.

What should the children, young people and adults in your care expect from you:

- That you build them up, are kind and encouraging
- That you value them as an individual
- That you set a good example
- That you keep them safe from physical and emotional harm
- That you lead or help in sessions in ways that are age and context appropriate
- That you apologise when you make a mistake
- That you teach them things that are true and Godly
- That sessions and activities are well planned and organised
- That you keep appropriate boundaries and refer any pastoral or safeguarding concerns about them to a Church Leader or Safeguarding Officers as appropriate.

Emmanuel Christian Centre

February 2026

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Safeguarding Coordinator

Jane Jones

[photo here]

safeguarding@eccentre.org.uk

Deputy Safeguarding Coordinator

Jessica Bickerton

jessicabickerton@hotmail.com

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

Appendix 6: Responding to Disclosures and Allegations of Abuse

Reviewing the report

The Safeguarding Coordinator/Deputy:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- Should seek to involve the primary caregiver unless it is deemed this would put the child at a risk of significant harm.
- may speak with others in the church where appropriate (including the Pastor and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Confidentiality about the concern must be maintained with others outside the safeguarding team.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The decision may be to:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform and/or discuss with parents / carers, where doing so would not present any further risk of harm.
- Signpost to other agencies for pastoral support
- Make a formal referral to the police or local Social Services team – see below

Where there is a concern about a child

Allegations of physical injury, neglect or emotional abuse:

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, **the Safeguarding Co-ordinator/Deputy will:**

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse:

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Where there is a concern that an adult is in need of protection

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse:

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

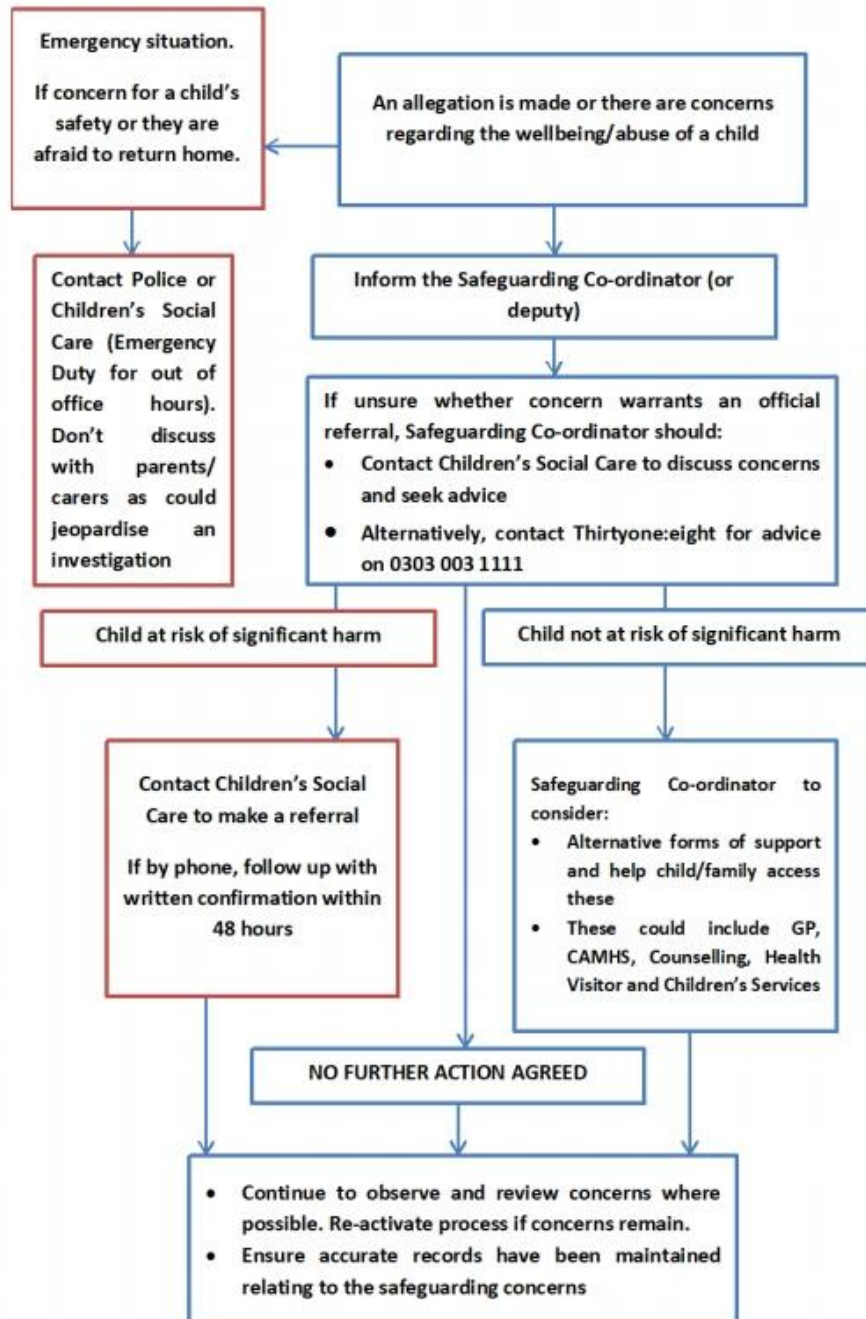
The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act 2014 places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Flowchart for Action Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

Appendix 8: Good Practice Guidelines

Safer working:

- Be watchful at all times for the safety and wellbeing of the children in your care
- Always aim to work with or within sight of another adult
- Only a nominated person should take photographs during holiday club
- When escorting a child to the toilet, you must have been DBS checked. Remain in the entrance area outside the toilets. Ensure another adult is informed if a child needs help going to the toilet.

Physical Contact:

- Keep everything public. On rare occasions a hug within a group context may be appropriate. A hug in private is not appropriate.
- Touch should be related to the child's needs, not the workers. Avoid touching the children unless it is part of a game, or unavoidable brushing shoulders, demonstrating something using a child etc.
- Avoid any physical activity that is, or may be thought to be offensive or sexually stimulating to the adult or the child. Children should not sit on your lap, instead they can sit beside you.
- Where a child is in danger, or in need of medical attention, appropriate physical contact should be given to meet the emergency/need.
- When giving first aid (or applying sun cream, etc), encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued. If a team member is unsure about whether the actions or behaviour of another volunteer or team member constitutes a concern, they should raise this with the Designated Person for Safeguarding.

Praying with Children and Young People:

You may have opportunity to pray with children in your groups, or one to one on the mat during *beach time*. Before praying always make sure you have the child's permission. Make sure you are in an area where there are other team members and/or children around.

Ask the child what they would like prayer for.

Listen carefully to their reply. If they do not have specific needs or requests then simply ask God to be near them and to bless them.

Reassure the child – show that you have listened by reflecting back what they have said. Make sure your language and reactions demonstrate they are valued and not judged in any way, even if you consider it trivial, or you are shocked. Watch your body language, do not be too close. try to be on the same level as the child.

Explain that we have a God who hears what they have said and loves and cares for them.

Pray using a couple of sentences. Use simple language that a child can understand. Refrain from touching the child when you pray. A child could be very susceptible to suggestion, so be careful not to put your own opinion or thoughts into your prayer, or offer advice. It may be better to simply ask God to help a child in a situation, than to pray too specifically. It may be appropriate to ask the Holy Spirit to meet with them as you pray, leaving a short time of silence, before clearly and concisely ending the prayer.

Supervision – Ratios of workers to Children for Group Activities

Age range	Indoor activities	Outdoor activities
Under 2 years	1:3 (min 2 adults)	1:3 (min 2 adults)
3 Years	1:4 (min 2 adults)	1:4 (min 2 adults)
4 to 7 years	1:8 (min 2 adults)	1:6 (min 2 adults)
8 to 12 years	1:10 (min 2 adults, preferably 1 each of male and female)	1:15 with an extra adult for every 8 additional children
13+ years	1:10 (min 2 adults, 1 each of male and female)	1:10 with an extra adult for every 10 extra children

The above is the recommended minimum ratios of adults to children. This should be the starting point in calculating appropriate ratios for groups and activities.

In practice for primary age and holiday clubs at Emmanuel this means a working ratio of 1:8. For Youth Life Group it means a ratio of 1:10 with at least 1 male and 1 female adult. Only count adults directly working with the children, and remember that leaders/volunteers who are under the age of 18 should not be included as adult workers.

If any special factors emerge within your risk assessment, for example behavioural issues or additional needs, you should increase the recommended ratio in order to ensure the safety of the children and young people.

Attendance Registers

A record of attendance must be taken for all children's and youth activities. both children and team members should be included. This is done through the ChurchSuite Check-in facility.

Consent

Parents or carers give consent for our regular Sunday and midweek children's activities where parents are not present. This is done through the Emmanuel Child/Youth Registration and Consent form in our ChurchSuite system. Ministry team leaders are responsible for making sure that all children have been registered in this way so that we have the necessary key information needed - name, DOB, emergency contact number, address, medical details. There is a QR code that links to the form.

For young people aged 13 to 18 they may attend a group once without prior consent but on a second visit a completed registration form is expected.

Digital Communication with children

Our children's workers do not use digital media to communicate with children or young people in our groups. Guidelines on digital communication are set out in our "Practice Guidelines for Social Media and Private messaging" (*Appendix 1 of our social media Policy*).

Photographs and videos of children

Only authorised team members may take photographs of under-18s, and only on behalf of Emmanuel during specific occasions.

- **For children under 13**, parental permission is required before sharing images on Emmanuel's website or social media.
- **For young people aged 13 and over**, they may give their own consent—unless parents have expressly objected.

Permission status can be checked on ChurchSuite for both internal and external image use. If there is any uncertainty, always seek explicit permission before sharing any image on any platform. *Refer to social media Policy for more.*

Live streaming Church services and events

There should be a clear statement in the rolling notices on the screen at the beginning and end of our Sunday gatherings notifying the congregation that the 11am gathering is live streamed and available for viewing online after the service. Only people on the front platform will be seen.

H&S and Risk Assessments

A written risk assessment must be completed for all activities involving children or vulnerable adults. This should be carried out by the ministry leader and the designated Safekeeping team member, using the provided template.

For regular activities (e.g. weekly meetings), a single risk assessment is sufficient but must be reviewed at least annually, or sooner if there are significant changes. Separate risk assessments are required for special events.

We aim for each group to have a designated First Aider. At all events involving food preparation, at least one worker should hold a valid Level 2 Food Hygiene Certificate.

Transport

These guidelines are for drivers who are transporting children or vulnerable adults on behalf of the church. They do not cover private arrangements arranged between friends or between parents.

- Drivers will have gone through the Safer Recruitment process.
- Drivers should be at least 21 years old and have held a full UK driving licence, preferably clean, for 2 years or more.
- Drivers must have checked with their insurance company that they are insured for voluntary work within their policy, or business use (staff members in church) as appropriate. The vehicle must have a current MOT certificate.
- If hiring a minibus, it is essential the driver holds the correct licence permitting them to drive a minibus.
- Adults who may be vulnerable may give permission themselves, and discretion used in consulting first with their carer or family.

Transporting children –

- Parental consent must be given for all journeys.
- All children and young people should be returned to an agreed drop off point. Make sure they are collected by an appropriate adult. For ages 13+ there may be an agreed arrangement with the parent/carer for the young person to make their own way home.
- At least two adults (unrelated to each other) should be present when transporting children.

Youth outings

- Before any trip or activity, the ministry leader—working in partnership with the safeguarding team—must complete and document a thorough risk assessment that considers the following – *the type of activity; location and travel; experience and skills of the leaders; supervision ratios; ages, abilities and personality of the young people; medical needs; environmental conditions and weather; a medical or other emergency situation plan.*
- Always use recognised providers for adventure activities. Check their qualifications, insurance, and competence – don't assume they're covered just because they offer the service. *Be aware for some activities considered high risk we may need to inform Emmanuel's insurance company. Check with a trustee if in doubt.*
- Parents must be informed in writing of all trip arrangements, including the leaders and volunteers accompanying the young people.
- A completed consent and medical form will be required from parents or carers. Depending on the nature of the activity, separate parental consent may be required for specific elements. Some activities may involve periods of remote supervision (e.g. allowing young people to explore a theme park in small groups). In such cases, it is essential to obtain parents' explicit consent. However, this does not lessen the overall responsibility of the group leader for the safety and wellbeing of all participants.

- There should be a designated contact person, not involved in the visit, who will hold lists and details of those being transported, and with whom if different vehicles are being used.

Young Volunteers

Young volunteers make a valuable contribution to the life of the church, bringing energy, skills, and enthusiasm while gaining confidence and experience. The church has a duty of care to ensure that young volunteers are supported, supervised, and protected from harm.

The role assigned to a young volunteer must be appropriate to their age, ability, and maturity.

The young person and their parents/carers must be made aware of the church's safeguarding policy and know how to raise concerns, and be included in risk assessments for the ministry or club.

Children/Young people on Sunday Ministry teams –

Parental consent is required for a young helper on a ministry team. The young person should agree to the Young Volunteer Code of Conduct, and know who to contact for safeguarding. Communication about rotas and meetings will be with the parent, not the young person, via a specific WhatsApp group or directly with the parent. Adults on the tech team, and the music team leader will be required to have an appropriate DBS check.

Young Volunteers in Holiday Club or Children's Ministry –

- Suitability and specific needs should be discussed with the parent and young person in advance of the holiday club.
- Young volunteers must not be given responsibility for the unsupervised care of children.
- Young volunteers must not be counted as adults within adult-to-child supervision ratios.
- Young volunteers must be attending Emmanuel Church or an Emmanuel youth group, or a partner church on a regular basis, demonstrating ongoing involvement in the life of the church community.
- Young volunteers will take instruction and guidance from their group leader or ministry team leader.
- For under 16s it is necessary for the parent, or a responsible adult nominated by the parent, to be present, who will take overall responsibility for the young volunteer.

Recruitment for Holiday Club or Children's Ministry –

- Written parental consent must be obtained for all volunteers under the age of 18 via the Emmanuel Missions/Children's Work Young Volunteer Agreement form. Young Volunteers must also sign this agreement form signifying their agreement to the included code of conduct.
- Personal details need to be collected, and at least one personal reference. This can be a verbal reference from a church youth leader.

Ages Under 16 – Full safer recruitment procedures and DBS checks do not apply. They must always work under close supervision; and should ideally assist with activities involving children younger than themselves

Ages 16 to 17 – a DBS check should be obtained if the role demands it, but the information returned may be limited. They are still legally considered children; the same supervision and safeguarding expectations apply.

Purpose

Guidance for managing situations where staff or volunteers bring their own children to clubs, ensuring safeguarding and clarity of roles.

1. Children of Staff or Volunteers of Club Age

- The child must be fully registered like all other participants.
- They must be treated equally – no preferential or unfair treatment.
- The staff or volunteer's main responsibility is to their group role, not their own child.
- Usual behaviour and discipline rules apply. Another team member should handle any issues involving the volunteer's child unless the child has additional needs requiring parental involvement.

2. Children of Staff or Volunteers Below Club Age

- Approval from the Group Leader or Safeguarding Lead is required before bringing a younger child.
- Approval depends on the activity, volunteer role, and available support (e.g. crèche).
- The parent is fully responsible for their child at all times unless the child is in a supervised crèche.
- Younger children must not join older children's activities.
- Babies may stay with parents if safely contained and not disruptive, in a buggy or pram.
- Arrangements must be agreed with the parent and reviewed regularly on a case by case basis to ensure safety.

3. Crèche Provision

If staffing is available a crèche may be provided for staff or volunteers' younger children. It must:

- Be run by vetted adults under standard safeguarding procedures.
- Maintain correct adult-child ratios (excluding parents serving elsewhere).
- Use a safe, age-appropriate, separate space.
- Parents must remain on site and contactable.

Review

This policy will be reviewed alongside the main ECC safeguarding policy.