



Safeguarding Policy

Advance Movement UK

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Section 1: Details of Advance Movement UK

Name of Organisation: Advance Movement UK

Organisation Address: Advance Movement UK, 129-133 Alder Road, Poole, Dorset, BH12 4AA

Tel No: 01202 746938

General Email address: admin.uk@advancemovement.com

Advance Movement Safeguarding Lead: Becky Bertrand

Deputy Safeguarding Lead: Toby Friend

The Advance Trustees have appointed a Safeguarding Lead and a Deputy Safeguarding Lead to oversee safeguarding across the Advance Movement events.

Charity Number: 1180592

Insurance Company: Ansvar

Advance Movement UK is a global family of churches partnering together, who periodically come together for events in the UK and Europe and this is where this safeguarding policy will be in operation. Advance churches will have their own Safeguarding policy for their church.

Section 2: Overview

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this is the Board of Trustees.

The Trustees have independent authority and legal responsibility for how the charity runs and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal (England and Wales) (Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example.
- all members are committed to the safeguarding of all.
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures.
- there are codes of conduct.
- the values of the organisation are embedded in its day-to-day actions and in the behaviours of its people
- there is open communication.

Our commitment

As a charity 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 charity 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.

A suggested safeguarding statement for display at Advance events may be found in [APPENDIX 1](#).

The following policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (thirtyoneeight.org/ten-standards)

Section 3: 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.

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:

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:

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

Detailed definitions, and signs and indicators of abuse can be found in [APPENDIX 2](#) as well as how to respond to a disclosure of abuse in [Section 5](#).

Safer recruitment

The charity will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified.

- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

The safeguarding lead, on behalf of the charity, will ensure that all volunteer workers will be trained, supported and supervised by the person overseeing the ministry team in accordance with our Safeguarding Policy.

Safeguarding training

The charity 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 trustees will also undertake recognised safeguarding training on a regular basis.

The charity 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.

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 have specific good practice guidelines for activities we are involved in, and these are found in [Appendix 4](#)

Management of Workers – Codes of Conduct

As a charity we are committed to supporting all workers and ensuring they receive support and supervision. All children's workers have been issued with a code of conduct towards children, young people and ministry team have been issued a code of conduct for working with adults with care and support needs, and will be given clear expectations about what is expected of them both within and outside of their role. They will also receive further training as necessary.

We have a Code of Conduct, for people that serve, which can be found in [Appendix 3](#).

Section 4: Partnership working

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 regards 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 expect them to follow it whilst at our events.

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

Section 5: Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

1) Documenting a concern

- The worker or volunteer should write a report of the concern

2) The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Advance Movement Safeguarding Lead: Becky Bertrand.

If the concern relates to an Advance Movement event, then the Advance Safeguarding Lead will deal with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If the concern relates to a local church situation, the Advance Safeguarding Lead (Becky Bertrand) will refer to the Safeguarding Lead at the relevant local church. Or the Deputy Safeguarding Lead if the concern relates to the Safeguarding Lead.

If the suspicions implicate the Advance Movement Safeguarding Lead, then the report should be made to the Deputy Safeguarding Lead.

If the suspicions implicate both the Advance Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111. Option 2

Alternatively contact Social Services or the police.

3) The Advance Safeguarding Lead should first ring the thirtyone:eight helpline for advice. In turn following the guidance, then any appropriate agency and/or contact social services.

4) The Advance Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern

- 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.

5) Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a locked cabinet within the Advance office.

- Whilst allegations or suspicions of abuse will normally be reported to the Advance Safeguarding Lead, the absence of the Safeguarding Lead should

not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The charity will support the Safeguarding Lead 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 charity hope that they will use the procedure outlined in this policy. If, however, the individual with the concern feels that the Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the charity demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Advance Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a specific 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 Lead will:

- Contact Thirtyone:eight (or Children's Social Services) 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 Advance Safeguarding Lead will:

- 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.

- 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.

Detailed procedures where there is a specific concern that an adult needs 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, Advance Safeguarding Lead will:

- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.
- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.
- 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, the Advance Safeguarding Lead will:

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

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 Advance Safeguarding Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding 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 Lead 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 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 charity.

Section 6: Pastoral Care

Supporting those affected by abuse

The charity is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the event.

Working with suicide

We recognise that suicide is a deeply challenging issue for those impacted directly and indirectly.

We have a Policy and process in place for working with someone with suicidal thoughts and tendencies. It can be found in [APPENDIX 6](#)

Section 7: Adoption of the policy

This policy was agreed by the Trustees and will be reviewed annually on:

Signed by: Matthew Hosier

Position: Chair of Trustees

Signed by: Toby Friend

Position: Trustee

Date: 13th November 2026

APPENDIX 1:

Safeguarding statement: a copy of the policy is available through the Safeguarding Page of Advance UK website. A copy of this statement is available at the children's registration areas and can also be accessed via a QR code at our venues.

PROTECTION OF CHILDREN AND ADULTS' POLICY STATEMENT

Name of organisation: Advance Movement

The following statement was agreed by the Trustees on: 13th Nov 2026

- Advance Movement UK is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all 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 denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a charity all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014. (Please amend this list for appropriate legislation in N. Ireland and Scotland)
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping 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 this charity.
- Supporting all in the event 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.

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 this charity

Becky Bertrand Safeguarding Lead

Toby Friend Deputy Safeguarding Lead

Signed on behalf of the charity by:

Signed Matthew Hosier (Chair of Trustees) _____

 Toby Friend (Trustee) _____

Date 13th November 2026

APPENDIX 2

Four Definitions of Abuse together with signs and indicators

[\(https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/\)](https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/)

- PHYSICAL; the deliberate use of physical force by one person against another to cause harm.
- EMOTIONAL; any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on someone's emotional development.
- SEXUAL; any behaviour [perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.
- NEGLECT; the failure to meet a person's basic physical or emotional needs, which is likely to have a serious negative impact on their health or development.

Further definitions for children together with signs and indicators

[\(https://thirtyoneeight.org/blogs/how-to-spot-signs-of-child-abuse-or-neglect/\)](https://thirtyoneeight.org/blogs/how-to-spot-signs-of-child-abuse-or-neglect/)

- Physical abuse. This can take the form of hitting, punching, burning, shaking and other forms of physical harm.
- Emotional abuse. This includes belittling behaviour, insults, name-calling, degrading and humiliating behaviour, and withholding love and affection. A child will be made to feel that they're worthless, inadequate or unloved. Intimidation, coercion and harassment can also be involved.
- Sexual abuse. Where a child or young person is forced or enticed into sexual activity, whether the child is aware of what's happening or not. This may involve physical contact, looking at sexual content online, having their photo taken or being filmed to produce indecent images, or being groomed for these activities – online or in person.
- Neglect. This is the ongoing failure to meet basic physical or psychological needs, which is likely to result in harm to a child or young person's health or development. It includes not providing adequate food, clothing or shelter, or failing to protect a child from harm.

Further definitions for adults together with signs and indicators

[\(https://thirtyoneeight.org/help-and-resources/help-guides/safeguarding-adults/\)](https://thirtyoneeight.org/help-and-resources/help-guides/safeguarding-adults/)

- Physical abuse is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions and the misuse of medication.
- Sexual abuse is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault, being made to watch pornography would also be within this definition.

- Domestic Abuse Includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called 'honour' based violence.
- Psychological or emotional abuse is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.
- is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce deceive and force individuals into a life of abuse, servitude and inhumane treatment. Discriminatory abuse is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, or disability.
- Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individual.
- Organisational abuse includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice, or ill treatment.
- Neglect or acts of omission are the repeated deprivation of help that an adult needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult, or to others.
- Self-Neglect includes a wide range of behaviour neglecting to one's personal hygiene, health or surrounding and includes behaviour such as hoarding.

APPENDIX 3: Codes of Conduct

Code of Conduct for all adults who are working with children, young people and adults at risk of harm on behalf of Advance Movement UK.

The expectation is that all ministry leaders and those working with children and youth will read and adhere to this document.

Purpose

- This agreement outlines the conduct expected of all workers (staff and volunteers).
- It aims to help protect adults at risk of harm; children and young people from abuse; and inappropriate behaviour from those in positions of trust - also reducing the risk of unfounded allegations of abuse being made.
- This Code sits within the wider Safeguarding Policy, and both should be read referring to the other.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Advance Movement UK. You will be seen as a representative of our charity and should act accordingly.

Good practice

- o Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.
- o Work in a responsible, transparent and accountable way, as part of a team and under your leaders - this includes attendance at training events.
- o Be prepared to challenge unacceptable behaviour and to be challenged yourself: fear of having difficult conversations is less important than upholding an open and safe environment.
- o Like Jesus, listen carefully to those you are supporting: knowing the young people (and parents) well is the best safeguard we can put in place.
- o Avoid any behaviour that could be *perceived* as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse. So-called "banter" and "rough play" is easily misunderstood and not worth the risk.
- o Always seek advice from someone with greater experience if unsure.
- o Work in an open environment: avoid private or unobserved situations whether in-person or online.
- o Follow procedures and guidelines and report all disclosures, concerns, allegations and suspicions. The Safeguarding Lead is Becky Bertrand; the Deputy Safeguarding Lead is Toby Friend.
- o Don't make promises to those who disclose to you that you will keep the information to yourself; rather, explain what you intend to do and don't delay in taking action.

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns.
- Taking unnecessary risks.

- Behaviour that is or may be *perceived* as threatening, abusive or neglectful.
- Engaging in private interactions with those under your care or making arrangements to do so outside of session times.
- Developing inappropriate relationships and feeding on the insecurities or neediness of our young or vulnerable people.
- Smoking and consuming alcohol or illegal substances.
- Using your phone in sessions anymore than is absolutely necessary.
- Showing young people inappropriate material or sharing overly personal information with them.
- Favouritism/ exclusion: people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff, where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave the event. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of paid staff).

APPENDIX 4: Good Practice Guidelines for working with different age groups and in specific situations.

Working with: YOUTH (11-18)

Safeguarding can seem scary - it may even lead us to the point where we're not sure how much interaction we can have with children or young people. Safeguarding training and policies are important, yet they are not designed to bypass your "good common sense" nor keep you from relating to children and young people in a normal, natural way.

Session Ratios

Ages 9-12 = 1 adult: 8 children,

Ages 13-18 = 1 adult: 10 children

Specific events/activities may require additional adult supervision

General Guidelines

- Read and familiarise yourself with the general Code of Conduct in Appendix 3.
- While every young person is due the same levels of care and respect, please understand that there is no 'one size fits all' approach to ministry. You may, for example, have to be particularly mindful about how you engage with a young person whose behaviour is sexualised.
- Youth often wrestle with insecurities and may be looking out for evidence that they don't fit in: do your utmost to not even be perceived as having favourites.
- Attend meetings and check emails and WhatsApp updates: they are an important way of keeping up to date with the group's dynamics, flagging issues, getting up-skilled and praying for the young people.
- While some young people may be more developed than others (in every way) maintain an appropriate level of separation: be genuinely friendly, certainly, but they need good role models more than another "best mate".
- Don't be afraid to "whistle-blow" if you become aware of bad practice or abusive or neglectful behaviour by workers or children.
- Social media can be used, but only via the official channels: please check with your Ministry Leader if you are unsure of the platforms we use.
- Registration: ensure all young people are registered at each event.
- Be aware of any SEND requirements and adhere to our respective guidance.

Specific Guidelines for Advance Events

- Ensure that at least two leaders are in each space being used at all times.
- Try to avoid "rough play" and be particularly aware of "innuendo".
- For sensitive discussions and prayers, we recommend female leaders with female youth; males with male youth – certainly, one leader of the same sex.

Working with: PRIMARY-AGED CHILDREN (4-11s)

Safeguarding can seem scary - it may even lead us to the point where we're not sure how much interaction we can have with children or young people. Safeguarding training and policies are important, yet they are not designed to bypass your "good common sense" nor keep you from relating to children and young people in a normal, natural way.

Ratios

Ages 4-8 = 1 adult: 6 children

Ages 9-12 = 1 adult: 8 children

Specific events/activities may require additional adult supervision

General Guidelines

- Read and familiarise yourself with the general Code of Conduct in Appendix 3.
- While every child is due the same levels of care and respect, please understand that there is no 'one size fits all' approach to ministry. You may, for example, have to be particularly careful about how you engage with a child whose behaviour is already sexualised.
- Homelife might be complicated and children often wrestle with insecurities. As such, children may be looking out for evidence that they don't fit in or are unwanted: do your utmost not even to be perceived as having favourites.
- Attend meetings and check emails and WhatsApp updates: they are an important way of keeping up to date with our session structures, flagging issues, getting up-skilled and praying for the children.
- Don't be afraid to "whistle-blow" if you become aware of bad practice or abusive or neglectful behaviour by workers, parents or children.
- Social media is not appropriate to be used for this group - please communicate via parents.
- Registration: ensure all children are registered for, and prior to every event.
- Be aware of any SEND requirements and adhere to our respective guidance.

Specific Guidelines for Advance Events

- Ensure that a minimum of three leaders are in each room at all times
- Toileting: escort children to the toilet, do not enter cubicles - it's best to gather a group of children for one trip rather than many trips with individual children.
- Follow registration procedures.
- Do not initiate "cuddles" or "sitting on laps": if a child initiates, respond kindly and steer them to sit next to you or join with the other children.
- Parents often join the session to help settle their children. They don't count as a ratio-helper and should not be left alone with children other than their own. If their presence becomes a regular thing, encourage them to get a DBS.
- Observers may attend to discern if children's work is for them: this must be *pre-arranged* with the session leader and, again, they don't count as a helper.

Working with: UNDER 5s

Safeguarding can seem scary - it may even lead us to the point where we're not sure how much interaction we can have with children or young people. Safeguarding training and policies are important, yet they are not designed to bypass your "good common sense" nor keep you from relating to children and young people in a normal, natural way.

Ratios

Ages Under 2 = 1 adult: 3 children

Ages 2-3 years = 1 adult: 4 children

Ages 4 years = 1 adult: 6 children

Specific events/activities may require additional adult supervision

General Guidelines

- Read and familiarise yourself with the general Code of Conduct in Appendix 3.
- We have a great opportunity to offer consistency of care and attention to all our youngest ones, who may not have such stability at home - please do your utmost not even to be perceived as having favourites.
- Attend meetings and check emails and WhatsApp updates: they are an important way of keeping up to date with our session structures, flagging issues, getting up-skilled and praying for the children.
- Don't be afraid to "whistle-blow" if you become aware of bad practice or abusive or neglectful behaviour by workers, parents or children. All concerns are to be written down and passed immediately to the Safeguarding Co-ordinator.
- Registration: ensure all children are registered for, and prior to every event.
- Be aware of any SEND requirements and adhere to our respective guidance.

Specific Guidelines for Advance Events

- Ensure that at least three leaders are always in the main venue.
- Toileting: only help children if you have the relevant DBS certificate.
- Follow registration procedure.
- If a parent stays with their child, that child does not need to be considered in the ratio calculation.

Working with: VULNERABLE ADULTS

Safeguarding can seem scary – it may even lead us to the point where we're not sure how much interaction we can have with vulnerable adults (VA). Safeguarding VAs is important, but you need some "good common sense" guidelines that won't perturb you from relating to such people in a normal, natural way.

General Guidance

- Read and familiarise yourself with the general Code of Conduct in Appendix 3.
- While every VA is due the same levels of care and respect, please understand that there is no 'one size fits all' approach to ministry. You may, for example, have to be particularly careful about how you engage with a VA whose behaviour is overly sexualised.
- VAs often wrestle with insecurities and have issues boundaries. As such, they may be on the look out for evidence that they don't fit in or are unwanted: do your utmost not even to be perceived as having favourites.
- Attend meetings and check emails and WhatsApp updates: they are an important way of keeping up to date with our session structures, flagging issues, getting up-skilled and praying for the VAs.
- Don't be afraid to "whistle-blow" if you become aware of bad practice or abusive or neglectful behaviour by workers or anyone else at the event.

Person Care Guidance

- No-one should be engaging in toileting or personal hygiene of a VA unless in a formal carer role – if you are asked to, please let your safeguarding contact know.

EXTENDED GOOD PRACTICE GUIDELINES AND SPECIAL CASES

These are relevant to specific occasions rather than every day working.

Helping to apply sun-cream:

I've had a phone call from an angry parent who said: "I allowed my 9-year-old daughter to go on a trip to the beach, but because she's very fair-skinned, I gave her sun cream and said she should ask a worker to put it on for her. When she returned home, her back was blistered. Apparently, my daughter asked a worker to rub the cream in, but she refused on the grounds of child protection."

- This is not good sense child protection. Often workers are afraid to touch children, but we have some good sense advice:
- Whenever possible children should apply their own sun cream or ask a friend to help. Young children and disabled children may need help from an adult.
- If helping to apply sun cream, do so in a public place. If no cream is available, and the weather is hot, ensure children cover up or keep in the shade.
- Make sure parents and carers are aware of your practice. If they are not happy, agree what would be appropriate for their child and ensure all workers are aware.

"Extreme" Activities:

If your group is going to be involved in particularly adventurous activities - e.g. mountaineering, rock climbing, swimming or canoeing – then you would need to have a higher ratio of workers to young people. You should ensure that properly trained workers are part of your plans, too:

- Ensure all Risk Assessments are completed, signed and distributed to teams.

Comforting an Upset Child/Young person:

One of the children at Sunday Club was really upset today because his cat got run over. I really wanted to give him a hug but I was afraid in case it was against the rules. Touch is important. Without it, children die inside. If we end up with a "no touch rule", or act like a nurse with disposable gloves and forceps, we've lost sight of the human being before us. Yet, we have to ensure that our contact is never abusive or intrusive and it is above reproach. As such:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors or around a corner.
- Touch should be related to the child's needs, not the worker's. For *young* children who hurt themselves or are distressed, you might say, "I'm so sorry, James. Would you like a hug?"... And, if he replies, "oh yes, please", then it's related to his needs, not yours, and you can respond accordingly. Just ensure your language is not "leading".
- You should bear in mind that for some children, touch is physically painful or emotionally confusing. Touch should be well-signalled, age-appropriate and generally initiated by the child rather than the worker.
- Children are entitled to privacy to ensure personal dignity - ensure all touch and hugs are to normal and appropriate parts of the body - as far away as possible from sensitive zones.

- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as if they need medical attention.

Trips including overnight accommodation:

We're taking the young people away for the weekend staying in dormitories in a school in the country. How can we supervise them overnight?

There are different ways to tackle this. Some organisations have workers sleeping in the same room to supervise the young people safely. Other organisations use waking night cover – i.e. there will always be workers doing the rounds of the tents or dormitories to ensure that everyone is protected. What is important is that before you go on holiday, parents are informed in advance (with plenty of time to object) of the procedures being put in place to keep their children safe.

If you are in any doubt, or require further guidance, please speak to the Safeguarding Lead

APPENDIX 5: Suicide Policy

Suicide Policy

BACKGROUND

Suicide accounts for just over 10 deaths in 100,000 people, $\frac{3}{4}$ of people who take their lives are male, and over 5000 people annually take their own life. More people die by suicide than by murder every year, and millions have suicidal thoughts. Behind such troubling statistics are people, real individuals whose stories and relationships are unique and who live in our families, congregations, neighbourhoods and workplaces.

As a charity, we believe that life is God's good and precious gift, but suicide testifies to the tragic brokenness of living that some experience as a torment without hope. The Bible encourages God's people to bear one another's burdens (Galatians 6:2) when it is easier to ignore, reject or shy away from those who despair of life. It proclaims that God's boundless love in Jesus Christ will leave *no one* alone and abandoned.

This policy offers suggestions for pastoral care when suicide does occur while emphasizing means for prevention through both awareness and challenging false attitudes about suicide, and to offer specific information about receiving and giving care, providing lists of resources and organizations dedicated to providing support.

STRUCTURE OF CARE:

If a leader learns of an individual considering suicide or talking about self-harm, they are to contact the Safeguarding Officer for instructions on how to proceed. If they cannot be reached immediately or the concern appears to be an emergency, immediately contact 999.

If you are in conversation with someone, ideally you would:

- 1) Recognise the limits of confidentiality: self-harm and suicidal thoughts are not secrets to be kept. If someone shares with you on these issues, you should say something like "Thank you for being brave enough to share this with me, I understand this is difficult for you to talk about; I want to make sure you're safe, so I cannot make any promises about what we're about to talk about"
- 2) Ask the tough questions. Research shows that you asking them if they are suicidal will not "put the idea in their head" or "make them stop talking." You may wish to ask something like:
 - Do you ever wish to sleep and never wake up?
 - Sometimes people who are at the end of themselves have thoughts of harming themselves or killing themselves, have you ever had such thoughts?
 - Are you thinking of killing yourself?
- 3) Ask if they already have support in place e.g. a counsellor, or mental health team, and encourage them to make contact, or ask if they're happy for you to do that in their place.

- 4) Connect them with someone already in their life with whom they feel safe. If the person is under 18, this must be their legal guardian. Be clear with them about the situation.
- 5) IMPORTANT: Do not leave a person at imminent risk of suicide alone – this can be done by following the above, or connecting to organisations, or indeed 999

GUIDANCE

There are specific things you can do to help in the moment when someone talks about self-harm or suicide:

- Take your loved one seriously: Some people feel that kids who say they are going to hurt or kill themselves are “just doing it for attention.” But if your child, friend, or family member confides thoughts of suicide, believe them and get help.
- Listen with empathy and provide support: A fight or breakup might not seem like a big deal, but for a young person it can feel immense. Sympathize and listen. Minimizing what your child or friend is going through can increase his or her sense of hopelessness.
- Learn the warning signs: Friends sometimes let friends know if they are thinking about suicide or dying. Other times, changes in behaviour may show that someone is struggling.
- Don't keep suicide a secret: If your friend is considering suicide, don't promise to keep it a secret. Tell him or her you can help, but you need to involve other people, like a trusted adult. Neither of you have to face this alone.

SUPPORT AGENCIES/ORGANISATIONS

NHS 111 :

- Call 111 – 24 hours every day

Samaritans –

- Call 116 123 – 24 hours a day
- email jo@samaritans.org

Campaign Against Living Miserably (CALM) –

- Call 0800 58 58 58 – 5pm to midnight every day,
- <https://www.thecalmzone.net/get-support>

Papyrus – prevention of young suicide HOPELINE247 –

- Call 0800 068 41 41
- Text 07860 039967
- email pat@papyrus-uk.org

Childline – for children and young people under 19 –

- Call 0800 1111 – the number will not show up on your phone bill

SOS Silence of Suicide – for everyone

Advance Movement UK

- Call 0808 115 1505 – 8pm to midnight Monday to Friday, 4pm to midnight Saturday and Sunday,
- Email contact@sossilenceofsuicide.org

Message a text line

Shout – for everyone - Text "SHOUT" to 85258