



Safeguarding Practices and Procedures





Approval and Update

This Safeguarding Practices and Procedures was approved by the Board of Trustees on 21st May 2025. It will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

Reviewed By	Date Reviewed	Date of Next Review
Mike Jones	6 th May 2025	1 st September 2025

This document forms an extension of the King's Church Safeguarding Policy. It includes the safeguarding practices of the activities run by King's Church Lewes. It also sets out procedures for those working with children, young people, and adults with care and support needs at King's Church Lewes to be able to identify and handle signs, disclosures and allegations of abuse. The Appendices include all forms related to these safeguarding practices and procedures.



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Section 1 Identifying Abuse

Definitions of Abuse together with signs and indicators - Children

Emotional abuse

Emotional abuse is any behaviour towards a child that is likely to cause severe and long-lasting negative effects on the child's emotions. This is often from a parent or carer but can also be from a sibling or other person. There are many forms of emotional abuse, which include:

- Making a child feel that they are unloved, or that they are only valued if they do what the adult wants.
- Expectations of the child that are not appropriate for their age or stage of development.
- Not providing a child with their basic emotional needs, such as feeling loved and safe.
- Not allowing the child to spend time with friends.
- Enabling the child to witness someone else being abused, for example in a case of domestic violence.
- Often causing the child to feel frightened or in danger.
- Bullying.

Signs can include:

- Withdrawn, anxious behaviour, lack of self-confidence
- Self-harm and eating disorders
- Demanding or attention seeking behaviour
- Not wanting to communicate
- Repetitive, nervous behaviour such as rocking, hair twisting or scratching

Neglect

In this type of maltreatment, there is a failure to provide for a child's basic physical or emotional needs, which is likely to damage the child's health or development. Examples of neglect include:

- Not providing enough food, clothing and shelter.
- Not protecting the child from physical and emotional harm or danger.
- Not providing adequate supervision of a child, such as leaving the child with someone who is unable to look after them properly.
- Allowing a child to get sunburned badly, or to drink a harmful substance due to not supervising them properly.



- Not helping a child to have the medical care or treatment that they need. This includes attending hospital appointments. It also includes not giving them medication which has been prescribed or not taking them to see a dentist about a tooth problem and may include not taking them for their routine immunisations.

Signs can include:

- Dirty, scruffy or unsuitable clothes
- No one seeking medical help when the child is ill or hurt
- The child is smelly, unclean hair and dirty nails
- Dental issues (bad breath)
- The child is left alone or with unsuitable carers
- The child is thin, pale and lacking energy
- Lots of accidents happen to the child
- The child is exposed to risks or dangers, such as drugs or needles being left around

Physical abuse

Physical abuse is physically harming a child. Examples are:

- Hitting
- Shaking
- Throwing
- Poisoning
- Burning or scalding
- Drowning
- Suffocating
- Female genital mutilation (FGM)

Signs can include:

- Unexplained injuries, bruises or marks.
- Injuries which have an unusual fracture or are in an unusual place on the body.
- Fear, watchfulness, over-anxiety to please.
- Small round burns or bite marks.
- Frequent time off from school.

Sexual abuse

Sexual abuse involves forcing or encouraging the child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include:

- Sexual contact including rape, or inappropriate touching.



- Non-contact activities, such as involving children in looking at, or in the making of, sexual images, or making a child watch sexual activities.
- Encouraging a child to behave in sexually inappropriate ways.
- Prostitution.
- Sextortion – a type of online blackmail where criminals threaten to share sexual photos, videos or information about the child or young person.

Signs can include:

- Sexual knowledge or comments that you wouldn't expect from a child
- Sexual behaviour that you wouldn't expect from a child
- Unexpected reactions, fear or wariness of people
- Repeated urinary or genital infections
- Pregnancy or sexually transmitted diseases
- Self-harming or recurrent abdominal pains

Spiritual or Faith Related Abuse

Linked with emotional abuse, spiritual abuse can 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. 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.

A child suffering spiritual abuse may also be told they are 'evil' and may be physically abused to bring supernatural benefits.

Grooming, Child Criminal Exploitation (CCE), Child Sexual Exploitation (CSE), and County Lines

Grooming a child or young person is a scenario where the perpetrator builds a relationship with them so they can then manipulate them into taking part in inappropriate activities. An emotional connection and trust are built before the perpetrator expects them to start these inappropriate activities. These typically include:

- Having sexual encounters with one or more older men
- Prostitution
- Being sex trafficked
- Being used to transport drugs from area to area (county lines). County lines is the most violent model of drug supply and a harmful form of child criminal exploitation. It is strongly linked to violent offending, including knife crime and violence against young women and girls.



Child on Child abuse

Inappropriate behaviours between children that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control, hazing/initiation rituals between children and young people, both on and offline (including that which is within intimate personal relationships).

Fabricated or induced illness

This is a situation where a parent or carer makes up or exaggerates a child's symptoms, or interferes with the child or their medication to make the child ill.

Definitions of Abuse together with signs and indicators – Adults

Adults are vulnerable to the same types of abuse as children and young people. There are also additional categories that an adult may be exposed to.

Physical abuse

Including hitting, slapping, pushing, kicking, inappropriate sanctions such as depriving an individual of food, drink, clothes, warmth, access to care.

Restraint - It is illegal to use any form of restraint as a method of punishment.

Signs can include:

- Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures.
- Untreated injuries in various stages of healing or not properly treated.

Sexual abuse

Including rape or attempted rape, sexual assault or sexual acts to which the adult at risk has not consented, could not consent or was pressured into consenting. Sexual abuse also covers acts of sexual harassment or non-contact abuse such as pornography.

Signs can include:

- Bruises around the breasts or genital area.
- Unexplained venereal disease or genital infection.
- Unexplained vaginal or anal bleeding.
- Torn, stained or bloody underclothing.
- The vulnerable person telling you they have been sexually assaulted or raped.



Emotional abuse

Including threats of harm or abandonment, intimidation, deprivation of contact or cultural needs, humiliation, blame or verbal abuse.

Signs can include:

- The person becoming emotionally upset or agitated.
- Feelings of helplessness, hesitation in talking openly, implausible stories.
- Unusual behaviour (sucking, biting or rocking).
- Unexplained fear.
- Denial of a situation.
- The person becoming extremely withdrawn and non-communicative or non-responsive.
- The individual telling you they are being verbally or emotionally abused.

Financial or material abuse

Including theft, fraud and exploitation; pressure in connection with wills, property, inheritance, financial transactions; the misuse or misappropriation of property, possessions or benefits.

Signs can include:

- Signatures on cheques etc. that do not resemble the individual's signature or which are signed when the individual cannot write.
- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money.
- The inclusion of additional names on an individual's bank account.
- Abrupt changes to or creation of wills.
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions.
- The unexplained sudden transfer of assets to a family member or someone outside the family.
- Numerous unpaid bills, overdue rent, when someone is supposed to be paying bills for the vulnerable person.
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person.
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford.
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery.



Neglect and acts of omission

This is most commonly seen when a carer does not meet a person's care or health needs, ignoring medical or physical care needs, failure to provide access to appropriate health and social care services and withholding medication, nutrition and heating.

Signs can include:

- Poor skin condition or poor skin hygiene.
- Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding.
- Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained.
- Inappropriate use of medication, over-dosing or under dosing.

Self-Neglect

Self-neglect is when a person is unable, or unwilling, to care for their own essential needs. It can cover a wide range of behaviour including neglecting personal hygiene, health or surroundings, refusal of necessary support and obsessive hoarding.

Signs can include:

- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment.
- Rashes, sores, lice on the vulnerable person.
- Inadequate clothing.
- Untreated medical condition.
- Poor personal hygiene.

Hate Crimes, bullying and discriminatory abuse

Someone may face abuse or bullying that is of discriminatory and oppressive attitudes towards race, gender, cultural background, religion, physical and/or sensory impairment, sexual orientation and age. Opportunities may be withheld from an individual or group as a result. A criminal offence which is believed to be motivated by discrimination is known as a Hate Crime.

Organisational/Institutional abuse

Organisational abuse (or Institutional abuse) can be in the form of most or all categories highlighted within this document. It is when a person is abused or mistreated within an institution such as a care home or hospital, or by an organisation providing care in the



person's own home. It may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

Stalking/Harassment

Harassment involves unwanted behaviour which is offensive or causes intimidation or humiliation. It tends to focus on a dispute rather than a fixation with a person.

Stalking is a pattern of unwanted, fixated and obsessive behaviour which is intrusive and causes fear of violence or serious alarm or distress. Stalking focuses on a person rather than a dispute.

Stalking behaviour can include following a person; contacting, or attempting to contact, a person; publishing statements or material about the victim; monitoring the victim including online; loitering; interfering with property; watching or spying on a person; regularly sending unwanted gifts.

Stalking can also take place on the internet and other technologies and is known as "cyberstalking".

The police should always be contacted if someone believes they are being stalked.

Mate crime

This is a type of hate crime where perpetrators target people with learning disabilities, pretending to be their friend for the purpose of abusing them. It can include physical abuse, financial abuse, torture and even murder and should be reported to the police.

Domestic Abuse

This is "any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial or emotional." (gov.uk)

- Controlling behaviour: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- Coercive behaviour: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Exploitation/Modern Slavery

This may be opportunistic or premeditated, it means unfairly manipulating someone for profit or personal gain, for example modern slavery, human trafficking and radicalisation



Cuckooing

Also known as 'forced home invasion' where perpetrators take over the homes of vulnerable people to use them as a base for crimes such as drug dealing.

Catfishing/Romance Fraud

This involves the use of a false identity online to befriend and exploit victims. The 'catfish' is the person who has created the fake persona. Most often, this happens online for abuse and fraud.

Sextortion

A type of sexual extortion where criminals blackmail victims by threatening to share online sexual pictures, videos or personal information. There is usually a financial motivation, although victims can also be pressured into doing other things they don't want to do.

Honour based violence

Honour based abuse is a form of control or punishment used to protect or defend perceived cultural/religious beliefs and honour. It is an umbrella term that can include physical abuse, sexual violence, abduction, forced marriage, imprisonment and murder where the person is being punished by their family or community.

Spiritual aspects of abuse

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuse, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism (Oakley and Humphreys, 2019).

Extremism and Radicalisation

Definition

Extremism is defined as the support or promotion of an ideology based on violence, hatred or intolerance that aims to:

- deny or destroy the fundamental rights and freedoms of others.
- undermine or overturn the UK's system of democracy and democratic rights.



- intentionally create an environment that permits or enables others to achieve either of the above.

Extremist Behaviours

The types of behaviour that could constitute extremism include:

- using or excusing violence towards a group of people to stop them from using their legally defined rights and freedoms.
- seeking to overthrow or change the political system outside of lawful means.
- using or excusing violence towards public officials, including British armed forces and police forces, to stop them carrying out their duties.
- attempting to radicalise and recruit others, including young people, to an extremist ideology.

(Department for Levelling Up, Housing and Communities, 2024)

Process of Radicalisation

The process of radicalisation, in which a person comes to support or be involved in extremist ideologies, may involve:

- being groomed online or in person.
- exploitation, including sexual exploitation.
- psychological manipulation.
- exposure to violent material and other inappropriate information.
- the risk of physical harm or death through extremist acts.

It happens gradually so children, young people and adults who are affected may not realise what it is that they are being drawn into.

Vulnerability factors

Anyone can be radicalised but there are some factors which may make a person more vulnerable. These include:

- being easily influenced or impressionable.
- having low self-esteem or being isolated.
- feeling that rejection, discrimination or injustice is taking place in society.
- experiencing community tension amongst different groups.
- being disrespectful or angry towards family and peers.
- having a strong need for acceptance or belonging.
- experiencing grief such as loss of a loved one.

These factors will not always lead to radicalisation.

Signs of being radicalised

If someone is being radicalised, their day-to-day behaviour may become increasingly centred around an extremist ideology, group or cause. For example, they may:



- spend increasing amounts of time talking to people with extreme views (this includes online and offline communication).
- change their style of dress or personal appearance.
- lose interest in friends and activities that are not associated with the extremist ideology, group or cause.
- have material or symbols associated with an extreme cause.
- try to recruit others to join the cause.



Section 2: Handling Allegations of Abuse

The 5 Rs



Recognise

The first step in responding well to concerns is to recognise and identify that a person may be at risk of harm or abuse.

An employee/volunteer may recognise a concern in one of two ways:

- By spotting the signs or indicators of abuse - these are things that a person sees or hears, or things that another person tells them.
- When a person makes a disclosure of abuse - this is when a person tells someone about their experience of abuse or comes to them for help.

Respond

To signs or indicators of abuse

If an employee/volunteer recognises signs or indicators of abuse about a person, they should complete a Cause for Concern form.



If appropriate, the employee/volunteer could ask the person some open questions that may help them share any concerns if they want to (e.g. You seem a bit quiet today, can you tell me about it?). The questions should not be closed or leading (e.g. who gave you that bruise?). If the person decides not to talk then their decision should be respected but any concerns should still be reported in the usual way, by completing a Cause for Concern form.

To a disclosure of abuse

- Listen carefully and stay calm - do not say or suggest that you are shocked.
- Do not interview the person but clarify without pressure to be sure that you understand what they are telling you. No leading questions should be asked.
- Do not put words into the person's mouth.
- Reassure the person that by telling you, they have done the right thing.
- Do not agree to keep the information a secret - inform the person that you must pass the information on, but that only those that need to know about it will be told. Inform them of who you will report the matter to (Designated Safeguarding Lead).

Record

All concerns or disclosures of abuse should be recorded on a Cause for Concern Form. This can be found in Appendix 1 along with guidance notes.

- Make notes as soon as possible via the Cause for Concern Form including any important information, such as: description of any injury, its size, and a drawing of its location and shape on the person's body. If a disclosure has occurred, include what exactly was said, when they said it, what was said in reply and what was happening immediately beforehand. Also include what questions you asked.
- If it concerns a child or young person, don't discuss with Parents/Carers until after you have reported your concerns and have received advice about what should happen next.
- If the concern needs urgent action - such as immediate medical treatment - this should take priority, with records being written up as soon as possible after the situation has been dealt with.
- In some cases, a person receiving information may be required to give evidence in court so making a record will help their testimony be as accurate as possible and means they won't have to try to remember things that may have happened some time ago.
- A Cause for Concern Form should also be completed if there are suspicions or allegations of abuse against a person who works with children/young people and adults with care and support needs.

Report

- As soon as the form is completed it should be put in a sealed envelope and handed personally to the Safeguarding Lead or, in their absence, to the Deputy Safeguarding



Lead or Safeguarding Trustee. If the suspicions implicate the Safeguarding Lead, the Deputy Safeguarding Lead and the Safeguarding Trustee, then the report should be made in the first instance to Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0303 0031111. Alternatively contact Social Services or the police.

- Write down dates and times of these events and when the record was made. Remember, it is not your role to investigate the concerns or allegations – you must report them immediately to the Safeguarding Lead. The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern.
- Suspicions must not be discussed with anyone other than those nominated above.
- 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 church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Trustee has not responded appropriately, or where they have a disagreement with the Safeguarding Lead/Trustee 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 demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Safeguarding Lead: Anna Scott

- **Tel:** 01273 486182
- **Email:** anna@kingschurchlewes.org

Deputy Safeguarding Lead: Layla Dyer

- **Tel:** 01273 486182
- **Email:** layla.dyer@kingschurchlewes.org

Safeguarding Trustee: Mike Jones

- **Tel:** 01273 486182
- **Email:** mike.jones@kingschurchlewes.org

The team can also be contacted by emailing 'safeguarding@kingschurchlewes.org'

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

Refer

Role of the Safeguarding Lead/Deputy in responding to Cause for Concerns – Children and Young People

The Safeguarding Lead/Deputy should complete the action part of the received Cause for Concern Form whereby all actions and referrals can be clearly outlined. A summary of these



actions can be fed back to the person who wrote the initial Cause for Concern, although any sensitive or confidential information should be withheld.

See Appendix 1 for the Cause for Concern Form and Guidance Notes

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/Deputy Safeguarding Lead 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.
- If the disclosure, allegation or concern is directly about the parents, they will 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), they will 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, they will offer to accompany them. In cases of real concern, if they still fail to act, the Safeguarding Lead/Deputy Safeguarding Lead will 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 concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care and Police on 101.
- NOT speak to the Parent/Carer until they have spoken to Thirtyone:eight and been told whether it is suitable to do so.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care and Police. Thirtyone:eight will confirm its advice in writing for future reference.

Role of the Safeguarding Lead/Deputy in responding to Cause for Concerns – Adults with care and support needs

Concerns 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, the Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, the Safeguarding Lead 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.

Detailed procedures where there is a concern about a child, young person or adult being radicalised

In the event of concerns that a child, young person or adult is involved in radicalisation and there is an immediate risk of harm, call 999 straight away.

If it isn't an emergency, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact Children's Services (where there is concern about a child or young person).
- Contact the national police Prevent advice line 0800 011 3764, (where there is concern about an adult).

Allegations of abuse against workers

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

If an accusation is made against a worker (whether a volunteer or employee) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the 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 the relevant Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (LADO) if they are involved.
- Share information about the concern with the Police.

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

The Safeguarding Lead will:



- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service (DBS) following the advice of Adult Social Services.
- Share information about the concern with the Police.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care 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 Social Care to decide not the organisation.

Allegations of historic sexual abuse

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however they must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the 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.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them, will consider appropriate action with regards to the scale of the concern.

Whistleblowing

King's Church Lewes aims to create and maintain an environment where staff feel supported in their safeguarding role and able to raise concerns, including about poor or unsafe practices and potential failures in King's Church Lewes' safeguarding regime.



All employees and volunteers are required to report to the Safeguarding Lead, Deputy Safeguarding Lead or Safeguarding Trustee any concern or allegations about King's Church Lewes' practices or the behaviour of colleagues which are likely to put children or adults at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against an employee or volunteer for making such a report if it is done in good faith.

King's Church Lewes has a separate Whistleblowing policy.

Further Government advice on whistleblowing can be found here:

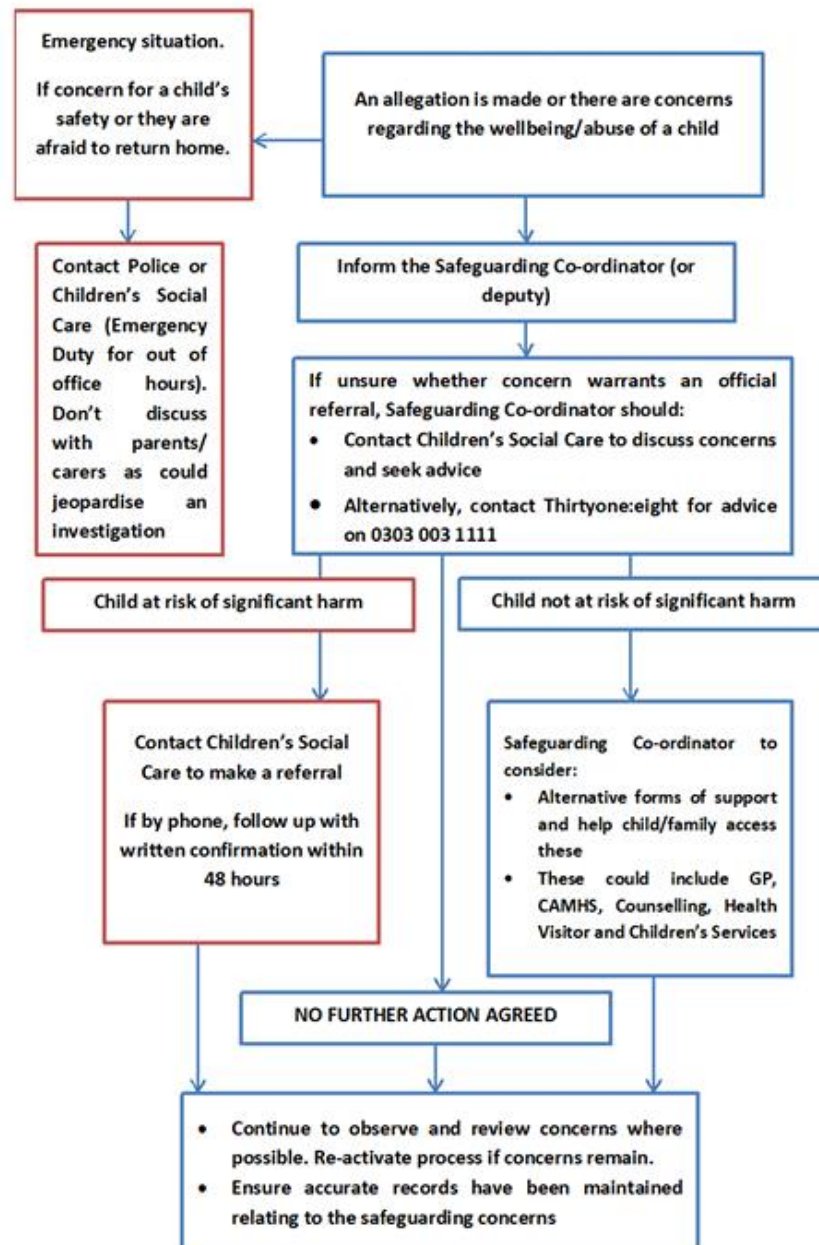
<https://www.gov.uk/whistleblowing>



Flowchart for Action Children and Young People

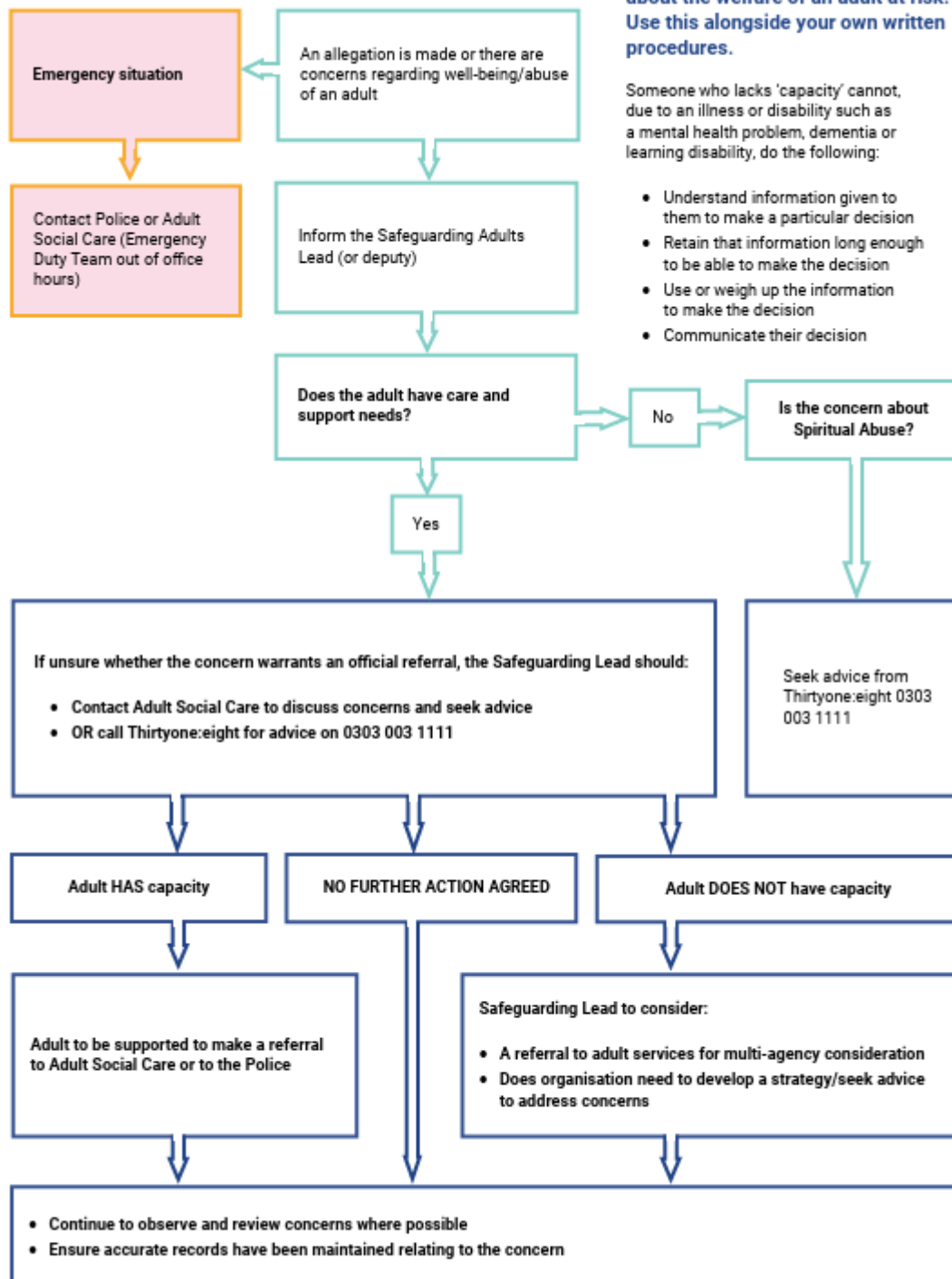


This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.





Action for Adults at risk flowchart



This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision



Useful numbers

Children's Services:

- Phone: 01323 464222 Single Point of Advice (SPoA) Mon-Thurs 8.30am-5pm and Fri 8.30am- 4.30pm.
- Email: 0-19.SPOA@eastsussex.gov.uk
- Out of Hours Social Care Service - Children's services: 01273 335905/6

Adults' Services:

- Phone: 0345 60 80 191 8am to 8pm, 7 days a week (including bank holidays). Calls are charged at a local rate.
- Out of hours emergencies: phone 0345 60 80 191 and select option 2 to connect to our Emergency Duty Service.
- Out of Hours Social Care Service Adult services: 01323 636399

Police: 101 or 999 if person is at risk of harm

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

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales) to report a serious incident/raise a concern.

Chair of Trustees: Chris Dyer

Phone: 07411763674

Email: chris.dyer@kingschurchlewes.org

- Local Authority Designated Officer – LADO (England and Wales) if the allegation concerns a worker or volunteer working with someone under 18.

Local Authority Designated Officer (LADO):

Phone: 01273 481544

Email: ESSCP.Contact@eastsussex.gov.uk

- Charity Commission for England and Wales:

Phone: 0300 066 9197 (Advisors are available Monday to Friday, 9am to 5pm, except for Wednesday between 12:00pm and 1pm when they are closed for staff training.)



Section 3: Practice Guidelines

All employees and volunteers working with children, young people, and adults with care and support needs must read and sign the King's Church Lewes Code of Conduct which can be found in the Safeguarding Policy.

Expectations for employees and volunteers to safely work with children and young people

Physical Contact Expectations

- Keep everything public.
- Frontal hugs should be avoided – it is better to put an arm on the shoulder, a high five or a sideways hug.
- Touch should be age-appropriate and related to the child or young person's needs, not the volunteers.
- Avoid any physical activity that may be sexually stimulating – this includes sexually provocative games.
- All children, young people, and adults with care and support needs are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or, for example applying sun cream, etc.), encourage the child, young person, or adult with care and support needs to do what they can themselves, but in their best interests giving appropriate help where necessary – it is best practice for the employee/volunteer to initiate a discussion with the child or young person's parent/carer to gain their view/permission/expectation as to how they would like this area to be managed with their child during the regulated activity.
- Team volunteers and employees should monitor one another in the area of physical contact and constructively challenge anything that could be misunderstood or misconstrued.

Personal Care Expectations

- A person working with children will not change a nappy – the parent/carer will be called.
- A person working with toilet-trained children may take the children to the toilet, if the team leader considers doing so to be appropriate. If it is not appropriate, the child's parent/carer will be called.
- For children who are toilet-trained - avoid doing things for the child if they are able to do it alone or for themselves. The classrooms upstairs use the disabled toilet, which is a single toilet room. It is advisable to keep the toilet door closed but not locked until the child has finished and give assistance with washing their hands if needed. If



the volunteer is uncomfortable with the situation, they are to call for support from the team or the child's parent/carer.

- This practice advice on personal care will be given in writing to each person working in the children's groups.

Discipline Expectations

- Those working with children will not smack, hit or shout at a child – use a change of voice/tone if necessary.
- Request support from another member of the team if you feel so angry that you may deal with the situation unwisely.
- Lay down ground rules (e.g. no swearing, hitting, racism or calling each other names, respect for property and personal space) and make sure everyone understands what action will be taken if not adhered to.
- Remember and recognise that every child is unique and will respond in different ways to different forms of discipline. It may be helpful to have a discussion with the parent/carer about this issue to help establish consistency for the child.

Strategies to deal with poor behaviour

- Don't be afraid to tackle poor behaviour – it is best to deal with it earlier rather than later.
- When you have said no, stick with it and avoid empty threats. Be seen to do what you have said you will.
- Reward, acknowledge and encourage positive behaviour in children.
- Never smack or hit a child – never shout in anger or put down a child. Reject the behaviour, not the child.
- Have the child sit right in front of you or get another team member to sit next to the child.
- Take the child aside and talk to them, challenging them to change, asking them to apologise, whilst encouraging them on their strengths. Explain what they have done wrong, encourage remorse, but leave them on a positive note.
- You may need to warn a child that you will speak to their parent/carer and do so if necessary. When warning visiting children, we need to be wise in this.
- If the team leader considers a child in the class to be a danger to other children or to him/herself, the child's parent/carer will be sent for and required to remove the child from the class.
- Having issued a warning for persistent poor behaviour it may be appropriate to ban them for a week. (Never a total ban without reference to the team leader and ensure that the parent/carer is advised in cases of banning.)



- As a team, you can always pray for the child and the situation. Team leaders and team members should support each other.

Location Expectations

- A person working with children will not place him/herself in a potentially compromising situation with a child or young person.
- A person working with children will not get into a situation where they are isolated from the rest of the group and be alone with a child or young person for anything other than essential brief conversations.
- If it is necessary for a longer conversation to occur, another adult or the child or young person's parent/carer must be informed and be present when the conversation takes place. It is encouraged that one of the adults should be of the same gender as the child or young person if the parent/carer is not present.
- No child or young person should be invited to a volunteer or employee's home unless this has been discussed and agreed in advance between the team leader and/or the Leadership along with the child or young person's parent/carer. If, for befriending or discipline reasons, a volunteer/employee needs to see a child or young person outside the normal regulated activity, this should be done only with the knowledge and agreement of the team leader and the child or young person's parents.
- A person working with children should not give lifts to a child or young person on their own, except in an emergency situation along with the parent/carer's permission. If the child is alone in the car, they should be asked to sit in the rear of the car.

Safe Practice Guidelines for Specific Activities

Keeping Records

A register of children or vulnerable adults attending a group, club or activity should be maintained, together with a register of helpers and visitors. As well as the child/young persons' full name, the register should include their date of birth, address and parent/carer's contact information (where not already on Churchsuite), any special needs, allergies, medications and medical conditions, e.g. epilepsy, diabetes etc.

Sunday Morning King's Kids Groups

The Leadership's responsibility is to provide a safe environment for children and to adhere to the Safeguarding Policy. It is a parent/carer's decision to allow their child to attend the King's Kids programme, however doing so means the parent/carer will agree to the application of the Safeguarding Policy in respect of their child.

The team leader will record attendance and any other related incidents during the King's Kids programme. Any safeguarding concerns or allegations are to be reported to the Safeguarding Lead immediately via the Cause for Concern Form.



The King's Kids programme is a regulated activity and volunteers are subject to the Safer Recruitment process including a DBS check. The programme has 4 groups and there will be a minimum of 2 adult volunteers present per group:

- Sparklers (0- 4yrs)
- Livewires (Reception – yr 3)
- Ignite (yrs 4 - 6)
- Youth (yrs 7-11)

Recommended Ratios

The NSPCC recommends the following adult to child ratios as the minimum numbers in helping to keep children safe:

- 0 – 2 years – one adult to three children
- 2 – 3 years – one adult to four children
- 4 – 8 years – one adult to six children
- 9 – 12 years – one adult to eight
- 13 – 18 years – one adult to ten children

Depending on the needs and the abilities of the children in the group, and the nature of the activity that is running, there may need to be more adults than the minimum requires.

The NSPCC also recommend that there are at least two adults present, even when working with smaller groups.

Registration Forms

Parent/carers are expected to complete a Registration Form for their child so that the King's Kids teams have up-to-date information to help them in caring and looking after their child. If the parent/carer is visiting, there will be a separate, shortened registration form to be completed by the visiting parent/carer.

A first-time visitor form will be completed for any child who is not registered giving details of the child's name and the name of the parent/carer and will ask about any additional needs. The form will also give information about the refreshments, toileting and fire procedures.

See Appendix 2 for King's Kids Registration Form

See Appendix 3 for King's Kids Visitor Form

Supervision

It is the parent/carer's responsibility to supervise their child during the Sunday morning, aside from when the child or young person is attending the King's Kids programme. **The parent/carer must remain on the premises while their child is in the church building, even if they are attending a King's Kids group.** It is important to remember that the



Church is a public place, just like any other venue and (unfortunately) is not immune from harm.

The Safeguarding Lead and the Leadership have highlighted areas within the building that could place a child or young person at increased risk of harm – this identification is to help parents/carers manage close supervision and ensure their child or young person's safety.

- outside the building (unless accompanied by a parent)
- the kitchen (unless accompanied by a parent)
- any of the classrooms (unless attending King's Kids)
- the downstairs back room (Room 1) (unless accompanied by a parent)
- the toilets (unless accompanied by a parent)
- the church offices and front stage

Drop off and collection

Parent/carers of a child within the Sparklers and Livewires programmes are subject to a card system when dropping-off and picking-up their child. When a parent/carer brings a child to their King's Kids group at the beginning of the session, a card with the child's name on it will be handed directly to them. At the end of the meeting, the parent/carer will bring the card with them to collect the child. If the parent/carer is unable to collect their child for any reason, they can give the card to another trusted adult instead for collection of the child.

Behaviour

Should a child become distressed and is inconsolable during the group, the parent/carer will be called for and assume responsibility for their child outside of the classroom until they may want to return to the group.

Should a child become abusive, disrespectful or hurtful towards another child, team leader or team member, and is unable to change their behaviour after being asked to stop, the parent/carer will be called for and the child will be removed from the classroom. There may need to be a further discussion between the team leader and parent/carer to discuss the issue and agree a planned way forward to ensure the classroom is a safe environment for all.

Adult visitors

Only those designated (team leader and team members) are allowed to assist during a King's Kids activity. Other non-designated adults will not be allowed free access unless in exceptional circumstances. This is because most non-designated adults will not have completed the Safer Recruitment process clearing them to work with children at King's Church Lewes.

An exceptional circumstance is where a child may experience anxiety about attending a Sparklers, Livewires, Ignite or Youth session on their own and would feel more reassured by having their parent/carer join the session for part of, or the entire session. The team leader reserves the right to request that the parent/carer leaves at any point during the session.



Under 18s volunteering in King's Kids groups

If a member of the Youth Group would like to volunteer to help in a younger King's Kids group, the following requirements must be observed:

- Full parental/carer permission must be obtained for the young person wishing to volunteer.
- All communication with the young person must go through the parent/carer.
- The young person must not form part of the 'safely recruited adult' ratios for that group and must never be left in charge of the children.
- The young person must never be responsible for taking a child to the toilet or changing a nappy.
- The young person must read and sign the KCL Young Volunteer Form for working in King's Kids Groups.
- The young person must not serve more than once a month in King's Kids.

See Appendix 4 for KCL Young Volunteer Form

Youth Group

This regulated activity is for the teenagers in the church who have their own weekly or bi-weekly small group where they meet together to have fun, learn together and most importantly, grow in their relationship with God. Each Youth Group meeting will have at least 2 volunteers/employees present. These volunteers are subject to the Safer Recruitment process including a DBS check.

Communicating with the Youth

Youth Leaders often need to contact the Youth to inform them of activities/trips, send reminders, check-in with how they are doing and relay important information.

Youth Leaders must follow the guidelines around 'Online Safety and Digital Communications' detailed on page 35 of this policy.

Text messaging (and WhatsApp for those over 13) is an appropriate way to contact the youth, as long as there is full parental permission and at least two Youth Leaders as part of the text messaging group with the young person. It is recommended that text messages are kept to organisational functions rather than a back-and-forth conversation.

There is a King's Youth Instagram group for youth of 13 or over, which is moderated by at least 2 Youth Leaders and is not to be used for private messaging. Parental consent must be obtained for the young person to join the group.

Phone conversations between a Youth Leader and Youth Member should be avoided. If the purpose of the conversation is organisational, this can be done through other means (e.g. text messaging – see above). If the purpose is for mentoring or another purpose, accountability of the conversation should be considered. Parental consent should be sought prior to the phone call and a second Youth Leader should be aware of when the phone call is being made.



Young Adult Youth Leaders

Youth Leaders who are themselves young adults should ideally not be placed in leadership over their peers; it is better for there to be a working age gap (e.g. leading the younger rather than older youth). A discussion should be had with the Young Adult Youth Leader to cover the boundaries they must observe with under 18s, while also agreeing they can continue pre-existing friendships as they would have done. When conducting work as part of their role as Youth Leader, they should follow the same guidelines as stipulated for the other Youth Leaders.

Young adults who enter a position of trust should be mindful of the Sexual Offences Act 2003 which makes it illegal for anyone in a position of trust to have sex with a 16-17 year old over whom they are in a position of trust, even if they're not directly leading them.

Parental Consent

Parents/carers must complete a Youth Annual Registration and Consent Form to inform the Youth Leaders of key information about their child as well as to give their consent around aspects such as communication, trips and photographs/videos.

Youth who are visiting the Youth Group in any capacity (including trips) must have a parent/carer completed Youth Visitor Form.

Unlike King's Kids groups, Youth Group members may attend the Youth Group without their parents/carers needing to remain in the Church building, but only if they have a completed Registration or Visitor form.

See Appendix 5 for Youth Annual Registration and Consent Form

See Appendix 6 for Youth Visitor Form

Youth Trips

Parental consent is required for activities taking place other than in the usual meeting venue (at the church building). This will be requested as part of the Youth Annual Registration and Consent Form, or Youth Visitor Form, by the parent/carer to cover all trips during the forthcoming 12-month period. Consent can be withdrawn by the parent/carer before any specific activity. If Youth Group is to be held in a Youth Leader's home, the home must have received a Home-Based check as part of their enhanced DBS.

The youth of the church are invited to go to a residential camp each summer (New Day) where they are fully supervised in accordance with the Physical Contact, Discipline and Location Expectations previously outlined in this Appendix. Parental consent is obtained without exception. The camp is organised by experienced staff, with the safety of the young people very much in mind and all adults with a supervising role accompanying the King's church group are DBS checked and safely recruited.

Transporting the Youth



Young people may require lifts in a Youth Leader's car to and from activities. This will be regulated by having a careful record kept of who the driver is and who the young people are in the vehicle. The order in which the young people are collected/ dropped off should also be recorded and the order in which they remain in the car should vary from one occasion to the next. The records can be referred to at any time to check that no patterns are being set. A Youth Leader should not give lifts to a single young person, except in an emergency situation along with the parent/carer's permission. If the young person is alone in the car, they should be asked to sit in the rear of the car. Ideally, youth should be brought and dropped off from an activity to a central location (like the Church building), where parents/carers can collect their young people. This prevents any young person from being left in the car on their own with the Youth Leader.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance to include transporting the youth (this should be verified and recorded), and seat belts will be worn at all times by all occupants of the vehicle.

Where an activity requires the Youth Leader to arrange parents/carers to transport other people's children to a venue, this should be made clear to all parents/carers of children attending the trip. Parents/carers who are driving other children should:

- be DBS checked.
- include their own child in their car at all times.
- never be alone in the car with any children that are not theirs.
- provide evidence that their vehicle has a current MOT certificate, valid insurance and a driving license.

Mentoring

There may be times when mentoring takes place and a young person will be on their own with a Youth Leader. It is encouraged that the Youth Leader be of the same gender as the young person. This should always be in a public place if possible, i.e. a local coffee shop, and with the young person's parent or carer having full knowledge of the arrangement. If it is felt that being in a public place will hinder the nature of the conversation/praying with the young person, then the meeting could take place at the church building or another venue with another Youth Leader present. Visiting youth will not take part in mentoring.

Mentoring may also take place with small mentoring groups, led by a Youth Leader, as well as a few other young people of a similar age. Mentoring groups will usually meet in a public space (e.g. a coffee shop, park) or at the King's Church Building. Parents/Carers will always be made aware of the time and location of the meeting.

King's Tots and Lunch Box

King's Tots is a non-regulated activity and is a fun and friendly group for parents/carers and their pre-school children that takes place every Thursday (term time) at the church building. Lunch Box is a non-regulated group that is held during the school holidays for families that have been referred from the local primary school, where a hot lunch is served to all attendees.

In both groups, King's Church provides a safe, exciting and educational play experience in the context of a warm and welcoming atmosphere where parents/carers are free to relax and



meet new people. Parents/carers and their children are all located in the same room along with volunteers.

Volunteers have direct access with the children, however the parents/carers supervise their child and have sole responsibility for the welfare of their child throughout the duration of the session.

Although volunteers are not supervising children, they are still to adhere to the Safer Recruitment process. This includes a DBS check for the activity leaders. There will be a minimum of 2 volunteers present for each session.

To complement the Safeguarding policy and in order to ensure the safety and welfare of children and young people, the following guidelines are issued:

- Parents/carers have sole responsibility for the welfare of their child for the duration of King's Tots and Lunch Box.
- On entry to the church building all children will be registered.
- The register will be easily accessible in the event of an emergency.
- An incident book will be employed to record all notable occurrences.
- Any physical activity undertaken will be within the normal limits of the age groups and any known physical disabilities of a child will be taken into account.
- No child will be allowed out of the church building unescorted for whatever reason.
- If the King's Tots or Lunch Box team consider a child or parent/carer to be a danger to other children or to him/herself or disruptive to the purpose of the session, the child's parent/carer will be spoken to and may be asked to leave the building. East Sussex Children's Services may be notified as appropriate.
- All fire regulations will be adhered to. In the event of a fire alarm sounding the King's Tots or Lunch Box team will immediately end the session and without delay escort the children and parents/carers to the designated assembly area.
- It is the policy of King's Church Lewes that at all times a certified first-aider will be present, and an accident book will be kept.
- In the event of an accident the child's parent/carer will take full responsibility for the welfare of their child. Basic first aid will be administered.

Community Café

Community Café offers a warm, welcoming and safe space for the local community every Monday from 11am-2pm. Many of those who attend are adults and young families with care and support needs. Service users enjoy a free hot cooked meal and refreshments as well as access to support services and a digital hub. It is served by King's Church Lewes volunteers who provide care by listening and chatting with those who attend and signposting them to support services where appropriate.

- Safeguarding of any children attending Community Café should follow the same guidelines as those for King's Tots and Lunch Box.



- Volunteers should not give out their personal contact details to service users who are not church members (mobile number, email or postal address) or have contact with them via a personal social media account.
- Volunteers should not form inappropriate relationships or be overly affectionate with a service user.
- Volunteers should not spend time outside their working or volunteering hours alone with a service user.
- Any service user who is abusive or aggressive to others, including volunteers, or who engages in illegal activity on the church premises will be asked to leave and potentially barred. Several volunteers are trained in Handling Aggressive Behaviour.

Praying for children, young people and adults with care and support needs

Praying for others is an important part of the ministry at King's Church Lewes. There is a Prayer Ministry Team who provide prayer support for those that would like it during the Sunday Morning service. There are also regular opportunities for children and young people to be prayed for during their King's Kids sessions or Youth Group.

Guidelines for Praying for Adults

When praying you SHOULD:

- Get the person's permission before you pray with them.
- Pray in an open area where other leaders are around.
- Be aware of safeguarding concerns and don't delay in taking action.
- Reflect back what the person has said to show you have understood their prayer request.
- Use clear uncomplicated language and keep prayers simple so they can be understood.
- Think about your body language, particularly in relation to things like your height and the height of the person you are praying for. Try to ensure you are on their level rather than standing over them e.g. by both of you sitting
- Avoid giving specific advice about problems involving decisions and never advise someone to stop taking medication or receiving professional support for their care or welfare.
- Stop if the person becomes distressed.
- Never pressure someone into receiving prayer.
- Never promise total confidentiality.

Guidelines for Praying for Children and Young people

In addition to the guidelines for praying for adults, the following guidelines should be observed when praying for children and young people, under the age of 18:



- Make Parents/Carers aware that prayer is part of your activities in King's Kids and in the Youth Group and that sometimes you may pray together as a group or with individuals at their request.
- Where there is a general invitation to receive prayer as part of a service or event, have children's workers available to pray with the children/young people.
- Ensure you have the permission of the child/young person before praying for them (unless they are extremely young and non-communicative). It is also best practice to obtain the parent/carer's permission where possible. If a parent/carer requests that their child doesn't participate in prayer, this must be respected.
- It can be helpful to write down what you have prayed about and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.
- Avoid praying 'in tongues' or any other language different from the child's own as this can be confusing and alarming.
- A child or young person can be very susceptible to suggestion, so even if you believe you have heard from God about their situation, talk this through with another leader first before talking about this with the child.
- Avoid any physical contact as much as possible, such as putting your hand on their head. If you think they may appreciate some physical reassurance or comfort, always ask their consent first e.g. an arm around the shoulder.
- A child or young person should never be told they are demonised, possessed or oppressed by the devil or evil spirits. Any practices such as prayers for deliverance or exorcism that cause significant harm to a child are a criminal offence and cannot be justified. Statutory authorities may investigate and take appropriate action to protect any children involved.

Filming and Taking Photographs

- Permission must be obtained from children and adults before a photo or film is taken.
- Be clear on what the images will be used for.
- Use group photos as much as possible
- Never identify a child by name or other personal information.
- Get written permission from Parents/Carers if images are going to be used on the website or for public promotion.
- Ensure that any images of young people taken on a camera/mobile phone (e.g. taken on an outing or trip with appropriate permission) are downloaded to the church computer and kept securely. Leaders should not keep images of children or young people on their camera, mobile phone or any other device.

Online Safety and Digital Communications

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.



Guidelines for Employees/Volunteers

- Online communication should only be used with young people in Youth Group and not the younger King's Kids groups.
- Parental permission must be obtained for a child to be added to an online group or contacted through social media.
- When communicating with a young person online, use an appropriate tone: friendly, but not over-familiar or personal. Do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be cautious in your communications with young people to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with young people, or request or respond to any personal information from them other than that which might be appropriate as part of your role.
- Only make contact with young people for reasons related to the work of King's Church Lewes and maintain records of all electronic contact with individuals or groups, including messaging and texting.
- Employees and volunteers may use personal equipment in accordance with the other stipulations of this policy.
- Respect a young person's right to confidentiality unless abuse/harm is suspected or disclosed.
- Email should not be used.
- Electronic communication with young people should take place between the hours of 8am-8pm. Online activities taking place outside of these hours will be planned in advance.

Text Messaging

- Text messaging, or Whats App messaging (for those aged 13 and over) is a suitable way for the Youth to be contacted, however this should only occur with parental permission and with at least 2 Youth Leaders being part of the messaging group with the young person.
- Text messaging should be kept to organisational functions rather than a back-and-forth conversation.

Phone calls



- Phone conversations between a Youth leader and Youth member should only occur if there is clear accountability of the conversation. Other communication methods (e.g. text messaging – see above) may be more appropriate.
- Parental consent should be sought prior to any phone call and a second youth leader should be aware of when the phone call is being made.

Video conferencing and calling

When using video conferencing platforms, the following shall be observed:

- Consent is sought for children/young people.
- A minimum of 2 leaders will be present.
- Appropriate locations will be used for participants.
- Participants will wear suitable attire.

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Social media groups for young people will be moderated by two leaders or more.
- There is a King's Church Instagram Group account for this purpose.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes – evidence of the 'thread' should not be deleted.
- Youth must **not** be contacted by private messages by Youth Leaders on social media.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the Safeguarding Lead.
- All users of social media must be above the minimum age limit which is usually 13+.

In the event of an accident

It is policy that a certified first-aider should be present in the church building for church activities involving children, young people or adults with care and support needs. Any incident needs to be recorded in the central church accident book or in the accident book specific to the group activity.

Responding to an accident:

1. To a child:
 - a minor accident – the child's parent/carer will be notified and basic first aid will be administered if appropriate.
 - a serious accident - basic first aid will be administered if appropriate whilst the emergency services are called.

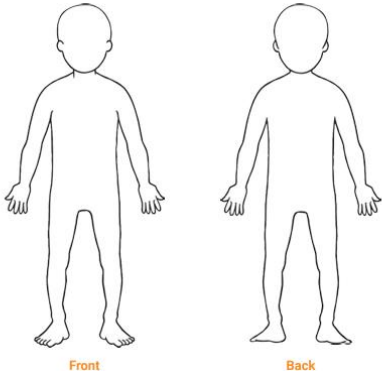


- The parent/carer will be called to the site of the accident and take full responsibility for the welfare of their child.
2. To an adult:
- a minor accident – basic first aid will be administered if appropriate by a person qualified in first aid.
 - a serious accident – basic first aid will be administered by a person qualified in first aid whilst the emergency services are called.
 - The next of kin will be advised if known or appropriate.

See Appendix 7 for Accident and Incident Form



APPENDIX 1 Cause for Concern Form - Record of concern about a child/adult's safety and welfare

Subject of concern: (Child/Adult's name)	Date of birth/age: Child ☐ Adult ☐	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/Job title: Signature:		
Other members of the household:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. (please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)		
How did the concern come to light?		
What is the child/adult saying about what has happened?		
Any other relevant information. Previous concerns etc.		
Body map:  Front Back		



Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Lead without delay

Guidance notes

Following are some helpful pointers in completing the above form:

1. As a registered body the church is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014.
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.
4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding lead*** – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within the church and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.



To be completed by the Safeguarding Lead or Deputy Safeguarding Lead		
Date and time Safeguarding Lead notified of incident/concern		
Date and time that this form was passed to Safeguarding Lead (if different from above)		
Advice sought (if applicable)		
Action Taken		
If a child/young person, have parents been informed (only if appropriate)		
Any follow up action required		
Action	Due Date	By whom



APPENDIX 2 King's Kids Registration Form

Child's Name: _____

Date of birth: _____

Parents/Carers' contact details:

1. Name: _____ (mum, dad, carer*)

Email: _____

Contact number: _____

2. Name: _____ (mum, dad, carer*)

Email: _____

Contact number: _____

*delete as appropriate

Do we have permission to contact you by email?

Yes ☐ No ☐

Do we have permission to add you to the Parents' WhatsApp Group?

Yes ☐ No ☐

Group being registered for:

Sparklers (Pre-School) ☐

Livewires (Reception – Year 3) ☐

Ignite (Year 4 – Year 6) ☐

Please complete the following questions as thoroughly as necessary:

1. Does your child have any known medical problems or special needs that our team needs to be aware of? If yes, please give details.
2. Does your child have any known allergies, phobias or major dislikes that our team needs to be aware of? If yes, please give details.



3. Is there anything else you think we should know about your child?

For Sparklers Only:

Do we have permission to give your child:

A biscuit	☐
Juice	☐
Water	☐

Is your child able to wipe their own bottom after going to the toilet?

Yes ☐ No ☐

(If no, we will need to come and get you to help your child as we are not permitted to help them as stated in our Safeguarding Policy)

If your child's nappy needs to be changed, we will come and get you. We are not permitted to change nappies.

For Livewires and Ignite only

Do we have permission to let your child leave the room to go to the toilet on their own?

Yes ☐ No ☐

Fire

In the event of a fire, your child will be evacuated from the building with the rest of their group and a register will be taken at the fire assembly point. Parents/carers are then able to come and collect their children from their group leaders.

Photography

I give permission for photographs to be taken of my child and used in church publicity/ the Parent WhatsApp group.

Yes ☐ No ☐



Please confirm the following by ticking the boxes:

I/we understand that we are responsible for our child at all times whilst at King's Church Lewes, except when they are registered in a King's Kids group.

Yes ☐ No ☐

I understand that I/we or a nominated adult carer must remain on the premises while our child is in the church building, even if they are attending a King's Kids group.

Yes ☐ No ☐

I consent to the details on this form being stored and used by King's Church in accordance with their Privacy Policy and GDPR. Our privacy policy can be viewed at <https://www.kingschurchlewes.org/privacy-policy> . We securely store the data electronically in ChurchSuite and on paper. It is only accessible to necessary church staff and volunteers. It will only be used for children's work purposes.

Yes ☐ No ☐

Signed: (parent/carers)

Date:

A copy of the King's Church Lewes Safeguarding Policy is publicly available on the King's Church Lewes Website <https://www.kingschurchlewes.org/safeguarding> and can also be requested by contacting the Church Office.



APPENDIX 3 King's Kids Visitors Form

Childcare is provided during the meeting between 10.20 and 11.30. All our children's workers are DBS checked and vetted by our Safer Recruitment checks. They adhere to the King's Church Lewes Safeguarding Policy at all times.

A copy of the King's Church Lewes Safeguarding Policy is publicly available on the King's Church Lewes Website <https://www.kingschurchlewes.org/safeguarding> and can also be requested by contacting the Church Office.

Please remember that you are responsible for your children before and after these children's activities, and that upstairs, kitchen and the stage area are all out of bounds without a responsible adult.

Refreshments: We will give the children a drink and a biscuit during the session.

Toilets:

Sparklers - We will call you from the meeting if your child needs the toilet/ nappy changing, unless you state below that you are happy for them to use the toilet independently.

Livewires/ Ignite - Children may use the toilet(s) independently just outside the room.

Date today:

Name and surname of Child:

DoB:

Does your child have any allergies that we should be aware of?

Yes/No (if yes, please state)

Any additional information that will help us look after your child:

Please confirm the following by ticking the boxes:



I/we understand that we are responsible for our child at all times whilst at King's Church Lewes except when they are registered in a King's Kids group.

Yes ☐ No ☐

I understand that I/we or a nominated adult carer must remain on the premises while our child is in the church building, even if they are attending a King's Kids group.

Yes ☐ No ☐

I consent to the details on this form being stored and used by King's Church in accordance with their Privacy Policy and GDPR. Our privacy policy can be viewed at <https://www.kingschurchlewes.org/privacy-policy> . We securely store the data electronically in ChurchSuite and on paper. It is only accessible to necessary church staff and volunteers. It will only be used for children's work purposes.

Yes ☐ No ☐

Signed:

Name of Parent/Carer:



APPENDIX 4 King's Kids Young Volunteer Form

Name of Group _____

Full Name of Young volunteer _____ DOB _____

Thank you for agreeing to be a volunteer. We value and appreciate you being willing to serve in this way.

Here are some simple Do's and Don'ts:

- Do help the children to have fun – and remember to have fun yourself!
- Do be gentle with the children or young people during games.
- Do praise the children for their achievements.
- Do help and encourage them when they find things difficult.
- Do try to show them care through your actions.
- Do be careful with the things you say - don't swear, gossip or shout.
- Don't be aggressive, angry, or unfriendly towards the children.
- Don't show favouritism towards one or more of the children over the others.
- Do try and avoid close physical contact - children may want to cling to you, sit on your lap, or jump on you. Gently ask them to stop and sit next to you instead.
- Do encourage them to take part in the activities that have been organised.
- Don't take photos or videos of any of the children.
- Don't change nappies or take a child to the toilet – let the adult leader know in this situation.
- Do remember to smile. 😊

What we will do for you:

- You will always be supported by two adult leaders who will supervise your work, give you guidance, and look after you. You will need to let them know if you can't attend.
- We will make sure that you are **NEVER** left on your own with any of the children.

Approved by : Parent/carer (person with parental responsibility). **We will communicate through them!**

Parent/carer Email _____

Parent/carer Phone number _____

Parent/carer Signature _____ Date _____

Signed by: Young Volunteer

Young Volunteer Signature _____ Date _____

Appointment approved by: Leader of King's Kids group

Named Leader _____

Contact Number _____

Leader Signature _____ Date _____

Please keep a copy on record and give a copy to the Young Volunteer



APPENDIX 5 Youth Annual Registration and Consent Form

All Youth Leaders are DBS checked and vetted by our Safer Recruitment checks. They agree to adhere to the King's Church Lewes Safeguarding Policy at all times. These include policies around online safety and social media, and Filming/Taking photographs. A copy of the King's Church Lewes Safeguarding Policy is publicly available on the King's Church Lewes Website <https://www.kingschurchlewes.org/safeguarding> and can also be requested by contacting the Church Office.

Name.....

Date of Birth.....

Parent/Guardian.....

Contact Address.....

Parent Mobile.....

Alternative contact name and number.....

Name, address and telephone no of Doctor.....

.....

Any family background or social information we need to be aware of:

Please list any allergies or ailments, with possible treatments:

Special medical dietary requirements:

Anything else that you think we should be aware of:



King's Church Lewes | Safeguarding Practices and Procedures

I confirm that my son/daughter is fit to take part in all activities, if not please give details.

Yes ☐ No ☐

I consent for photos/videos to be taken of my son/daughter (i.e. sometimes the Youth leaders will take these towards sharing memories with the church / youth group. Photos and videos will always be downloaded to the church computer and not kept on personal devices).

Yes ☐ No ☐

I consent for my son/daughter to receive basic first aid treatment if required and if necessary we will contact the emergency services and inform you of this ASAP.

Yes ☐ No ☐

I consent to my son/daughter joining the King's Church Youth Instagram group if they are aged 13 or over and would like to. (The group is moderated by two Youth Leaders. A young person will never be private messaged on Instagram by King's Church Youth.)

For the purposes of communication between my son/daughter and Youth Leaders, I agree for my son/daughter to be in a text messaging group with two Youth leaders. Messages will primarily be used for organizational purposes rather than for conversations.

Yes ☐

- Text Messages ☐
- WhatsApp (for those aged 13 and over) ☐
- **Please provide their mobile number for this purpose**

No ☐ *I do not give consent and would like all communications to therefore go through me.*

If my son/daughter attends Sunday morning Youth Group at King's Church Lewes, I am aware that the Youth Leaders are only responsible for my son/daughter while in Youth Group, and not in the time preceding it or after it.

Yes ☐ No ☐



Occasionally the Youth Group will meet at a location other than the Church building for a social activity (e.g. bowling) or at another church (e.g. for a multi-church youth worship service). I consent to my son/daughter attending these activities, unless I communicate a withdrawal of consent prior to a specific activity.

Yes ☐ No ☐

I consent to my son/daughter to be transported to/from an activity by a Youth Leader. A young person will not be transported on their own in a car with a Youth Leader unless in an emergency. Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance, and seat belts will be worn at all times by all occupants of the vehicle.

Yes ☐ No ☐

I consent to my son/daughter being in a small mentoring group with a Youth leader, as well as a few other young people of a similar age. Mentoring groups will usually meet in a public space (e.g. a coffee shop, park) or at the King's Church Building. Parents/Carers will always be made aware of the time and location of the meeting.

Yes ☐ No ☐

I consent to the details on this form being stored and used by King's Church in accordance with their Privacy Policy and GDPR.

Our privacy policy can be viewed at <https://www.kingschurchlewes.org/privacy-policy> . We securely store the data on paper and electronically (e.g. on ChurchSuite).

It is only accessible to necessary church staff and volunteers. It will only be used for youth work purposes.

Yes ☐ No ☐

Signed.....

Date.....



APPENDIX 6 KCL Youth Visitor Form

All Youth Leaders are DBS checked and vetted by our Safer Recruitment checks. They agree to adhere to the King's Church Lewes Safeguarding Policy at all times. These include policies around online safety and social media, and Filming/Taking photographs. A copy of the King's Church Lewes Safeguarding Policy is publicly available on the King's Church Lewes Website <https://www.kingschurchlewes.org/safeguarding> and can also be requested by contacting the Church Office.

Name.....

Date of Birth.....

Parent/Guardian.....

Contact Address.....

Parent Mobile.....

Alternative contact name and number.....

Name, address and telephone no of Doctor.....

.....

Any family background or social information we need to be aware of:

Please list any allergies or ailments, with possible treatments:

Special medical dietary requirements:

Anything else that you think we should be aware of:

I confirm that my son/daughter is fit to take part in all activities, if not please give details.

Yes ☐ No ☐

I consent for my son/daughter to receive basic first aid treatment if required and if necessary we will contact the emergency services and inform you of this ASAP.

Yes ☐ No ☐



I consent for photos/videos to be taken of my son/daughter (i.e. sometimes the Youth leaders will take these towards sharing memories with the church / youth group. Photos and videos will always be downloaded to the church computer and not kept on personal devices).

Yes ☐ No ☐

If my son/daughter attends Sunday morning Youth Group at King's Church Lewes, I am aware that the Youth Leaders are only responsible for my son/daughter while in Youth Group, and not in the time preceding it or after it.

Yes ☐ No ☐

Occasionally the Youth Group will meet at a location other than the Church building for a social activity (e.g. bowling) or at another church (e.g. for a multi-church youth worship service). I consent to my son/daughter attending these activities, unless I communicate a withdrawal of consent prior to a specific activity.

Yes ☐ No ☐

I consent to my son/daughter to be transported to/from an activity by a Youth leader. A young person will not be transported on their own in a car with a Youth Leader unless in an emergency. Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance, and seat belts will be worn at all times by all occupants of the vehicle.

Yes ☐ No ☐

I consent to the details on this form being stored and used by King's Church in accordance with their Privacy Policy and GDPR.

Our privacy policy can be viewed at <https://www.kingschurchlewes.org/privacy-policy> . We securely store the data on paper and electronically (e.g. on ChurchSuite).

It is only accessible to necessary church staff and volunteers. It will only be used for youth work purposes.

Yes ☐ No ☐

Signed.....

Date.....



APPENDIX 7 Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident:

Names, addresses and ages of those involved in the incident:

Where did this incident take place?

Name of the group:

Who is normally responsible for group? (Name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above?
(Name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)



Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16)

Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given):

Have you retained any defective equipment?

☐ YES ☐ NO (Please tick) ☐ NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use? ☐ YES ☐ NO Please tick)

Is the equipment still safe for your group to use? ☐ YES ☐ NO (Please tick)

Who else do you need to inform?

Have they been informed? ☐ YES ☐ NO (Please tick)



If so, when and by whom?

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? ☐ YES ☐ NO (Please tick)

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(state role eg Church Leader / Safeguarding Trustee / Safeguarding Lead)

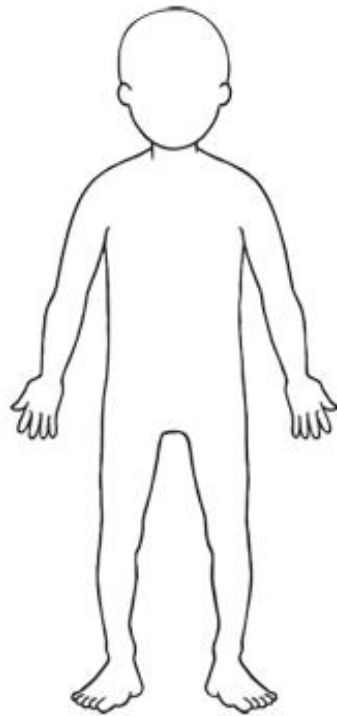
Signed: _____ Print Name: _____

Date: ____/____/____

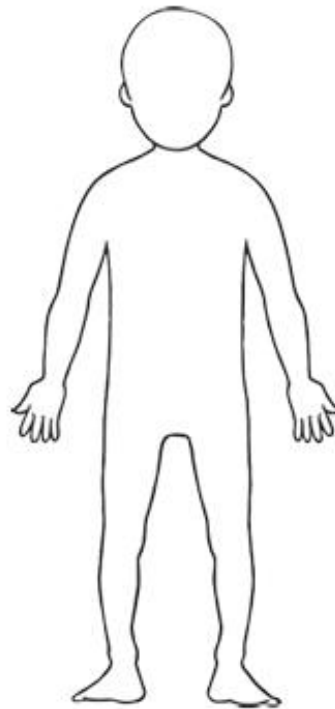


Indicate area of injury.

Body map:



Front



Back