



BANGOR COMMUNITY CHURCH

Children & Youth Ministry

Code of Conduct

Including Safeguarding & Child Protection Policy

Titus 2:6-8

Similarly, encourage the young to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned...

Safeguarding is everybody's business ...

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1. Vision, Values and Beliefs

Bangor Community Church is committed to providing a positive environment for all children and young people to develop spiritually, emotionally and physically. We are committed to providing care and activities that put the needs and safety of children and young people first.

VISION - we exist to glorify God, preach the gospel to every person, care for believers, make disciples and plant leaders. Our vision is to fulfill the mission by winning, nurturing, discipling and sending.

We want:

- To win children to the Lord
- To disciple and grow them in the Word
- To teach them how to talk to God and hear Him
- For them to truly know God's love for them
- To release them in the supernatural
- To guide them in reaching their friends
- To guide them in reaching anyone around them (salvation, prayer, healing)

VALUE - We are passionate that every child and young person comes to know Jesus as their saviour and that they pursue a deep and personal relationship with Him in a spirit filled age appropriate way through creative teaching and fun activities in a safe environment where they can experience God first hand for themselves. Our main objective is to continually point children and young people to Jesus Christ, but we also want children and young people to build strong relationships with each other, with the Leaders and Volunteers. This will be achieved by adhering to our beliefs and remaining open for the Holy Spirit to move within us and through our children and youth ministry.

OUR BELIEFS –These statements of our faith are the foundation of what we believe.

We believe...

The Bible is the inspired Word of God written by holy men who spoke and wrote as they were moved by the Holy Spirit. We accept the New Covenant, as recorded in the New Testament, as our infallible guide in matters relating to conduct and doctrine. [2 Timothy 3:16](#); [1 Thessalonians 2:13](#); [2 Peter 1:21](#)

The Godhead - our God is one, but manifested in three Persons - the Father, the Son, and the Holy Spirit. [Deuteronomy 6:4](#); [Phil 2:6-8](#)

God the Father who sent the Word is greater than all. [John 3:16-17](#); [John 16:28](#); [1 John 4:9](#)

The Son is the Word who came as a man and has existed with the Father from the beginning. [John 1:1](#); [John 1:14](#); [John 10:30](#)

The Holy Spirit proceeds from both the Father and the Son and is eternal. [John 14:16](#); [John 15:26](#); [Romans 5:5](#)

Man, his Fall and Redemption - man is a created being, made in the likeness and image of God. Through Adam's transgression and fall, sin came into the world.

The Bible says "...all have sinned, and come short of the glory of God," and "...there is none righteous, no, not one." [Roman 3:10](#); [Roman 3:23](#)

Jesus Christ, the Son of God, came to undo the works of the devil and gave His life and shed His blood to redeem and restore man back to God. [Roman 5:1-21](#); [1 John 3:8](#)

Salvation is the gift of God to man, separate from works and the Law, and is made effective by grace through faith in Jesus Christ, producing works that are acceptable to God. [Ephesians 2:8-10](#)

Eternal Life and the New Birth - man's first step toward salvation is godly sorrow that produces repentance. The New Birth is necessary for all men and gives eternal life. [2 Corinthians 7:10](#); [John 3:3-5](#); [1 John 5:12](#)

Water Baptism - is by immersion, a direct commandment of our Lord, and is for believers only. It is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. [Matthew 28:19](#); [Romans 6:4](#); [Colossians 2:12](#); [Acts 8:36-39](#)

Baptism in the Holy Spirit - is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation, and is received after the new birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance. [Matthew 3:11](#); [John 14:16,17](#); [Acts 1:8](#); [Acts 2:38-39](#); [Acts 19:1-7](#); [Acts 2:1-4](#)

Sanctification - the Bible teaches that without holiness no man can see the Lord. We believe in sanctification as a definite, yet progressive work of grace, starting at the time of the new birth and continuing until Christ's return. [Hebrews 12:14](#); [1 Thessalonians 5:23](#); [2 Peter 3:18](#); [2 Corinthians 3:18](#); [Phil. 3:12-14](#); [1 Corinthians 1:30](#)

Divine Healing - is for the physical problems of the human body and bought about by the power of God through the prayer of faith, and by the laying on of hands. It is provided for in salvation and is the privilege of every member of the Church today. [James 5:14,15](#); [Mark 16:18](#); [Isaiah. 53:4,5](#); [Matthew 8:17](#); [1 Peter 2:24](#)

Resurrection and the Return of Our Lord - the angels said to Jesus disciples, "...this same Jesus, who is taken up from you into heaven, shall come again in the same manner as you have seen him go into heaven." Jesus coming is imminent. When He comes, "...the dead in Christ shall rise first, then we who are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air..." [Acts 1:11](#); [1 Thes 4:16,17](#)

Following the Tribulation, Jesus shall return to earth as King of kings, and Lord of lords. Together with His saints, who shall be kings and priests, He shall reign a thousand years. [Revelation 5:10](#); [Revelation 20:6](#)

Hell and Eternal Retribution – anyone who physically dies in their sins without accepting Christ is hopelessly and eternally lost in the lake of fire and has no further opportunity to hear the Gospel or repent. The lake of fire is literal. The terms "eternal" and "everlasting" used in describing the duration of the punishment in the lake of fire, carry the same meaning of endless existence as used to describe the duration of joyous saints in the Presence of God. [Hebrew 9:27](#); [Revelation 19:20](#)

2. Leaders & Volunteer Policy

Proverbs 22:6 Start children off on the way they should go, and even when they are old they will not turn from it.

Bangor Community Church is committed to placing the spiritual growth, welfare, care and development of children and young people at the centre of our children and youth ministries.

Our Children and Youth Leaders will attend monthly meetings where Leaders are able to discuss and contribute in a positive manner. Our Children and Youth Coordinator will encourage Leaders to contribute to the quality and development of our children and youth events and activities both practically and spiritually.

BCC requires its Leaders to conduct themselves in a biblical, loving, caring, welcoming and warm manner while also maintaining consistent professionalism. Leaders are expected to treat all children and young people as individuals and with equal love and respect. Leaders will have regard for appropriate dress and personal appearance when working with children and young people and demonstrate a knowledge and understanding of health and safety issues.

Qualifications, Experience and Safety Checks

Isaiah 6:8

*Then I heard the voice of the Lord saying, "Whom shall I send, and who will go for Us?"
Then I said, "Here am I. Send me!"*

Leaders are not required to have any specific qualifications to become part of children or youth ministries however Leaders with qualifications and/or experience are a great asset to the ministries. All BCC children and/or youth ministry Leaders have a heart for children and/or youth and a clear calling on their lives to minister to the next generation which is ascertained during the recruitment and induction process. All Leaders have also undergone full Disclosing and Barring Service checks.

The children and youth ministries will not employ Leaders that have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under Schedule 9A of the Children's Act 1989. ACCESSNI checks will be updated in accordance as AccessNI regulations require.

No Leaders or Volunteer will be granted unsupervised access to children or young people until such time as their full Disclosing and Barring Service checks have been processed.

Standards of Behaviour

Matthew 18:5

If your brother sins against you, go and tell him his fault, between you and him alone.

Under no circumstances should any arguments or disagreements between Leaders and/or Volunteers occur in the presence of children and/or young people or parents/guardians. We accept all arguments or disagreements between Leaders and/or Volunteers to be resolved directly, with wisdom and in love. If it is not deemed possible for arguments or disagreements to be resolved directly, appropriate counsel will be put in place to help resolve the matter.

1Peter 5:8

Be of sober mind, be alert.

No smoking, alcohol or drug use is permitted on BCC premises. Please refer to BCC's Smoking Policy and Drug and Alcohol Policy.

Leviticus 19:18

Do not seek revenge or bear a grudge against anyone among your people but love your neighbour as yourself. I am the Lord.

No bullying, swearing, harassment or victimisation will be tolerated on BCC's premises. Offensive behaviour such as sexist or racist language or harassment will not be tolerated and Leaders are expected to treat everyone respectfully at all times. Please refer to BCC's Bullying and Harassment Policy and Equal Opportunities Policy.

Confidentiality

James 1:5

If any of you lack wisdom; you should ask God, who gives generously to all without finding fault, and it will be given to you.

Leaders have a right to privacy, as do children and young people and their parents/guardians. Personal details about leaders should not be discussed in the presence of children and/or young people or parents/guardians. Personal details about a child and/or young person should not be discussed except in exceptional circumstances and only with the parents/guardians of the children or young person concerned. Leaders will not discuss individual incidents, or a child's or young person's behaviour in front of other children or unrelated parents/guardians.

Under no circumstances should Leaders provide media organisations with information concerning individual children and/or young people attending BCC events or activities. All media enquiries should be passed in the first instance to the Children and/or Youth Coordinator. Please refer to BCC's Data Protection Policy.

Leaders Development and Training Policy

Ephesians 4:16

From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.

Leaders are BCC's most valuable resource; it is only through the commitment and effort of our Leaders that we can establish and maintain quality activities for our children and young people.

BCC is committed to providing adequate biblical study, training and development opportunities for our Leaders to grow fully into the disciple they have been called to be, and to enable them to perform their roles efficiently and effectively.

We recognise that regular biblical studies and appropriate training is important for all Leaders. Spirit-filled, well trained and encouraged Leaders enable us to meet the diverse and complex needs of children and young people within our local community.

Leaders and Volunteer Recruitment & Induction

Anyone interested in becoming a member of children and/or youth ministry will undergo a four-stage process:

1. Interest is registered by the completing and submitting of an application form to the Children and/or Youth Coordinator.
2. The Children and/or Youth Coordinator meets with the interested person to discuss their desire to serve in the children and/or youth ministry. Interested persons will be issued with a job description and a copy of the Children and Youth Ministry Code of Conduct.
3. Interested persons will serve in the children and/or youth ministry on three separate occasions. One first occasion they will be assigned a 'buddy' who will give them a tour of the premises, pointing out all fire exits, toilets etc; will give explanation of the day-to-day management and running of BCC children and/or youth ministries; and make introductions to their colleagues, children and/or young people, and parent/guardians (if appropriate). The interested persons must wear a 'visitors' badge on all three occasions and under no circumstance should they be granted unsupervised access to children and/or young people.

4. After interested persons have served for three separate occasions, they will again meet with the Children and/or Youth Coordinator. This meeting offers an opportunity to discuss how they found serving and answer any questions which may have arisen. However, the main purpose of this meeting is to discuss interested persons call to this particular ministry and discuss their spiritual walk – how their relationship with God is, their prayer life, their Bible time and how can we as a church and a ministry help them maintain a close and personal relationship with God.

If both interested person and Children and/or Youth Coordinator wish to proceed, Disclosing and Barring Service checks will be actioned, and the interested persons will be put on to the rota. However, when serving in children and/or youth ministry they must continue to wear a 'visitor's badge until all checks are complete as no Leader or Volunteer will be granted unsupervised access to children or young people until such time as their full Disclosing and Barring Service checks have been processed.

Monthly Ministry Meetings

Proverbs 27:23

Know well the condition of your flocks. And pay attention to your herds.

A monthly ministry meeting will be organised for problem-solving, information sharing purposes and discussion of ministry issues. This also gives Leaders the opportunity to reflect on their work performance and review any difficulties they may be facing, both spiritually and practically. These meetings will seek to agree and set objectives for our children and/or youth ministries, our team and individual, both spiritually and practically.

Training Opportunities

Our children and youth ministries will seek to ensure constant opportunities and give Leaders support in the form of 'on the job' training.

Our Children and/or Youth Coordinator will identify and promote suitable training courses for Leaders and encourage participation. Support will be given to help Leaders to overcome possible barriers to accessing training.

All Leaders will be expected to attend child protection courses requested by the Children or Youth Coordinator.

Policies and Procedures

Leaders are advised to minimise time spent alone with children and young people and to be aware of the potential risks of them doing so. BCC Child Protection Policy is detailed in Addendum A.

3. Settling In Policy

Ephesians 1:5

He predestined us to adoption as sons through Jesus Christ to Himself, according to the kind intention of His will,

Generation Kids

Bangor Community Church recognises that all children are unique and the amount of time that a child takes to settle in can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

During their first visit, parents/guardians of the child must complete a registration form. All visitors and newly registered children attending children activities at BCC will be greeted in a warm and friendly manner and introduced to members of Leaders within the immediate area.

Parents/guardians of children attending children activities at BCC by being collected by the Minibus Ministry must complete a registration form and pass to a Minibus Ministry Leaders who will act as the child's guardian(s) during their time at BCC.

Depending on the age and maturity of the child, the parent/guardian will stay with the child while the expectations and routines are being explained. Parents/guardians are offered the opportunity to accompany their child for during their first weeks.

On their first visit, children will be introduced to the other children and allocated a 'buddy' who, under the supervision of a Leader, will show them around and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

All Leaders will supervise new children to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

Leaders will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/guardians at the earliest opportunity. Likewise, if a parent/guardian feels that there is a problem during the settling in period, they should raise this with the Children Coordinator.

Leaders will always be available to discuss any concerns or other issues with parents/guardians regarding their child and their attendance at children activities at BCC. If parents/guardians wish to meet with the Children Coordinator, they should make an appointment to come in for a chat.

BCC Youth

Bangor Community Church recognises that all young people are unique and the amount of time that a young person takes to settle in can vary enormously. Therefore, young people will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

During their first visit, young people must complete a registration form. All visitors and newly registered young people attending youth activities at BCC will be greeted in a warm and friendly manner and introduced to members of Leaders within the immediate area. A Leader

will explain the expectations and routines of BCC Youth evenings to newly registered young people.

All Leaders will supervise new young person's to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the young person's age, maturity and previous experiences.

If it seems that a young person is taking a long time to settle in, this will be discussed with their parents/guardians at the earliest opportunity. Likewise, if a parent/guardian feels that there is a problem during the settling in period, they should raise this with the Youth Coordinator.

Leaders will always be available to discuss any concerns or other issues with parents/guardians regarding their young people and their attendance at youth activities at BCC. If parents/guardians wish to meet with the Youth Coordinator, they should make an appointment to come in for a chat.

4. Arrivals and Departures Policy

Bangor Community Church will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

It is the responsibility of the Children and/or Youth Coordinator to ensure that an accurate record is kept of all in attendance and that arrival/departure to and from the premises is recorded in the register(s). The register(s) will be kept in an accessible location on the premises during children and/or youth activities at BCC (for exemptions to this rule, see the Camps, Visits and Outings Policy).

Generation Kids - All children are registered on arrival at the registration desk in the foyer and a pick-up process is in place for Primary School Year 1 – 4 children. Children will be issued their name Badge; two identical number ID cards and have their name entered on the register against the number ID. Primary School Year 5 – 7 will only receive their name badge and one number ID card as no pick-up required.

BCC Youth #Connect – All young people are registered on arrival at the registration desk in the foyer.

BCC Youth Home Groups – Leaders will advise Youth Coordinator of attendance at Sunday Morning and Sunday Evening Home Groups. On Sunday Evenings, young people will only be released when a parent/guardian arrives to collect their young person.

Other Activities – all children are registered upon arrival at any activity run by the Children or Youth ministries. Children will only be released when a parent/guardian arrives to collect their child.

BCC Checking In and Out Procedures are detailed in Addendum B.

Uncollected Children

At the end of every session, the children and youth ministries will ensure that all children are collected by a parent, guardian or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, guardian or designated adult is more than 15 minutes late in collecting their child, the Children or Youth Coordinator will be informed.
- The Children or Youth Coordinator, or a designated Leader, will call the parent, guardian or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of Leaders who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, guardian or designated adult, and a further period of 45 minutes has elapsed (1 hour from the end of the session), the Children or Youth Coordinator will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Children or Youth Coordinator, or designated Leader, will attempt to leave a further telephone message with the parent/guardian or designated adults' answer phone. Furthermore, a note will be left on the door of BCC premises informing the parent, guardian or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a Leader, or away from the BCC premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

- The child will remain in the care of the children or youth ministry until they are collected by the parent, guardian or designated adult, or alternatively placed in the care of social services.
- Late collection incidents will be recorded by the Children or Youth Coordinator and discussed with parents/guardians at the earliest opportunity. Parents and guardians will be informed that late collection will result in possible loss of their child's place at the children or youth ministry.

5. Minibus Ministry Policy

Isaiah 56:8 The Lord God, who gathers the dispersed of Israel declares, "Yes others I will gather to them, to those already gathered."

Bangor Community Church wants to offer the opportunity for every child to be part of Generation Kids therefore BCC operates a Bus Ministry. Our minibus collects children from a designated point within the surrounding area(s) and returns them to the same designated point at set times. To ensure safety on these journeys:

- Driver will adhere to Minibus Policy
- The Driver will always be accompanied by at least one other Leader
- Children must remain seated and wear seatbelts when minibus is moving
- Leaders and Children must be respectful of the minibus to alleviate unnecessary damage to vehicle
- The Driver/Leader will ensure a First Aid kit is on hand, in compliance with the relevant provisions of the Health and Safety Statement.

BCC's Minibus Ministry is an extension of BCC's Children Ministry therefore Leaders and children are expected to uphold the same values, behaviour and guidelines detailed in the Children and Youth Ministry Code of Conduct.

BCC's youth ministry usage of minibus is detailed within Camps, Visits and Outings Policy.

6. Missing Children Policy

Bangor Community Church has the highest regard for the safety of the children in our care. Leaders should always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. If for any reason a Leader cannot account for a child or young person's whereabouts during a session at children or youth ministry certain procedures will be activated. BCC's Missing Child Procedures are detailed in Addendum C & D.

7. Physical Environment Policy

Revelation 21:3

And I heard a loud voice from the throne saying, "see the home of God is among mortals. He will dwell with them as their God; they will be His peoples and God Himself will be with them."

Bangor Community Church is committed to providing children and young people with a stimulating and safe environment. We will do all we can to make our premises (and those we hire) welcoming and friendly to children, their parents/guardians and any other visitors.

BCC's premises are safe, secure and adequately spacious to enable our children and youth activities. The environment and atmosphere of our children and youth ministries are welcoming and offers access to the necessary facilities for a broad and varied programme of activities. Our children and youth ministries are committed to taking every possible step to ensure that all children and young people have equal access to facilities, activities and play opportunities; including those with special educational needs and/or disabilities.

BCC are actively working to comply with the requirements of the Disability Discrimination Act 1995 and all other relevant regulations and guidance.

The Deacon Board along with the relevant Department Head are responsible for ensuring that our premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Risk assessments are carried out, in accordance with the Risk Assessment policy, to ensure that the facilities are maintained in a suitable state of repair and decoration.

Whilst children and youth activities are undertaken our premises are solely available to them as far as this is possible. The children and youth ministries will do all they can to maintain an open room layout to allow for unity. There is adequate space for storing all the children and youth ministries equipment safely and securely.

No child will be left unsupervised in the kitchen area.

Outdoor Play

All outdoor play will take place in safe, secure and well-supervised spaces. Prior to commencing outdoor activities, a thorough safety check and risk assessment will take place. Outdoor play areas will be well maintained and free from holes, bumps or uneven surface areas. Ponds, drains, pools or any unnatural water will be made safe or inaccessible to children.

Any outside water features will be kept safe, and inaccessible to unsupervised children. If children and young people are involved in water sports, Leaders will ensure that a qualified lifeguard supervises them.

In the event of snow or ice on external walkways, Leaders will ensure that this is regularly cleared and kept safe.

Leaders will make sure there is a regular supply of water available to children and young people at all times, especially in hot conditions. In such circumstances, Leaders will also ensure that children and young people are adequately protected from the sun.

Play Equipment

BCC is committed to providing children and young people with access to a wide range of equipment that stimulates enjoyment, learning and development.

- All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.
- Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and that relevant Leaders are trained on the correct use of computers and other IT equipment.
- Levels of Leaders supervision will be sufficient to ensure that the safety of children and young people is assured, and set according to the type of equipment being used, along with the ages and number of children and young people involved in a given activity.
- All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment policy.
- The children and youth ministries have equipment and resources suitable for all children and young people currently in attendance.
- Outside the children and youth ministry opening hours, all equipment will be kept in a suitable and secure location; safe from unauthorised access or use.
- When discovered, defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.
- The Children and/or Youth Coordinator, or designated Leader, will keep a formal record of any item of equipment loaned out to a Volunteer, a voluntary organisation or a parent/guardian to ensure that it is returned on time and in a good state.

BCC Procedure for use of Bouncy Castle detailed in Addendum E.

8. Wellness Policy

1 Corinthians 15:43

Is anyone among you sick? Let him call for the church, and let them pray over him, anointing him with oil in the name of the Lord. And the prayer of faith will save the one who is sick, and the Lord will raise him up.

BCC's desire is that all children are safe in our environments and one of the ways we can do this by ensuring children who attend our events are well. This limits the opportunity for common illnesses to spread.

Children should be symptom-free from the following illness without medication for 24 hours before entering the classrooms:

- Fever of 100 or higher.
- Vomiting or diarrhoea.
- Conjunctivitis.
- Rash.
- Open sores.
- Excessive coughing and/or excessive coloured nasal drip.

If a child develops any of these symptoms in the class, the parent will be contacted to collect the child. Generation Kids Leaders will use their judgement in determining if a child has symptoms too great to remain comfortably and safely in the classroom.

Children with allergies will have those listed on their name tags. Parents must notify Generation Kids leaders of allergies in order to have those included on their child's name tag.

Head Lice

When a case of head lice is discovered at children or youth ministry, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions.

When the child concerned is collected, their parent/guardian will be informed in a sensitive manner.

Leaders should check themselves regularly for lice and treat whenever necessary.

9. Camps, Visits and Outings Policy

Ecclesiastes 11:9

You young people should enjoy yourselves while you are young. You should let your hearts make you happy when you are young.

Bangor Community Church believes that visits and outings play an important and enriching role in the programme of activities that we provide for children and young people. However, during such events, the safety of children and young people remains paramount.

Prior to a visit or outing, if logistically possible, the Children and/or Youth Coordinator will carry out an exploratory visit to the proposed destination to preempt any potential difficulties.

The Children and/or Youth Coordinator will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing to include consideration of the journey and any transportation involved. If a prior visit is not possible, the Children and/or Youth Coordinator will write to the venue requesting all relevant information and a risk assessment statement where available.

The children and youth ministries will make every effort to involve children and young people in the planning of a visit or outing. Leaders will explain to children and young people the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children and young people will be talked through any potential safety hazards and children will be told to remain with leaders at all times. Leaders will explain to children and young people what to do in an emergency, including designating a suitable meeting point.

Parental Consent

No less than 1 week before a proposed visit or outing, the children or youth ministry will send a letter and consent form to parents/guardians giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, the mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for all offsite visits and outings. The Children and/or Youth Coordinator will take a photocopy of the signed consent forms on the trip while the original will be stored in the children and youth ministries records.

Parents/guardians have the absolute right to withhold consent for a proposed visit or outing. No child, who does not have a signed consent form, will be allowed to participate.

During Outings and trips

On visits or outings, subject to the nature of the activity and the risk assessment:

- For usage of BCC Minibus, please refer to Minibus Policy.
- If vehicles hired for outings must be insured, roadworthy and fitted with seatbelts
- All drivers should travel with at least one escort. Drivers and escorts should have up-to-date ACCESSNI checks and should have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines
- Children and young people will remain under close supervision at all times.
- The Children or Youth Coordinator and/or Designated Leader will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health and Safety Statement
- The Children or Youth Coordinator and/or Designated Leader will carry a mobile phone with them at all times and this number will be circulated to all parents/guardians and other Leaders in advance of the visits and outings. This number will also be left at BCC in the case of an emergency.

- A register will be taken at the beginning and end of the visit or outing. Additionally, regular head counts will be taken by the Children and/or Youth Coordinator or Designated Leader.
- A list of all Leaders and children or young people participating in the visit or outing, along with relevant mobile phone numbers, will be issued to the Children and/or Youth Coordinator or a Designated Leader.
- If a child/young person goes missing while on a trip, Leaders should instigate an immediate search. If the child/young person cannot be found within half an hour, onsite security, the police and the Children and/or Youth Coordinator (if not present) should be notified.
- If having notified the onsite security and the police, the child/young person cannot be found, the parents/guardians of the child/young person must be notified immediately.
- The care of the remaining children/young people is paramount. It is imperative that they return to the home site as quickly as possible, while a designated Leader remains at the visit site to coordinate contact between onsite security, police and the child's/young person's **parents/guardians**
- Once the child/young person has been found and returned safely to their parents/guardians, the Children and/or Youth Coordinator will record the incident in the Incident Record Book.

Hygiene

BCC recognises the importance of maintaining the highest possible standards of hygiene so as to minimise the risks posed to children, leaders and other visitors.

BCC's Children and/or Youth Coordinator, Leaders and Volunteers are committed to taking all practicable steps to prevent and control the spread of infectious germs and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene

In all circumstances, leaders will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food or drink.
- Washing hands after using the toilet.
- Encouraging children and young people to adopt these same routines.
- Covering cuts and abrasions while at the premises.
- Taking any other steps that are likely to minimise the spread of infections.

Kitchen Hygiene

Staff or Leaders involved in catering will be led by a level 2 Health and Hygiene qualified supervisor. Staff and Leaders involved in catering must be particularly careful to observe high standards of hygiene. To this end the following steps will be taken:

- Waste will be disposed of safely and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Leaders and children and young people will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

Dietary Requirements

If dietary requirements and allergies are made known to Leaders before camps or outings all safe provisions will be put in place to ensure a child is not given food they cannot eat.

- A list will be displayed in the kitchen (naming child and food allergy)

- The designated cook will ensure food served does not contain allergies for those present, if so an alternative will be provided.
- Food will be distributed first to those affected on an individual and named plate.

Medication

When dealing with medication of any kind in our children or youth ministries, strict guidelines should be followed. Medication will only be administered during residential trips. However, children needing inhalers whilst in our care will receive assistance. Ideally only those with a current first aid certificate should administer medication.

Prescription Medication

- Prescription medicine can only be given to the person named on the bottle/box for the dosage stated
- Medicines should be in their original containers
- The children or youth ministries will not administer a dosage that exceeds the recommended dose on the instructions.
- For residential visits a consent form must be completed, this asks if parent/guardian gives permission for Paracetamol liquid/tablets to administered if a child has a temperature, a courtesy call will be made before giving it to a child however it will be given in an emergency if they CANNOT contact the parent

Storage of Medicine

All medication for children must have the child's name clearly written on the original container and kept in a closed box which is out of reach of all children and under supervision at all times.

Children will be instructed to carry emergency medication such as inhalers and Epi-pens with them at all times.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications should be in their original containers or they will not be given. All prescription medications should have the pharmacist's details and a note attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before Leaders/Volunteer agrees to administer medication.

BCC's First Aid Procedures are detailed in Addendum F.

10. Intimate Care Policy

Psalm 127:3

Behold, children are a gift of the Lord, the fruit of the womb is a reward.

Bangor Community Church aims to support children's care and welfare on a daily basis in line with their individual needs. All children and young people need contact with familiar, consistent guardians to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are sometimes essential in the time young children spend within the children ministries to ensure children's basic needs are met. This may include supporting children with toileting, changing clothes where required and first aid treatment.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the Leaders/Volunteers involved are fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

- Ensure all Leaders undertaking intimate care routines have been through the safe recruitment process and enhanced ACCESSNI. Those assisting children are 18 years of age or over.
- Conduct thorough inductions for all new Leaders to ensure they are fully aware of the procedure relating to intimate care routines.
- Ensure all Leaders have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The ministry is supportive for Leaders to raise concerns relating to their peers. The Pastor, Elders and Child Protection Team will support this by ensuring Leaders feel confident in raising worries as they arise in order to safeguard the children in the children's ministry
- The Children and/or Youth Coordinator and team regularly conduct working practice observations on all aspects of ministry operations to ensure that procedures are working in practice and all children are supported fully by Leaders.

This includes the following intimate care routines:

- When assisting children, adults should stand outside the toilet and leave the door open.
- Encourage the child to do as much as possible for themselves by verbally saying 'now flush the toilet' If a child asks for help with buttoning or zipping, before going inside, make sure another adult is nearby to witness your help.
- At no time may one adult be alone with a child. The adult should wait outside unless the child requires assistance.
- Ensure the child has washed their hands before returning to the group.
- If an older child needs assistance (this could be a child with additional needs) the above procedure needs to be adhered to.

11. Behaviour Management Policy

Galatians 5:22-23

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.

Bangor Community Church recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

The aims of our Behaviour Management policy are to help children and young people to

- Develop a sense of caring and respect for one another.
- Build caring and cooperative relationships with other children and young people and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Behaviour Management Strategies

The children and youth ministries, the Children and Youth Coordinators, Leaders and Volunteer team will manage behaviour according to clear, consistent and positive strategies. Parents/guardians are encouraged to contribute to these strategies, raising any concerns or suggestions.

Behaviour management in the children and youth ministries will be structured around the following principles:

- Leaders and children and young people will work together to establish a clear set of 'ground rules' governing all behaviour in the children and youth ministries. These will be periodically reviewed so that new children and young people have a say in how the rules of the children and youth ministries operate.
- The children and youth ministries' 'ground rules' will apply equally to all children, young people and Leaders.
- Positive behaviour will be reinforced with praise and encouragement.
- Negative behaviour will be challenged in a calm but assertive manner. In the first instance, Leaders will try to redirect children's energies by offering them alternative and positive options. Leaders will be open in stating and explaining non-negotiable issues.
- When dealing with negative behaviour, Leaders will always communicate in a clear, calm and positive manner.
- Leaders will make every effort to set a positive example for children and young people by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and young people and adults respect and value one another.
- Leaders will avoid shouting.
- Leaders will facilitate regular and open discussions with children and young people about their behaviour. This will help them to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions.
- Leaders will work as a team by discussing incidents and resolving to act collectively and consistently.
- Leaders will try to discuss concerns with parents/guardians at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.
- Children and young people who experience bullying, racism or another unacceptable behaviour will be given the confidence to speak out
- Leaders will encourage and facilitate mediation between children and young people to try to resolve conflicts by discussion and negotiation.

- Activities will be varied, well planned and structured so that children and young people are not easily bored or distracted.

Dealing with Negative Behaviour

When confronted with negative behaviour, Leaders will be clear to distinguish between 'disengaged', 'disruptive' and, 'unacceptable' behaviour.

'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, Leaders will often be able to reengage a child in purposeful activity.

'Disruptive' Behaviour describes a child whose behaviour prevents other children and young people from enjoying themselves. Leaders will collectively discuss incidents and agree on the best way to deal with them.

'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Leaders will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

When an incidence of negative behaviour occurs, Leaders will listen to the child or children and young people concerned and hear their reasons for their actions. Leaders will then explain to the child or children what was negative about their behaviour and that such actions have consequences for both themselves and for other people.

Leaders will make every attempt to ensure that children and young people understand what is being said to them. Children and young people will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to rejoin the activity.

In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the Suspensions and Exclusions policy below. At all times, children and young people will have explained to them the potential consequences of their actions.

The Use of Physical Interventions

Leaders will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property.

Before reaching this stage, Leaders will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or children at all times so that the Leaders can explain what they are doing and why they are doing it. Leaders will make every effort to avoid the use of physical interventions if they are alone with the child or children.

Only the minimum force necessary to prevent injury or damage should be applied. For example, by diverting a child or children by leading them away by a hand or by an arm around their shoulders.

Leaders will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told and when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control.

The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved.

If Leaders are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling the Children or Youth Coordinator or, in extreme cases, the police.

Where a Leader has had to intervene physically to restrain a child, the Children or Youth Coordinator will be notified, and the incident recorded in the Incident Record Book. The incident will be discussed with the parent/guardian at the earliest possible opportunity.

In extreme cases we are forced to suspend children and youth from attending BCC activities.

Please refer to BCC's Bullying and Harassment Policy for more details on suspension and/or exclusions procedures.

12. Photography and Filming Policy

James 1:5

If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.

Upon having registered a child for the children or youth ministry, the parent/guardian is asked to agree to the child being photographed and filmed via the registration form. This enables the children and youth ministries to proceed with the taking of photographs for publicity shots and at special occasions such as Christmas.

Every parent/guardian has the right to refuse this request, in which case the child must not be photographed by designated Leader(s), by a parent, or by any outsider without the express permission for that occasion of the parent/guardian with whom the children and youth ministries have a contract.

Where pictures are made available to the press or television, they will not be released with the names of the child unless the contracting parent/guardian gives express permission for this to be done.

Where pictures are taken of the whole of children or youth ministry the parents/guardians of children and young people who have opted out of having the child photographed will be contacted to allow them to rescind their decision.

Leaders are forbidden to take any photos or filming on their personal devices of children or young people within BCC activities. Only those who have been designated on behalf of the ministries are able to do this.

Fire and Emergency Evacuation

BCC understands the importance of vigilance to fire safety hazards and site security. All Staff and Leaders are aware of our site evacuation procedures – BCC Emergency Evacuation procedures detailed in Addendum G.

Addendum A - BCC Child Protection Policy

The Child Protection team are chosen and agreed by the Eldership team. The following named designated person has been nominated by the Elders to refer allegations or suspicions of neglect or abuse to the statutory authorities:

The named designated lead person is: Natasha Hamilton 07742784689

In the absence of the named designated person, the matter should be brought to the attention of the second named designated person:

The second named designated person is: Michaela Phillips

The named designated Elder person is: Tanya English -

Other relevant numbers:

The Local Safeguarding Children Board is **0300 1000 300 / 028 91818518**

Local Safeguarding Children's Board out of hours is **028 95049999**

Police Child Protection Team is **101 or 999** (in an emergency)

NSPCC **0808 800 5000**

Objective

To contribute to the personal safety of all children/young people who attend any of our services by promoting Child Protection awareness, good practice and sound procedures.

Policy statement

Bangor Community Church [hereafter BCC] is a contemporary town church with a range of community-oriented activities for children and young people. The Eldership Team [hereafter referred to as ET] recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to BCC'S care.

The ET is committed to ongoing child protection training for all children/youth leaders/volunteers and will regularly review the operational guidelines attached.

For the purposes of this document, the term children and young people refer to those under the age of 18 years.

This policy is based on the following principles:

- The welfare of the child/young person is paramount
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children/young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Leaders/Volunteers are trained to understand the nature of abuse and to be alert to matters of concern
- All Leaders/Volunteers working at BCC have a responsibility to report concerns to the designated lead person with responsibility for child protection or to the second named person.

We aim to safeguard children/young people by:

- adopting child protection guidelines through procedures and a code of conduct for Leaders/Volunteers
- sharing information about child protection and good practice with children/young people, parents and guardians and Leaders
- sharing information about concerns with agencies who need to know, and involving parents and children/young people appropriately
- following carefully the procedures for safe recruitment and selection of Leaders/Volunteers
- providing effective management for Leaders/Volunteers through support, supervision and training
- reviewing our policy and good practice regularly.

The role of the named designated lead person

Every place of worship or organisation should have a named person who acts as the designated child protection person, said person must undergo child protection training. It is the responsibility of this person to make themselves available for consultation with staff, Leaders, visitors and children/young people and their families.

The name of the named designated lead person and information about their duties should be visible so that everyone [including parents/guardians] is aware of who to talk to if they have concerns.

In the absence of the designated lead child protection person, a deputy must be identified.

The named person's role includes:

- ensuring that this policy is implemented throughout BCC
- ensuring that all necessary enquiries, procedures and investigations relating to child protection are carried out
- reporting results of screening enquiries and preserving 'need to know' levels of confidentiality and access to secure records
- ensuring that all confidential records relating to child protection matters are kept secure
- liaising with social services at a formal and informal level on child protection matters, also with the police
- reporting allegations and suspicion of abuse to the appropriate authorities
- ensuring that there is adequate induction and training relating to child protection matters
- ensuring that each activity carried out by the organisation is sound in terms of child protection as regards personnel, practices and premises
- checking all incident reports made by Leaders/Volunteers, countersigning them and making such reference to the appropriate authority as is appropriate.

Good practice

Before any activity starts, the designated lead person shall ensure that adequate child protection procedures are in place, as follows.

- Parent's must fill out a consent form for each child/young person attending an event.
- Leaders/Volunteers will record any unusual events on the accident/incident form unless this includes anything confidential.
- Where possible, Leaders/Volunteers should not be alone with a child/young person, although it is recognised that there may be times when this may be necessary, however, accountability is always required and an appropriate space should be sought where other Leaders can see.
- BCC recognises that physical touch between adults and children/young people can be healthy and acceptable in public places. However, Leaders/Volunteers will be discouraged from this in circumstances where an adult and child/young person are alone together.
- All leaders/volunteers should treat all children/young people with dignity and respect in their attitude, language and actions.

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

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

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

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Details of definitions, signs and symptoms of abuse can be found in the appendix 1.

Safeguarding awareness and good practice

The ET is committed to the ongoing training and development for all workers and developing a culture of awareness of safeguarding issues to help protect everyone. All our leaders/volunteers will receive an induction process and recognised safeguarding training delivered by those authorised. The training received is from the South Eastern Health & Social Care Trust / Volunteer Now. The training will raise awareness of good practice; all personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- always working in an open environment (for example, avoiding private or unobserved situations and encouraging open communication with no secrets)
- treating all children/young people equally, and with respect and dignity
- always putting the welfare of each child/young person first
- maintaining a safe and appropriate distance with children/young people (for example, it is not appropriate for Leaders to have an intimate relationship with a child/young person or to share a room with them)
- building balanced relationships based on mutual trust, empowering children/young people to share in the decision-making process
- making activities and other off-site activities, fun, enjoyable and safe
- keeping up to date with technical skills, qualifications and insurance
- involving parents/guardians wherever possible
- Ensuring that leaders/volunteers work in pairs for accountability. Ensuring that, when mixed groups are taken away, they are always accompanied by a male and a female Leader/Volunteer (but remember that same-gender abuse can also occur)
- ensuring that, at residential events, adults do not enter children's/young people's rooms or invite children/young people into their rooms
- being an excellent role model, including not smoking or drinking alcohol in the company of children/young people
- giving enthusiastic and constructive feedback rather than negative criticism

- recognising the developmental needs and capacity of children/young people and not pushing them against their will
- securing written consent from parents/guardians for Leaders to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written consent from parents/guardians, if it is necessary for Leaders to transport children/young people in their cars. (two unrelated adults are able to transport children/young people but only when permission has been given by parent/guardian and the relevant member of Leaders for the event)

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of the person in charge of the event or of the child/young person's parents – for example, if a child/young person sustains an injury and needs to go to hospital, or if a parent/guardian fails to arrive to pick up a child/young person at the end of a session.

- Avoid spending excessive amounts of time alone with children/young people away from others.
- Avoid being in a situation where you are alone with a child, e.g. taking a child/young person to an event or dropping them off in your car.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- use corporal/physical punishment to manage behaviour
- share a room with a child/young person
- allow or engage in any form of inappropriate touching
- allow children/young people to use inappropriate language unchallenged
- make sexually suggestive comments to a child/young person, even in fun
- reduce a child/young person to tears as a form of control
- allow allegations made by a child/young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children/young people or disabled adults that they are able to do for themselves
- Invite or allow children/young people to stay with you at your home unsupervised.

Please note

It may sometimes be necessary for Leaders to do things of a personal nature for children/young people, particularly if they are young or disabled. These tasks should be carried out only with the full understanding and consent of parents/guardians and of the child/young person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices, where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing or where there is physical contact – for example, lifting or assisting a child/young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Allegations against a Leaders/Volunteer

The organisation will fully support and protect anyone who, in good faith, reports their concern that a colleague is, or may be, abusing a child/young person. Where there is a complaint against a Leaders/Volunteer, there may be three types of investigation: criminal investigation, child protection investigation or disciplinary/misconduct investigation. The results of the police and child protection investigation may well influence the disciplinary investigation, but this will not necessarily be the case.

Concerns about poor practice

If following consideration, the allegation is clearly about poor practice, this will be dealt with as a misconduct issue.

If the allegation is about the poor practice of the designated lead person, or if the matter has been handled inadequately and concerns remain, it should be reported to ET, addressed to Tanya English, who will advise how to deal with the allegation and whether or not they should initiate disciplinary proceedings.

Internal enquiries and suspension

The designated lead person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended, pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries, the organisation will assess all individual cases to decide whether a member of Leaders or Volunteer can be reinstated and how this can be handled sensitively. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information. This might suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/young person must remain of paramount importance throughout.

Responding to allegations of abuse

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

1. You must report your concerns immediately to the one of the child protection team at BCC.

The named designated lead person is Natasha Hamilton who is nominated by the church to act on their behalf in dealing with the allegation or suspicions of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the named designated lead person or if the suspicions in any way involve the nominated person, then the report should be made to with the Elder in charge (Tanya English) or the deputy designated person (Michaela Phillips).

REPORTING

1. Once aware, the designated person responsible will obtain information from Leaders, children/young people or parents/guardians who have child protection concerns and record this information access the information quickly and carefully and ask for further information, as appropriate.

2. If a child is in danger or a criminal offence has taken place, then PSNI or social services via Gateway must be informed immediately, do not delay this by having a meeting, remember that the task of deciding whether or not abuse has occurred rests with the professional agencies.

3. The person who has the concern should tell a member of the Child Protection Team.

4. The designated person in the Child Protection team informs Senior Pastor if they deem necessary, if not then they discuss with another CP team member, ideally Elder in Charge.

5. The designated person should meet with the Senior Pastor or fellow member of CP team as soon as possible, consider all the information available and decide to whom, if anyone, it needs to be reported, if for any reason it is not possible to speak to the Senior Pastor or if an allegation concerns a Pastor or member of his/her family, the designated person should consult with another member of the BCC Child Protection team and decide who to report to if anyone.
6. ensure that the parents/guardians of the child/young person are contacted as soon as possible, following advice from Gateway Team as in some instances parents will not be informed.
7. Consideration should be given by the CP team and Senior Pastor to offering support to the leader or other person who made the initial report.
8. In the congregational context, information should be restricted to the relevant member of Child Protection team and Senior Pastor. However in certain cases the Senior Pastor may decide that the best way forward is for the church to support a person or family and in that case informs the Eldership team where relevant.

2. Suspicions will not be discussed with anyone other than those named above.

3. It is the right of any individual to make direct referrals to the child protection agencies. If for any reason, you believe that the designated people have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

4. If a child makes a disclosure of abuse:

- make notes as soon as possible (ideally within one hour of being told)
- write down exactly what the child/young person has said, what you said in reply and what was happening immediately before you were told (for example, what activity was taking place)
- record dates, times and when you made the record
- keep all your handwritten notes secure
- report your discussion to the designated person as soon as possible
- if the named designated person is implicated, you need to report to the second designated person
- if both are implicated, report to Tanya English, ET, who will act on behalf of the organisation
- do not discuss your suspicions or allegations with anyone other than those nominated above
- the designated person must consider carefully whether or not it is safe for a child/young person to return home to a potentially abusive situation, and, if necessary, they should take immediate action to contact social services in order to discuss putting safety measures into effect.

Allegations of physical injury, neglect or emotional abuse:

If a child/young person has a symptom of physical injury neglect or emotional abuse, the named responsible person will:

- contact social services for advice in cases of deliberate injury or concerns about the safety of the child/young person, but they must not inform the parents/guardians
- seek emergency medical attention if necessary
- In other circumstances for lesser concerns (e.g. poor parenting), encourage the parent/guardian to seek help from social services, but not if this places the child at risk of significant harm.
- in the case of real concern, contact social service or NSPCC.

Allegations of Sexual abuse

In the event of allegations or suspicions of sexual abuse, the named responsible person will:

- contact the social services duty social worker for children and families directly, but must not speak to the parent or to anyone else
- seek advice from the Local Safeguarding Children Board
- collect and clarify the precise details of the allegation or suspicion and provide this information to social services, but should not attempt to carry out any investigation into the allegation or suspicion of sexual abuse
- While allegations or suspicions of sexual abuse should normally be reported to the named responsible person, their absence should not delay referral to social services.

Responding to a child making an allegation of abuse

- It is important **not** to make promises that you may not be able to keep. Do **not** say that you will keep confidential what a child/young person is about to tell you, as you may have a duty to share it with others. As before explain that you cannot keep a secret and if relevant we may pass on to church Elders. If they are concerned about this we can agree to keep anonymous when sharing with Elders. The reason for this is that we can bring support as a church and community.
-
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Stay calm and listen carefully to what the child/young person is saying.
- Allow the child/young person to continue at their own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child/young person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- As soon as possible, record in writing what was said, using the child's/young person's own words.
- Make a note of the date, time, any names mentioned and to whom the information was given, and ensure that the record is signed and dated.

Helpful statements to make

- 'I believe you (showing acceptance of what the child/young person says).'
- 'Thank you for telling me.'
- 'It's not your fault.'
- 'I will help you.'

Do not say:

- 'Why didn't you tell anyone before?'
- 'I can't believe it!'
- 'Are you sure that this is true?'
- 'Why? Who? When? Where?'

Never make promises you can't keep.

Support for dealing with the aftermath of abuse

Consideration should be given to the kind of support that children/young people, parents/guardians and leader/volunteer may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

Safe recruitment

BCC is committed to the safe recruitment of all leaders and that they will be trained and supported in their roles. All leaders will work in teams or in open environments where they are not alone with children.

All Leaders will:

- be given a clear role description, setting out expectations for their work and conduct

- Complete safeguarding training.
- Supply the names of two referees, who will be contacted to send references preferably in writing (however telephone references can be sought as the last measure)
- be required to produce either permission to check their ACCESSNI if subscribed to the update service or go through the Disclosure and Barring Service, giving photographic and other evidence of identity and including a formal declaration of any criminal convictions
- Go through child protection policy and procedure on induction, followed by full safeguarding training. Plus, a raised awareness of child protection twice a year in Monthly Ministry Meetings to remind them of procedures and important concepts

DATA PROTECTION AND RECORDS

Once a disclosure has been reported to Gateway then we can destroy our records as they now have them on their system. If we have records and observations that were never passed on to Gateway then we can keep these in the office, locked away in case required in the future. The period of time for holding this information will be clarified in September 2019 at a training session.

Important contacts outside the organisation

- North Down Gateway Team: **028 91818518**
- Out of Hours Gateway Team: **028 95049999**
- Churches Child Protection Advisory Service (CCPAS) **0303 003 11 11**
- NSPCC Child Protection Helpline: **0808 800 5000 or 0800 056 0566 (text)**
- ChildLine: **0800 1111**
- NSPCC Whistleblowing Advice line: **0800 028 0285**

Appendix 1

Definitions of abuse

These definitions are based on NSPCC Every Childhood is Worth Fighting For – Definition and signs of child abuse (December 2017)

What is child abuse?

Child abuse happens when a person – adult or child – harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention. Neglect can be just as damaging to a child as physical or sexual abuse.

Children may be abused by:

- family members
- friends
- people working or Volunteering in organisational or community settings
- people they know
- or, much less commonly, by strangers.

Children suffering abuse often experience more than 1 type of abuse. The abuse usually happens over a period time, rather than being a single, isolated incident. Increasingly, abuse can happen online.

General signs of abuse

Children who suffer abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be vigilant to the signs listed below.

- regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- showing an inexplicable fear of particular places or making excuses to avoid particular people
- knowledge of 'adult issues' for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- angry outbursts or behaving aggressively towards other children, adults, animals or toys
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or thoughts about suicide
- changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- in older children, risky behaviour such as substance misuse or criminal activity
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents/guardians. In assessing whether signs are related to abuse or not, they need to be considered in the context of the child's development and situation.

PHYSICAL ABUSE

What is physical abuse?

Physical abuse happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating.

It's also physical abuse if a parent/guardian makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

Bruising

- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- large oval-shaped bite marks.

Burns or scalds

- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

NEGLECT

What is neglect?

Neglect is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Neglect may involve a parent's or guardian's failure to:

- provide adequate food, clothing or shelter
- supervise a child (including leaving them with unsuitable guardians) or keep them safe from harm or danger
- make sure the child receives appropriate health and/or dental care
- make sure the child receives a suitable education
- meet the child's basic emotional needs – parents may ignore their children when they are distressed or even when they are happy or excited. This is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Spotting the signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may come to school without lunch money or even try to steal food
- children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions
- children who are left alone or unsupervised
- children who fail to thrive or who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development

- children who live in an unsuitable home environment, for example the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence
- children who have taken on the role of guardian for other family members.

SEXUAL ABUSE

What is sexual abuse?

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.

Child sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child.

It includes:

- sexual touching of any part of the body whether the child is wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- encouraging a child to watch or hear sexual acts
- not taking proper measures to prevent a child being exposed to sexual activities by others
- showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.

Online sexual abuse includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online
- meeting a child following online sexual grooming with the intent of abusing them.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse. These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections (STI)
- pregnancy

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.

For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- a child might become sexually active at a young age
- they might be promiscuous.

CHILD SEXUAL EXPLOITATION

What is child sexual exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Spotting the signs of child sexual exploitation

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour.

Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships, appearing intimidated and fearful of certain people or situations
- hang out with groups of older people, or anti-social groups, or with other vulnerable peers
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones which they can't or won't explain
- have unexplained physical injuries.

HARMFUL SEXUAL BEHAVIOUR

What is harmful sexual behaviour?

Children and young people who develop harmful sexual behaviour (HSB) harm themselves and others.

HSB can include:

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

Sexual behaviour between children is also considered harmful if 1 of the children is much older – particularly if there is more than 2 years' difference in age or if 1 of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Spotting the signs of harmful sexual behaviour

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviour which might be concerning depend on the child's age and the situation.

EMOTIONAL ABUSE

What is emotional abuse?

Emotional abuse is persistent and, over time, it severely damages a child's emotional health and development.

It involves:

- humiliating, putting down or constantly criticising a child
- shouting at or threatening a child or calling them names
- mocking a child or making them perform degrading acts
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing them to have friends or develop socially
- pushing a child too hard or not recognising their limitations
- manipulating a child
- exposing a child to distressing events or interactions such as drug taking, heavy drinking or domestic abuse
- persistently ignoring them
- being cold and emotionally unavailable during interactions with a child
- never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes.

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse but you may spot signs in a child's actions or emotions.

It's important to remember that some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty.

Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:

- be overly-affectionate towards strangers or people they haven't known for very long
- not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- lack confidence or become wary or anxious
- be unable to play
- be aggressive or nasty towards other children and animals.

Older children may:

- use language, act in a way or know about things that you wouldn't expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends

- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm.

DOMESTIC ABUSE

What is domestic abuse?

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or were in an intimate relationship. There are many different types of abusive behaviour that can occur within intimate relationships, including emotional, sexual, financial, psychological and physical abuse. Domestic abuse can be underpinned by an on-going pattern of psychologically abusive behaviour (coercive control) that is used by 1 partner to control or intimidate the other partner. In situations of domestic abuse, both males and females can be abused or be abusers. Domestic abuse can happen in any relationship regardless of age, sexuality, gender identity, race or religious identity. Research by the NSPCC has indicated that many young people experience domestic abuse in their own intimate relationships (Barter, 2009). The UK's cross-government definition of domestic abuse also covers relationships between young people aged 16 and 17 (Home Office, 2013).

Children's exposure to domestic abuse between parents and guardians is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. The developmental and behavioural impact of witnessing domestic abuse is similar to experiencing direct abuse.

Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Spotting the signs of domestic abuse

It can be difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

BULLYING AND CYBERBULLYING

What are bullying and cyberbullying?

Bullying is behaviour that hurts someone else. It usually happens over a lengthy period and can harm a child both physically and emotionally.

Bullying includes:

- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

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

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Spotting the signs of bullying and cyberbullying

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault.

No one sign indicates for certain that a child's being bullied, but you should look out for:

- belongings getting 'lost' or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

CHILD TRAFFICKING

What is child trafficking?

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

Children are trafficked for:

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

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

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly

involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011). Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation so child trafficking only requires evidence of movement and exploitation.

Modern slavery is another term which may be used in relation to child trafficking.

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014). **The Modern Slavery Act passed in 2015 categorises offences of slavery, servitude, forced or compulsory labour and human trafficking (NCA, 2017).**

Spotting the signs of child trafficking

Signs that a child has been trafficked may not be obvious, but you might notice unusual behaviour or events.

These include a child who:

- spends a lot of time doing household chores
- rarely leaves their house, has no freedom of movement and no time for playing
- is orphaned or living apart from their family, often in unregulated private foster care
- lives in substandard accommodation
- isn't sure which country, city or town they're in
- is unable or reluctant to give details of accommodation or personal details
- might not be registered with a school or a GP practice
- has no documents or has falsified documents
- has no access to their parents/guardians
- is seen in inappropriate places such as brothels or factories
- possesses unaccounted for money or goods
- is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- has injuries from workplace accidents
- gives a prepared story which is very similar to stories given by other children.

There are also signs that an adult is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- travelling with different children who they're not related to or responsible for
- insisting on remaining with and speaking for the child
- living with unrelated or newly arrived children
- abandoning a child or claiming not to know a child they were previously with.

FEMALE GENITAL MUTILATION

What is female genital mutilation?

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

The age at which FGM is carried out varies. It may be carried out when a girl is newborn, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It's used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Spotting the signs of female genital mutilation

- A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:
- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school repeatedly or running away from home.

A girl who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

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CHILD PROTECTION RECORD OF CONCERN

Child's name: male/female
Date of birth: creche/GK/youth
Date:

Nature of concern:

.....

.....

Description of injuries, bruises etc.:

.....

.....

Who was this noted/reported by:

Who else was present:

Action Taken:

.....

.....

Report copied to the Designated Officer

Follow up:

.....

.....

Signature:

Role:

Appendix 2 - Reporting Safeguarding Concerns
Child Protection Record of Concern
Addendum B – Checking In and Out Procedures

We want all children who attend children and youth ministries to be checked in and out safely, therefore there are certain procedures that all Leaders/Volunteers must adhere to, to ensure this happens.

Generation Kids - All children are registered on arrival at the registration desk in the foyer and a pick-up process is in place for Primary School Year 1 – 4 children.

If the child is new to Generation Kids, a registration form will be completed:

- Name of child
- School year
- Parent/guardian name
- Contact number or email address of parent/guardian
- Any medical or dietary concerns. The Children Coordinator will follow up with the parent/guardian during the week to complete remainder of registration form.

The Children Coordinator will follow up with the parent/guardian during the week to complete remainder of registration form.

Returning children will be issued their name badge, two number ID cards and have their name entered on the register against the number ID. The child will put on their name badge and hold on to one of the number ID's. The second number ID will be kept by the parent for pick-up time. Primary School Year 5 – 7 will only receive their name badge and one number ID card as no pick-up required.

The children will be instructed at a certain point during worship to quietly and quickly leave the Sanctuary and make their way to Generation Kids. A Leader at the door of GK will collect the number ID's the children hold and compare these to the register, ticking off the children who came to GK and highlighting the ones who remained with their parents in the main service. The registration will be checked during the week by the Children Coordinator who will contact parents/guardians of children who remained in the main service to ascertain the reason for same and discuss what GK can do to encourage their child to join us the next week.

A pick-up system for Primary School Year 1 – 4 is in place to ensure the safe collection of all children. Parents/guardians, at the end of the service, are to directly make their way to GK with the number ID which allows the Leader to call children one at a time to ensure safe collection of all children. To ensure best practice we will only release children to those 16+. Please use your best judgement to check if necessary.

Ensure all children, Primary School Year 1 – 7 return their name badge when leaving GK and any new child leaves with a welcome pack.

PLEASE NOTE: Parents MUST have a number ID to pick-up their child. If the number ID has been lost, the parent must stand aside and wait to all other children have been collected, then the child's registration form must be looked up, so the Leader can confirm contact number or email address noted on registration form before releasing the child. If another Leader becomes free, they can look up the registration form and confirm details.

BCC Youth – All young people are registered on arrival at the registration desk in the foyer.

If a young person is new to BCC Youth, a registration form will be completed:

- Name of young person
- Their contact number
- Name of their parent/care
- Contact number or email address of parent/guardian
- Any medical or dietary concerns

The Youth Coordinator will follow up with the parent/guardian during the week to complete reminder of registration form.

During the registration Leaders will ascertain if the parent/guardian knows they have come to BCC Youth and how they will be going home. If there is doubt the parent/guardian knows then every effort will be made to contact the parent informing them where there young person is and ensuring they are allowed to stay to the end (ensuring the parent knows what time the programme ends).

Once registration form completed, a voucher for Tuck Shop will be issued as a welcome token.

Returning young people will give their name at registration, allowing their attendance to be recorded on the register.

Every effort is made to ensure that children are collected by responsible adults rather than by a minor under the age of sixteen.

Addendum C - BCC Missing Child Procedure

- If a child goes missing the Leader in question will inform the Children Coordinator and the rest of the Leaders and Volunteer team that the child is missing and a thorough search of the entire premises will commence. The remaining Leaders will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Children or Youth Coordinator will nominate two Leaders, one male and one female, to search the area surrounding the premises. All Leaders will be extra vigilant to any potentially suspicious behaviour or persons in and around the area.
- If after 15 minutes of thorough searching the child is still missing, the Children Coordinator will inform the police and then the child's parent/guardian.
- While waiting for the police and the parent/guardian to arrive, searches for the child will continue. During this period, other Leaders will maintain as normal a routine as is possible for the rest of the children at the children ministry.
- The Children Coordinator will be responsible for meeting the police and the missing child's parent/guardian. The Children Coordinator will coordinate any actions instructed by the police and do all they can to comfort and reassure the parents/guardians.
- Once the incident is resolved, the Children Coordinator and the Leaders team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the children ministries will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, as soon as is practicable.

Addendum D - BCC Missing Young Person Procedure

- If a young person goes missing the leader in question will inform the Youth Coordinator and the rest of the Leaders and Volunteer team that the young person is missing and a thorough search of the entire premises will commence. The remaining Leaders will be careful not to create an atmosphere of panic and to ensure that the other young people remain safe and adequately supervised.
- The Youth Coordinator will nominate two members of Leaders, one male and one female, to search the area surrounding the premises. All Leaders will be extra vigilant to any potentially suspicious behaviour or persons in and around the area.
- If after 15 minutes of thorough searching the young person is still missing, the Youth Coordinator will inform the police and then the child's parent/guardian.
- While waiting for the police and the parent/guardian to arrive, searches for the young person will continue. During this period, other Leaders will maintain as normal a routine as is possible for the rest of the young people at the youth ministry.
- The Youth Coordinator will be responsible for meeting the police and the missing young person's parent/guardian. The Youth Coordinator will coordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/guardians.
- Once the incident is resolved, the Youth Coordinator and Leaders will review relevant policies and procedures and implement any necessary changes.
- If a young person is seen leaving or attempting to leave site early a Leader will ask them to wait until they have spoken to the Youth Coordinator, who will contact parents to let them know their child wants to leave – seeking authorisation.
- If the parent cannot be contacted the young person must be encouraged to stay on site until the end of the programme.
- If the young person leaves with no consent the parents should be called immediately saying their child has left without permission, asking the parent to let the Youth Coordinator know they have returned safely. A follow-up conversation will be had with the young person before they attend again explaining the importance of not leaving site.
- If the parent/guardian cannot the police will be informed and the above procedure will be followed.
- All incidents of children going missing from the children or youth ministries will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, as soon as is practicable.

Addendum E - BCC Use of Bouncy Castle Procedure

- Before inflating a safe and suitable location should be chosen for the bouncy castle.
- Checks should be made to ensure that there are no defects or damage to the castle or any damage to any equipment related to the bouncy castle
- All electrical power leads must be completely unraveled to ensure that there is no static electricity build up.
- Leaders or Volunteer must supervise the castle at all times
- All the children and Leaders must be aware of the rules for using the bouncy castle.
- Children and young people cannot wear any jewellery, watches, footwear or any sharply pointed item whilst on the bouncy castle.
- Children and young people are to walk on and off of the castle at all times.
- Children and young people must not be allowed to perform any acrobatics, climb the walls or the supporting pillars of the bouncy castle.
- Children and young people must stay within the walls of the castle when they are on it and they are not to bounce in the front open area.
- Children and young people must not be allowed around the back of the castle or near the blower or any electrical equipment related to the castle.
- Only one group of children should be coming on or off the castle at one time.
- No more than five children and young people should be allowed on the castle at one time.
- No food or drinks are permitted onto the castle.
- Children and young people must be grouped in relation to their size and to their age.
- Leaders supervising the castle must be able to see the children and young people at all times and be close enough to support any child that that needs help coming off or be able to help any child in trouble.
- At the end of the session, no children and young people are permitted to go onto the castle whilst it is being deflated.
- The bouncy castle should always be deflated when not in use.
- One Leader should be responsible for checking the castle every half hour to ensure that the moorings are secure and that the blower is pumping out air correctly and if the castle has air vents that they are secure.
- When using the castle outside the mooring stakes should be used to secure the castle. On occasions when it is not possible to utilise the mooring stakes, the castle must be situated on suitable ground mats.
- All Leaders and Volunteers need to be familiar with this policy before supervising the bouncy castle.
- A trained first aider will be on site when the bouncy castle is in use.
- When using the bouncy castle outside deflate and fold in half and remove any electrical equipment inside immediately when the weather appears to be changing to rain.

Addendum F - BCC First Aid Procedures

The Children and Youth Coordinators, or designated Leaders member in their absence, will ensure that there is a fully trained First Aider available at all times during events. The Children and Youth Coordinators are responsible for ensuring designated Leaders members receive adequate first aid training.

In the Event of a Major Accident, Incident or Illness

In the event of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to the hospital or whether they can safely wait for their parent/guardian to arrive.
- If the child needs to go straight to the hospital, an ambulance will be called. The parent/guardian will also be contacted. A member of Leaders will accompany the child to the hospital.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/guardian will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- Parents/guardians will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the children and youth ministries and Leaders.
- All such accidents or incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book. Parents/guardians will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by the children and youth ministries and its Leaders.
- The Children and Youth Coordinator and other relevant members of Leaders should consider whether the accident or incident highlights any actual or potential weaknesses in the children and youth ministries' policies or procedures, and act accordingly, making suitable adjustments where necessary.

In the Event of a Minor Accident, Incident or Illness

- In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain at the children or Youth ministry, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities but will be kept under close supervision for the remainder of the session.
- At the end of the session, the First Aider will fully inform the parent/guardian of the incident or accident and any treatment given.
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate, but does not warrant hospitalisation, the parent/guardian will be contacted immediately and asked to collect their child. Until the parent/guardian arrives, the child will be kept under close supervision and as comfortable as possible.
- All such accidents and incidents will be recorded in detail and logged in the Incident Record Book or the Accident Record Book and parents/guardians should sign to acknowledge the incident and any action taken.

The Children and Youth Coordinators and other relevant Leaders should consider whether the accident or incident highlighted any need to update risk assessments, policy or procedure and consider if further training is required.

Addendum G - BCC Emergency Evacuation Procedures

Emergency Evacuation Procedure – Generation Kids

1. On sighting a fire or on hearing the alarm evacuate of the building must happen immediately (activate an alarm at exit if not already sounding).
2. Assemble the children, exit the classroom via fire escape doors on first floor, down fire escape stairs and out front gate to car park and then to assembly point - Silverstream Road, approx 3 houses away from church building (Alternative route - come down the internal stairs and evacuate the building via the main front door and gather at the assembly point).
3. All available Leaders will assist in the evacuation of all children. The Designated Leader must take the registers with them and undertake a roll call at the assembly point.
4. All Leaders will ensure that any adult visitors of the children or youth ministries are also escorted out of the building.
5. The Designated Leader will proceed to the assembly point with a mobile sign so children, visitors and Leaders can clearly see where they are to assemble.
6. Once at the assembly point, undertake a roll call and account for all visitors and Leaders ensuring everyone has been safely evacuated from the building.
7. Then, and only then, can children be collected from assembly point using the numbered system as per normal registration.
8. Only tackle small fires yourself using the appropriate fire appliances if you have been suitably trained to do so or if the fire is directly blocking your exit from the building.
9. The chief fire marshal (or coach if unable to communicate with chief fire marshal) will telephone the fire brigade if necessary.
10. On evacuating the building act calmly and quietly to avoid alarming/scaring the children. Do not rush the children which may result in accidents and ensure you provide reassurance.
11. Do not enter the building until informed it is safe to do so by the chief fire marshal (or coach) or Fire Brigade personnel.

Emergency Evacuation Procedure – Youth

1. On sighting a fire or on hearing the alarm evacuate the building immediately via the nearest designated fire exit (activate an alarm at exit if not already sounding).
2. Leaders are to assist young people, or adult visitors, in evacuating the building whilst enforcing message to proceed to the assembly point.
3. Designated leader will proceed to the assembly point with a mobile sign (and instruct those evacuating the building to move towards the assembly point and away from the building and car park. Instruction should be given for evacuees to remain at the assembly point until the fire marshal declares the building safe or gives further instruction.
4. Two fire marshals will have responsibility for sweeping through the building ensuring everyone has evacuated whilst at the same time looking for visible signs of fire. In the event that a fire is detected or reported then the senior fire marshal shall be responsible for calling the emergency services and liaising with emergency personnel when they reach the site.
5. In the event of a false alarm, the senior fire marshal will announce that everyone can return to the building.
6. Should a fire or other emergency be discovered then the senior fire marshal shall contact the emergency services and inform those in attendance to remain at the assembly point and await further instruction.
7. It is the responsibility of the senior fire marshal to ensure that the roll call has been taken and ensure everyone has evacuated the building,