

# Co-Mission Churches Trust Safeguarding Policy 2016/17

Caring for children and vulnerable  
adults in our congregations

# Section 1

## Church Details

Co-Mission Churches Trust churches (hereafter, "CCT") also known as Co-Mission South churches, comprising:

CONGREGATION NAME	LOCATION	MINISTER IN CHARGE
Dundonald Church (Church of England, Diocese of Southwark)	Wimbledon	Richard Coekin Matt Beeby Andrew Nicholls Matt Beeby Andrew Nicholls Tom Heasman
Grace Church	Worcester Park	Sam Williamson
Christ Church	Earlsfield	Andy Fenton Ash Carter
Christ Church	Balham	Simon Pedley (acting pastor)
Cornerstone Church	Kingston	Pete Woodcock Andy Bruins Tom Sweatman
Hope Church	Sutton	Mark Fossey Tim Saunders
King's Church	Walton	Simon Martin
The Boathouse Church	Putney	Ben Shaw
Brixton Local Church	Brixton	Jason Marriner Felix Aremo

Office address: 577 Kingston Road, Raynes Park, London, SW20 8SA

Telephone: 020 8543 4411  
Company Number: 7496944

Charity Number: 1139922  
Insurance Company: Ecclesiastical Insurance plc

## Church Statement

As the Leadership of CCT we recognise the importance of the church's ministry with children, young people and vulnerable adults. We recognise the need to provide a safe and caring environment for them, and are committed to protecting and promoting the welfare of those entrusted to our care.

We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We agree with the principles of the UN Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

We acknowledge that vulnerable adults can also be the victims of neglect or abuse. Such abuse may be discriminatory, physical, emotional, financial, sexual or institutional in nature.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Exercising proper care in the appointment and selection of all those who will work with children and vulnerable adults, and ensuring that workers adhere to the agreed procedures of our safeguarding policy and safe practice code of conduct (appendix 6).
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children and young people.
- Supporting the Advocate for Vulnerable Adults in their work and in any action they may need to take in order to protect vulnerable adults.
- Supporting all in the organisation affected by abuse.

We recognise that:

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

## Responsibilities

The Safeguarding Co-ordinators/Advocate for Vulnerable Adults are responsible, in case of any concerns or allegations, for collating and clarifying the precise details of the allegation or suspicion and, if appropriate, passing this information on to the statutory agencies who have a legal duty to investigate.

TBC is the appointed Safeguarding Co-ordinator.

TBC will also work to

- act as advocate for children, young people and vulnerable adults
- ensure the safeguarding policy is followed
- provide training & offer advice across all CCT churches
- partnership with statutory agencies as appropriate
- ensure the safeguarding policy is regularly reviewed and updated
- inform the church leadership on issues of good practice.

Inge Tessendorf and Anja Lyon are nominated as Lead Recruiter, responsible for dealing with and processing applications for posts where Disclosure and Barring Service (DBS) disclosures are required. The Lead Recruiter keeps a database record of all those who have DBS clearances, and of all safeguarding policy training received by individuals.

In addition, each congregation will nominate a Safeguarding Representative who has the following responsibilities:

- To provide the Safeguarding Co-ordinators with details of current children's activities run by the congregation and the name of the person who is responsible for each one. (These activities and individuals are recorded on the policy to ensure clear accountability is maintained.)
- To be registered with CCPAS as a Recruiter for the congregation, to check and submit DBS forms for the congregation. These are returned to the CCT Central office and logged by the Lead Recruiter.
- Ensuring that all those who require a DBS check have done so, and have received training on the Safeguarding Policy. The CCT database can be checked with the Lead Recruiter.
- To liaise with the Advocate for Vulnerable Adults as required.

CHURCH	SAFEGUARDING REPRESENTATIVE
Dundonald Church The 9	Natasha Small Debbie Pawley debbie.pawley@
Dundonald Church The 10.45	<u>Natasha Small</u> <u>Debbie Pawley</u> debbie.pawley@
Dundonald Church The 4	Natasha Small Debbie Pawley debbie.pawley@
Dundonald Church The 7	James Williams <a href="mailto:james.williams@dundonald.org">james.williams@dundonald.org</a>
Dundonald Church Victoria Mission	Ian Shepherd <a href="mailto:ianjsheherd@hotmail.com">ianjsheherd@hotmail.com</a>
Grace Church Worcester Park	Claire Reynolds <a href="mailto:reynolds_cl@yahoo.co.uk">reynolds_cl@yahoo.co.uk</a>
Christ Church Earlsfield	Linda Trevitt <a href="mailto:linda@ccearlsfield.org">linda@ccearlsfield.org</a> Paula Standal <a href="mailto:paula@ccearlsfield.org">paula@ccearlsfield.org</a>
Christ Church Balham	Julia Stroud  Lee Taylor <a href="mailto:taylor@post.harvard.edu">taylor@post.harvard.edu</a> Louise Emslie-Smith  <a href="mailto:taylor@post.harvard.edu">taylor@post.harvard.edu</a>
	Sarah Bruins <a href="mailto:sarah@bruins.co.uk">sarah@bruins.co.uk</a> Emma Sims

Cornerstone Church Kingston	<a href="mailto:taylor@post.harvard.edu">taylor@post.harvard.edu</a>
King's Church Walton	Claudette Baldwin Helen Karsten <a href="mailto:helen.gilby@gmail.com">helen.gilby@gmail.com</a>
Hope Community Church Sutton	Vladka Newsome <a href="mailto:vladkanewsome@gmail.com">vladkanewsome@gmail.com</a>
The Boathouse Church Putney	Toni Edmonds-Smith <a href="mailto:toni_s04@yahoo.co.uk">toni_s04@yahoo.co.uk</a>
Brixton Local Church	Esther Mmbago

A copy of the Safeguarding Policy is held in the CCT Office. Everyone working with children young people or vulnerable adults shall be given a copy.

The CCT is committed to a rolling training programme for all such workers on the content of this policy. Training is provided by Safeguarding Co-ordinators and the Advocate for Vulnerable Adults and is offered termly.

# Section 2

## Recognising and responding appropriately to an allegation or suspicion of abuse

### UNDERSTANDING ABUSE AND NEGLECT

#### Vulnerable adults:

A definition of the term vulnerable adult is provided in Appendix 1. Adult abuse may be defined as the mistreatment and violation of an individual's human and civil rights by another person. Abuse can take many forms. (Definitions of the types of abuse of adults is included in appendix 1.) Abuse may be perpetrated by a family member, carer, and individual working with the adult in a health or social care capacity, or anyone else.

#### Children & young people:

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

Detailed definitions, and signs and symptoms of abuse are included in Appendix 1 to the policy.

### SAFEGUARDING AWARENESS

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

All those working with children and young people will receive training on the contents and implications of the policy from the Safeguarding Co-ordinators.

All those working with vulnerable adults will receive training on the contents and implications of the policy from the Advocate for Vulnerable Adults.

### RESPONDING TO ALLEGATIONS OF ABUSE

(This applies to all workers and volunteers in contact with children and families or vulnerable adults)

Under no circumstances should a church worker/volunteer carry out their own investigation into the allegation or suspicion of abuse.

The person in receipt of allegations or suspicions of abuse will do the following:

1. Make notes as soon as possible of their suspicions or allegations made to them by a child or vulnerable adult. Preferably within one hour of the disclosure, they should write down exactly what the person said and when s/he said it, what they said in reply and what was happening immediately beforehand (e.g. a description of the activity). Dates and times of these events and when the record was made must be recorded. All hand-written notes must be retained, even if subsequently typed. Such records should be kept for an indefinite period in a secure place in the CCT office.
2. Report all concerns as soon as possible to the Safeguarding Co-ordinator: Inge Tessendorf who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities who have a legal duty to investigate. If an individual is unsure whether to be concerned, they can discuss first with the Children's/Youth Worker for their congregation. They should not discuss suspicions with anyone other than those named above.
3. If the Safeguarding Co-ordinator cannot be contacted, or if the suspicions in any way involve them, then the concern should be reported to Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ, telephone 0845 120 4550. This is an advisory body, not a statutory agency. CCPAS offers advice to churches and operates a 24-hour telephone helpline.
4. The absence of the Safeguarding Co-ordinator should not delay a referral to Social Services.
5. It is the right of any individual citizen to make a direct referral to statutory safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of CCT churches will use the procedure outlined in this policy. If an individual believes that the Safeguarding Co-ordinators/ Advocate for Vulnerable Adults have not responded appropriately, or where they have a disagreement as to the appropriateness of a referral, they may contact an outside agency directly.
6. The Leadership will support the Safeguarding Co-ordinators and Advocate for Vulnerable Adults in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
7. The Senior Minister or Safeguarding Co-ordinator may be required, by conditions of the Church Insurance Policy, to immediately inform the Insurance Company.
8. The Senior Minister or Safeguarding Co-ordinator must also notify the Charity Commission about any concerns relating to the welfare of children, young people or vulnerable adults.  
See p.13 for details of all local statutory agencies

## Detailed procedures where there is concern about a child:

### ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a sign of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator:

1. Will contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
2. Will not tell the parents or carers unless advised to do so having contacted Children's Social Services.
3. Will seek medical help if needed urgently, informing the doctor of any suspicions.
4. For ongoing (but not emergency) concerns, (e.g. poor parenting), will encourage the parent/carer to seek help, but not if this places the child at risk of injury. If a parent/carer fails to seek help, contact Children's Social Services direct for advice.
5. Will seek and follow advice given from CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## ALLEGATIONS OF SEXUAL ABUSE

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

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

## ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator in accordance with Local Safeguarding Children's Board procedures will also need to liaise with the Local Authority Designated Officer (LADO) in regards to the suspension of the worker. This action will be taken within 24 hours.

Where a person holds a DBS certificate, the Safeguarding Co-ordinator will also inform the DBS within 24 hours.

## Procedures where there is concern for a vulnerable adult:

### SUSPICIONS OR ALLEGATIONS OF ABUSE

The Advocate for Vulnerable Adults or Safeguarding Co-ordinator will:

1. Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
2. If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
3. Contact the local Adult Social Care Vulnerable Adults Team (who have a statutory responsibility to investigate allegations of abuse) for advice. Alternatively seek advice from CCPAS.

# Section 3

## Prevention

### SAFER RECRUITMENT

1. All prospective paid workers or volunteers in roles with children, young people or vulnerable adults will be required to apply for an enhanced disclosure via the Disclosure and Barring Service (DBS) where it is legal to do so. This will be made clear in any information about such positions.
2. All DBS forms for the CCT churches will be returned electronically to the Lead Recruiter where they will be processed by him, or his proxy.
3. Applicants will be asked to complete an application and self-declaration form.
4. Applicants will be asked to provide details of 2 referees (known to them for at least 2 years) for the church to approach.
5. Disclosures shall be obtained through the Churches Child Protection Advisory Service. Re-submission of applications for disclosure for all relevant workers will take place every 3 years.
6. Those working with any group involving school age school children must be active members of a church small group. This is to ensure spiritual and personal accountability within the church body.
7. An individual who has committed an offence against a child or who, for any other reason is considered by the leadership as unsuitable to work with children, will NOT be appointed to a role with children and young people.
8. Where a DBS check is returned with a “blemish” a risk assessment will be carried out in conjunction with CCPAS.
9. Workers with children and vulnerable adults will be given opportunities to meet together with a leader to discuss work programmes and areas of concern. This will take place at the leaders’ meetings of the respective groups.
10. A safe practice code of conduct will be signed by all workers with children, young people & vulnerable adults (appendix 6) and must be retained by them.
11. Workers with children and/or vulnerable adults will be required to attend safeguarding training provided by CMCT or by CCPAS.
12. Workers with children and/or vulnerable adults will be required to have access to and knowledge of the CMCT’s Safeguarding Policy Document.
13. Children’s workers will be reviewed on a regular basis, through regular meetings and

discussion with Children's/Youth Workers.

14. The only exceptions to the above procedure are the groups in which contact by workers with children is occasional and always supervised, e.g. Holiday Clubs. Declaration forms stating that the worker has no convictions in relation to children will be required and must be completed before helping with such groups.
15. Advice can be sought from the Safeguarding Co-ordinators/Advocate for Vulnerable Adults or CCPAS Disclosure Team regarding whether DBS checks can be sought for a specific role.

Policy regarding obtaining Disclosures, and the security of Disclosure information:

1. Disclosures will be obtained from the Disclosures and Barring Service (DBS), through the Churches Child Protection Advisory Service, (Disclosure Service), PO Box 133, Swanley, Kent, BR8 7UQ; telephone 0845 120 4551 or 0845 120 4550.
2. The Leadership has agreed to adopt the policies required by the DBS and CCPAS in relation to employment of offenders and the secure storage and handling of disclosure information. Electronic returned disclosures are available to view online for 6 months. No physical copies are kept.

# Section 4

## Pastoral Care

### SUPPORTING THOSE AFFECTED BY ABUSE

The Leadership is committed to offering pastoral care and support to all those who have been affected by abuse.

### MANAGING THOSE WHO POSE A RISK

Due to the addictive and persistent nature of abusive behaviour, the Leadership recognises that those attending the church who are known to pose a risk, (having committed, or been accused of sexual or other crimes against children, young people or vulnerable adults), will need robust measures put in place to ensure that children and vulnerable adults are safeguarded.

The Senior Minister and Safeguarding Co-ordinator will be responsible for establishing a Covenant of Care Group for any individual concerned. Such a group will consist of the individual, the minister for the congregation, 2–3 senior elders and will be run in conjunction with the Police and, where relevant, probation services.

The work of the group will include producing a written contract setting out boundaries for the movements and behaviour of the individual within the context of the church. The individual will be expected to sign and abide by this contract. Any such contract will be reviewed at least 6 monthly.

If the individual fails to abide by the boundaries set out within this contract, the Safeguarding Co-ordinator will contact the Police for advice. If the individual leaves the church, the Police Child Protection team and, where relevant Probation Services, will be informed.

# Section 5

## Key Contacts

### Senior Minister

Richard Coekin  
Office: 020 8543 4411  
Home: 020 8715 5478  
Mob: 07939 503183

### CCT Safeguarding Co-ordinator

Inge Tessendorf  
E-mail: [inge.tessendorf@co-mission.org](mailto:inge.tessendorf@co-mission.org)  
Mob: 07841817700

## Contact Details for Statutory Services

LOCAL COUNCIL	RELEVANT AGENCY	TELEPHONE
Merton	Multi Agency Safeguarding Hub	020 8545 4226 or 4227
	out of hours	020 8770 5000
	Police Child Protection Team	020 8687 4508
Kingston	Single Point of Access Team for Children	020 8547 5008
	out of hours	020 8770 5000
	Police Child Protection Team	020 8687 4508
Sutton	Multi Agency Safeguarding Hub	020 8649 0418
	out of hours	020 8770 5000
	Police Child Protection Team	020 8687 4508
Wandsworth	Multi Agency Safeguarding Hub	020 8871 6622
	out of hours	020 8871 6000
	Police Child Protection Team	020 8247 7827
Lambeth	Children's Social Care	020 7926 9896
	out of hours	020 7926 1000
Westminster	Children's Social Care	020 7641 4000
	out of hours	020 7641 6000
Elmbridge	Children's Services	0300 123 1610
	out of hours	01483 517898
	Police Child Protection Team	101

## Safeguarding Adults Teams

LOCAL COUNCIL	TELEPHONE
Merton	020 8545 4430
Kingston	020 8547 4735
Wandsworth	020 8871 5855
Sutton	020 8770 4565
Lambeth	020 7926 5555
Westminster	020 7641 2500
Elmsbridge	01372 832695

Churches' Child Protection Advisory Service (CCPAS)

Operate a helpline for advice and information: 0845 120 4551 or 0845 120 4550.

# Appendix 1

## Definitions relating to vulnerable adults

### Definition of vulnerable adult

#### A vulnerable adult is

“Any adult aged 18 or over who, due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation”  
CCPAS 2012.

It should be noted that reaching a certain age or having a particular disability does not in itself mean that a person is vulnerable, any more than we are all vulnerable in certain situations.

### Definitions of adult abuse (CCPAS 2012)

#### Discriminatory abuse

involves treating an adult inappropriately because of their age, gender, race, religion, culture, sexuality or disability.

Discriminatory abuse exists where values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.

#### Physical abuse

is to inflict pain or physical injury either deliberately or through lack of care. Eg hitting slapping pushing kicking burning hair pulling or using inappropriate restraint or sanctions.

#### Emotional abuse

is behaviour which causes mental distress or anguish or negates the wishes of the adult. It includes verbal abuse, humiliation, bullying, blaming, using threats of harm or abandonment, being deprived of contact or being prevented from receiving services or support.

#### Financial or material abuse

is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.

#### Sexual abuse

is the involvement in sexual activities to which the person has not consented, or does not fully comprehend and so cannot give informed consent. Or it may occur where the other party is in a position of trust power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault.

## Neglect

or acts of omission is the repeated deprivation of help that an adult needs, that if withdrawn will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult or to others.

## Institutional abuse

which may happen in nursing and residential homes or hospitals, is the mistreatment or abuse of an adult by a regime or individuals within an institution or in the community. It can occur through repeated acts of poor or inadequate care and neglect or poor professional practice or ill treatment.

# Appendix 2

## Definitions relating to children and young people

### Definitions of Abuse

#### The London Child Protection Procedures

4<sup>th</sup> Edition 2014

### Definitions of child abuse and neglect

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

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

#### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials,

watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 [Sexual Offences Act 2003](#).

## Neglect

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

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

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

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

Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic violence. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships.

The Home Office definition of Domestic violence and abuse was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial

- Emotional

Controlling behaviour is:

a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is:

an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

# Appendix 3

## Children's Groups in CCT Churches

2015/16

CHURCH	GROUP	PERSON RESPONSIBLE
Dundonald The 9	Crèche 0-2 years	Ronel van Straaten
	Movers and Shakers 3-4 years	Kerrin McIntosh
	Kids in the warehouse 5-11	Anna Barratt In Ha Park
Dundonald The 10.45	Crèche 0-2 years	Anna Panaite
	Movers & Shakers 3-4 years	Sam Pemble
	Kids in the warehouse 5-11	Anna Barrett
	Pathfinders 11-14	James Williams
Dundonald The 4	Creche 0-2	Catherine Willgoss
	Creche 3-4	Daleen Ferreira
	Kids in the Warehouse 5-11	In ha Park
	Pathfinders 11-14	James Willaims
Dundonald The 7	CYFA	James Williams

CHURCH	GROUP	PERSON RESPONSIBLE
Dundonald Midweek	Bunnies Toddler Group (Thursdays)	Sam Nicholas
	Junior Jivers (Tuesdays & Thursdays)	Julie Morrow Julie Krige
	Men Behaving Dadly Toddler Group (Saturdays monthly)	David Collins Gary Rowlands-MacKenzie
	Dangerous Club (Fridays monthly)	Louise Field
	Pathfinders 7-9 (every other Friday)	James Williams
	CYFA 8-10 (every other Friday)	James Williams
Grace Church Worcester Park	Crèche 0-2	Esther Raja
	Sunday school 3-11	Esther Raja
	Roots 11-14	Esther Raja
	Dangerous Club	Esther Raja
	Wild! Club	Esther Raja
	Men Behaving Dadly Toddler Group (Saturdays monthly)	Gregor?
Christ Church Earlsfield	Crèche 0-3	Paula Standal
	Little kids 3-7	Paula Standal
	Big kids 7+	Paula Standal
	Junior Jivers (Thursdays)	Julie Morrow
	Men Behaving Dadly Toddler Group (occasional)	Paula Standal

CHURCH	GROUP	PERSON RESPONSIBLE
Christ Church Balham	Crèche 2-4	Elsa Wright
	Sunday school 4-11	Pauline Johnston/Abbie Deltar
	Occasional children's parties & holiday club	Hannah Williams
	Dangerous Club yrs 4-6 (Fridays monthly)	Julia Stroud
	Ignite 11-14 (Fridays monthly)	Adam Johnston
	Balham Boppers Toddler Group (Fridays)	Lizzie Clarke
Cornerstone Kingston	Crèche 0-2	Rory Bell
	Sunday school 2-11	Rory Bell
	Soul (Sunday am & Friday pm)	Dave Laws
	Rooted (Sunday am & Friday pm)	Steve Sims
	HUB Club	Dean Dryden
	Monday Tots	Dean Dryden
	Breakfast Church	Dean Dryden
	Dangerous Club	Dean Dryden
King's Church Walton	Jesters under 3s	Helen Somerville
	Archers 3-5s	Laurelle Wellinger
	Falconers & Nobles (primary school)	Claudette Baldwin
	Citizens 10-14s	Naseem Allan Richard Allan
	Junior Jivers	Nicola Martin

CHURCH	GROUP	PERSON RESPONSIBLE
Hope Church Sutton	Hope tots 0-4	Juliana Bacon
	Hope Kids 5-6	Lucy Fossey
	Hope Kids 7-11	Jacques van Zyl
	Hope youth 11-18	David Cornish
	Hope Hoppers	Jenny Craggs
The Boathouse Church Putney	Tiny Tots Crèche 0-2	Emily Edmunson
	Bible tots 18 months+	Toni Edmonds-Smith
	Sunday School	Toni Edmonds-Smith
	Junior Jivers (Thursdays)	Kimberley Johnston

## Other Ministries covered by the Policy

CHURCH	GROUP	PERSON RESPONSIBLE
Dundonald	Older adults tea & outreach	Phoebe Reid Louise Wootton
Dundonald	Victoria Mission (dormant)	-

# Appendix 4

## Recognising and Responding to Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse

### Indicators of possible sexual abuse

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

### Emotional signs of abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

# How to Respond to a Child Wanting to Talk About Abuse

It is not easy to give precise guidance, but the following may help:

## GENERAL POINTS

- Listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

## HELPFUL THINGS YOU MAY SAY OR SHOW

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

## DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

## CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens
- Contact the Safeguarding Co-ordinator for advice
- Consider your own feelings and seek pastoral support if needed

# Appendix 5

## Co-Mission South Safeguarding Statement (this is to be publicly displayed in CCT churches)

As the Leadership of Co-Mission Churches Trust we recognise the importance of our ministry with children and young people and vulnerable adults. We recognise the need to provide a safe and caring environment and are committed to protecting and promoting the welfare of those entrusted to our care.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Exercising proper care in the appointment and selection of all those who will work with children and vulnerable adults, and ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Supporting the Safeguarding Co-ordinators/ Advocate for Vulnerable Adults in their work and in any action they may need to take in order to protect children or vulnerable adults.
- Supporting all in the organisation affected by abuse.

We recognise:

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

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult, please contact:

Inge Tessendorf      Safeguarding Co-ordinator

A copy of the full policy and procedures is available from the church office.

Our safeguarding policy has been approved by CCPAS.

Signed by Senior Minister & all safeguarding officers:

----- Richard Coekin

----- Inge Tessendorf

----- Date

# Appendix 6

Co-Mission South  
Co-Mission Churches Trust (CCT)

## Safe Practice Code of Conduct for work with children & young people 2016

This code of conduct supports the Co-Mission South (Co-Mission Churches Trust) Safeguarding Policy.

This document covers areas of safe practice in relation to work with children & young people. All workers, whether paid staff members or volunteers, are expected to sign and adhere to the standards of safe practice outlined within this document.

These guidelines have been established with advice from the Churches Child Protection Advisory Service (CCPAS) and reflect current best practice.

Groups not governed by this code are crèches within daytime Bible study groups, where childcare is arranged privately by parents attending the group, who remain responsible for their own children.

<b>GROUPS COVERED BY THIS CODE INCLUDE:</b>	<b>SECTIONS OF THE CODE APPLICABLE TO WORK WITH EACH OTHER:</b>
Sunday school classes (reception to year 6)	1, 3 & 4
Pathfinder/CYFA etc. youth groups (including evening socials)	1, 3, 4 & 5
Dangerous club	1, 3 & 4
Crèche and pre-school age groups	1, 2 & 4

### Within this Code of Conduct:

1. The supervision of children's activities
2. Managing toileting in preschool classes
3. Behaviour management
4. Guidelines on touch
5. Communications policy  
Contact details & signature

# 1. Supervision of Children's Activities

Attempts will be made wherever possible to keep to the following ratio of adults to children, using as a guide the ratios required in regulations governing day care for under 8's:

CHILD'S AGE	ADULT: CHILD RATIO
0 to 2 years	1:3
2 to 3 years	1:4
4 to 8 years	1:6

- No adult will be a lone worker with a group of children.
- Where possible the gender of the adults should reflect that of the group: i.e. at least one man if boys are present and one woman if girls are present.
- If for any reason a worker is alone with a child, they should ensure that there is a second adult nearby or there are other workers or groups nearby. Workers will leave doors open when seeing a child individually.
- No person under 18 years of age will be left in charge of any children of any age. Children or young people attending a group will not be left alone at any time.
- A register of children or young people attending each group or activity should be kept, and a register of helpers.
- A record should be kept of any unusual activity or comments by members, recording what leaders witnessed (e.g. throwaway sexual comments, or particularly difficult behaviour). The purpose of this is to protect both children and workers. Such records must be passed to a Safeguarding Co-ordinator to be kept in a secure place. These records must be kept indefinitely.
- Any incidents such as fights including what action was taken by the leaders should be recorded on the accident/incident sheets to be kept with the registers. Spare copies of these sheets can be obtained from the CCT office. Completed forms must be filed in a secure place.
- Any accidents or injuries should also be recorded on the accident/incident sheets. Parents and older children should be asked to sign the sheet.
- When transporting children ensure that it is with the knowledge of the team/leadership and that parental approval has been attained. All drivers must have a valid driving licence, valid insurance and must ensure that seat belt laws are complied with. If it is necessary to transport a child on their own (which should only be in exceptional circumstances) they should travel in the back of the car.

## YOUNG LEADERS

The CCT Leadership are keen to support young people (16-18 years old) in learning about ministry through involvement with children's work in the church.

At the same time, it is recognised that young leaders need not be exposed to unreasonable levels of responsibility or risk.

With this in mind, leaders who are 16-18 years old will not be placed in a role that will require them to complete a DBS check. They will however be asked to sign a Safe Practice Code of Conduct.

Young leaders will be supported at all times in their roles by adult leaders.

## TODDLER GROUPS

During toddler group sessions run on Co-Mission premises, parents or carers are entirely responsible at all times for the children in their care.

Any concerns about children attending these groups should be referred to the Safeguarding Co-ordinators.

## CCT BABYSITTING ARRANGEMENTS

If babysitting services are offered to parents by the CCT churches, e.g. for a Christianity Explored course, then the babysitters will need to have completed an Enhanced Disclosure from the DBS.

## 2. Managing toileting within pre-school Sunday school classes

Within our congregations we are clear that for crèche-age children, leaders do not provide intimate care, such as nappy changes.

In crèche, if a child requires a nappy change, leaders contact the parent/carer (via text message) who then come to the child and provide the necessary care.

Once children move into Sunday school the procedures around providing intimate care need to be just as consistent across the entire team of leaders.

Leaders need to be operating to clear guidelines in this area both to safeguard the children and protect themselves.

The following guidelines have been established with advice from CCPAS (the Churches Child Protection Advisory Service) & reflect current best practice.

Children aged under 3 years:

- The approach to managing toileting in children under 3 years will be consistent with that of crèche.
- Leaders will not provide intimate care to these children.
- Children who are not fully toilet trained should therefore attend Sunday school wearing a nappy/pull up.
- If a child in this age group requires a nappy change or to go to the toilet, a parent/carer will be contacted (via text message) and should then come and assist with taking their child to the toilet as necessary.

Children aged 3 & 4 years:

- Any help with toileting in children aged 3 and 4 years should be provided with the knowledge and agreement of the child's parents/carers.
- When taking children to the toilet, leaders should always consider the dignity of the child and ensure that as much privacy as possible is given.
- Children should be encouraged to use their own toilet cubicle.
- Leaders should avoid doing things for the child that the child is able to do for themselves.

If a parent/carer prefers to assist their own child with toileting, they should advise the group leaders of their preference. Leaders should then contact the child's parent/carer (via text message) as necessary.

## 3. Behaviour Management

### General principles for Sunday school teachers

- Discipline is a team issue.
- Each member of the team has a part to play.
- Agree roles and responsibilities.
- Identify each other's strengths.
- Be consistent, loving and predictable (the same behaviour produces the same consequences).
- When disciplining a child over poor behaviour, do not do so in a way that humiliates and do not do so one to one behind closed doors.
- Never use physical discipline.
- Discipline is a planning issue.
- Be aware that a poor lesson can result in poor behaviour, because the children are bored and frustrated. It does not follow that poor behaviour is always caused by a poor lesson.
- Discipline is a gospel issue
- We work in a context of continual conversation with parents. We want to be speaking to parents about their children, irrespective of their child's behaviour. This acknowledges that we only teach because they have commissioned us to teach their children the Bible for an hour a week.
- Poor discipline prevents others from hearing God speak. That should be motivation enough to act.
- Seek to encourage with positive affirmation both the whole class and individuals, publicly and privately, whenever possible.
- Offer the child a way out by them changing their behaviour
- Model forgiveness

### Managing poor behaviour

1. Explain to the child how their behaviour is falling below the standards you expect.
2. Warn the child that if behaviour continues to be poor, they will be asked to sit out from the class for a period of time.
3. The child should be sat in timeout for the duration of an activity or game. They may not participate in any way while they are there. They are expected to listen. Parents must be informed if this happens, as soon after the lesson as possible.

4. Warn the child that if after re-joining the class, the behaviour continues to be poor, they will be return to timeout for a longer period of time.
5. If the behaviour makes it difficult to continue the lesson, then one teacher needs to collect a parent from Church to remove the child. Explain the reasons for this as a final warning, before you take this action. Alternatively, one teacher should take the child to the children's work co-ordinator to talk privately to the child in an open place.
6. Exclusion from children's work for a week would be appropriate for continued disruption of the class.

## 4. Guidelines on touch for those who work with children

- Keep everything public.
- A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. The team should be free to help each other by pointing out anything which could be misunderstood.

## 5. Communications Policy for Youth Leaders

This policy seeks to clarify and set the boundaries for communication between the youth

leaders and members at CCT (Co-Mission South) Churches. All communication between youth leaders and members occurs on a strictly same sex basis – i.e. male leaders to male members and female leaders to female members (except where mass communication e.g. group emails/ Facebook messages is sent out).

The context for all communication with members is that parents are responsible for their

children rather than the youth leaders. At the beginning of each term a letter is sent to all parents explaining dates of events and parental consent is requested. Where a leader meets up one to one or in a smaller group parental consent will also initially be requested. In the event of any pastoral concerns a leader may have about an individual member, a leader would always take the issue to the parent or church elder. All communication in this policy is assumed to be between leaders and members only.

To prevent relationships being misunderstood by a member or an outsider; leaders will not send more than five texts, emails or Facebook messages to one individual in any given week. All communication between leaders and members is to occur between the hours of 8:00am and 8:00pm. In circumstances where leaders are texted or contacted by members outside of these times, the leader will not reply until the following morning except in cases of emergency. The only exception would be in the evening of a youth event (for example a social, which may not finish until 10pm) where communication asking for practical details can be replied to.

In all communication, leaders are encouraged to be above reproach and exercise wisdom to protect both themselves and the members from accusation or incrimination of any kind. Rather than hinder communication, this policy is intended to encourage youth leaders to communicate appropriately.

The table below outlines the current methods of communication:

	<b>GROUPS FOR AGES 11-14 EG. PATHFINDERS</b>	<b>GROUPS FOR AGES 15-18 EG. CYFA</b>
Text Messaging	None	<ul style="list-style-type: none"> <li>● Used to confirm details of attendance at social events &amp; meeting one to one with members</li> <li>● Occasionally used to send birthday messages, encourage with Bible verses. Same gender only.</li> <li>● Not used for conversations or discussions of any nature.</li> </ul>
Mobile Phone Calls	None	<ul style="list-style-type: none"> <li>● Used only to confirm expected attendance at an event or a one to one meeting.</li> <li>● e.g if leaders &amp; members are at a venue waiting for another member's arrival, the leader may call to ask where they are.</li> <li>● Not used for any other communication or personal/ pastoral work.</li> </ul>
Landlines	None	<ul style="list-style-type: none"> <li>● Used to confirm attendance at events or arrange meeting for one to ones where member does not have a mobile phone.</li> </ul>
		<ul style="list-style-type: none"> <li>● Facebook group created to communicate details of events, confirm details of and attendance at events</li> <li>● Only group members are allowed to be members of the Facebook group. The youth leader is the sole administrator of the group.</li> </ul>

Facebook	<p>None</p> <p>Leaders are asked not to be Facebook friends with member of the pathfinder group.</p>	<p>The Facebook group is closed meaning that no-one outside the group has access to information or communication contained within the group.</p> <ul style="list-style-type: none"> <li>• Leaders will occasionally communicate via personal message on Facebook or via the members Facebook wall to confirm details of meeting for one to ones or to encourage with Bible verses etc. Same gender only.</li> <li>• Leaders &amp; members are often friends on Facebook which gives members access to the whole of the leader's Facebook profile. The leader has to be above reproach in their Facebook behaviour. The member will have access to some content of the leader's other Facebook friends.</li> <li>• Facebook communication has proven to be the best form of communication with members and allows insight into one another's lives.</li> </ul>
Twitter	None	<ul style="list-style-type: none"> <li>• Twitter account to be used as further aid for communicating information to members, mid-week.</li> <li>• All leaders have access to username &amp; password for Twitter account but the lead use of this Twitter account will be the overall group leader. Other leaders wishing to tweet may do so from time to time.</li> <li>• The lead tweeter should endeavour to publish at least 4 tweets per week and a maximum of 2 or exceptionally 3 per day. This included retweets. The Twitter account will be set to Private so that only approved people can follow the account.</li> <li>• Users should be aware that tweets are stored indefinitely on multiple online search engines and that they are publicly available to members of the Press or anyone referred to.</li> </ul>
Other Social Networking e.g. Myspace, Bebo etc	None	None
Email	<p>None</p> <p>Parents are informed in emails about details of advertised events. Where details change or new events are arranged, parents will be informed via email.</p>	<ul style="list-style-type: none"> <li>• Used to confirm details of and attendance at events. Copies of emails are kept.</li> <li>• Email is used for administrative purposes only. No pastoral issues are discussed via email.</li> <li>• Parents will be sent an email copy of group youth emails sent by leaders. They will not be copied in to young people's emails because this would frustrate young people!</li> </ul>
Chat Rooms	NoneNone	NoneNone

(MSN, Skype etc.)		

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This policy has been developed in conjunction with the Churches' Child Protection Advisory Service (CCPAS). This policy must not be reproduced by other churches/organisations without the written agreement of CCPAS.

