Grace Church
Denbigh

Safeguarding Policy 2026

as required by the 2018 Working Together to Safeguard Children Act

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SECTION 1

Details of the place of worship / organisation

Name of place of worship / organisation:

Grace Church Denbigh, Eirianfa Community Centre, Factory Place, Denbigh, LL16 3TP
Registered Charity No. 1209131

Membership of: **FIEC (Fellowship of Independent Evangelical Churches)**

Regulator's details: **Charity Commission**

Insurance Providers: **Church Fellowship Connect Insurance Policy with Ansvar Insurance**
Policy Number: CFW2454818

Insurance Cover: **Employer and Public Liability Insurance**

Grace Church Denbigh is a church based in Denbigh, North Wales, seeking to serve its community practically and with the Good News of Jesus Christ.

The aim of the church is to worship God together, to love His people and to make and equip disciples locally and globally.

Services are held on Sunday mornings in the town and various events such as home groups occur during the week.

We, as a church, meet in our local community centre and therefore communicate with the community centre about our safeguarding expectations. We can confirm that the community centre has its own safeguarding policies for children and vulnerable adults and that there are clear lines of communication should any issues arise.

Our commitment

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

The policy and any attached practice guidelines are based on the ten safeguarding standards published by thirtyone:eight (https://thirtyoneeight.org/about-us/who-we-are/our-ten-standards/).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above;
    - provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached;
    - ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive;
    - support the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.

The Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy:
Definitions of abuse (adults): Refer to Appendix 3a.

Signs of possible abuse (children and young people): Refer to Appendix 3b.

How to respond to a child wishing to disclose abuse: Refer to Appendix 3c.

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. Best practice is for all our workers to receive induction training and undertake recognised safeguarding training on a regular basis either provided by the safeguarding co-ordinators, or organisations such as thirtyone:eight.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures should be implemented:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Lynne Dumayne (hereafter the "Safeguarding Co-ordinator") 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.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Helen Bell (hereafter the "Deputy''). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Alternatively, Social Services or the Police should be contacted.

- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from thirtyone:eight as above.

  The local Children's Social Services office telephone number for Denbighshire (office hours) is 01824 712200. For evenings and weekends the number is 0345 053 3116.

  The local Adult Social Services office telephone number (office hours) is 03004561000. The out of hours number is 08450533116.

  The Police Protection Team telephone number for Denbighshire (office hours) is 01824 712900. The out of office hours number is 0845 053 3116.

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

- Suspicions must not be discussed with anyone other than those nominated above or the leadership of the church where deemed necessary. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. Whilst Grace Church Denbigh is committed to correct practices of retaining data under the Data Protection Act 2018, we recognise that documenting concerns or reports of abuse, currently takes precedence over GDPR principles.

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

- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

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

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

Detailed procedures where there is a concern about a child

Allegations of physical injury, neglect or emotional abuse

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

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

Allegations of sexual abuse

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

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

Detailed procedures where there is a concern that an adult is in need of protection

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

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

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

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Children's Social Services in regards to the suspension of the worker.

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

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

SECTION 3

Prevention

Safer recruitment

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

- there is a written job description / person specification for the post;
- safeguarding has been discussed at interview / meeting to discuss the role;
- written references where appropriate have been obtained;
- a disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- a suitable training programme is provided for the successful applicant;
- the applicant has support from other church workers and the Safeguarding Co-ordinator;
- the applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision as required. All workers will be issued with a code of conduct towards children, young people and adults with care and support needs.

As a place of worship, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Co-ordinator.

Abuse of Trust – code of expected conduct

Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in a position of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital that workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child (under the age of 18) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Co-ordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage;
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine;
- use their status and standing to form or promote relationships that are or may become sexual;
- put themselves in situations that could be open to allegations of abuse;
- use sexually explicit material or language; it is vital that children and vulnerable adults are safeguarded and protected from sexual exploitation from workers within this place of worship. Therefore, ensure topics of conversation are age appropriate.

Workers are representing this place of worship and abuse of trust is not acceptable.

Children and vulnerable adults will not be placed in situations where an abuse of trust from workers could be established. This means that where possible, there must be at least two adults present when working with children and where possible the environments must be open, e.g. not working with a young person alone in a room with a closed door or transporting young people in cars alone.

If an allegation by either the child, vulnerable adult or by a third party has been made, where it is clear that an abuse of trust has occurred, then a referral to children's services must be made and the worker withdrawn from all activities concerning children's work or care of vulnerable adults. Confidentiality must be observed and information will only be shared on a need-to-know basis.

It is expected that the development of sexual relationships between the person in a position of trust and the individual or individuals in their care should be avoided; and that any sexual relationship

within a relationship of trust is unacceptable so long as the relationship of trust continues.

It is expected that a caring relationship is established between workers and individuals. Workers must be aware of the use of touch and use this appropriately. For example, it can be used to reassure and protect from harm but even a young child in need of comfort should be asked if 'they would like a hug'.

SECTION 4

Pastoral Care

Supporting those affected by abuse

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

The Leadership recognises that they may need support from statutory organisations or thirtyone:eight to achieve this and will seek that support if necessary.

Support will also be offered by the elders of the church or other trusted individuals if required.

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

Support will be gained from thirty-one:eight and a risk assessment and then a contract will be agreed between the Leadership, Safeguarding Co-ordinator, statutory agencies and the individual.

SECTION 5

Practice Guidelines

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

Anti-bullying (Children & Young People)

There should be a known zero tolerance to bullying so if it does occur children and leaders are able to report the matter and it can be dealt with promptly and effectively. There can be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

- verbal name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging or digital platforms,
- emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts,

- physical - pushing, kicking, hitting, punching or any use of violence,
- sexual - sexually abusive comments or gestures,
- racial - any of the above because of, or focusing on, the issue of racial differences,
- homophobic - any of the above because of, or focusing on, the issue of sexual orientation,
- unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended,
- online bullying (or Cyber-Bullying) is becoming an increasing issue with the growth in the use of the Internet and social media by children.

PROCEDURAL IMPLICATIONS

1. **Risk Assessments**

Taking care of children, young people and vulnerable adults involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

Organisations have a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

It is advisable to appoint someone specifically for carrying out risk assessments. An easy and effective way of doing this is to compile a checklist for the activity, identifying any risks that could be encountered, the action required, and the person responsible to carry this out and when any action has been completed.

The following are some areas that should be considered:

- Identification of hazards
- Who might be harmed and how this might happen
- Assess the risks and take action to remove or reduce them as far as possible
- Record details of the action taken.

2. Health and Safety (Food Hygiene)

See Separate Food Hygiene Policy

3. First Aid

Provision should be made for an appropriately qualified first-aider to be available at all activities together with an adequate First Aid kit.

Under the Health & Safety (First Aid) regulations it is the duty of every employer to provide at least one first aid container for each work site. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents.

4. Keeping Records

Organisations need to keep records of their activities for management and accountability purposes. These records should be proportionate and purposeful and personal data should only be kept when there is a good reason for doing so.

a. Keeping a Register

When a child becomes a member or becomes involved in an activity run by an organisation, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.

A register of those attending a club or activity should also be maintained, together with a register of workers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents/carers informed of the nature of activities.

b. Logbook

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they have witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

The Safeguarding Officer or Sunday School Leader should immediately be made aware of any incidents recorded in the Log Book.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from data protection requirements. It may, therefore, be inappropriate to release information to a parent that has been disclosed by a young person, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a child disclosing abuse) will need to be kept separately in a secure place. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". In certain circumstances this information would need to be cross referenced between records. The experience of thirtyone:eight is that concerns can be raised many years after an event and therefore records should be kept indefinitely as advised by insurance companies.

c. **Accident Book**

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a school would respond.

5. Suggestions and Complaints by Parents/Carers

Where a parent or carer wishes to make a complaint or make a suggestion about any activity or group the organisation is providing, it should be taken seriously. It is a good idea in the first instance for them to speak to the group leader, who should endeavour to resolve the matter. If the complaint is not resolved at this stage, it should be referred by the group leader to the elders and deacons.

This should be followed up by a written response to the issue that has been raised and should be recorded and stored appropriately. The group leader should also be kept informed.
The above refers to complaints of a general nature. In the case of safeguarding concerns, these should follow the procedures in the safeguarding policy. Some denominations have their own Complaints Policy which should be followed.

- If web access is being provided e.g. for a youth project providing a cyber café, then consider using effective filtering software to prevent access to inappropriate web sites. Your Internet Service Provider may also have filtering software.
- If you are providing web access e.g. cyber café, ensure that all users complete an internet permission form that includes, where appropriate, parental/carer's permission.
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PRACTICE GUIDANCE

2.1 Gifts, Rewards and Favouritism

The giving of gifts or rewards to children, young people and vulnerable adults can be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a manager and the parent or carer.
Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a young person.
Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.
Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment.
There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable.

However, it is unacceptable to receive gifts on a regular basis or of any significant value.

2.2 Safeguarding Principles for Group or Activity

Some general principles for running a club, activity or service include:

- ensuring that everyone is treated with dignity and respect in attitude, language and actions;
- consideration for the number of workers needed to run the group and whether they should be male, female or both;
- a clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult;
- the level of personal care (e.g. toileting) required appropriate to the needs of the individual;
- clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments;
- not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised;
- only workers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access;
- making a note of other people in the building during the activity and any other events taking place at the same time.
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2.3 Adult to Child Ratios

In order to supervise children's activities safely it is necessary to have sufficient adult leaders and helpers. The following ratios should be applied:

- For children under 2 years old in any group setting, there needs to be at least one member of staff for every 3 children. There are a number of additional provisos in regard to the qualifications and the experience of those staff, but in terms of children aged 2-3 in an early years setting, there needs to be at least one member of staff for every 4 children.
- Children aged 3 and over in a registered early years provision, there needs to be at least one member of staff for every 13 children. Again there are a number of provisos, namely that

this is between the hours of 8.00 am and 4.00 pm, and the provisos relate to the qualifications of those staff members. At other times outside of the hours of 8.00 am – 4.00 pm, and where it is within those hours but people have fewer qualifications then the ratio alters to one staff member for every 8 children.

- Most of the activities that churches run for young children – parent and toddler groups, for example, or crèches during worship services – would not need to be on the early years register and are therefore not regulated to the same extent. However, good practice guidelines for protecting children, such as those outlined in this guidance, still apply.
- Children aged 3 and over in independent schools, including reception classes, the ratio is one member of staff for every 13 children, again with a number of provisos. Children aged 3 and over in maintained schools and nursery schools where the provision is led by a school teacher, then the ratio is one member of staff for every 13 children.
- The Early Years Foundation Stage does not place ratio and qualification requirements on reception classes in maintained schools because they fall within the legal definition of an infant class. These classes fall within the legislation of an infant class and must not contain more than 30 pupils. There are also specific requirements in regard to child minders and maximum number of children they can have.
- Every endeavour will be made to ensure that at least two adults are present during Sunday Club / Sunday Creche. This will generally include the Sunday Club teacher and the Creche leader who will be present in the same room. These individuals will be identified clearly on a rota that is provided by the Sunday School Leader, and it will also contain names of other individuals who will be able to offer support should the Sunday Creche Leader be absent.

- A risk assessment should be carried out for activities and especially where they are:
  - Outdoors
  - High risk or dangerous
  - Catering for people with disabilities or special needs.

The results of the risk assessment may mean ratios need to be increased. The most important thing is to be specific in written guidance about the expectations within the organisation.

2.4 Special Needs and Disabilities

Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is important to set appropriate boundaries that take their needs into account, but that also protect workers from false accusations. The organisation should:

- ask the child, young person or vulnerable adult attending the activity, and parents or carers, how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Equality Act 2010). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- ideally, ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer regarding their preference and your ability to provide this. For example, you may have a Sunday School with only female workers, so is a male child happy for a female to provide personal care, are the parents comfortable with this? Generally these issues once discussed can be agreed upon.
- make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- develop appropriate disability awareness, including the use of different forms of communication (e.g. sign language) and language etiquette.

2.5 Intimate Care

In places of worship and organisations intimate care may be provided for small children e.g. those attending crèche, and for children and adults with disabilities. Workers should therefore be operating clear guidelines in this area. It would be expected, where possible, to ask the parent or carer for the child to perform intimate care.

Workers involved with intimate care need to be sensitive to the individual needs of each person and that some care tasks could be open to misinterpretation. False allegations of sexual abuse are rare but guidelines will safeguard both the children and adults. People feel safer if expectations are clear and methods of working are, as far as possible, consistent.

2.6 Challenging Behaviour

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines can be adopted by organisations providing services to children and young people.

If someone is being disruptive:

- Ask them to stop
- Speak to them to establish the cause(s) of the upset
- Inform them they will be asked to leave if the behaviour continues
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.

If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police arrive. Training in appropriate restraint techniques may be available through the local Police or Area Youth and Community services.

The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

- what activity was taking place;
- what might have caused the disruptive behaviour;
- the person's behaviour;
- what was said and how the worker and others responded;
- a list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook. Parents should be informed if their child has been restrained.

It may be helpful, after such an incident, for the worker involved to meet with their line manager to talk things through, reviewing what happened and considering whether there is a way of doing things differently so that the incident could be de-escalated avoiding the need for restraint.

2.7 Unexpected Attendance at Activities

Sometimes children, young people or vulnerable adults will want to join in with an organisation's activities without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is advisable to:

- ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.
- link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.
- on leaving, give the person a leaflet about the group with contact telephone numbers and perhaps a standard letter to the parent/carer inviting them to make contact.
- without an interrogation, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

2.8 Parents/Carers Staying With Children's Groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Disclosure and Barring Service (DBS) checks.

Organisations should therefore consider the following:

- Parents can be permitted to observe groups but not take part. A distinction should be made.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Organise an open evening from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.

Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

2.9 Outings

If the organisation arranges day trips or visits for children and young people under 18, parents or carers should complete and sign a consent form for the activity. The organisation should also carry out a risk assessment of the activity to ensure all eventualities are covered and all adults in the team know what to do in the event of an accident or emergency.

On the day, it is important to remember to take a fully charged mobile phone, all essential records and equipment and allocate named children to named pairs of adults.

2.10 Home Visits

Workers and leaders may need to make home visits from time to time. In these circumstances the organisation should issue formal identification to the person doing the visit.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- In the case of children and young people, never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the following:
    - Purpose
    - Time you arrived and left
    - Who was present
    - What was discussed
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.
- An invitation to a worker's home should only be extended with the knowledge of the team/leadership and the permission of the parent/ carer.

2.11 Transportation

Where children, young people or vulnerable adults are being transported by mini-bus the organisation needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the organisation. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Advice for transporting children, young people or vulnerable adults is as follows:

- Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.
- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).
- The driver should hold a full driving licence, the vehicle must be adequately insured and the vehicle road worthy.
- Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.

- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.
- If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation's.

2.12 Abusive Images of Children

Thirtyone:eight receives many calls from organisations dealing with those who have been charged or convicted of offences involving possession of abusive images of children. There are two specific offences. Under section 1(1) of the 1978 Protection of Children Act, it is an offence for a person to:

- take, or permit to be taken, or to make any indecent photograph or pseudo-photograph of a child;
- distribute or show such indecent photographs or pseudo-photographs;
- have in his/her possession such indecent photographs or pseudo-photographs, with a view to distributing them or showing them to others;
- publish or cause to be published any advertisement likely to be understood as conveying that the advertiser distributes or shows such indecent photographs or pseudo-photographs, or intends to do so.

Under section 160(1) of the Criminal Justice Act 1988, possessing an indecent photograph or pseudo- photograph of a child is a criminal offence.

2.13 Filming and Taking Photographs

Since the introduction of the Data Protection Act in 2018, organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children, young people and vulnerable adults are kept safe.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. The worker should write to parents or carers to explain what is happening and seek permission. In addition to this:

- it must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures;
- when using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone numbers, social media details etc.
- obtain written and specific consent from parents or carers before using photographs on a website.

2.14 Tobacco and Alcohol

There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings where the organisation operates. There are exemptions to this in places such as care homes. In October 2014, the ban on smoking was extended to include smoking in a vehicle where children are present (in England and Wales).

It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco, cigars and e-cigarettes). The organisation is able to impose a no-smoking policy, so it is important that all those attending the activity are aware of and agree to abide by it.

There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. Workers do not have the right to confiscate alcohol found in a young person's possession but they can enforce a no-alcohol policy by excluding the person from the premises.

2.15 Solvents and Illegal Substances

Workers should be alert to possession and use of illegal substances.

If a worker becomes aware a child, young person or vulnerable adult may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.

Having said this, it is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. It is important to adopt zero tolerance on all illegal substances and draw up a protocol with the local police for dealing with such situations should they arise. All those attending the activity should be made aware of this protocol which should be clearly displayed. For the individual involved:

- Ask them to stop, warning them of the consequences if they do not e.g. suspension or ban from the group.

- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with their permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.
- Liaise with the police to devise a strategy for dealing with the use of illegal substances.

Safeguarding Officer Ratification

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

Signed by:

LYNNE DUMAYNE (Safeguarding Officer for Grace Church Denbigh)

Date:

This should be signed and dated annually and shared at the church AGM

APPENDIX 1

Elders' Safeguarding Statement

The Elders of Grace Church Denbigh recognise the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Elders of Grace Church Denbigh in November 2018. This church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- 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 that 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 and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We believe that all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

- **We are committed to:**

  - following the requirements of UK legislation in relation to safeguarding children and adults and good practice recommendations;
  - respecting the rights of children as described in the UN Convention on the Rights of the Child;
  - implementing the requirements of legislation in regard to people with disabilities;
  - ensuring that workers adhere to the agreed procedures of our safeguarding policy;
  - keeping up to date with national and local developments relating to safeguarding;
  - following thirtyone:eight's guidelines in relation to safeguarding children and adults in need of protection;
  - supporting the Safeguarding Co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults;
  - ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church;
  - supporting parents and families;
  - nurturing, protecting and safeguarding of children and young people;
  - supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work;
  - supporting all in the church affected by abuse;
  - adopting and following the ten safeguarding standards developed by thirtyone:eight (https://thirtyoneeight.org/about-us/who-we-are/our-ten-standards/).

- **We recognise:**

  - Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
  - Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
  - Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.

- Safeguarding is everyone's responsibility. We will review this statement and our policy and procedures annually. If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as Safeguarding Co-ordinators for this church:

Lynne Dumayne - Child Safeguarding Co-ordinator

Helen Bell - Deputy Child Safeguarding Co-ordinator

A copy of this Safeguarding Policy may be obtained from the Child Safeguarding Co-ordinator. Copies will be kept by the Elders and Safeguarding Co-ordinator and Deputy.

Signed by and on behalf of the elders of Grace Church Denbigh:

Elder 1 Hedd ap Emlyn

Date : 04/05/2024

APPENDIX 2

Recruitment Information

It is good practice to ask all workers (paid and volunteers) to complete an 'intention to serve' form.

Please ensure that once someone has been appointed to a role they are referred to Helen Bell for relevant DBS checks prior to an individual starting a role.

Please ensure that each individual has a copy of the code of expected conduct and statement of faith prior to starting working.

Please see the following documents below:

1. **Code of expected conduct for all helpers and workers**
2. **Statement of Faith**
3. **Brief Job Descriptions**
4. **Intention to serve form**

Code of expected conduct for all helpers and workers

Thank you for agreeing to help with the children's work at Grace Church Denbigh. We would like you at all times to adhere to the following expected code of conduct when working with our children and also be aware of the further procedural implications and practice guidelines within our safeguarding policy.

If you have any concerns, need further support or training please speak to Lynne Dumayne, the Safeguarding Co-ordinator and Children's Worker.

1. Abuse of trust

- You will not use your position to gain access to information for your own or others' advantage.

- You will not use your position to intimidate, bully, humiliate, threaten, coerce or undermine others.

- It is vital that children and vulnerable adults are safeguarded and protected from sexual exploitation from workers within our church family. Therefore, ensure topics of conversation are age appropriate. The use of sexually explicit material or language is prohibited.

- Workers will not put themselves in situations that could be open to allegations of abuse.

- Workers are representing this place of worship and abuse of trust is not acceptable.

- Children and vulnerable adults will not be placed in situations where an abuse of trust from workers could be established.

- If an allegation has been made by either a child, vulnerable adult or by a third party, where there is a strong likelihood that an abuse of trust has occurred, then a referral to Children's Services must be made and the worker is withdrawn from all activities concerning children's work or care of vulnerable adults. Confidentiality must be observed and information will only be shared on a need-to-know basis.

- It is expected that the development of sexual relationships between the person in a position of trust and the individual or individuals in their care should be avoided; and that any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.

- It is expected that a caring relationship will be established between workers and individuals. However, workers must be aware of the use of touch and use this appropriately. For example it can be used to reassure and protect from harm but even a young child in need of comfort should be asked if 'they would like a hug'.

2. Allegations of abuse

If you suspect that a child or vulnerable adult is being abused then the safeguarding policy and the All Wales Child Protection Procedures (2008) must be followed.

Statement of Faith

1. GOD: There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator; Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.

2. THE BIBLE: God has revealed himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

3. THE HUMAN RACE: All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.

4. THE LORD JESUS CHRIST: The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are true. On the cross he died in the place of sinners, bearing God's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as Lord of all. He intercedes for his people in the presence of the Father.

5. SALVATION: Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

6. THE HOLY SPIRIT: The Holy Spirit has been sent from heaven to glorify Christ and to apply his work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the Church and empowers its members for worship, service and mission.

7. THE CHURCH: The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

8. BAPTISM AND THE LORD'S SUPPER: Baptism and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Baptism is a symbol of union with Christ and entry into his Church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

9. THE FUTURE: The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

Brief Job Descriptions for helpers at Grace Church Denbigh who require a DBS check

Sunday Club Leader:

- The Sunday Club Leader will have responsibilities for organising, and for teaching scripture to primary school aged children using various teaching methods e.g. verbal (talks), drama, music, art, games etc. This will occur on a Sunday during the morning service.

Sunday Club Leader and Crèche Helper Duties include:

- being a team member and supporting new workers as required;
- ensuring the safety of the children within their care, which is of paramount importance (for example, fire safety, first aid awareness, safeguarding, food hygiene, behaviour management);

- ensuring that the safeguarding policy is adhered to at all times and escalating concerns as stated within the policies;
- attending training as offered by the church.

Minister and Elder Duties may include:

- teaching of the Bible to all ages within the church either formally within a sermon, in small groups or one-to-one teaching sessions;
- offering pastoral support to members of the congregation and their wider families, this could include home visits and one-to-one contacts with vulnerable people of all ages. However, where possible, elders will avoid meeting alone with any individual in private places.
- teaching and helping in any of the children's work within the church;
- being a team member and supporting new workers as required;
- ensuring the safety of the children within their care, which is of paramount importance (for example, fire safety, first aid awareness, safeguarding, food hygiene, behaviour management);
- ensuring that the safeguarding policy is adhered to at all times and escalating concerns as stated within the policies;
- attending training as offered by the church.

Intention to Serve Form

Area of service (e.g Sunday Club)_____

We ask all prospective workers with children, young people and vulnerable adults to complete this form. The information will be kept confidentially by the church, unless requested by an appropriate authority.

Full Name:

_____

Address:

_____

Tel No: _____ Mobile Tel No: _____

Email address:

_____

Please briefly tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved with.

Please briefly give details of previous experience of looking after or working with children, young people or vulnerable adults.

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I consent to a criminal records check. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information, which may be known to the police.

I agree to inform the person within the church responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the church. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the church responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

APPENDIX 3

Unless otherwise stated, the information in this appendix is taken from the thirtyone:eight website: https://thirtyoneeight.org/dashboard/knowledge-hub/responding-to-concerns/recognise/types-of-abuse/.

APPENDIX 3a

Definitions of Abuse (Adults):

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14, Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000). The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who:

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

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

Care Act 2014 - http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted
Care and Support Statutory Guidance under the Care Act 2014 (updated January 2023) (https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance)

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

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

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

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

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

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

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

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

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

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

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

APPENDIX 3b

Signs of Possible Abuse (children & young people)

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

Physical:

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

Sexual:

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

Emotional:

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

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

Neglect:

- Under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.

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

APPENDIX 3c

How to respond to a child wishing to disclose abuse*

Show the child that you have heard what they are saying, and that you take their allegations seriously.

- Encourage the child to talk, but do not prompt or ask leading questions; don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child.
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible.
- Report your concerns to Lynne Dumayne (Child Safeguarding Co-ordinator) or if she is not available Helen Bell (Deputy Child Safeguarding Co-ordinator).

- Do not confront the alleged abuser.
- Do not worry that you may be mistaken. You will always be taken seriously. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.
- Make a note of the date, time, place and people who were present at the discussion.

* Based on Section 2 - All Wales Child Protection Procedures (2008), (2023 Social Care Wales):
https://www.safeguarding.wales/en/chi-i/
https://www.safeguarding.wales/en/chi-i/chi-i-cp/c2p-p2/)

APPENDIX 4

General Information and Consent Form (for children and young people in Sunday Club)

Place of Worship/Organisation: Grace Church Denbigh

Group: _____

Full name(s) of child(ren) _____

Date(s) of Birth:_____/_____/_____ _____/_____/_____ _____/_____/_____

Address:_____

Name of GP: _____ Tel No: _____

Address:_____

Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

_____

Name of parent/carer_____

Tel no: Day _____ Eve _____ Mobile _____

Emergency Tel. no (1): _____ Emergency Tel. no (2): _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s):_____ _____ Tel no: _____

Address:_____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

Signed: (parent/or adult with parental responsibility) _____ Date: _____

Using Images of Children

Consent form for Grace Church Denbigh to use images of children

Name of parent/carer* (*person with parental responsibility)

_____

Name(s) of child(ren):

_____

Grace Church Denbigh may want to take photograph(s) / make a video recording of your child to promote or advertise the church or events taking place at the church.

These images may appear in our printed publications, on our website, on our Facebook Page or in the local press.

To comply with the Data Protection legislation, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

Lynne Dumayne or **Helen Bell** - Safeguarding Co-ordinator / Deputy Children's Safeguarding Co-ordinator

To the parent

1. May we use your child's image in our printed promotional publications? YES/NO

2. May we use your child's image on our website or Facebook Page? YES/NO

3. May we use your child's image in a newspaper article about the church? YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed: (parent/adult with parental responsibility)_____

Date: _____/_____/____

Signed (Children's worker) _____

Date: _____/_____/____

Conditions of use

1. This form is valid for 3 years from the date of signing. Your consent will automatically expire after this time.

2. We will not re-use any images after this time but will not delete old photos already posted on our Facebook Page or used on our website.

3. We will not include details or full names (which means first name and surname) of any person in an image on a website, or in printed publications, without good reason and only with your express consent.

4. We will not include personal e-mail or postal addresses, or telephone numbers on our website or in printed publications.

5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".

6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we would not publish material associated with a youth group's swimming activity.