

CHILD PROTECTION POLICY

Church Details

Name of the church	Beulah Family Church (hereafter, "The Church")
Location	Beulah Crescent, Thornton Heath, Surrey, CR7 8JL
Denominational	Regions Beyond and Evangelical Alliance Affiliations

Church Statement

The church has a growing children's and young people's ministry. The Eldership takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

Church Mission

As part of the mission, the Eldership is committed to:

Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities.

- Encouraging and supporting parents/carers.
- Ensuring that children's/youth workers are given support and training.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory child care authorities.

Areas of Policy

The Eldership recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the Eldership has adopted the policy contained in this document, (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church
- Appointing children's/youth workers
- Supervision of activities and practice issues

- Helping victims of abuse
- Working with offenders

The Eldership recognises the need to build constructive links with the childcare agencies. Accordingly, these guidelines have been prepared in consultation with Croydon Council and the Thirtyone:eight who hold a copy of this policy. The Croydon Social Services office telephone number between 9.00am and 5.00pm is 020 726 6400, the out of hours' emergency number is 020 8255 2888.

The content of the policy has formed the basis of a seminar/training for all children's/youth workers in the church using Thirtyone:eight material. The Eldership is committed to an on-going training program for all such workers. The policy contained here is formulated to help children's /youth workers to respond appropriately when abuse is disclosed or discovered. Included are:

- Appendix A – Guidelines for 'Working with children.'
- Appendix B – Guidelines for 'Discipline'.
- Appendix C – Guidelines for 'Children with special needs'.

What to Do If You Suspect That Abuse May Have Occurred

- 1 You must report concerns as soon as possible to **Llewellyn Richards** (hereafter the "Co-ordinator") Tel: 020 8771 4570 who is nominated by the eldership and Trustees to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of the Co-ordinator the matter should be brought to the attention of **Rose George** (hereafter the "Deputy Co-ordinator) Tel: 020 8771 4570
- 2 If the suspicions in any way involve the coordinator then the report should be made to the deputy coordinator. If the suspicions in any way implicate both the coordinator and the deputy coordinator, then the report should be made in the first instance to the **Eldership** to refer to Churches' child protection advisory service, Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 111. Alternatively contact Croydon Social Services 020 8726 6400.
- 3 Suspicions will not be discussed with anyone other than those nominated above.
- 4 It is, of course, the right of any individual as a citizen to make direct referrals to the Croydon social services or seek advice from Thirtyone:eight, although we hope that members of the church will use this procedure. If, however, you feel that the coordinator or deputy has not responded appropriately to your concerns, then it is

open to you to contact the Eldership / relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

Definitions of Abuse -The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (the Children's Act of 1989, Joint document of 1999, and 2018) are as follows:

Definition of a child - The legal definition of a child is someone under the age of 18 according to The Children Act 1989. Throughout this guidance when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

Abuse and Neglect - Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

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 or carer 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 adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of 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 (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, 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.

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 abuse. Once a child is born, neglect may involve a parent or carer 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); or
- ensure access to appropriate medical care or treatment.

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

Child sexual exploitation - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Extremism - Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Organised Abuse - Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or maybe using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

Recognising and Responding to Abuse

The following may be indications of child abuse but they should not be taken in isolation.

Physical Signs of Abuse:

- Any injuries not consistent with the explanation given for them.
- Injuries that have occurred to the body in places that are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Neglect – undernourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Instances where children are kept away from the group inappropriately.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns, fractures etc. that do not have an accidental explanation.
- Cutting/slashing/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 and behaviour, particularly where a child withdraws or becomes clingy. 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.

Allegations of Physical Injury or Neglect

If a child has a physical injury or symptom of neglect, the Co-ordinator in consultation with the Eldership will:

- 1 Contact Social Services or Thirtyone:eight for advice in cases of deliberate injury or were concerned about the child's safety. The parents should not be informed by the church/organisation in these circumstances.
- 2 Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- 3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary.
- 4 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 5 Where the parent/carer is unwilling to seek help, if appropriate, the church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- 6 Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from Thirtyone:eight will be sought and followed. Thirtyone:eight will confirm its advice in writing in case this is needed for reference purposes in the future.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator in consultation with the Eldership will:

- 1 Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent (or anyone else).
- 2 If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from Thirtyone:eight will be sought and followed. Thirtyone:eight will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3 Under no circumstances will the coordinator attempt to carry out an investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

- 4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to the Social Services Department.
- 5 Should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 6 The Eldership will support the Co-ordinator or 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.

How to Respond to A Child Wanting to Talk About Abuse

General Points

- ◆ Show acceptance of what the child says (however unlikely the story may sound).
- ◆ Keep calm.
- ◆ Look at the child directly.
- ◆ Be honest.
- ◆ Let them know that you will need to tell someone else – 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.

- ◆ I believe you (even if you are unsure, as this promotes and shows acceptance of what the child says). A child that thinks he/she is not being believed will most likely simply stay quiet.
- ◆ 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 statement 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.

What to Do Once a Child Has Talked to You About Abuse:

The Procedure

1. Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, when he/she said it what you said in reply and what was happening immediately beforehand (e.g. a description of activity). Record dates and times of these events and when you made the record. Keep all handwritten notes securely, even if these have been typed subsequently. Such records should be kept safely for an indefinite period.
2. Report your discussion as soon as possible to the coordinator. If the latter is implicated report to the deputy coordinator. If both are implicated, report to Eldership, to refer to Social Services / Thirtyone:eight.
3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
4. Once a child has talked about abuse the worker/co-coordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.
5. Consider your own feelings and seek pastoral support if needed.

Working with Offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the Eldership in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep.

The Eldership may refer to Thirtyone:eight for an example of a contract, which could be used in this situation.

Helping victims of Abuse

As a church we are committed to supporting victims of abuse, and encouraging them in their faith.

Appointment of Workers

In appointing workers, the Church will be responsible for the following:

1. The procedure for the appointment will be to:
 - Complete an application form.
 - The church will take up references.
 - Applicant will be invited for interview.
 - A DBS Disclosure will be obtained at the church's expense.
 - The final decision will be with the Elders.
2. Workers will be given a copy of this policy and guidelines on appointment.
3. Children's workers will be given opportunities to meet together with a leader to discuss work programs and areas of concern including issues relating to discipline.
4. Training, on child protection will be given by using the Thirtyone:eight video and workshop.
5. The appointment of workers will be reviewed on a regular basis. This will take place once a year at a meeting with class leaders near the beginning of the year and/or at any time deemed necessary.
6. A copy of the DBS Code of Practice is available on request.

Abuse of Trust

The Home Office has published guidance for preventing abuse of trust in the form of a booklet on 'Caring for young people and the vulnerable/ Guidance for preventing abuse of trust.'

The guidance is intended to apply to those caring for young people or vulnerable adults in both paid and unpaid work, including volunteers, regardless of whether they are in public, private voluntary or volunteering sector. It contains principles of good practice and is primarily aimed at protecting young people over the age of consent but under 18 years of age and vulnerable adults where there is a relationship of trust with the adult looking after them.

The guidance defines a relationship of trust as that which 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 nature of the activity, e.g. youth worker/youth.

Beulah Family Church will undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those people in a position of trust to engage in any behaviour, which might allow a sexual relationship to develop whilst ever the relationship of trust continues. A copy of the Home Office guidance is available on request from the coordinator.

Equal Opportunities

1. This organisation is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
2. As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, the church undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
3. We actively promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values of the organisation.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
5. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

6. Unless the nature of the position allows the church to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
9. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment/voluntary position.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure of Information

1. **General principles.** As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for a position of trust the church complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to all those who wish to see it on request.
2. **Storage and access.** Disclosure information is never kept on an applicant’s personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
3. **Handling.** In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. **Usage.** Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
5. **Retention.** Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the Thirtyone:eight, Disclosure Unit, who in turn will discuss this with the DBS and will give full consideration to the Data Protection and Human rights individual subject access requirements before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.
6. **Disposal.** Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the disclosure. However, notwithstanding the above, you may keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.
7. **Our relationship with Thirtyone:eight as an umbrella organisation.** We accept that the Thirtyone:eight Disclosure Unit as our umbrella organisation has a responsibility to ensure, as far as reasonably practicable, that we comply with all the requirements made upon us in the DBS Code of Practice, this and other policy statements, and in other DBS Procedures and processes. We undertake to keep Thirtyone:eight informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Guidelines for using the Internet

With the development of Internet Services as a means of communication/advertising church/organisation events, care needs to be applied as to how this should be achieved without compromising the safety of children.

Warning! Be aware:

The inclusion of pictures of children, names and details of the church/organisation could be used by paedophiles to target individual children.

Do's and Don'ts

Do

- Seek parental permission before using any picture of a child/group of children
- Use a group photograph in preference to that of an individual – Ask yourself: “Can this child be identified by their name or location. If the answer is yes – DO NOT USE
- In designing websites – Make clear what is available for copying and what is not.

Don't

- Use pictures of children without seeking permission beforehand
- Use pictures of individual children
- Provide names, addresses or locations that might help in identifying or gaining access to a child
- Give personal e-mail/postal address, telephone numbers/fax numbers
- In designing websites, point to other sites without asking first

E-mail is potentially dangerous for children as it offers ‘an opportunity for a predator to get a child in a one to one situation.

We need to ensure that children are aware of online safety in the same way as they are taught road safety.

Arrangements for Supervision of Group/Children's Activities

Introduction – Why the need to consider child protection?

Many people are of the opinion that Child Protection issues relate to younger children. Yet the Children Act 1989 and the notes of guidance relating to child protection matters relate to children and young people up to the age of 18. The latter group may or may not have been victims of abuse and sadly some younger people are perpetrators.

The need for adult leaders

All youth activities should be overseen by named adults, who have been selected in accordance with the agreed recruitment procedures. Whilst there may be strong arguments raised for peer groups of age 16+ to be led and run by youth members, adult leaders should be **readily** available, i.e. in the same building. In addition, they should contribute to any planning and review of events.

Some guidelines to consider

- If there are children/young people aged under 16 at an activity, adults should be present or within earshot.
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children
- Young people who assist with caring for other children/young people should be subjected to the same recruitment process as adults.

Note for inclusion for all policies

This policy is based on a model child protection policy supplied by the Churches' child protection advisory service – a project of PCCA Child Care. A copy of the policy and all amendments will be filed with Thirtyone:eight. This policy must not be copied by other churches/organisations without the written agreement of Thirtyone:eight.

APPENDIX A

Guidelines for working with children

Why do some children get restless or poorly behaved? Here are some reasons:

- There is not enough variety in the programme.
- The way the subject is presented does not seem relevant to the child.
- The language that is being used is not simple enough.
- One person is doing all the talking and the child has nothing to do.
- The task is too easy.
- The task is too difficult; remember some of the children are not competent readers.
- They are expected to listen for too long, remember a child's attention span is short and different for each age range.

What can we do to avoid poor behaviour in our groups?

- Be friendly but firm.
- Treat children with respect.

- Keep one step ahead and try to intervene at an early stage.
- Try doing activities in different ways e.g. praying, reading the Bible in an active way.
- Keep the children occupied.
- Plan a programme that is varied and interesting and relevant to the children's needs and abilities.
- Be consistent. Treat all children fairly.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Seating is important. A circle is much better than rows.
- Look for opportunities to affirm and encourage. Reward success without highlighting failure.
- Diffuse disturbances calmly, separate children who are being difficult when practical sit next to them.

Appendix B

Guidelines for discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5 – 12 and Proverbs 22:6)

There are some basic rules the children should be aware of.

- Be a good listener
- Follow the leader's instructions
- Be kind to each other – remember 1. Corinthians 13.
- No swearing, racism or calling each other names.
- Show respect for others and for property.

What happens if the child does not follow the rules?

- Ask the child to stop, giving a verbal warning if necessary
- Give the child a choice e.g. if you keep talking you will have to sit
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

- If the problem persists or there are serious problems, then discuss it with another leader or with the person with overall responsibility for the children's/young people's work.
- Warn a child that you will speak to their parents and do so if necessary. Send them back into the service or ban them for a week.

How can we help the children to meet our expectations?

Pray before you meet, asking God for wisdom, discernment and understanding. Pray regularly for the children in your group. Talk over the session with your leader/helper after each session.

Try To

- Work on each individual child's positives, encourage and build them up, giving them responsibility.
- Build healthy relationships with children, be a good role model, setting a good example.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

Do Not

- Shout at children in anger
- Smack or hit children
- Tell the children to 'shut up'.
- Talk about the problems of a child with anyone other than your leader/helper, the person with overall responsibility for the children's/young peoples work, or the child protection coordinator/deputy.

Try Not To

- Make promises or empty threats, which you will not or cannot carry out.
- Laugh at the children, tease them or be sarcastic.
- Call children by another name even if it seems okay to you.
- Compare children in your group e.g. X sits nicely why can't you?
- Disguise instructions in a question, e.g. shall we play this game? If you want them to play.
- Be too authoritative or anxious about being popular.

Appendix C

Children with Special Needs

The following guidelines are intended to supplement any church child protection policy; workers must at all times act in accordance with this policy.

Introduction – why the need to consider child protection?

Children with special needs are particularly vulnerable to abuse. They will often require more help with personal care needs such as washing, dressing, toileting, feeding, mobility etc and may have limited understanding and communication abilities. For example, a young person of 17 might behave in a manner more akin to a 2-3-year-old, particularly in demanding cuddles or sitting on a carer's lap. Others might be more vulnerable because they are blind or deaf/blind and can be reliant on physical contact for communication.

Workers too might feel more vulnerable to accusations of abuse as a result of meeting an individual's needs.

Balanced alongside other guidelines there is the issue too of ensuring personal dignity, particularly for those who are dependent on others for their personal care needs.

Some guidelines to consider

Touch

- 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 which is, or could be construed as, sexually stimulating to the child
- Children are entitled to privacy to ensure personal dignity
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances i.e. when they need medical attention
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported. To the child protection coordinator/deputy.

Personal dignity

- When a child/young person joins your church/group activity, make enquiries of the individual/their parent/carers about expectations are meeting personal care needs; ensure that these are known by all workers involved with the individual including how many workers might be needed to meet that need in order to prevent injury to child/young person or the helper
- Ensure that if one person is needed to assist a child/young person, that another worker is informed of your absence and why
- If a child needs help with toileting, ensure that a worker of the same gender assists.