Latymer Christian Fellowship Trust Safeguarding Policy

2018

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Introduction

We are privileged to be able to serve a wonderful community in Ladbroke Grove and to share our vision of following Jesus, loving all people and making disciples. In living out this vision we regularly engage with and work alongside children, young people and adults who live and work in our community. Our desire is to ensure we provide a safe environment within which they can meet with us and encounter Jesus. The policy, procedures and guidelines outlined in this document form the core policy and guidelines for Latymer Christian Fellowship Trust in relation to the Safeguarding of children, young people and adults and should be adhered to at all times.

Safeguarding is a relatively new term which is broader than 'child protection' as it also includes prevention. The trustees of Latymer Christian Fellowship Trust have a duty of care towards those with whom their organisation has contact. Having safeguards in place within an organisation not only protects and promotes the welfare of those with whom we work but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. We also recognise that we have a great team of workers who serve the children, young people and adults with whom we come in to contact. We appreciate the time and commitment, the effort and enthusiasm and above all the love and care that they give. The following information is aimed to give confidence to everyone working as part of this team as well as to all those who are members of the church. It sets out guidelines that ensure the best possible standards of safety and protection for everyone.

As the trustees and leadership of Latymer Christian Fellowship Trust we want to say thank you for serving in this way and we hope you will find the information, training and support helpful in your role working and/or volunteering with children, young people or adults. It is important that you feel well informed, trained and supported in the area of safeguarding. If you have any queries or concerns you should contact the **Safeguarding Coordinator or the Deputy Safeguarding Coordinator** at Latymer Christian Fellowship Trust, the contact details for whom are in the appendixes.

TRUSTEES & SENIOR LEADERSHIP TEAM

Section One

Organisation

1. Details of organisation

Name of Organisation: Latymer Christian Fellowship Trust

Address: Latymer Community Church, @Notting Hill Methodist Church, 240 Lancaster Road, W11 4AH

Tel No: 07342 221 882 Email address: office@latymer.org.uk

Membership of Denomination/Organisation: Pioneer

Registered with the Charity Commission, Charity Number: 1142420
Company Registration number 7650618

Insurance Company: Public Liability and Employers' Liability with Congregational. Building Insurance with Zurich Municipal.

2. Overview of organisation's aims, objectives and activities

Latymer Christian Fellowship Trust (LCFT) is a Christian church located in the Royal Borough of Kensington & Chelsea. Our vision is to "follow Jesus, love all people and make disciples in Ladbroke Grove". The Trust currently operates out of Notting Hill Methodist Church and works in partnership with a number of other organisations who operate within the immediate community and beyond in order to implement the vision.

The Trust carries out a range of activities that are open to children, young people and adults at risk. Our programme of community activities including Bible studies & tea/coffee groups may include adults at risk, and our parties and events programme include children, young people and adults at risk. We also hold activities specifically for children such as Young Explorers, and detached youth work. Home visits also take place.

Most of our activities take place at Notting Hill Methodist Church; however, there are also activities and events at other locations organised by the Trust and we also hold some activities online on Zoom.

3. Safeguarding principles and Partnerships with other organisations

The following safeguarding principles will apply in relation to any organisations with whom LCFT has entered into partnership with and/or who are using the Trust's buildings and facilities:

- The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults at risk. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

- It is our expectation that any organisation using our premises, as part of the terms and conditions of booking, will confirm in writing that they have their own safeguarding policy. This will include ensuring that where appropriate all staff and volunteers of that organisation will have been recruited via a safer recruitment process and that they are suitably trained and equipped to carry out their role.
- Where LCFT has entered into a formal partnership with an organisation or church, whether in the UK or not, the Trust will expect that it will have its own safeguarding policy and procedures. However, for the purposes of workability and to ensure there is a common approach to safeguarding children, young people and adults at risk, the expectation, unless otherwise explicitly agreed, will be that all employees and volunteers of the partner organisation or church who are working alongside or on behalf of the LCFT will adhere to the LCFT policy & procedures contained in this document.
- Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children, young people and adults at risk and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

4. Safeguarding roles & responsibilities

4.1 Trustees

- The Trustees of LCFT are committed to the safeguarding and welfare of all those with whom we work and who participate in any of our activities.
- We recognise as Trustees our joint accountability and responsibility for safeguarding and we will ensure that there will always be a named Trustee who will hold lead accountability for safeguarding within the Trust.

4.2 Safeguarding Coordinator and Deputy Coordinator

- LCFT will ensure that an individual is appointed as the Safeguarding Coordinator with delegated authority on behalf of the Trustees to lead on safeguarding matters within the Trust and to develop and foster a safeguarding culture across the church.
- In this capacity the post holder will act as a source of advice on safeguarding, child and adult protection matters, for coordinating action within the Trust and for liaising with health, statutory services and other agencies about suspected or actual cases of abuse.
- They will also be responsible for developing and implementing the Trust's safeguarding policy, ensuring that appropriate safeguarding training is implemented within the Church and managing any safeguarding concerns that may arise.
- The Trustees will also ensure that there is a Deputy Safeguarding Coordinator to support the Safeguarding Co-ordinator and to provide cover for the role when needed

4.3 Employees, volunteers and members of LCFT

- While acknowledging their own accountability and responsibility for safeguarding, the Trustees of LCFT expect that all workers, whether in a paid or voluntary capacity, and all members of LCFT will:
    - take ownership for safeguarding within the Trust,

- be familiar with their own responsibilities under this safeguarding policy and procedures and
- actively implement them.

5. Definitions & Scope

Throughout this document, when the following terms are used they refer to:

- "Workers" refers to anyone, whether in a paid or a voluntary capacity, whose role involves working with children, young people or adults at risk.
- Children – those aged between 0 and 11 years old (i.e. from birth up to year 6).
- Young people – those aged between 11 and 18 years old (i.e. from year 7 up to 18 years old).
- Parent or guardian – used interchangeably in this document and refers to anyone who has legal responsibility for a person under the age of 18.
- Carer – used in this document to refer to an adult who has responsibility for the care and/or welfare of someone between 0 and 18 years old in the absence of the parent or guardian, for example a childminder. Also, someone who has responsibility for the care and/or welfare of a adult at risk.
- Adults at risk – formerly called vulnerable adults - The terminology of what was an adult 'at risk' under 'No Secrets' has changed. A definition now in use is: "Any adult aged 18 or over, who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or is 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 and neglect." (Care and Support Statutory Guidance, published under the Care Act 2014, Department of Health).
  Further information can be found in the Care and support statutory guidance, updated 2025 - Care and support statutory guidance - GOV.UK [accessed 29.01.26]

6. Our commitment

The Trustees of LCFT are committed to providing equality of opportunity for our children, young people, adults at risk and their families. All children, young people and adults at risk, whatever their sex, disability, racial or ethnic background, religious beliefs or sexual orientation, have a right to be in a safe and caring environment when participating in any activities run by LCFT, and to equal protection from any form of exploitation or abuse.

We are also committed to keeping the welfare of any child, young person or adult at risk who is involved with any of our activities paramount and ensuring that they are valued, listened to and respected. They are actively encouraged to take part in all activities and partner us in the decision making of their programmes. We are committed to eliminating unfair or unlawful discrimination wherever we see it in our procedures or practices. Children, young people and adults at risk will be actively encouraged to report anything they view as discriminatory.

We acknowledge that children, young people and adults at risk 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 to 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."

The Trustees and the Leadership of LCFT undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures
- provide on-going safeguarding training for all its workers and 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.
- Appoint and support the Safeguarding Coordinator(s) in ensuring that this commitment is fulfilled and in any action they may need to take in order to protect children and adults at risk.

We have therefore:

- adopted the policy and procedures set out in this document, which is based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight
- committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

Section Two

Recognising and responding appropriately to an allegation or suspicion of abuse

1. LCFT policy statement on addressing abuse and neglect

The Trustees of LCFT will:

- have in place policies and processes for all workers and members of LCFT that provide clear guidance on how the Trust and they, as workers and members of the Trust, should act in relation to the safeguarding of children & adults, this includes:
    - maintaining a positive culture of safeguarding across the Trust.
    - always listening to children, young people and adults at risk
    - ensuring all workers and members of the Trust are able to recognise the signs of abuse and know what they need to do and what the Trust will do in response.
    - where abuse is suspected and/or identified action will always be taken proactively, appropriately and sensitively.
- work with the statutory and all other relevant authorities to ensure the safety and welfare of all the children, young people & adults with whom the Trust engages.

2. Understanding abuse & neglect

Defining child abuse or abuse against an adult at risk is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of safeguarding 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 at risk.

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

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

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

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

Abuse of children and adults at risk can come in many forms including of physical, emotional, sexual, neglect, psychological, financial, spiritual, domestic violence, discrimination, organised and institutional abuse. In addition, children may also experience child prostitution and female genital mutilation (FGM).

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in this document.

We also recognise that in carrying out their work, volunteers and workers may come across individuals who are facing or dealing with many other forms of complex and challenging behaviours. These include, but are not restricted to, drug/alcohol abusing parents, self-harm, teenage pregnancy and infatuation.

3. Definition and signs of possible abuse

3.1 of Children and Young People:

Abuse and neglect are forms of maltreatment of a child or young person. 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/domestic 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. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people, this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance. The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2023)':

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.

3.2 of Adults

The following information relates to the safeguarding of adults as defined in the Care Act 2014, Chapter 14 on Safeguarding, updated 2025.

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.

The following is a list of 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 which 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.

3.3 Further Definitions of Abuse (Children & Adults)

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. E.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable,

noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome By Proxy)
This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Domestic Violence, including Forced Marriage and "Honour Crimes"
The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.'

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

The Government revised its definition of domestic violence and abuse in March 2013 as:

"Any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality." This can encompass, but is not limited to, the following types of abuse:

1. Psychological
2. Physical
3. Sexual
4. Financial
5. Emotional

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

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

Family members are defined as mother, father, son, daughter, brother, sister and grandparents whether directly related, in-laws or step-family. However, this is not an exhaustive list and may also be extended to uncles, aunts and cousins etc.

Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence.

In 2025 HM Government published a Violence Against Women and Girls (VAWG) Strategy which can be accessed at Freedom from Violence and Abuse: a cross-government strategy to build a safer society for women and girls Volume 1 Strategy

The effect of domestic violence on children is such that it must be considered as abuse. Either witnessing it or being the subject of it is very traumatic and should be treated as physical or emotional abuse as appropriate. Statistics confirm a strong link between domestic violence and child abuse. One in three child protection cases show a history of domestic violence to the mother. Children and young people in violent households are three to nine times more likely to be injured or abused, either directly or while trying to protect their parent. It is widely accepted that there are dramatic and serious effects of children witnessing domestic violence, e.g. absenteeism from school, ill-health, bullying, anti-social behaviour, drug and alcohol misuse, self-harm etc.

Complex/Organised/Multiple abuse
This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role.

Sexually exploited children and young people
The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- paying for the sexual services of a child;
- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

Children who are sexually exploited into prostitution
Working Together to Safeguard Children (2006) Section 6.2 stated:
Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

Female Genital Mutilation (FGM)
The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Working Together (2010) stated that:
"Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth."
Further information can be found in the Female genital mutilation: resource pack at Female genital mutilation: resource pack - GOV.UK [accessed 29.01.26]
FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. Further information about the Act can be found in Home Office Circular 10/2004 [Found at www.homeoffice.gov.uk].

FGM is much more common than many people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK. Further information can be found via the NHS website (https://www.nhs.uk/conditions/female-genital-mutilation-fgm/)

A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police. The FGM duty came into force on 31 October 2015.

"Spiritual" Abuse
The Trustees of LCFT recognise that children, young people and adults can be abused through those who would use control and manipulation within a spiritual context. This type of abuse can be known as spiritual abuse and could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.
In 2013 spiritual abuse was defined as "coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:-manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine'

position, isolation from others, especially those external to the abusive context." (Oakley & Kinmond, 2013).

The trustees of LCFT will address this type of abuse in the same way as it would address psychological or emotional abuse.

4. Challenging behaviours and complexities that workers need to recognise

4.1 Drug/alcohol abusing parents

Drug and alcohol abuse by parents can have a serious effect on their children. 70% of children taken into care have parents who are suspected of substance abuse. Not all parents who abuse drugs or alcohol mistreat or abuse their children, but sometimes they can be put at considerable risk.
There is an increased risk of violence in families where parents abuse substances.
Young people can suffer from lack of boundaries and discipline and live chaotic lives. This can damage their psychological and emotional development and may result in problems with their relationships later in life. The children who are most vulnerable are those who parents are violent, aggressive, neglectful or rejecting. These children can remain "invisible" from the services intended to support them unless their behaviour attracts attention at school or elsewhere outside the home.

4.2 Self-Harm

Self-harm continues to be something that affects many people across the UK, with teenagers being at particular risk.

If anyone working for Latymer witnesses someone self-harming, or thinks self-harm has occurred or is likely to occur then they are to contact the Safeguarding Coordinator asap.

Resources and advice are available to organisations who work with young people, including the Thirtyone:eight Practice Guide on Self-Harm.
The NHS website also contains lots of helpful advice and information re. self-harm: https://www.nhs.uk/mental-health/feelings-symptoms-behaviours/behaviours/self-harm/

• Suicide Attempts: the most severe form of self-harm is to attempt suicide. The most common way a young person will attempt to do this is by taking a drug overdose. In such an example you should dial 999 and ask for medical assistance.

4.3 Teenage pregnancy

• Whilst the teenage pregnancy rate in the UK has fallen significantly since 1999, The Nuffield Trust report that in 2021, the most recent year for which data is available, 'saw a small increase in both the rate of under-18 conceptions and number of abortions.' - https://www.nuffieldtrust.org.uk/resource/teenage-pregnancy
• Young women can be fearful of their families and other people finding out they are pregnant and may keep the knowledge to themselves.
• Embarrassment may stop young girls from seeking help. They may want to talk to someone who will not judge them, or think they are silly because they do not have the right information.
• Sensitivity to the situation is important. For useful contacts, see appendix 1.

• It is important to remember that some young women may become pregnant as they take risks when using alcohol or drugs. Some may also become pregnant as a result of violence, such as rape or sexual abuse.
• Young men facing being a teenage parent are confronted with many issues in which they have little choice or control. They may need support as well as the young mother.

5. Signs of abuse

5.1 Signs of Possible Abuse (children & young people)

Children and young people who suffer abuse may behave in a variety of ways that can be a signal for help. The following summarises advice given to school teachers on this subject. (paraphrased from 'Schools and Child Protection', Schonveld 1995)**.** Some signs and symptoms are common to all forms of abuse – low self-esteem and changes in behaviour, for example.

- Clusters of signs and symptoms are particularly important rather than isolated instances – although some signs on their own can be particularly significant.
- Significance should be attached to any mismatch between an injury and the account of how it happened.
- On their own, the signs and symptoms do not necessarily indicate abuse, but they must be recorded, as many cases of abuse are identified only when one person's observation of apparently insignificant signs is considered alongside other information.
- It is important to consider the duration, intensity and frequency of the signs and symptoms.
- Workers must record signs and symptoms, even if they have no proof that these indicate abuse. For example, information about when injuries occur (such as after the weekend) can be important.
- Some forms of abuse have no overt signs. Young children often communicate their distress through their behaviour, whereas older children may become adept at hiding signs of abuse. A child who is being abused may still show no classic signs and symptoms. Absence of proof is not proof of absence.
- Children, young people and adults at risk from different cultural backgrounds may communicate their distress in different ways.
- Bear in mind that what you observe is being filtered through your own personal circumstances, the society you live in, and your culturally and socially determined attitudes.

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 clinging
- 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.
- Looking ill-cared for and unhappy
- Exposure to danger/lack of supervision
- Being withdrawn or aggressive
- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odour
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

*These indicate the possibility that a child or young person is self- harming.

5.2 Signs of Possible Abuse of adults (adults at risk)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and/or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc.
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

6. How can I recognise someone who could abuse others?

There is not a complete photo fit profile of someone who may abuse others, however:

- the people who tend to abuse children are often known to that child, either related, known to them as a friendly adult or in a position of trust. It is VERY RARELY A STRANGER and are often someone who knows the child/young person, e.g. parent, carer, baby-sitter, sibling, relative, or friend of the family.
- they can sometimes be someone in authority; such as a teacher, youth leader, children's worker or a church worker. All these are positions of trust.
- Paedophiles and others have been known to set out to join organisations - often churches - to obtain access to children. Remember that such people are often very plausible and may outwardly seem to be the last person you would suspect.
- Men and women, other children and young people. Children do abuse other children – do not assume it is always an adult.

The church may have a significant role of pastoral care for the abuser, and those close to him or her, as well as support for the leader/person who has disclosed the abuse. But the primary concern is ALWAYS the safety of the child/young person or adult at risk. See section on Supporting Known Offenders in the church (Section four, Pastoral Care).

7. How to respond to suspicions, concerns & disclosure of abuse or neglect

- Whilst not wishing to create a culture of distrust, workers and members of LCFT should always be attentive and alert to the possibility of abuse or neglect in their interactions with children, young people and adults at risk. Where initial concerns or suspicions are aroused, a worker or member of LCFT should follow **stage one** of this process.
- If a worker or member of LCFT has reason to believe, as a result of behaviour witnessed or because they recognise the signs, that abuse or neglect could be occurring, they should follow **stage two** of this process.
- When a child, young person or adult at risk chooses to tell a responsible adult, about abuse they have suffered or are suffering, we call this '**a disclosure' and should always lead the worker or member of LCFT to follow stage two of this process**.
    - A disclosure in this sense is an allegation of inflicted harm, directed towards another person or persons. All allegations must be taken seriously.
    - Allegations may come directly from the child, young person or adult at risk themselves and may relate to abuse from a family member or someone outside the family, e.g. a teacher, youth leader, pastor, etc. No group of people is exempt from being abusers.
- The "Ladder of Concern" outlines the broad steps to be taken, see Appendix 2.

7.1 Stage One

- If a worker or a member of LCFT notices behaviour that may indicate a problem or they recognise some early indications of signs that give reason for an initial concern, they should make a written note of what they see, what was said, why they were concerned and detail the time and date of the concern. This should be shared with the team leader or can be raised with the Safeguarding Coordinator or Deputy at the earliest opportunity for advice.
- The team leader and or Safeguarding Coordinator should retain, in a locked & secure location, all notes and records that are provided to them.

- Where appropriate the team leader and/or Safeguarding Coordinator or Deputy will agree with the worker/member of LCFT how they will continue to monitor and be aware of what is going on with the child, young person or adult at risk.
- If there are on-going or increasing signs of a problem that give rise to more serious concerns, the worker or member of LCFT should continue to record everything that they see or hear and inform the Safeguarding Coordinator. The Safeguarding Coordinator will take the appropriate action, as detailed in this process.
- If a child, young person or adult chooses to make a disclosure to a worker or member of LCFT, they should always follow the process in stage two.

7.2 Stage Two

If a child, young person or adult at risk tells you about abuse it is important that you:

- Tell them that you will need to let someone else know - don't promise confidentiality. Always let them know what you are going to do next and explain that you will tell them what happens.
- Allow time and space for the person to talk. Listen carefully and be attentive and look at them whilst they are speaking. Follow the advice on effective listening skills in Appendix 3.
- Show acceptance of what they say (however unlikely the story may sound). Reassure them they have done the right thing by telling someone. On no account should assumptions be made about what the person is saying or suggestions made as to alternative explanations for their worries.
- Try to remain calm, even if on the inside you are feeling something different.
- If after talking to a child, young person or adult at risk about a sensitive issue, you feel concerned or upset, make sure you seek help as soon as possible from the Safeguarding Coordinator, Line Manager/Supervisor or Senior Leader.
- Write up what has been told as soon as possible (preferably within one hour of the person talking) using the Sensitive Information Form (Appendix 5). This should include a description of any injury, exactly what has been said, and what was said in reply. Write down dates and times of these events and when the record was made.
- Keep all hand written notes even if subsequently typed up. The written record of the allegations should be signed and dated by the person who received them as soon as practicable. All actions taken should be recorded.
- Under no circumstances should you advise the parent/s, carer/s or immediate relatives of the allegation/s.

7.3 Your next steps are:

- You should report the allegations as soon as possible to the Safeguarding Coordinator or, if they are not available the Deputy Safeguarding Coordinator who are nominated by the Trustees/Leadership to act on their behalf in dealing with the disclosure, allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. If the suspicions relate to one of the above, the report should be made to the other.
- You should pass on the completed Sensitive Information form and all hand-written notes in an envelope marked "Confidential" as soon as possible to the Safeguarding Coordinator.
- The Safeguarding Coordinator will retain, in a locked & secure location, the sensitive information form AND all notes and records that are provided to them.

- This will assist them should the matter need to be referred to Adult or Children's Social Services or the police. Any referral to an external agency should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.
- If the Safeguarding Coordinator, or Deputy, are not contactable the Trustee with lead responsibility within LCFT for safeguarding should be contacted.
- In their absence, or where the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made to the Safeguarding Trustee.
- The Safeguarding Coordinator and Deputy will inform each other of all safeguarding issues and actions unless one of them is said to be involved in the issue, and will confer in case of doubt as to whether it is a safeguarding issue.

8. Role of Safeguarding Coordinator/Deputy Coordinator when advised of a disclosure or suspicions of abuse:

8.1 General principles:

- The Trustees/Leadership will support the Safeguarding Coordinator/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 Thirtyone:eight, although the Trustees/Leadership hope that workers and members of LCFT will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustees/Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the Safeguarding Coordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

8.2 The overall role of the Safeguarding Coordinator/Deputy:

- Will be to decide what action to take. The category of abuse and the current level of risk to the child, young person or adult at risk will be taken into account when making this decision. All documents should be signed, dated and kept indefinitely in a secure place.
- May be to inform others depending on the circumstances and/or nature of the concern. For example, the Chair of Trustees to log that a safeguarding concern is being dealt with, the Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer/LADO if allegations have been made about a person who has a role with under 18's elsewhere or the appropriate person within Pioneer with responsibility for safeguarding.
- Will not discuss suspicions with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

8.3 Specific actions taken when physical injury, neglect or emotional abuse of a child or young person is suspected or alleged:

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

- If needed, seek medical help urgently, informing the medical professionals of any suspicions.
- 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
- 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 direct for advice
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services

8.4 Specific actions taken when sexual abuse of a child or young person is suspected or alleged:

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct
- NOT speak to the parent/carer or anyone else unless advised to do so, having contacted Children's Social Services

- 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.

8.5 Specific actions taken when physical, sexual, organisational, emotional, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse of an adult is suspected or alleged:

If there is concern about any of the above, the Safeguarding Coordinator/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.

9. Role of the Designated Officer/LADO

The Designated Officer/LADO works within the Local Authority and should be alerted, within 24 hours, to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

10. Process for dealing with any individual who works with children, young people or adults at risk and who is subject to an allegation of abuse

10.1 The context

LCFT has procedures for dealing with allegations against workers that aim to strike a balance between the need to protect young people from abuse, and the need to protect workers from false or unfounded accusations.

Young people can be helped to understand what is and is not acceptable behaviour towards them and taught about staying safe from harm, and how to speak up if they have worries or concerns.

Given the regular contact with young people in a variety of situations, workers are vulnerable to accusations of abuse. Their friendships with young people may lead to allegations against them being made by the young people, their parents or others.

Whilst allegations may be false, malicious or misplaced and may be deliberate or innocent of such intent, they may also be well founded.

10.2 Process

If an allegation relating to abuse is made against a worker, whether in a paid or voluntary capacity, regarding a child, young person or adult at risk, that worker will be suspended from their role whilst an investigation takes place (the suspension will be conducted under the LCFT's disciplinary process and, if a paid employee, will be on full pay). The suspension is a neutral act and does not indicate guilt; it is a form of good practice that we follow.

The Safeguarding Coordinator or the Deputy will contact the Designated Officer within the Local Authority. This applies whether or not the worker is paid, unpaid, a volunteer, casual, agency or a self-employed worker. The Designated Officer will capture concerns, allegations or offences emanating from outside of work. Their role is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures. The Designated Officer helps coordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. Where you are liaising with a Designated Officer discuss with them about the need to refer to the DBS. If a

Designated Officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

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 LCFT.

10.3 Managing the repercussions of an allegation against a worker
The Trustees of LCFT recognise the importance of acting fairly, objectively and quickly, in line with these procedures, whenever an allegation of abuse is levelled against a worker. The Trustees also recognise that any such allegation, by its very nature may have consequences beyond those immediately affected.

For example, if the media are alerted to the allegation or rumours are being spread within or outside of the Church. Each situation will be addressed on a case by case basis and appropriate advice will be sought, from Thirtyone:eight. The Trustees will follow the process for managing an allegation as set out in Appendix 10 which includes

- actions to be taken immediately after the allegation
- ensuring that the appropriate advice and is taken
- informing other authorities where needed
- communicating with the church
- managing media interest
- providing pastoral support

Section Three

Prevention

1. Policy statement on approach to preventing abuse and neglect

The Trustees will address allegations of abuse promptly and robustly in accordance with the procedures in this document. However, to minimise the risk of abuse occurring the Trustees will ensure:

- there are robust safer recruitment processes in place for all roles that involve working with children, young people and adults at risk
- anyone who is working in a role that involves children, young people or adults at risk, whether in a paid or voluntary capacity, will:
    - attend appropriate and regular safeguarding training
    - be provided with regular supervision
- robust and effective procedural systems including internal reporting systems, access to specialist advice and inter-agency co-operation, are in place
- all workers operate within a risk management framework

2. Safer recruitment processes

The Trustees / Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment.

2.1 Safer Recruitment of Adults who wish to work with children, young people and or adults at risk

- There is a written job description/person specification for all posts that involve working with children, young people or adults at risk
- All staff and volunteers should complete an application form. The application form will elicit information about the applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek a Disclosure & Baring Scheme (DBS) check.
- All employees and volunteers will be required to undertake an interview, which will include questions about safeguarding. A record of the interview will be kept by the church.
- Two confidential references, including one regarding previous work with children, must be obtained. These references will be followed up, where appropriate, by telephone contact. Copies of the references will be retained.
- For all paid roles, evidence of eligibility to work in the UK must be obtained prior to a job offer being made.
- Qualifications where relevant have been verified.
- All appointments will be made based on all the information obtained.
- All employees and volunteers should receive an induction during which:
    - The requirements and responsibilities of the role should be clarified.

    - LCFT Safeguarding Procedures are explained, including how to report a concern, and training needs identified (e.g. basic child protection awareness)
- All employees and volunteers working with children young people or adults at risk will be required to complete a probation period before being confirmed in the role.

2.2 Safer Recruitment of young people who wish to be members of a team working with children and/or young people in LCFT

The Trustees of LCFT consider it important to develop young people and, where appropriate to enable them to develop skills and experience of supporting clubs & activities within the church. However, any young people placed in such a role will not be considered as part of the team for the purposes of determining child to adult ratios. These roles will be voluntary for young people who are 16 years or older and the following steps should be taken when seeking to appoint a young person:

- the senior youth worker involved will develop their own process for identifying suitable candidates and will make the final decision, in conjunction with the Safeguarding Coordinator and their parent or guardian, on whether or not to invite an individual young person to be part of one of their teams.
- all young people who wish to be involved in working on a team should be appointed following the same safer recruitment process for adults, including the need for an enhanced DBS check.
- an induction during which the requirements and responsibilities of what is being asked of them is explained.
- the young people's worker should ensure that LCFT's Safeguarding Procedures are explained and training needs identified (e.g. basic child protection awareness) for anyone joining their team who is between the ages of 16 and 18.
- all young people working with children and/or young people will be required to complete a probation period before being confirmed in the role.

2.3 Safer Recruitment of young people or adults living outside of the UK who wish to work with children, young people or adults at risk

When using workers from outside of the UK we will undertake the necessary background checks on those applying to work with children/adults at risk e.g. individuals have obtained 'fit person' checks from their home country as well as references from there, or has been through appropriate checks from the partner organisation which are confirmed in writing.

2.4 Exceptional Circumstances

Individuals would not normally be allowed to start working or volunteering in any role that involved children, young people or adults at risk until all of the above process is complete. However, in exceptional circumstances individuals may be allowed to start, subject to:

- a completed risk assessment that is acceptable to the Safeguarding Coordinator;

- the individual is never allowed access to children or young people on their own;
- should any of the checks subsequently be returned as unsatisfactory the individual would be stopped from working or volunteering within LCFT immediately.

In an exceptional circumstance, a date will be given by which the full recruitment process must be completed and the exceptional circumstance will be invalid beyond this date.

3. Training and information about safeguarding

The Trustees are committed to on-going safeguarding training and development opportunities for all workers and to develop a culture of awareness of safeguarding issues for all members of LCFT to help protect everyone. **This will include:**

- **all our workers will receive induction training in house and undertake recognised safeguarding training on a regular basis, through an appropriate training organisation, e.g.** Thirtyone:eight**, the local authority or Pioneer Safeguarding**
- **all members of LCFT will be advised of their responsibilities to safeguarding through updates and/or briefings**
- provision of information to children, young people and adults at risk on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern

4. Management and support of Workers

The Trustees of LCFT take the management and support of our workers very seriously and:

- are committed to ensuring they receive appropriate supervision
- will ensure that all workers have been issued with a copy of its code of conduct, which details the Trust's expectations of the behaviour and approach of all those working with children, young people and adults at risk
- in line with the principles found within the 'Abuse Of Trust 'guidance issued by the Home Office, the Trustees consider it unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues
- will create a culture and environment of openness and transparency, underpinned by the LCFT's Whistle Blowing policy and Code of Conduct.

5. Robust management of information

LCFT will ensure:

- it has set up and maintains effective and robust administrative processes to support the management of all workers whose roles involve working with children, young people and adults at risk.
- that these processes comply with the relevant legislation, including Safeguarding legislation and the GDPR.

6. Risk assessments

All activities involving children, young people and adults at risk will be formally risk assessed using best practice principles to ensure their safety.

Section Four

Pastoral Care

1. Policy statement on the provision of pastoral care within a safeguarding context

Faith communities are unique in that they are one of the few places where those who have sexually offended against children and children themselves can be in the same building. Known offenders have been successfully integrated into the life of faith communities where they have received support and guidance, agreed to abide by certain boundaries and are welcomed and accepted.

It is the aim of the Trustees of LCFT to provide an environment where God can meet with any individual whatever their background and to provide them with an opportunity to grow in faith and service within the Trust. However, at all times the safety of a child, young person or adult at risk is paramount when assessing the risk an individual may pose. Therefore, no one has an automatic right to work with or have access to children, young people or adults at risk by attending the church.

We will also work with statutory agencies as appropriate to provide a safe environment for everyone who:

- works within or is a part of LCFT, and/or
- participates in one or more our activities

2. Supporting those affected by abuse

The Trustees and Leadership of LCFT are committed to offering appropriate pastoral love, care and support to all those who have been affected by abuse and who are members of LCFT or with whom LCFT are working. They are committed to working in partnership with the wider multi-agency team to ensure necessary and coordinated support services are in place for those affected by abuse.

3. Supporting those who have/are offenders

For any individual who is known to have abused, or is deemed to present a risk of abusing, children, young people or adults at risk and wishes to attend activities run by LCFT or any of its partners, robust measures will be put in place to ensure children, young people and adults at risk are safeguarded. The individual will be expected to work with the LCFT Safeguarding Coordinator and/or representatives of the Trustees of LCFT in order to keep within any boundaries that are set. If that person fails to adhere to those boundaries the police should be contacted for advice. If the person ceases to attend activities run by LCFT, the statutory agencies, such as probation, police child protection team, or Children's and Adult Services, will be informed.

3.1 Process for working with offenders

- Any ex-sex-offender who wishes to attend an activity run by the LCFT is expected to make themselves known to the Safeguarding Coordinator.
- A risk assessment meeting will then be convened to discuss and agree a way forward involving a senior church leader and the Safeguarding Coordinator. The

purpose of this meeting will be to review both the support they need and the activities they wish to attend and for a 'Pastoral Care Plan and Contract of Agreement' to be drawn up. The details of previous offending behaviour must form part of the assessment and may need to be obtained from police, probation etc. The meeting may include the probation officer or other agencies involved.

- The outcome of this meeting will be a written contract setting out behavioural boundaries that the individual is prepared to sign and agree to abide by. It will also set out the provision for appropriate and on-going supervision and support. These safeguards are in the interests of everyone - those at risk, the offender who may be making strenuous efforts to change, and LCFT.
- Once a 'Pastoral Care Plan and Contract of Agreement' is in place it is reviewed regularly to see if it is achieving the aims set out in it. While the existence of this contract would be confidential, appropriate people within LCFT who the Church leader and Safeguarding Coordinator felt needed to know, would be advised of the situation. This would include the Trustee with lead responsibility for Safeguarding and potentially key leaders working with children, young people and adults at risk.
- LCFT will work closely with the police and be involved with MAPPA* meetings to review progress and contribute information, where and when appropriate. If the individual on a contract or care plan does not follow the agreed conditions, then they may be refused entry or further membership of LCFT. If all discussions fail to improve their behaviour the individual may be barred from attending any activities or events run by LCFT and this information will be passed onto all agencies involved and any local church if they are known to attend there instead.

*****_MAPPA stands for Multi-Agency Public Protection Arrangements. It is the process through which the Police, Probation and Prison Services work together with other agencies to manage the risks posed by violent and sexual offenders living in the community in order to protect the public._

Section Five

Practical Guidelines for working with children and young people

1. Introduction.

As an organisation/place of worship working with children, young people and adults at risk 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 accusation.

As well as a general code of conduct for workers we also have specific practice guidelines for every activity we are involved in and these are in the practical guidelines and will be developed as necessary. Activities may involve regular formal or informal contact with children. In most cases it will be appropriate for parents/carers to have the opportunity to give prior consent for their children's involvement. Consent forms will be used to gain parental/carer permission. These guidelines have been written to ensure that, as far as practicable:

- all children and young people who participate in any activity that is run by LCFT or its partners are able to do so in a safe environment, free from harm;
- any individual working with children and/or young people at an activity being run by LCFT or its partners, whether in a paid or a voluntary capacity, know what is expected of them in relation to the safeguarding of children & young people in order that they can do so in a safe and appropriate manner.

2. Recruitment and appointments

Recruitment to any role that will involve working with children, young people or adults at risk in any activity being run by LCFT, whether in a paid or voluntary basis, will only be made after a safer recruitment process has been followed. The Safer Recruitment process is detailed in Section 3.

Where a safer recruitment process has commenced and it is felt necessary to enable the candidate to start working prior to completion of the process, it will be possible, in exceptional circumstances, for them to do so where:

- a risk assessment is completed by the appropriate team leader and that risk assessment is signed off by the Safeguarding Coordinator; and
- the individual is not, at any time, allowed to be with a child, young person or adult at risk unsupervised until the recruitment process has been completed.

LCFT will actively seek to enable, where appropriate, young people to participate in and take on supporting roles within clubs and activities that the Trust is running. The purpose of doing this would be to develop young people's skills, experience and self-esteem. In such circumstances those under 18 would not be included in the ratio of leaders to children/young people and would not be left on their own with a child or young person.

In appointing young people to a supporting role LCFT will aim to exercise fairness and consistency in making choices of who to appoint and, where practical, any decisions will be made in conjunction with the parents or guardians.

3. General guidelines

Anyone working with children, young people or adults at risk should ensure that they:

- work in an open environment, avoiding private or unobserved situations.
- are rarely alone with a child because this could be misconstrued or put the worker in danger of an accusation. In youth work it is more common to meet young people in one-to-one mentoring. Specific guidelines for doing that are outlined later in this document.
- ensure that, if a child or young person asks to speak to a worker in private that another worker is made aware of the fact of a private one to one conversation and is present in the locality of where the conversation is happening;
- avoid all rough physical games, or other activity which could be seen, rightly or wrongly, as sexually provocative games;
- never make sexually suggestive comments to a child or young person or remarks about their ethnicity, religious or sexual identity or appearance, even in "fun".
- do not use inappropriate or intrusive touching in any form. Some children and young people may or may not want physical contact. Workers should allow children and young people to take the lead in matters of affectionate physical contact. Be very careful that the level and frequency of contact is not open to being misinterpreted by an outsider looking on.
- avoid unnecessary physical contact with a child or young person. Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person has given their consent.
- are aware that children and young people who have been sexually abused may seek inappropriate physical contact with other young people or with adults. Workers should therefore ensure any physical contact while reading, praying or playing together is appropriate.
- never engage in any behaviour that might allow a sexual relationship to develop with a child or young person.
- only escort a child of the same gender to the toilet and when doing so they make sure they do not go in to the toilet facility with the child but remain at the door. Older children or young people would not normally be expected to escort younger children to the toilet at all.
- do not invite a child or young person to their home alone, unless there is someone else in the house. It is OK to invite a group to their home but make sure the parents know where the child/young person is.

Children or young people who display sexual knowledge or behaviour beyond that normally expected for their age, use sexually explicit language or seek inappropriate physical contact from other children or adults are always a cause for concern. Workers who notice these behaviours should ensure they make a note of what they have seen or heard and report their concerns to the Safeguarding Coordinator.

Anyone who has responsibility for leading any work or activity involving children, young people or adults at risk should ensure that they maintain appropriate documentation:

- obtain written consent from parents or guardians for any children's or young people's clubs/activities being run by LCFT that do not involve the parents or guardians and therefore require LCFT to act in loco parentis for children and young people.
- obtain written consent from parents or guardians for the administration of emergency first aid and/or other medical treatment if the need arises.
- maintain a register of who is present, children, young people, workers and any visitors, at each activity or event.
- maintain a written record of any incident and/or injury that occurs, including any treatment given.

4. Adult to child/young people ratios

- These minimum ratios for all activities must be followed; ratios may need to be lower depending on the nature of the activity and children/young people involved.
- Children aged less than 2 years, 1 adult to 3 children
- Children aged 2-3 years, 1 adult to 4 children
- Children aged 3-11 years, 1 adult to 8 children
- Young People aged 11-18 years; 1 adult to 8 young people

Where it is not possible to adhere to these ratios the appropriate children's or young person's worker must be advised. In their absence a member of the church leadership team should be informed. They must find someone who can come on the team and assist, or the activity will need to be postponed. In the case of youth groups it may be necessary to telephone for help or contact parents to come and collect young people if the ratios are insufficient to keep the group operating safely.

5. Personal Care

Workers are not expected to undertake any activities involving personal care of children, young people or adults at risk. Where this becomes necessary e.g. where a child has soiled their underclothes and needs to be washed, then ideally a parent/guardian/carer will tend to their needs.

If they are not available then a worker of the same gender as the child may carry out this task on the basis that another adult, also of the same gender, is present and at least one must be DBS cleared. A written record of what happened and who was involved must be kept.

6. Supporting appropriate behaviour

LCFT aims to provide an environment in which all children, young people, workers (paid & volunteers) and any member of the church:

- are always treated with grace, kindness, dignity and respect.
- can learn to love, honour and respect themselves, other people and their environment.

Anyone working with children and/or young people should:

- provide a positive model of behaviour by treating children, young people, parents, guardians or carers and one another with friendliness, care, courtesy and respect.
- aim to establish effective, positive and constructive relationships;
- work in partnership with parents. Children's workers will seek to engage with parents where practical and keep them informed about their children's behaviour, both positive and negative. Youth workers will also seek to engage with parents where practical and, where appropriate, will keep them informed of behaviour but, will use discretion in relation to what should be shared with parents about issues a young person may have shared with them.
- act as an excellent role model at all times, this includes not telling inappropriate jokes or making inappropriate remarks, smoking or drinking alcohol in the company of children or young people;
- always give enthusiastic and positive feedback rather than negative criticism;
- where practical ensure when working with a mixed group of children or young people that there are both male and female workers present. There are specific requirements that apply when taking children and/or young people away for trips involving overnight stays, these are outlined later in this document;
- use positive strategies for handling any conflict, helping children or young people find solutions in ways which are appropriate for their ages and stages of development - for example distraction, praise and reward. Individual groups have a variety of ways in which they encourage good behaviour.
- check with the Children or Youth Worker about their system of managing behaviour. You should be given this information during your induction period.

Anyone working with children and/or young people should never:

- use physical punishment, such as smacking or shaking or threatening children or young people with these punishments.
- send children or young people out of the room by themselves.
- use techniques intended to single out children or young people that humiliate them.
- shout or raise our voices in a threatening way to respond to children's or young people's behaviour.

7. Dealing with inappropriate behaviour.

Where inappropriate behaviour is identified it should be addressed quickly and fairly, usually by more than one worker.

- The child and/or young person should be given the opportunity to explain, away from others in the group, what happened and why they behaved in the way that did.
- If the workers consider, having heard the explanation, that the behaviour was not appropriate they should explain to the individual the reasons why not, outline the standards of behaviour they wish to see in the future and, if appropriate any penalty that is to be applied.

If a situation arises at which it is necessary to make physical contact with a child or young person, e.g. to break up a fight or to use physical restraint to stop dangerous behaviour, the worker should take the utmost care to ensure that only the minimum

physical contact required to resolve the situation takes place, ideally witnessed by another worker.

A written record of what happened and who was involved in the incident must be recorded and brought to the attention of the team leader on the day it occurred. The Safeguarding Coordinator should also be advised of what has happened and they will decide who else it would be appropriate to advise. This will include the Trustee with lead responsibility for safeguarding and the appropriate parent or guardian, both whom should be informed on the same day.

8. Dealing with Bullying.

The Anti-Bullying Alliance defines bullying as: The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. (https://anti-bullyingalliance.org.uk/tools-information/all-about-bullying/understanding-bullying/definition)

There may sometimes be misunderstanding about the meaning of the term 'bullying': one-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of 'bullying'. There are various types of bullying, but most have three things in common:

1. It is deliberately hurtful behaviour.
2. It is repeated over time.
3. There is an imbalance of power, which makes it hard for the victim to defend themselves.

Bullying may take various forms, including:

- Physical e.g. kicking, hitting, pushing, intimidating behaviour or interference with personal property
- Verbal/Psychological e.g. threats, taunts, shunning/ostracism, name-calling/verbal abuse or spreading of rumours
- Excluding peers from roles or taking a lead and through the creation of a hierarchy
- Racist bullying e.g. physical, verbal, written, on-line or text abuse or ridicule based on differences of race, colour, ethnicity, nationality, culture or language
- Faith-based bullying e.g. negative stereotyping, name-calling or ridiculing based on religion.
- Sexist bullying e.g. use of sexist language or negative stereotyping based on gender.
- Sexual bullying e.g. unwanted/inappropriate physical contact or sexual innuendo.
- Homophobic bullying e.g. name-calling, innuendo or negative stereotyping based on sexual orientation or use of homophobic language.
- Special Educational Needs/Disability bullying e.g. name-calling, innuendo, negative stereotyping or excluding from activity based on disability or learning difficulties.
- Gifted/Talented bullying e.g. name-calling, innuendo, ostracism or negative peer pressure based on high levels of ability or effort.

- Cyber bullying e.g. abuse on-line or via text message, interfering with electronic files, setting up or promoting inappropriate websites and inappropriate sharing of images from webcams/mobile phones.

All children, young people, workers, parents, guardians and carers should be aware that LCFT will not tolerate bullying in any form. We will actively seek to prevent any bullying happening and, if it becomes apparent that bullying is going on, will proactively seek to address it, support those who are victims and encourage a change in the behaviour of the perpetrators.

Prevention strategies that can be adopted to prevent bullying before it starts include:

- Writing a set of group rules that are issued to the group at the beginning of each new intake setting out a clear message of zero tolerance for bullying.
- Having discussions about bullying and why it matters.
- Signing a behaviour contract with those who do not cooperate, ensuring that the safety of the children and young people is paramount, and that help is offered to address the attitudes of the bully.

Anyone working with children and/or young people will:

- report any concerns regarding bullying incident to children's or youth leaders.
- ensure that details are carefully checked before action is taken.
- record all the facts around the incident and keep on record for further action.

Procedure

- The children's or youth worker involved in dealing with the incident will issue a warning to the child or young person concerned.
- An apology should be given by the child or young person who has bullied another wherever possible.
- If possible, those involved need to be reconciled.
- After the incident has been investigated and dealt with, the situation should be monitored by the team and children/youth leaders to ensure repeated bullying does not take place.
- After the incident/incidents have been investigated parents/carers should be informed of the action taken.
- All incidents, follow up and action must be recorded in the Care Diary.

9. Social Networking

Communicating through online social networking apps/sites (eg. WhatsApp, Facebook, X, Instagram, Snapchat, TikTok, Pinterest), whilst gaming (eg. on Xbox) or on video conferencing apps (eg. Zoom, Skype) is increasing amongst children and is widespread amongst young people. This is largely fuelled by increasing smart phone ownership among children and young people (https://www.bbc.co.uk/news/technology-68838029 - accessed 30.01.25)

They are key places of interaction and provide a useful means of communication. Although LCFT recognises that there will be benefits associated with the team of children and youth leaders and church staff using social networking to support and

communicate with children and young people in this way there are some safeguarding issues and other risks involved, e.g. such websites can be used for grooming, sharing of inappropriate images or bullying. Therefore, the use of social networking sites or other web-based forms of communication with children and young people fall within the remit of LCFT Safeguarding Policy. LCFT has decided, in consultation with the Safeguarding Coordinator and key partners, the following approach:

- Those working with children and young people should be prepared to make their personal devices available to the Safeguarding Coordinator for viewing of any texts or social networking communications between any children and/or young people and themselves.
- **Social Networking and Children**. LCFT does not expect any adult within the church, whether in a paid or unpaid capacity, to use any form of social networking to engage and communicate with children. Where a parent or guardian wishes to make an arrangement with individuals they know from involvement at the church to access their child/children via social media, then this is done so on a private basis and any safeguarding obligations are the sole responsibility of the parents or guardians of the child/children concerned.
- **Social Networking with Young People.** LCFT does accept that those working with young people may engage and communicate with them using social networking. However, in view of the safeguarding concerns this should be kept to a minimum and must adhere to the following guidelines:
    - workers and approved youth workers are asked to set a good example in the way in which they communicate, including in relation to social networking/media.
    - workers and approved youth workers should not communicate with young people via any social media app that does not leave an audit trail.
    - a group Facebook page may be set and, in that case will be managed by the group leader with high level privacy settings.
    - as a general rule of thumb workers, whether in a paid or voluntary capacity, should exercise caution when using social networking to interact with young people and, when they do use one or more forms of social media to access young people, it should be:
        - at the young person's instigation rather than the workers
        - done in such a way as to enable the worker to be accountable
        - transparent (e.g. on their wall or photo albums)
        - appropriate in language, tone and content, and
        - the use of instant messaging programmes is discouraged.

Should instant messaging be used to share a message with a group of young people, another worker from the church must be included in the message.
Examples of good online communication with young people that are encouraged:

- Encourage young people about something they have done.
- Make appropriate comments on their wall, not their private inbox.
- Sharing a word, thought, encouragement, advice or scripture on their wall or their status.
- Open pastoral contact, showing concern or following up with an individual.
- Challenging any inappropriate postings by others.

If your profile account is accessible to a young person:

- Ensure groups you join are appropriate.
- Ensure your status updates and comments are appropriate.
- Monitor inappropriate posts by friends to you that are then visible to children or young people.
- Avoid responding to a young person if they have contacted you via a one on one private message and find another more open way of communicating.

Unacceptable use of online networking:

- Use of offensive language including anything that constitutes bullying or harassment.
- Compromising photos of yourself or others accessible to young people.
- Posting photos of children or young people at organised church events without consent from the parent or guardian.
- Instigating one on one private messages with young people (including instant chat).

Accountability

- If you have any concerns or are encountering challenges or difficulties in any of the areas in this policy, please let a church leader or the children's or youth worker know as soon as possible so that they can support.
- Inappropriate use of social networking sites will not be acceptable, not exclusively but particularly, when visible to young people and children.

10. Transport and lifts.

As a general principle LCFT would expect its workers, either in a paid or voluntary capacity, to avoid giving a child or young person a lift in their own vehicle, especially if they are on their own. However, there may be occasions when it is appropriate to provide a lift, for example if a child or young person is left in a vulnerable situation with no transport home, then the risk is greater to the child to leave them on their own travelling or walking home unaccompanied.

If a worker does provide a child or young person with a lift in their own vehicle the worker should consider asking them to sit in the rear of the car and, ideally, contact their parents or guardian to advise them that they are giving them a lift. If the worker is giving a lift to a child the worker should escort the child from the car to their home and ensure the parents or guardians meet the child. If the worker is providing a lift to a child or young person they should ensure the individual does actually go into their house before driving away.

It may be appropriate to also write up a report of the journey noting any concerns/conversations that may be needed later should an accusation or misunderstanding arise.

11. Organised Trips

Organised trips, whether for a part or full day or for a longer duration can often provide an excellent opportunity to develop relationships with children & young people. These types of events are however an opportunity for significant incidents to occur and

require careful thought and planning. The following should be taken in to consideration when leaders are planning a group or club trip/activity:

- **On all occasions:**
    - Parental/Guardian consent is required, in advance, when taking children/young people on ALL trips.
    - A risk assessment must be carried out.
    - Ensure there is an accurate register taken at the start of the trip, that there is adequate supervision on any transport used and that register checks are made regularly.
    - Medical details should be known about each child and the appropriate medication taken, along with normal first aid requirements.
    - Emergency contact details for parents/guardians are carried with you
    - A Care Diary is maintained and anything unusual or any accident that occurs should be recorded.
- **On trips involving overnight stays**, for example attending New Wine:
    - Information should be provided to everyone, including where possible parents or guardians, explaining what is expected, what to do if they get separated from the group and other contingency plans.
    - With mixed gender groups there must be both male and female workers.
    - No mixed gender sleeping arrangements
    - Workers must not share sleeping accommodation with children or young people.
    - Workers must ensure they do not invade the privacy of children/young people e.g. when they are showering or toileting.

If parents or any other adults join an organised trip as a helper or worker, for example at New Wine, then they should be DBS checked prior to the start of the trip and an interview conducted and references taken up. The children or youth worker organising the trip should also ensure that they provide the parents/adults who are joining the trip with a safeguarding briefing.

    - Where a parent joins an organised trip as a participant, for example a "Dads and Kids camp" then they do not have to be DBS checked etc. and they may share sleeping arrangements but only with their own children. In such a scenario it may be appropriate however for the children or youth worker organising the trip to provide the parents with a safeguarding briefing.

- **If transport is required** for an external trip e.g. to New Wine or for a local activity such as Quasar then usually that should be arranged via a reputable firm rather than use of workers' own vehicles. In all cases seatbelts must be used, permission gained from parents or guardians and there must be adequate supervision on the transport for the numbers, age of children/young people present. If transportation is undertaken in workers' own vehicles then the driver must be over 25. In all cases the driver must:

    - hold a full valid UK licence
    - ensure that the vehicle being driven fully complies with UK legislation e.g. the vehicle is correctly taxed and has a current MOT certificate
    - holds appropriate and current vehicle insurance

- ensure that all within the vehicle are wearing seatbelts at all times
- not use a hand held mobile phone while driving
- drive in such a way that ensures the safety of those within the vehicle and other road users at all times

The driver will be responsible for any parking or speeding tickets they receive while driving the vehicle.

12. Meeting children on a one-to-one basis

Children's workers may occasionally need to meet a child on a 121 basis. Any such meeting with a child under 11 must be arranged with and agreed to by the parent or guardian of the child and it would be very unusual for the parent or guardian not to be immediately available at whatever venue is used for the meeting.

Children's workers should also make themselves open and accountable, advising the line manager in advance of the meeting, that it is happening. Ideally the children's worker should also:

- Diarise the appointment on a calendar so that the time and location is recorded.
- Keep brief notes of any 121 meetings that are held with the child. These should include basic details such as where and when you met, who else was in the location e.g. a parent, and the key points discussed. The entries do not have to be long and laborious, but they should provide a helpful memory aid to what was going on with that child for your future reference.
  These notes should be stored in a confidential location and will not usually be shared with others other than, when appropriate, the children's worker's manager. However, in the event of a safeguarding investigation being initiated the children's worker may be required to make any notes that they hold of meetings with young people available as part of that investigation.
- If any distress or real difficulty was discussed, or they perhaps acted strangely or out of character during the meeting that should also be noted and flagged up to a line manager/team member as soon as is practicable.
- If during a 121 meeting the child discloses abuse that is physical or sexual then the children's worker has a duty to report what they have been told and should follow the process outlined in this handbook.

13. Meeting young people on a one to one basis.

Youth workers often need to meet young people for mentoring, sharing and supporting them, which is different to younger children. In these circumstances the guidelines outlined below should be followed.

- Youth workers and mentors should make themselves open and accountable to their line manager, and the young person's parents or guardians wherever possible.
- It is good practice to encourage openness with parents or guardians where practical. Undisclosed regular meetings could cause more problems than intended. It is not necessary to share what their young person is chatting to you about but most parents or guardians will appreciate the youth worker's involvement and will be supportive.

- Diarise the appointment on a calendar with someone else so that the time and location is recorded.
- Ensure the public meeting place is appropriate - meeting alone in a cinema for example may not be appropriate. A busy public café is a better choice. The more public and open the better.
- Keep brief notes of any 121 meetings that are held with a young person. These should include basic details such as where and when you met, who else was in the location e.g. a sibling if in a home, and the key points discussed.
  The entries do not have to be long and laborious, but they should provide a helpful memory aid to what was going on with that young person for your future reference. These notes should be stored in a confidential location and will not usually be shared with others other than, when appropriate, the youth worker's manager. However, in the event of a safeguarding investigation being initiated the youth worker may be required to make any notes that they hold of meetings with young people available as part of that investigation.
- If any distress or real difficulty was discussed, or they perhaps acted strangely or out of character during the meeting that should also be noted and flagged up to a line manager/team member as soon as is practicable.
- If during a 121 meeting they disclose abuse that is physical or sexual then the youth worker has a duty to report what they have been told and should follow the process outlined in this handbook.
- In an informal mentoring arrangement the youth worker should ensure that they are not meeting one particular young person more regularly than another, unless it's short term due to a stressful time they are going through. This could be viewed as favouritism or that there is too close an interest being shown in that young person.

14. Home visits

There may be occasions when it is appropriate to visit a child or a young person in their home. Any such visits would usually be arranged in advance and with the parent's or guardian's permission. The worker should never go in to a home alone without an adult member of the household in the house and should always remain within communal family areas, for example a lounge or kitchen, and should never enter a child or young person's bedroom.

15. Infatuation

Workers need to be aware that it is not uncommon for young people to develop an attraction towards a member of staff/volunteer and/or develop a heterosexual or homosexual infatuation. Signs of such an attraction or infatuation may be expressed in a number of ways, verbal and non-verbal. All situations should be responded to sensitively to maintain the dignity of all concerned. Workers should also be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A worker who becomes aware that a young person may be infatuated with themselves or a colleague, should discuss this at the earliest opportunity with their line manager so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

16. Working on the streets/detached youth work

For some youth outreach work or special events, youth workers will be connecting with young people that they do not know well, if at all. Their safety is very important in these situations and therefore:

- the youth worker's line manager should be made aware of any planned street work and an appropriate risk assessment completed
- where appropriate, youth workers may agree to contact their line manager by phone to confirm when they are starting and finishing the street work
- always work in pairs, be aware that both workers and young people can be vulnerable whilst working on the street
- youth workers should not knowingly participate in the taking of any drug, including alcohol, with any young person. Young people should be encouraged to be smoke and drug free
- whatever the location that a youth worker is engaging with young people they should always try to provide a safe environment for them e.g. no bullying, verbal or physical

17. Children or young people who "drop in" from the streets.

Children or young people may wander in from outside and want to join in with LCFT's activities (e.g. Young Explorers) without their parent's knowledge:

- On arrival, welcome the children or young person and try to establish their name, age, address and telephone number. Record their visit in a register.
- If the child appears to be too young to be out on their own try to establish if a parent/carer knows where they are and the time they are expected home. If this is before the session ends encourage them to return home and ask their parent/carer for permission to return the following week.
- Without interrogating the child you will need to find out as soon as possible if they have any special needs, (e.g. medication or allergies), so an appropriate response can be made in an emergency.
- We will aim to link the child with 'a buddy' who can introduce them to the group and show them the ropes.
- On leaving, give or arrange to send the child or young person a leaflet about the group/club/activity with contact phone numbers and a standard letter inviting the parent/guardian/carer to make contact if they wish. This will include details of any 'Home Visits' that may be made during the week to the child's home.

18. Parents or other Adults who wish to attend on an ad hoc basis a group

It will not usually be appropriate for any adult to join or participate in a group, club, activity or event involving children or young people unless they have been recruited via a safe recruitment process, as described in this handbook. There may be exceptions to this principle, for example where a parent asks to join the crèche in order to help settle their own child. However this will be:

- on an exceptional basis, usually on a one-off basis and should never lead to a situation where they are left alone with any child other than their own, i.e. at

least one other children or young person worker must accompany the adult at all times.
- The group leader must make a note of who the adult was, why they asked to join the group, how long they remained and any concerns that they may have.
- This information should be shared with the children's or youth worker afterwards.

If a worker is finding a situation with a parent/guardian or other adult challenging in this regard, they should ensure they speak with a team leader, or in their absence a church leader, for advice and support.

19. Praying with children and young people.

LCFT believes that prayer ministry in the body of Christ is important and we want to be free to pray for the children or young people when appropriate in our groups, and to encourage them to pray with each other. We recommend the following as guidelines.

- As far as is practicable make sure that parents or guardians know that prayer - by the children, for the children and among the children - is part of the programme. If subjects are being addressed where prayer ministry is definitely involved, e.g. the baptism of the Spirit, or spiritual gifts, parents or guardians should know this, and know that they are welcome to be there. They then have the option of keeping their children away that week if they don't feel it is appropriate for them.
- Try to ensure that there is someone of the same gender available to be involved in praying with the child or young person.
- Always pray in an open area with other children and adults around.
- Always have the child's permission to be specifically prayed for.
- Don't crowd the child when praying. Get down on their level - don't tower over them. It is often good to sit down on the floor together.
- Always ask the child or young person if they are happy for you to make contact with them while you pray. If they agree this should always be in an appropriate place, for example placing a hand on their shoulder. Avoid placing hand(s) on a child's head as they may find this overpowering.
- Listen to what the child wants prayer for. If they have no specific needs or requests, simply ask the Holy Spirit to come and bless them.
- If you pray for a specific area, or if a word of knowledge, encouragement or prophecy is received by an adult or a child, this should be written down so that the child can let their parents or guardians know (and remember it themselves!).
- Keep language simple and short when praying, and generally keep prayer times short too.
- Maintain a calm environment as you pray.
- Do not be afraid to ask the child or young person what they are feeling or what is going on for them.
- If a child becomes distressed, consult the leader in charge before continuing to pray with them. Discernment is important - the child may be being touched by the Spirit and responding with tears of repentance or joy and relief - or they may be feeling confused and afraid. If you are unsure, stop and talk to the parents or guardians later.

- Never allow any adult or child to get into anything like "deliverance" ministry - it is inappropriate in the context of a children's group.

20. Photography – general guidelines

There is often confusion about the permission needed for taking photographs of children. However, common sense should be used alongside the following guidance. The main aim is that children should not be identifiable as individuals who can be traced and the information connected to a place where it can be used for grooming purposes.

There may be families in LCFT who have fled domestic violence or honour based violence, and need to keep their identities and where they live secret. There may also be a need for sensitivity for families who are fostering children as they may be supporting children who are on limited contact or no contact with their parents or family members.

Photographs taken purely for personal use are exempt from the GDPR. In the very small number of circumstances where the GDPR does apply, if permission is sought by the photographer, this will usually be enough to ensure compliance.

Since the introduction of the GDPR, churches must be very careful if they use photographs, videos and webcams of clearly identifiable people. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children & adults) who will appear in the photo or video before the photograph is taken or the footage is recorded. (Registration forms for children/young people have a section requesting permission to take photos/footage during their age specific meetings)
- It must be made clear why that person's image is being used, what it will be used for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These include email or postal addresses, or telephone numbers.
- When using photographs of children and young people it is preferable to use group pictures. Obtain written and specific consent from parents or carers before using photographs on a website.
- Photographs should not be stored on personal phones or computers.

20.1 Young People taking photographs and/or video

We will encourage young people to not take inappropriate photographs and/or videos of themselves or friends. We will also help them understand the legal implications for them of posting such images on the internet.

20.2 Filming/Photographing meetings or events at LCFT

Meetings should be places where all can come safely to worship and fellowship, but some members of our congregations can be fleeing domestic violence or abusers and their identity needs to remain confidential. Several children are often fostered by church families and are under care orders, protected from contact from original family members. Taking photographs of them could jeopardise their safety.

At events where we have asked a nominated photographer to take photos or film parts of the service, we should inform the public that will be taking place. That information can either be given out as a verbal notice, or an announcement on projector screens should be run at intervals before the service starts. If photos will be taken of the crowd, we must inform people that certain sections of the seating are identified as being out of shot and unlikely to be photographed.

No person in the congregation should be taking photos or camera footage of people in the congregation unless they have been given permission by the Trustees of LCFT to do so. LCFT will approach anyone taking photos of the congregation and ask why they are doing so and had they got permission – from whom etc. LCFT will ask that any photographs or film footage taken without permission be destroyed.

21. Dealing with gifts.

It is important that anyone working with children and/or young people, whether in a paid or a voluntary capacity, conduct themselves in such a way as to never lead anyone to question their interests, so they must be careful not to show by their behaviour that they may be influenced by any gifts or hospitality. This is important because of the need to be transparent and above reproach as children and youth workers, and for the reputation of LCFT.

It is a criminal offence to demand or accept a gift or reward in return for allowing yourself to be influenced. If you are accused of this offence, you will have to prove that you did not favour or discriminate against anyone.

LCFT's approach to dealing with gifts is contained within its Financial Controls Policy but the following bullet points provide a broad outline of the Trust's expectations in relation its workers giving and receiving of gifts from children and young people

You may accept a gift from a child or young person if given at an appropriate time, for example as a Christmas present. However, you should ensure a record is kept and you have advised your line manager of both the gift and who has given it to you. Gifts that have a value of £10 or more will be logged by your line manager.

- You may, occasionally, provide a small gift to a child or young person if there is an appropriate reason or occasion to do so, for example a baptism gift or when a young person passes an exam. However, this should not be done on a regular basis. Preferably gifts should be organised as a group gift and given publicly. Gifts should also not be seen to "favour" any person over another and, as "a rule of thumb" it is advisable to only accept or give gifts that are under the value of £10.

22. Babysitting and child minding

LCFT does not organise, provide or arrange any babysitting or child minding for members of the church or anyone who attends any of the services, projects or activities associated with the church. Where a parent or guardian wishes to make such an arrangement with individuals they know from involvement at LCFT, then this is done so on a private basis and any safeguarding obligations are the sole responsibility of the parents or guardians of the child/children concerned.

Section Six
Practical Guidelines for Supporting Adults at Risk

1. Introduction

The Bible makes it clear that Christians should love one another, encourage one another in their mutual faith and support one another through difficulties. We will all at times need the love and support of other members of the church when facing particular challenges, but some people may need ongoing support in the longer term. Simple listening can make a tremendous difference for those who are struggling. As a small church, we do not have a formal programme of pastoral visiting, so this advice is primarily to help anyone in the church who is trying to support an adult at risk informally, but also applies to workers at Latymer.

2. General advice

When supporting adults who may be vulnerable it is important to remember:

- You are not solely responsible for their well-being. Think about your own boundaries (e.g. turning your phone off at night) and avoid over-dependency
- Ask yourself whether the support is within your area of competence and if necessary suggest outside support e.g. it may be that someone should be encouraged to contact social services for help with shopping, or needs professional counselling. Where someone has suffered abuse in the past, we can inadvertently cause greater suffering if we go beyond the boundaries of sympathetic listening and try to provide something that should be handled by a professional
- Know your limitations – supporting someone with serious issues can be emotionally draining – don't be afraid to talk to the Safeguarding Co-ordinator if you feel out of your depth or need advice, and if necessary draw back from the level of support you are giving
- Safeguarding disclosures need to be handled as detailed in our Safeguarding Policy section 7.2
- It may be appropriate to offer prayer, giving the person the option to say no. Where a person is in a vulnerable situation it needs to be conducted with sensitivity, discernment and respect, without placing pressure
- Whilst it may be appropriate to give physical comfort to someone in distress, or to touch them in the context of prayer, this should be sensitively handled, and consent should always be requested first. It is wise not to have close physical contact with anyone of the opposite sex, but a sympathetic hand on a shoulder may be appropriate

3. Home visiting

If home visiting is part of your work, and you are visiting someone who you do not know well, then you should let someone else in the team know that you are visiting, and when the visit has finished. This does not apply for informal friendships within the church, as part of developing a friendship with someone who may be at risk is being comfortable in each other's home. Adults at risk may find it difficult to draw appropriate boundaries and so care should be taken in developing visiting one another at a pace which is comfortable both ways. It can be more damaging to be over-involved and then need to draw back, and it's good to consider your own needs and those of other people in your household. Setting expectations well, for example giving

a time frame for how long your visit can be, or an indication of when you might plan to meet up again can also be helpful.

Christian friendships in the context of the church can be a really healthy place for people to learn how to maintain relationships and develop skills in handling conflict, dealing with hurts and offering and receiving forgiveness. Inevitably those who have experienced destructive relationships in the past may find it difficult to maintain relationships, and it is important to respect the adult at risk's wishes if they choose to draw away, however much we may want to continue to be involved with them. We can always leave the door open for them to reconnect.

Where someone needs intensive support for a period of time, for example when coming out of hospital or experiencing a particularly difficult mental health episode, it may be good to share with the Safeguarding Co-ordinator when you are visiting so that they can build a picture of the level of support someone is receiving, and different people visit at different times.

4. Supporting someone who is suicidal

It can be very distressing if you are worried about someone who feels suicidal, and it can feel like a heavy responsibility if they share these feelings with you. If you are concerned for someone's safety, you should always speak the Safeguarding Co-ordinator, and if possible let the person know that you are going to do so. It's always a tough call to know what needs to be shared, but if you are not sure, it's always best to be in touch with the Safeguarding Co-ordinator, who can then build a picture and if necessary contact outside authorities. They can also support you, and offer advice and reassurance

There are lots of things that you can do to support someone who is suicidal:

- Encourage them to talk about their feelings and don't be afraid to ask if they are feeling suicidal; research has shown that asking open and direct questions decreases the likelihood of someone committing suicide. Give them time and take them seriously
- Encourage them to seek support; they may already have mental health support in place. If not, the GP is a good place to start. Anyone can self-refer to the Community Living Well service https://communitylivingwell.co.uk/ which provides a number of services for people who have lower level mental health issues. If the person is experiencing ongoing suicidal thoughts or depression then you can encourage them to call the Single Point of Access for mental health issues 24 hours a day on 0800 023 4650 or the Samaritans on 116 123. If the person is concerned that they may actually commit suicide, then you should encourage them to go to A&E or call 999. If you believe that an attempt has already taken place or is imminent, you should call 999 and alert the Safeguarding Co-ordinator afterwards. Otherwise if you are concerned about them, call the Safeguarding Co-ordinator and they can decide what further action, if any, needs to be taken
- Offer emotional or practical support; never underestimate the power of simply listening, and offering social contact. Sometimes mental health can be affected by practical issues so there may be things you can help with
- Encourage them to help themselves, for example asking them what they have done in the past when they have felt like this

Remember, however vulnerable an adult is, they are still an adult. You can't force them to talk to you, nor can you stop them from destructive or unhelpful behaviours, or from committing suicide, however much you may wish you can. This can be frustrating or overwhelming so if you need to step back it can be helpful to let the Safeguarding Co-ordinator know.

5. Adults at risk and finances

Adults at risk can easily suffer from financial abuse, which can include theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, or the misuse or misappropriation of property, possessions or benefits. It is important to listen out for things that may indicate financial abuse, for example someone not having money of their own or needing to ask someone else's permission to spend anything, or referring frequently to giving money to someone else.

It is therefore also very important to ensure that we are not open to accusations of financial abuse. A small gift (up to £10) at a particular time e.g. your birthday from an adult at risk may be appropriate. It can cause offence to turn down a gift, but for bigger gifts it protects the adult and yourself to say that you will need to let the Safeguarding Co-ordinator know. Where the adult at risk has family members it may be appropriate to let them know as well. It is possible that gift-giving can also be manipulative so care needs to be taken.

We in no way want to inhibit spontaneous acts of generosity, inspired by the Holy Spirit. However, giving or lending money will always change the dynamic of a relationship and can place it under strain, and can lead to unhelpful patterns of behaviour, so needs to be handled very carefully. This is especially the case where one person has asked the other for the gift or loan. Considerations should include:

- How well do you know the person? Is this in the context of a long-term relationship or someone you don't know so well?
- How have they got into the situation of needing the money? Is there something that they need to learn about how they spend their money, or budgeting?
- How realistic is it that they are going to be able to pay it back? Unpaid debt can make a relationship very awkward so it may be better to make a gift than a loan. Even if it is a loan, you should never lend more than you can afford
- Is there another way that you can help, for example putting money onto the meter or buying the phone credit rather than giving money?

We would always recommend for you to talk to the Safeguarding Co-ordinator if you are going to give or lend money to anyone who is at risk in Latymer, and to let the person know that you are going to do so. It can be the case that the person has approached a number of people for financial support, but also the church may well have other ways of supporting people such as providing a voucher for the food bank or helping with accessing benefits or debt advice.

Health & Safety

In order to maintain a safe environment within which children, young people & adults can participate in activities LCFT expects that workers will comply fully with the Church's Health & Safety policy & procedures.

Signed by: *Simon Blanchflower*_____ Simon Blanchflower, Chair of Trustees

*Tanya Bownds*_____ Tanya Bownds, Church Team Leader

*Steve Bownds*_____ Steve Bownds, Church Team Leader

*Mary White*_____ Mary White, Church Leader

Date:

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