



Safeguarding Policy for Alive Church Locations

October 2022

Scope

This policy provides the definitions of abuse and safeguarding guidelines for working with young people and vulnerable adults. It includes information on how to respond to and report allegations of abuse as well as information on Prevent Duty. Contact details for our Safeguarding Officers are included as are those of Child and Adult Services.

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1. Responsibilities regarding Safeguarding

1.1 Rights

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

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child or young person 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 or young person, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child or young person 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. Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

1.2 Leadership Safeguarding Statement

The Alive Church Vision Core and Exec Team [hereafter referred to as Leadership] recognises the importance of its work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care. The following statement was agreed by the Leadership.

Alive Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- *We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people and to report any such abuse that we discover or suspect.*
- *We believe every child and young person should be valued, safe and happy. We want to make sure that children and young people we have contact with know this and are empowered to tell us if they are suffering harm.*
- *All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.*
- *We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.*
- *We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.*
- *We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.*

We are committed to:

- *Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.*
- *Respecting the rights of children as described in the UN Convention on the Rights of the Child.*
- *Implementing the requirements of legislation in regard to people with disabilities.*
- *Ensuring that workers adhere to the agreed procedures of our safeguarding policy.*
- *Keeping up to date with national and local developments relating to safeguarding.*
- *Following any organisational guidelines in relation to safeguarding children and adults in need of protection.*

- *Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.*
- *Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Alive Church.*
- *Supporting parents and families*
- *Nurturing, protecting and safeguarding of children and young people*
- *Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.*
- *Supporting all in Alive Church affected by abuse.*

We recognise:

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

We will review this statement and our policy and procedures annually. This statement and policy applies at any event or where work is undertaken in the name of Alive Church.

2. Definitions

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

2.1 Child abuse

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. The Convention sets out the rights of every child in the world to survive, grow, participate and fulfil their potential. It sets standards for education, health care, social services and penal laws, and establishes the right of children to have a say in decisions that affect them. Each nation within the UK has incorporated the convention within its legislation and guidance.

In this document, a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'unborn babies, babies, children and young people' throughout.

What is child safeguarding?

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

What is Child Abuse?

Child Abuse is any action by another person – adult or child – that causes significant harm to a child or unborn baby. Somebody may commit child abuse by inflicting harm, or by failing to act to prevent harm.

Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. Abuse can also take place over the internet.

Abuse can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children' (December 2020).

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.

Physical abuse- Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.

FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It's illegal in the UK and is child abuse.

FGM is carried out for various cultural, religious and social reasons within families and communities in the mistaken belief that it'll benefit the girl in some way (for example, as a preparation for marriage or to preserve her virginity). But there are no acceptable reasons that justify FGM. It's a harmful practice that has no health benefits.

FGM usually happens to girls whose mothers, grandmothers or extended female family members have had FGM themselves, or if their father comes from a community where it's carried out.

It's very painful and can seriously harm the health of women and girls. It can also cause long-term problems with sex, childbirth and mental health.

Girls who were born in the UK or are resident here but whose families originate from an FGM-practising community are at greater risk of FGM happening to them.

Communities at particular risk of FGM in the UK originate from:

- Egypt
- Eritrea
- Ethiopia
- Gambia
- Guinea
- Indonesia
- Ivory Coast
- Kenya
- Liberia
- Malaysia
- Mali
- Nigeria
- Sierra Leone
- Somalia
- Sudan
- Yemen

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.

Sexual abuse- Child Sexual Exploitation

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

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.

Please be aware; any of the above could take place in person or via technology such as text or social media.

A more comprehensive guide to child abuse and neglect can be found on the NSPCC website here: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

2.2 Adult abuse

What is adult safeguarding?

Safeguarding adults means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. (Care Act, ref. thirtyoneeight.org).

Who is a Vulnerable Adult?

A vulnerable adult is a person aged 18 or over who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of and / or unable to protect him or herself against significant harm or exploitation. This definition of an Adult covers all people over 18 years of age.

Types of abuse against adults

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering. This can include:

- Physical

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- Sexual
- Psychological/Emotional
- Financial/Material
- Neglect or Omission
- Discriminatory
- Institutional
- Modern Slavery
- Self-neglect

Domestic Abuse

Domestic violence or Abuse is 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: Psychological, Physical, Sexual, Financial, Emotional.

Controlling/ Coercive Behaviour

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

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

The definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Abuse can happen anywhere:

- in a person's own home
- in a residential or nursing home

- in a hospital
- in the workplace
- at a day centre or educational establishment
- in supported housing
- in the street.

Who can abuse?

The person responsible for the abuse is often well known to the person being abused, and could be:

- a paid carer in a residential establishment or from a home care service
- a social care worker, health worker, nurse, doctor or therapist
- a relative, friend, or neighbour
- another resident or person using a service in a shared care setting
- someone providing a support service
- a person employed directly by someone in their own home as a carer or a personal assistant.

Others are strangers who:

- befriend vulnerable people with the intention of exploiting them
- deceive people into believing they are from legitimate businesses, services or utility providers
- intimidate vulnerable people into financial transactions they do not want or cannot understand.

3. Recognising and responding to an allegation or suspicion of abuse

3.1 Signs of possible abuse (Children & Young People)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life. Symptoms do not necessarily mean abuse is taking place, but team members must still be alert and raise a concern should any of these be observed.

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*
 - (FGM) A young person, particularly if their family originates from one of the countries listed above, says that they will be going home for "a special holiday", "a celebration" or "a growing-up party"
- If FGM is suspected, call 999 immediately. Ring the police and let them know your concern BEFORE speaking to the Safeguarding Officer or any other team member. Do not raise your concern with the family.**

Emotional

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

- Persistent tiredness
- Running away/stealing/lying

Sexual

- Any allegations made concerning sexual abuse
- Excessive interest in 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*

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

Neglect

- Under nourishment
- Development problems
- Poor language and communication skills for their age
- Constant hunger, stealing or gorging food
- Being smelly or dirty or unwashed
- Untreated illnesses or injury
- Unsuitable or dirty clothing
- Other signs of inadequate care
- Changes in behaviour such as becoming clingy

3.2 Signs of possible abuse (adults)

Physical

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

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 or Emotional

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

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
- Illness which could have been avoided by better hygiene practices
- 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, bedtimes, 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

Modern Slavery

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Self-Neglect

- Very poor personal hygiene
- Unkempt appearance

- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

3.3 How to respond to a disclosure

If any young person, child or adult comes to a team member and talks about past or present abuse situations, it is important for the team member to stay calm, not act surprised and to listen intently to what is said.

3.3.1 Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful Responses

- 'TED' questions (Tell me... Explain... Describe)
- You have done the right thing in talking to me about this
- I am glad you have told me
- I will try to help you

Don't Say...

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else
- I won't tell anyone else

After the conversation, a detailed record should be made of what was said, along with the date, time and place of the conversation and who else was present. This should be using the online safeguarding reporting form (see below), but if this is not possible, a written record can be kept and typed onto the online form as soon as possible. Those who struggle with access to or use of the internet should give their written report directly to a team leader (if appropriate to do so) or the safeguarding coordinator as soon as possible.

Online Safeguarding Concern / Disclosure Form <https://forms.gle/DWZPeSzuUtC7NbzC7>

or scan this QR Code



All records will be securely kept through CPOMS (**Child Protection Online Management System**).

3.3.2 Responding to an Allegation of Abuse

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

The person in receipt of allegations or suspicions of abuse should follow our Safeguarding Reporting Procedure (**Appendix 1**) to report concerns as soon as possible to the relevant Safeguarding Coordinator:

- Alive Church Safeguarding Officer - Claire Williams - claire@alivechurch.org.uk
- Safeguarding Coordinators
 - Alive Lincoln North - Cat Middleton - catrina@alivechurch.org.uk
 - Alive Lincoln Central - Claire Williams
 - Alive Lincoln South - rachel.greenl@alivechurch.org.uk / Matt Lofts matt@alivechurch.org.uk
 - Gainsborough - Judi Swannack - judi.swannack@alivechurch.org.uk
 - Grantham - Alison Allenby - alison@alivechurch.org.uk
 - Scunthorpe - Claire Williams
 - Wymondham - barbara@alivechurch.org.uk + Claire Williams

They are nominated by the Management to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the relevant Safeguarding Co-ordinator or if the suspicions in any way involve the Safeguarding Coordinator, then the team should report the issue to **ThirtyOne:Eight**, an independent, 24/7 safeguarding advice service to whom we are affiliated. Concerns about the Safeguarding Coordinator must also be raised with the Leadership.

In the case of an emergency the team should immediately contact the police on 999.

The person making the report should also complete the online Sensitive Information Report as soon as possible, and inform the relevant Safeguarding Coordinator they have done this (**Appendix 2**).

Where the concern of significant harm is about a child the Safeguarding Coordinator should contact Children's Social Services. Where the concern of significant harm is regarding an adult in need of protection, contact Adult Social Services.

The local Children's Social Services office telephone number (office hours) is 01522 782111.

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The out of hours emergency number is 01522 782333.

The local Adult Social Services office telephone number (office hours) is 01522 782155

The out of hours emergency number is 01522 782333.

The Police Child Protection Team telephone number is 01522 886378

Where required the Safeguarding Co-ordinator should then immediately inform the Leadership.

Suspicious must not be discussed with anyone other than team members party to the disclosure, the Safeguarding Coordinator, ThirtyOne Eight or the Leadership.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator should not delay referral to Social Services or the Police.

The Leadership will support the Safeguarding Coordinator 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 the right of any individual as a citizen to make a direct referral to the safeguarding agencies, although we hope that those attending Alive Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator 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 directly. We hope by making this statement that Alive Church demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information onto statutory agencies who have a legal duty to investigate.

Ongoing concerns

There are some cases in which a concern is raised, and then develops over time. In such cases, the safeguarding coordinator and specified team members will be able to access the secure online reporting software and add additional information. This enables the organisation to keep a thorough record of concerns relating to an individual, and how these concerns have changed or developed over time.

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For simplicity, the wider team (i.e. anyone part of the team who does not have access to the safeguarding data) should continue to fill out the online safeguarding form, even if a concern is a repeat of one previously raised. The Safeguarding Officer / Coordinator can later re-format this as an update rather than a new concern.

Information sharing

As per the latest government guidance (Working Together to Safeguard Children, December 2020), we do *not* need consent to share personal information, provided there is a lawful basis to process any information required.

This means that the team should share information with external agencies if deemed reasonably necessary to protect someone's safety.

4. Staff and Volunteers

4.1 Appointment of Staff and Volunteers

The appointment of staff and volunteers will follow the relevant Acts Trust/ Alive recruitment and selection and probationary procedures. These are available from the office and include what to do in relation to application process, interviews, references and proof of identity etc. All staff and volunteers will have a written role description as appropriate.

DBS disclosures will be required for all staff and volunteers involved in regular and regulated activity, or any form of youth and children's work. This will be required as a part of the staff or volunteer application process. DBS disclosures will be kept securely and confidentially with access strictly controlled and limited to those who are entitled to see it as part of their duties. DBS disclosures will require renewing every 3 years.

4.2 Safe Recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

- Any workers from outside the UK will be subject to background checks and references from their home country.

4.3 Accusations of abuse against staff or volunteers

If any member of staff or volunteer is accused of abuse then Alive will cooperate with other agencies in the enquiry.

During the course of the enquiry it is recommended that the staff or volunteer concerned is not involved in face to face work with young people or adults and that they take a period of special leave during which salary continues to be paid. If the enquiry is not concluded within a month or two this action may need to be reassessed. Alive staff and volunteers must report any allegation made about themselves or others to their supervisor or his/her delegated representative.

4.4 Management

There is a system of line management within Alive which starts with the Vision Core Team. The line management system is as follows: VCT (Vision Core Team) and Exec > Location Pastors > Staff and Team Leaders > Volunteers. This will include monitoring ongoing work with young people and for all staff in accordance with Alive / Acts Trust policies and guidelines.

Line management practice will normally involve regular meetings with the appropriate supervisor in order to review and plan their work. The supervisor should be aware of each staff member's working and personal relationships with the young/ vulnerable people in their care. It is expected that each supervisor will take time to observe the member of staff or volunteer whilst he/she is working with people. Ideally, supervisors should keep a brief written record of each supervision meeting and of any things of note which are observed. It is expected that records of contact with young/vulnerable people would be kept by the worker in accordance with those requested by the line manager. The recommended format is that records of work with young/vulnerable people should be kept; these do not need to include personal details but a general account of the work. The record should cover the number of people in attendance; the activities done or the issues covered in conversation; and unusual events such as fire alarms or young people escorted off the premises.

4.5 Training

Alive will provide new staff members and volunteers with safeguarding training which will cover and endorse the guidelines and equip staff and volunteers to apply the guidelines, as spelt out in this document, within their practice. Refresher training will be provided for all staff and volunteers on an annual basis. New team members will be required to complete the online course **Introduction to Safeguarding Everyone in Lincolnshire**.

4.6 Ratios of adults to children

Minimum Adult:Child ratios for activities are as follows:

Under 6s- 1:6

Under 8s- 1:8

8-18s- 1:10

There must be at least 2 adults present for all children / youth activities. Leaders should also consider the nature of the activities in the session, who will be attending and the kind of space in which they are happening. In some cases it will be appropriate to increase the number of adults to ensure an activity is run safely.

4.7 Relationships

Team must ensure that interactions with other people are appropriate and in no way open to misinterpretation. Young people and vulnerable adults may look up to a team member and it is not uncommon for misunderstanding to happen in a helping relationship. A young person, for example, could start seeing their youth worker as a close friend or in a romantic way.

If a team member is ever concerned that a person is beginning to see them in any other way than a team member, helper or youth worker, they should address this with their team leader. In such a situation, it may be appropriate to have a tactful, mediated conversation to clarify the relationship Alive team members have with those we support.

If a team member is concerned about another member of the team, they should address this with the team leader.

If the concern relates to the team leader, the team member should speak to the Safeguarding Coordinator.

4.8 Physical touch and restraint

Touch can be a helpful and appropriate way to greet and build trust with those we support. However, touch can also be misinterpreted, and team members should make good, professional judgement about the kinds of touch that are and are not necessary.

As a guide, the following forms of touch are generally okay:

- Handshakes
- Fist bumps
- High Fives
- A side along hug
- Pat on the back
- Hand on the shoulder, arm or back (for instance, if praying for someone at Alive youth, or offering someone reassurance).

The following forms of touch are generally not appropriate:

- Extended hugs and cuddles
- Hand holding (unless with very young children in order to provide guidance)
- Kissing
- Stroking
- Knee-sitting or picking up/ holding and carrying
- Any other form of perceivably romantic contact

Team must always be transparent with one another, and be open to challenges from a team leader if questioned about a physical interaction- regardless of intention.

In some, exceptional circumstances, restraint of a guest may be warranted. In such cases, the team members must know they are in no way obligated to intervene and risk their safety, even if it is to protect someone else. However, if physical restraint is deemed necessary, a team member with conflict management or restraint training will deal with the guest in such a way as to minimise harm to all present. They should follow these steps:

- Attempt to verbally de-escalate the situation.
- If unsuccessful, ask the guest to leave, or to desist.
- If this still doesn't work, and there are no viable alternatives, explain to the guest that if they do not leave you'll need to escort them out of the building or restrain them.
- Only if the guest is still not complying, and there is a genuine risk to the safety of people present can a physical restraint technique be used. The team member should explain what they are doing, and restrain and/or remove the guest in such a way to decrease the possibility of harm- including to the guest being restrained. They will only use the force necessary.
- If a restraint has been required, the incident will be discussed with the team leader, and a report written using our incident reporting procedure. An appropriate leader within the organisation will review what has happened, debrief with the team members present and discuss how to avoid such a situation occurring in future.

4.9 Appropriate clothing for team members

- Team members working with children and young people should dress appropriately for the kind of work they are doing. This includes team uniforms/ t-shirts/ lanyards if required, which allow the team to be easily identified by guests, young people and parents.
- Team members must be dressed modestly, which enables them to be taken seriously in the roles they carry out. The '4 B's' (Boobs, Belly, Bum, 'Bulge') must be well covered at all times.
 - For beach or swimming trips, the team should consider their choice of swimwear, opting for a more modest costume.
 - For organised summer water fights, team members should wear darker clothes (being aware that white clothes become see-through when wet.)
 - Team members should be mindful of appropriate dress when posting photos on social media, even on their own personal accounts.
- Any explicit tattoos, or tattoos that may raise controversy should be covered.
- Team members should not wear clothing bearing slogans or messaging that is, or could be interpreted as, offensive, misleading or controversial

4.10 Pastoral Care of someone affected by abuse

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

We work with individuals to find the best care setting for them. This could include support to access G.Ps and professional counselling services, prayer support, practical support from a small group of trusted individuals, a Life Group for ongoing friendship, care and support and pastoral care from members of the leadership.

5. Working with service users and guests who are offenders

When someone attending is known to have abused children/young people, or is known to be a risk, the relevant project leader will put in place a contract with that person, setting clear boundaries on how they can access Alive services in a way that keeps everyone present safe. This may involve continuous supervision, restricted access to parts of the building or limited attendance times.

If it is deemed that a person is a significant risk even when these measures are put in place, we will never compromise the safety of children and young people, or other guests and team members. This will be the case even if it means excluding someone.

6. Digital Communication with under 18s

The principles set out here aim to help Alive staff and volunteers to be above reproach in the use of social media. Following these guidelines provides the highest possible level of protection for everyone, and also ensures young people have an opportunity to safely connect with good role models online.

Some of these rules (for instance, direct messaging) could be broken without the immediate knowledge of a team leader. Alive emphasises that staff and volunteers are in a high position of trust and that breaches of trust will be dealt with seriously, through the disciplinary process. Alive also recognises the need to provide good training and management to staff and volunteers which compliments this policy.

The principles below apply to safeguarding. Staff and volunteers should also read the Social Media Policy for general guidance on good use of personal social media accounts and blogs. A table summarising the Guidance for Social Media Permissions can be found in Appendix 4.

6.1 Official project accounts

Official project social media accounts will abide by the following principles:

- Managed by, and accessible to, more than one team member including the team leader
- Not follow or friend young people in return for being followed or liked
- Only like or comment on young people's photos where the young person has tagged the account or posted about the project
- Only 'like' young people's comments on posts/ tweets that were originally from the project account
- Be checked regularly by more than one team member on a weekly basis.
- The account may be either public or private, at the leader's discretion. This decision should take into account the kinds of posts and photos shared from the project account and the young people the project connects with.
- Only reply to young people who message the page, rather than instigate a message. Messages should generally be kept short, friendly, unambiguous and informative
 - Where a young person wants to message a page more regularly, the team leader will contact the young person's parents to gain consent for the young person to interact with the project account in this way. Consent can also be gained through general parental consent forms, or if agreed later (verbally or in a message) this must be recorded along with the general parental consent form. If relevant, they will also ask about possible support that the young person may need.
 - Due to the transparency and accountability processes already in place, it is acceptable to respond to direct messages from a project account even where parent consent has not yet been obtained. This enables basic information and questions about the project to be shared when requested.
- Instagram messenger has an in-built camera to send photos. These photos are deleted once seen. This feature must never be used from a project account. Instead, media should be shared from the gallery, which keeps the photo or video permanently in the chat.

- If media is sent from a young person using the in-built camera, then a reply message should be sent explaining that we are not allowed open photos which are deleted when seen, and to resend the photo from the gallery.
- No conversation is to be entered into that involves sexual or pornographic content. If they do come up in conversation, this must be reported to the Safeguarding Officer immediately and the conversation should be terminated.
- Project Youtube Channels, where used, should manage comments through the account settings. 'Comments on videos/ discussion tabs' should be set to 'hold potentially inappropriate comments for review', or 'hold all comments for review' or 'disable comments', but not 'allow all comments'. This should be the case on live chats, discussion tabs and videos.
- A good, general principle to apply is to treat online as we would offline. If we would not share or say something in person, do not do so online. The same principle applies to standards of good language, standards of conversation and behaviour.

6.2 Safe accounts

A 'safe account' is an alternative personal account run by and in the name of a team member. This provides under 18s with an opportunity to connect with good role models online and can involve content about the individuals personal life outside of the project.

For accountability, safe accounts will be limited to instagram, youtube channels, tik tok and twitter only. This is because on all platforms the user can allow a follower to see their posts without automatically becoming their 'friend' or following in return. It also limits the number of accounts that need to be monitored. Platform age restrictions must be respected, and safe accounts should not interact with young people under the age limit.

Rules for safe accounts are as follows:

- Safe accounts are only created with the express permission of the project leader
- All personal information apart from alternative contact methods (such as phone numbers or email addresses) can be public, at the creators discretion
 - Alternative contact methods (such as phone numbers or email addresses) must be set to being viewable by 'only me' in the privacy settings. If this is not possible then the information should not be added to the account.
- The accounts can be followed by or subscribed to by under 18s

- The accounts should not be used to follow or subscribe to under 18s
- Direct messages should not be sent to young people unless it is in a group chat with at least one other team member or responsible adult, with the team leader's knowledge and permission.
- The account may be 'public' (meaning anyone can view or follow it without needing the user's permission). The account creator should use good discretion when deciding whether it should be public or private
- The account should be in the name of the person responsible for managing it, and have the name of the project (i.e. Energize, Alive Youth) in the bio.
- The account should specify in the bio that it is a safe account, and to contact office@alivechurch.org.uk for any questions.
- These accounts must be accessible to, and spot checked regularly and consistently by another team member for accountability.
 - The checks will include ensuring that the account does not follow any young people, and that messaging with individual young people has not been entered into with no other leader present and that posts / comments have been both authentic and appropriate.
 - Concerns, if any, should be raised with either the safeguarding coordinator or a relevant team leader.
 - Misuse of safe accounts will result in the possibility of disciplinary action and the account(s) being deleted.
- Instagram messenger has an in-built camera, which will send photos which delete once seen. This must never be used from a safe account. Instead, media should be shared from the gallery, which keeps the photo or video permanently in the chat.
 - If media is sent from a young person using the in-built camera, then a reply message should be sent saying that we cannot open it, and to resend the photo from the gallery.
- No conversation is to be entered into that involves sexual or pornographic content. If they do come up in conversation, this must be reported to the Safeguarding Officer immediately and the conversation should be terminated.
- Contact details of other team members should never be given to young people. Users should also not provide young people with alternative methods of contacting themselves which are not in line with the above guidance.

- Use clear, unambiguous language, avoiding any phrases that could be perceived as flirtatious or overly friendly.
- A good, general principle to apply is to treat online as we would offline. If we would not share or say something in person, do not do so online. The same principle applies to standards of good language, standards of conversation and behaviour.

6.3 Personal accounts

Below is a list of expectations with regards to privacy settings and use of personal social media accounts. This is applicable for all Alive staff (regardless of role) and for all volunteers who work directly with children and young people.

Alive wishes to be beyond reproach with regards to use of social media. Given that guidance has been set out above on how a safe account may be set up, there is no reason to have interactions with under 18s from personal accounts. The only exceptions for this are for under 18s who are related to the volunteer or staff member, or volunteers who themselves are under 18..

Set out below are some general principles, and for avoidance of doubt, the exact rules and settings required on each main social media platform. Alive are aware that social media changes and evolves, so when dealing with platforms not listed here, or if the settings options change on the accounts that are listed, then the general principles should be applied as best possible.

General principles

- Social media accounts should be closed/ private, meaning that followers need to be approved or accepted by the user rather than open to anyone
- Personal information available to non followers should not provide alternative methods of contact (i.e. phone number or email address)
- Posts should not be viewable or commentable for non followers
- Social media platforms such as snapchat which delete media after it has been sent should never be used in communication with under 18s
- Do not instigate friend or follow requests with under 18s
- Do not accept friend or follow requests from under 18s

- Do not directly message young people on social media unless
 - Permission is given from the relevant team leader, *and...*
 - It is in a group chat, and there is another accountable leader in that group (usually the team leader), or if the project account is in that group, *and...*
 - Media is not automatically deleted after it has been viewed
- Finally, all team members should be aware of the social media policy, which provides guidance for publishing content. Briefly, the policy states that content should not be published which undermines the purpose of the project or Acts/Alive as an organisation. Avoid swear words, bad language and use good judgement about how posts could be perceived. Team members are still expected to set a good example on social media even if they do not have young people following them. This is because a bad post from a team member can affect their relationships with parents or friends of young people at Alive Youth/ Acts projects.

Facebook

Privacy settings

Go to Privacy Shortcuts > Privacy > See more privacy settings > check a few important privacy settings > who can see what you share. Then ensure the following settings are set to your preferences within the following guidelines.

Profile information: The following may be set to 'friends' or 'only me', but must not be 'public'

- Address
- Phone number
- Email address(s)

Posts and stories: The following may be set to 'friends', 'friends except', 'specific friends' or 'only me', but must not be 'public'.

- Future Posts
- Stories
- Past posts

Other privacy settings do not have a bearing on safeguarding, so staff and volunteers may use their own judgement on what information to make public.

Issued: Oct 2022

Rules for use of facebook:

- Do not accept friend requests from under 18s
- Team members must not initiate friend requests with under 18s
- Do not like or comment on pictures or posts from young people's accounts, even if the young person's account is public

Facebook Messenger

Privacy

In the settings > privacy, set 'story audience' to 'friends' or 'custom', but not 'public'.

Other privacy settings in facebook messenger will, by default, be the same as the main facebook account, so ensure the privacy rules set out above are applied. These can be checked by selecting 'account settings'.

Rules for use of facebook messenger

- Do not accept message requests from under 18s
- Do not message under 18s
 - Group messaging under 18s is appropriate only if
 - Permission is given from the relevant team leader
 - There is another accountable team member in that group (usually the team leader).

Instagram/ IG Messenger

Privacy

On instagram, go to settings > privacy. Team members must ensure their accounts have the following settings

- Private account set (top setting, which ensures that people must request to follow you)
- Tags- People you follow
- Mentions- People you follow

Other settings may be set to personal preference as they do not affect safeguarding.

Rules for use of instagram:

- Do not accept follow requests from under 18s
- Do not follow an under 18
- Do not like or comment on pictures or posts from young people's accounts, even if the young person's account is public
- Do not send direct messages to under 18s on instagram messenger
 - Messaging under 18s in groups is appropriate if and only if
 - Permission is given from the relevant team leader
 - There is another accountable leader in that group (usually the team leader), or if the project account is in that group
 - Media is only sent from the gallery, not using the in built camera (which deletes after it is viewed)

Snapchat

Staff members are strongly advised to not have snapchat. Volunteers and sessional staff should also carefully consider whether they need to have snapchat, which lacks accountability in the way it functions. It is also sometimes hard to see who is adding you as a friend due to the way usernames and profile pictures are presented. If they decide to keep the app, the following rules must be applied.

Settings

Under the 'who can...' section, the following preferences must be set to:

- Contact me- 'My friends' (not 'everyone')
- View my story- Either 'My friends' or 'custom' (but not 'everyone')

Rules for use of snapchat

- There must be no interactions whatsoever with under 18s on snapchat. This includes sending and receiving messages, viewing stories or accepting friend requests.
- There is no accountability on snapchat, so breaches of this rule will be dealt with more seriously than, for instance, accidentally accepting a follow request from a young person on instagram.

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Twitter

Privacy

Under the privacy and safety settings on twitter, and ensure the following is set:

- Tweets- Protect your Tweets- 'on' (this ensures that only people who follow you can see your tweets, and that you must approve new followers.
- Photo tagging- this can either be set to 'off', or 'only people you follow can tag you'
- Direct messages- allow messages from everyone. This can be on or off, but if switched on, you must reject any message requests from under 18s.

Other settings do not have any bearing on safeguarding and can be set to preference.

Rules for using twitter

- Do not tag under 18s in tweets
- Do not direct message individual under 18s
 - Group messaging under 18s is appropriate only if
 - Permission is given from the relevant team leader
 - There is another accountable team member in that group (usually the team leader), or if the project account is in that group

Whatsapp

Privacy

None of whatsapp's privacy rules have any bearing on safeguarding, these can be set to individual preference.

Rules for use of whatsapp

- Ensure that profile pictures, 'about' and 'status' are appropriate, and do not contain swear words or offensive gestures.
- Do not message under 18s
- Do not reply to messages from under 18s
- Do not engage in group messages with under 18s, as these share individual's phone numbers which provides an alternative form of contact

Issued: Oct 2022

Text/ phone

Privacy

Generally, text/phone privacy rules have no bearing on safeguarding, so these can be set to individual preference provided these are consistent with the general guidance above.

Rules for use of text messaging and phone calls

- Do not message or speak on the phone under 18s without parental consent
- Do not reply to messages from under 18s without parental consent
- Where parent consent is given, another leader should be in the 'text chat', or present when the phone call is taking place.
- Do not share personal phone numbers with under 18s

TikTok

Privacy

The following privacy settings must be set in TikTok accounts.

Discoverability

- Private account- 'on' (this ensures that users must gain approval in order to follow)

Safety

- Who can duet with your videos- 'friends' or 'only me', but not 'everyone'
- Who can stitch with your videos- 'friends' or 'only me', but not 'everyone'
- Who can comment on your videos- 'friends' or 'no one', but not 'everyone'

Rules for use of tik tok

- Do not follow under 18s
- Do not accept follow requests from under 18s
- Do not accept message requests from under 18s
- Do not direct message under 18s
 - Group messaging under 18s is appropriate if and only if
 - Permission is given from the relevant team leader
 - There is another accountable team member in that group chat (usually the team leader).

Zoom

Zoom does not share personal data, or have a 'friends' list, meaning no changes to privacy settings are required.

When using zoom with young people, it is important that there is more than one team member or responsible adult present. The exception to this is for mentoring, which should only be carried out with the express knowledge and consent of the young person's parents, school (if appropriate) and another team member, who will check the notes taken from the meeting for accountability. While on zoom, the same standards of behaviour and conversation are expected as in face to face youth work.

Gaming platforms (i.e. Playstation, Xbox)

Each gaming platform works slightly differently, however the general principles above still apply.

- Friend requests (or equivalent) must not be accepted or initiated, neither should direct messages.
- Age appropriate games may be participated in by leaders and young people provided express knowledge and consent is given by parents, and the team leader is aware and permissive of what is taking place (i.e. a youth fifa tournament).
- As above, group chat functions where a team leader is involved are permitted, provided these functions do not automatically delete.

Youtube channels/ personal blogs

Youtube is a video publishing channel, which allows content to be created and public comments to be made on videos. Videos and comments can also be 'liked' or 'disliked' by other users. Youtube does not have a 'personal message' function, and therefore poses less of a risk than other social media platforms. Given that youtube can be a place to produce positive content for young people, we are happy for team members to have youtube channels, which can be followed by young people provided the following steps are in place:

- Content on the channel is 100% appropriate for young people
- Content is in line with Acts/ Alive social media policy regarding blog content. Briefly, this policy outlines that blog or vlog content should not undermine or detriment the work of the project.

- The team member who owns the youtube channel makes their team leader aware of the channel and its purpose. The team leader (or official project account) should follow that channel.
- The settings regarding 'comments on videos' and 'comments in discussion tab' and are set to either 'Hold potentially inappropriate comments for review', 'hold all comments for review' or 'disable comments', but should NOT be set to 'allow all comments'.
- 'Comments on live chat' tickbox setting should be set to 'hold potentially inappropriate comments for review'.
- These principles also apply to personal blogs where there is no personal messaging function on the personal blog platform.
 - Team members who use blog platforms which enable personal messaging should not allow young people to follow their blogs.

6.4 Dealing with safeguarding concerns raised online

- If conversations online lead to a potential concern, a record should be saved and passed on/shown to the safeguarding coordinator. A concern form should also be filled out as soon as possible. Any conversations with children/young people should be able to be viewed by a team leader if they feel it is necessary.
- If content suspected to be extremist in nature comes up in the conversation, whilst general advice and support may be appropriate, if you have serious concerns you should refer to the Prevent Duty section of this policy.
- Young people can find it easier to communicate through social media, instant messaging, text messages or email as nobody is physically present. This means a child or young person may be more willing to share personal or sensitive information about themselves or a given situation than they would face to face.
- Whilst it is entirely appropriate to offer general advice and support, counselling should only be done by those qualified to give it and confidentiality should never be promised.
- It is good practice to limit the length of a conversation with young people via social media and for any conversation not to take place late at night.

7. Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore will share this policy with any intended partners for them to read and agree to, and will likewise expect to see their own safeguarding policy. Any discrepancy between the two will be discussed and solved before starting any partnership work.

Good communication is essential in promoting safeguarding, to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. We actively work within a multi agency approach, effectively communicating with service providers and local governments ensuring we share information securely during this process.

8. Prevent Duty

As part of our Safeguarding procedures, Alive Church take into consideration those (adults and children) who may be at risk of being drawn into extremism or terrorism.

Alive Church voluntarily participates in 'Prevent Duty' practices. The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty. The prevent duty forms a critical part of CONTEST, the government counter terrorism strategy. At Alive Church we believe our voluntary participation in 'prevent' practices enables us to fully safeguard the adults and children we encounter. To ensure we safeguard those who may be at risk, we ensure that Key Staff members will participate in Prevent Training '

Prevent Training will be available to all team members online, and is refreshed every year.

<http://www.preventforfeandtraining.org.uk>

http://course.ncalt.com/Channel_General_Awareness/

<http://www.etflearners.org.uk/>

Issued: Oct 2022

If you believe you have reason to make a referral, please speak to your Safeguarding Officer who has access to the referral forms and are appointed to make referrals on behalf of Alive Church. A copy of the Channel Referral Form can be found in **Appendix 3**.

9. Chaperones

9.1 Guidelines for Chaperones

On occasions Alive Church may be required to use Chaperones during special performances / productions where an event has a ticket charge. It is a legal requirement that all children who are engaged in public performances, under licence issued by the Local Authority, must be supervised by a parent; or a chaperone approved by the Local Authority issuing the licence. The role of the approved chaperone is to ensure that proper provision is made to secure a child's health, comfort, and kind treatment. The person approved by the LA shall be in charge of the child at all times for the duration of the licence except when the child is in the charge of their parent, carer or is performing.

- Chaperones will be registered with Lincolnshire County Council and will be appointed by Alive Church for the care of children under the age of 16 during the production process.
- The chaperone is acting in loco-parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in their chaperone's care shall not exceed 12 – this will depend on the ages of the children.
- Potential chaperones will be required to obtain a Chaperone Licence from Lincolnshire County Council and to supply this registration to Alive Church Council once the local authority has approved. This process requires an enhanced DBS check for the child workforce.
- Chaperones will be made aware of Alive Church's Safeguarding Policy and Procedures and first aid arrangements.

9.2 Chaperone role and responsibilities.

- During the event, chaperones will be responsible for meeting with the child and their parent / guardian for a handover and sign them into their care.
- Children will be kept together at all times and have a designated room.
- Chaperones will be aware of where the children are at all times.

- Children will not be allowed to leave the place of performance unsupervised by chaperones unless in the company of their parents/guardians.
- Children will be adequately supervised while going to and from the toilets.
- If the chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the Performance Manager and not allow the child to continue.
- Written arrangements will be made for parents / guardians collecting their children after the performance. If someone else is to collect the child, it is the parent's/guardian's responsibility to contact the chaperone to let them know who this will be, giving their name. The chaperones will give the parent/guardian a password, which the person collecting will use before the child is handed over.
- Children should be signed out when leaving and a record made of the person collecting. If a parent/guardian has not collected the child, it is the duty of the chaperone to stay with the child until contact has been made with the parents/ guardian and arrangements have been made.

10. Homelessness Duty

The latest publication of 'Working Together to Safeguard Children (December 2020) includes information on preventing homelessness in young people (p23).

Public authorities have a duty to intervene at an early stage to prevent homelessness if there is reason to think a person may become homeless within 56 days. The duty to refer applies to all social services functions, including early help, leaving care and child protection.

Earlier intervention can help prevent children and young people becoming homeless, and the possibility of them being considered 'intentionally homeless' and so not owed a long-term housing duty.

Before making a referral, a public authority must:

- Have consent to the referral from the individual
- Allow the individual to identify the housing authority in England which they would like the notification to be made to
- Have consent from the individual that their contact details can be supplied so the housing authority can contact them regarding the referral.

The referral to a housing authority must include the individual's name and contact details and the agreed reason for referral (e.g. that the individual is homeless or at risk of homelessness).

If a team member suspects that a child known to Alive Church is at a risk of becoming homeless, they should contact the safeguarding coordinator, who will liaise with the relevant public authorities. Alive Church is not a public authority, meaning our role is to mediate and ensure the right information is passed on so as to ensure a smooth referral.

To avoid doubt, the process that must be followed if we believe a person is at risk is as follows:

1. Be reassuring, listen to the person's situation, noting key details.
2. Obtain consent from the person to pass on their information to the local authority. (If this is refused, then question why this is- be persuasive, reassuring and help the person understand we wish to act in their best interests. If they still do not consent, offer a follow up conversation and raise the matter as a safeguarding concern in the usual way.)
3. Alive Church (specifically, the relevant safeguarding coordinator) will then mediate, ensuring the relevant public authority has all the information they require about the matter.
4. If Alive Church does not think that the case is being dealt with fast enough, the safeguarding coordinator will follow the relevant channels (including complaints procedures) in order to expedite the referral.

11. Policy Access

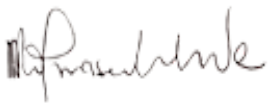
11.1 Access to this Policy

All staff and volunteers will be issued with this policy when their application has been processed. This policy will also be available on the safeguarding officers shared Drive.

In addition, when this policy is updated:

- The latest version will be sent to each staff member and volunteer
- Training will be provided for all staff and volunteers to ensure they are familiar with the updates. This training is annual and mandatory and will be arranged by the Alive Church.

Signed on behalf of Management:

Signed: 

Position: DIRECTOR Date: 31st OCTOBER 2022



DIRECTOR 31/10/22

References:

Safeguarding Reporting Procedure (**Appendix 1**)

Sensitive Information Report (**Appendix 2**)

Channel Referral Form (**Appendix 3**)

Safeguarding Reporting Procedure

What to do if you are worried someone is being abused

Note: There is confidentiality at every level

A Complaint/Concern is received:

Immediately **inform** the Group Leader, or contact the relevant Safeguarding Coordinator if the Group Leader is not available:

Children and Young People:

- Claire Williams 01522 542166 or 07496 520903

If the Safeguarding Coordinator is not available, ring Thirty One: Eight, a 24/7 safeguarding helpline.

Their number is 0303 003 1111.

If you believe the person is in **immediate danger** and you cannot get hold of the Safeguarding Officer, contact Children's Services or Adult Social Care:

- Children's Service - 01522 782111
- Adult Social Care - 01522 782155
- Out of hours (for both) - 01522 782333

These will always be answered, even if you have to wait for several minutes.

- Dialling 999 is an option if unsuccessful with any of the above options and you are certain of immediate danger

Note: For Children and Young People, consult with parents (or one of them) where possible, unless there is a very good reason not to (such as putting you or the person in danger)

Complete the following forms:

Alive Safeguarding Disclosure Form: <https://forms.gle/DWZPeSzuUtC7NbzC7>

or scan this QR Code



- Safeguarding Referral Form - available at www.lincolnshirechildren.net (for Children's Services, if needed)

Alive Sensitive Info Report

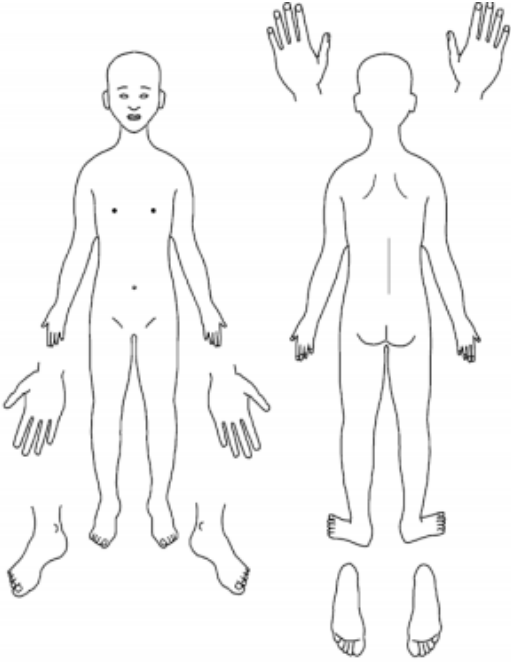
This form should be filled in as soon as possible after a piece of sensitive information has been disclosed to you and should be passed on to your team leader and/or the Safeguarding Coordinator in your location.

Please note that it is preferable to use our online reporting form through CPOMS (Your team leader will have access if you do not) or the Google Form below.

Alive Safeguarding Disclosure Form: <https://forms.gle/DWZPeSzuUtC7NbzC7> or scan this QR Code



Is your concern about (circle)	An adult (aged 18 or over) A Child (under 18)
About You	
Your name	
Your role within Alive:	
Your phone number: <small>We may need to give you a call to discuss your concern</small>	
About the person you are concerned for <small>If your concern involves more than one person, please fill out separate forms, one for each person.</small>	
Person's name	
Date of Birth	
If under 18, please state parents names and ages, if known	
Address and postcode of person you are concerned for	
Your concern	
Location where concern arose (or the disclosure was made)	

Date and Time concern arose	
<p>Provide detailed content of information given including; exact words used by child/adult, clear description of injuries or other concerns.</p> <p>Consider including a body map below for accurate recording of visible injuries.</p>	
<p>If your concern relates to marks, bruises or injuries on the body, please show where these are</p>	
Any immediate action taken?	

Is this Person at immediate risk from significant harm?	Yes* / No
Your Signature:	
Date & Time Form handed in: / /	am / pm
Name of Safeguarding Coordinator:	
Signature of Safeguarding Coordinator:	
Date & Time Form received in: / /	am / pm

*If 'Yes' to the above question, and you believe the person is at risk of immediate harm, and you cannot get hold of the Safeguarding Officer, contact Children's Services or Adult Social Care:

Children's Services - 01522 782111
 Adult Social Care - 01522 782155
 Out of hours (for both) - 01522 782333

These will always be answered, even if you have to wait for several minutes.

If you are unsure if the person is at risk of immediate harm, or you need some professional advice and you cannot get hold of your safeguarding officer, please call: thirtyone:eight (24 hour helpline) - 0303 003 11 11

Dialling 999 is an option if you have been unsuccessful with any of the above and there is risk of immediate harm.

Note: For Children and Young People, please inform parents/ carers where possible that you are making a referral, unless there is a very good reason not to (such as putting you or the child in more danger). Children's Services will also ask you to complete their Safeguarding Referral Form - available at www.lincolnshirechildren.net

**Thank you for taking the time to complete this form.
 Please ask for some pastoral support if you have been affected personally by this situation.**

Would it be helpful for you to receive some follow up pastoral support? (Please circle)	Yes please	No thank you
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Channel Referral form

Please fill in as much information as possible using the form below Please copy and paste the form into a new document. Then, once completed, email the form to **channel@lincs.pnn.police.uk**

The Channel process is about providing early intervention to prevent young and vulnerable people becoming radicalised into extremist violence. Violent extremism may be related to any religion or faith or to political or environmental issues. There is no single route into extremism, nor is there a simple profile of those that may become extremist. Factors that may indicate vulnerability to extremism may include:

- Possession of literature regarding military training, skills and techniques
- Possession of violent extremist literature
- The expression of extremist views advocating violent actions and means
- Association with known extremists, seeking to recruit others to an extremist ideology or claims of involvement with organisations espousing extreme violence
- Exposure to an ideology that appears to sanction, legitimize or require violence
- A range of perceived grievances, real and some imagined, to which there seems to be no credible and effective non-violent response.

It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming violent extremists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability. Channel is not about spying or gathering intelligence. Its aim is to identify people who may be vulnerable to being drawn into acts of extremist violence for whatever purpose.

The information you provide on this form will be held on police systems and will be used to determine if further enquiries, investigations and interventions are required. Please provide as much information as possible. Where possible, any suspicion or opinion should be supported by reference to others facts or sources.

Ordinarily, should you be disclosing personal information from your information systems you should obtain the consent of the individual concerned though we appreciate this isn't always possible or desirable. **Information that you provide may be shared with other partners and organisations.** You may wish to consult your Data Protection Officer for further advice.

1. Details of person / organisation making the referral:	
Name:	
Organisation:	
Contact number(s):	
Email address:	
Date of referral:	

2. Details of person being referred to Channel	
Name of person being referred:	
Date of birth (if known):	
Address:	
Phone number:	
Details of family members, associates, and friends that may be linked to this activity:	
Other agencies involved with referral (include names and contact details):	
School/college attended, place of work, occupation etc:	

3. Reasons for referral
Please give as much detail as possible of why you consider this person to be at risk or vulnerable to extremist violence. This should include any opinions and where appropriate, facts or evidence supporting these opinions.

Thank you for completing the Channel referral form. Please email the form to:
[**Channel@lincs.pnn.police.uk**](mailto:Channel@lincs.pnn.police.uk)

Appendix 4: A guide to Social Media Account Permissions

	OFFICIAL PROJECT ACCOUNT e.g.: "Church Youth"	SAFE ACCOUNT e.g.: "John Jones (Church Youth)"	PERSONAL ACCOUNT e.g.: "John Jones"
Allowed platforms	All except platforms where messages are deleted (i.e. snapchat), or anonymous platforms such as omegle	Instagram, Youtube, Twitter	All (although snapchat is not advised)
Accessible by	More than one team member - any can post	More than one team member - the named person can post	Account holder only
Checked by	As this is used by more than one team member, anyone should check any posts and messages whenever using the account Posts and Messages should not be deleted.	An additional assigned team member - random spot checks sporadically Posts and Messages should not be deleted.	No one
Viewable Contact details	Official work contact details only	Official work contact details only	Friends only- contact details must not be public
Can be followed by YP	Yes, 13+ (minimum age for social media)	Yes, 13+ (minimum age for social media)	No
Can follow YP back	Yes	Yes	No
Can 'like' a YP's comments	Yes - Only on posts that were originally on the official project account	Yes - Only on posts that were originally on the official project account	No
Can 'like' a YP's photo	Yes - Only where the young person has tagged the account or posted about the project	Yes - Only where the young person has tagged the account or posted about the project	No
Privacy Settings	Public or private, at the leaders discretion	Public or private, at the leaders discretion	Private account
Private Messaging with YP	Yes - Only to reply to a message directly to the official project account but not to instigate (unless parent consent is given first, or in case of emergency)	No - but direct messages are allowed if part of a group chat	No
Posting Temporary/Instantly deleted images	Yes, but only if using a public 'story' function. Individual deleting messages must not be sent.	Yes, but only if using a public 'story' function. Individual deleting messages must not be sent. No Yes - Photos posted	Account holder choice
Viewing Temporary/Instantly deleted images	No	No	Account holder choice