

# POLICY & PROCEDURES

*for*

**Safeguarding Children**

**Young People & Vulnerable Adults**

FOREST  
**NewLife** CHURCH  
*life in the forest through life in christ*



# Policy & Procedures

## For Safeguarding Children, Young People & Vulnerable Adults

A set of agreed policies and procedures for ensuring a safe environment for children and young people and vulnerable adults within the care of our church, in response to the Children's Act 1989 and Safeguarding Vulnerable Groups Act 2006.

The safeguarding of children and vulnerable adults is at the heart of any civilized society. Please note that FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN' REFERS TO ANYONE UNDER THE AGE OF 18 YEARS.

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# 1. Church Policy

## Our vision is:

To be a compassionate, Christ-centred, community where individuals from all walks of life, live and learn how to make a difference in people's lives through expressing a radical faith.'

In fulfilling this vision we welcome children and vulnerable adults into the 'full life' of our church.

The church recognises its responsibilities for the safeguarding of all young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2010)* as well as recognising its

responsibilities for safeguarding all vulnerable adults as set out in the Safeguarding Vulnerable Groups Act 2006.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

## Prevention and reporting of abuse

It is the duty of each church member to prevent the physical, sexual and emotional abuse of children and vulnerable adults, and the duty of each church member to respond to

concerns about the well-being of children and to report any child abuse disclosed, discovered or suspected.

The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

### **Safe recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and vulnerable adults, whether paid or volunteer.

All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and vulnerable adults.

### **Respecting children**

The church will adopt a code of behaviour for all who are appointed to work with children and vulnerable adults so that all children and vulnerable adults are shown the respect that is due to them.

### **Safe working practices**

The church is committed to providing a safe environment for activities with children and vulnerable adults and will adopt ways of working with them that promote their safety and well-being.

The church is committed to the prevention of bullying of children and vulnerable adults. The church will seek to ensure that the behaviour of any who may pose a risk to children, young people and vulnerable adults in the community of the church is managed appropriately.

## 2. Safeguarding Team

### The church has appointed:

**Mr. Peter Baylis** as the Designated Person for Safeguarding ( )

He will advise the church on any matters related to the safeguarding of children and take the appropriate action when abuse is disclosed, discovered or suspected.

**Mr. Timothy Bath** as our Safeguarding Trustee ( )

He will oversee and monitor the implementation of the policy and procedures on behalf of the church leadership.

Where possible, the Safeguarding Team will work together if and when issues arise.

## Policy and Procedures

A copy of the 'overview' policy statement will be kept permanently in the church office and a copy will also be held by the safeguarding officer and the safeguarding trustee. Each worker with children will be given a full copy of the policy and procedures and will be asked to sign that they are willing to follow them.

A full copy of the policy and procedures will be made available on request to any member of or other person associated with the church.

The policy and procedures will be monitored and reviewed annually.

The policy statement will be read annually at the AGM, together with a report on the outcome of the annual review.

## 3. Definitions of Abuse

### Physical Abuse

Actual or likely physical injury to a child or vulnerable adult or failure to prevent physical injury to a child or vulnerable adult.

### Emotional Abuse

The persistent emotional ill treatment of a child, or vulnerable adult that affects their emotional and behavioural development.

It may involve conveying to the child, or vulnerable adult, that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years or abilities.

### Sexual Abuse

Involves forcing or enticing a child or

vulnerable adult to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening.

This includes no-contact activities, such as involving in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

### Neglect

Where adults fail to care for children and vulnerable adults and protect them from danger, seriously impairing health and development.

*Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the*

*indicators which might be suggestive of abuse:*

unexplained injuries on areas of the body not usually prone to such injuries

an injury that has not been treated/ received medical attention

an injury for which the explanation seems inconsistent

a child or vulnerable adult discloses behaviour that is harmful to them

unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)

inappropriate sexual awareness

signs of neglect, such as seeming

under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.



## 4. What to do if....

What do we do if abuse is suspected or disclosed? Everyone has his or her part to play in ensuring the safeguarding of children within the church. If the behaviour of a child or vulnerable adult gives any cause for concern, if an allegation is made in any context about a child or vulnerable adult being harmed, if the behaviour of any adult (including colleagues and members of the public) towards children or vulnerable adults causes you concern:

Do not dismiss your concerns

Do not normally confront the adult about whose behaviour you have concerns

Do not take responsibility for deciding whether or not child or vulnerable

adult abuse is actually taking place

Do not investigate allegations

Do not act alone

Do not take sole responsibility for what has been shared or any concerns you may have

Do follow the church's procedures for responding to concerns.

Do Listen and Clarify

Don't minimise what is said

Do give Support

Don't show shock, alarm or disapproval

Don't question or push for information

## Don't offer false reassurance

Please note: If the Designated Person or Trustee for Safeguarding is not available, reports or concerns should be passed to another member of the leadership team.

If a child or vulnerable adult is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services



## 5. Procedure for Responding to Concerns

### STAGE 1

A worker/church attendee who has a concern about the welfare of a child or vulnerable adult or the behaviour of an adult has a duty to:

### Record And Report

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

The duty of the person who receives information or who has a concern about the welfare of a child, young

person or vulnerable adult is to RECORD their concerns in writing and to REPORT their concerns to the Designated Person. The designated person should read the report to obtain an unbiased account and only after ascertaining the details in the report is it appropriate to question the reporting person for further details. If Safeguarding Person is not contactable reports should be made to the Safeguarding Trustee.

### STAGE 2

Once the Designated Person (Peter Bayliss) has received the report of concern he then has a duty to:

### Review And Refer

The report will be reviewed by the

Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow.

Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Services without delay.

### **STAGE 3**

After the decision has been made as to what action should be taken the Designated Person and the Safeguarding Trustee may have a duty to:

## **Support And Report**

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority and if appropriate the Charity Commission.

### **STAGE 1 - Reporting**

The report needs to be done as soon as possible after a child or vulnerable adult tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made.

The record should:

Be hand-written as soon as possible after the event

Be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)

Include the child's name, address, date of birth (or age if the date of birth is not known)

Include the nature of the concerns/ allegation/disclosure

Include a description of any bruising or other injuries that you may have noticed

Include an exact record of what the child has said using the child's words

Include what was said by the person to whom the concerns were reported

Include any action taken as a result of the concerns

Be signed and dated

Be kept secure and confidential and made available only to the Safeguarding Team, those with possible pastoral responsibilities and any representatives of the professional agencies.

If such a report is made in an emergency without reference to one of the Safeguarding Team, one of them should be informed as soon as possible after the report has been made.

If concerns arise in the context of a children's (or vulnerable adults) group the worker who has the concern

may in the first instance wish to talk through their concern with their group leader. However, such conversations should not delay a report being made to the Designated Person.

It should be clear that the duty remains with the worker to record and report their concerns to the Designated Person.

If a concern is brought to the attention of a group leader by one of the workers the leader should remind the worker of their duty to record and report, and will also themselves have a duty to report the concern to the Designated Person.

If the child or vulnerable adult is considered to be in imminent danger

of harm a report should be made immediately by the Designated Person to the police or Social Services. (The referral is made through the Children or young person's Helpdesk:- 01452 426565 OR the Community Adult Care Helpdesk:- 01452 426868)

## **STAGE 2 – The review**

The duty of the Designated Person on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.

In reviewing the report that is received the Safeguarding Team should take account of their own experience and expertise in assessing risk to children and vulnerable adults and must take

account of other reports that may have been received concerning the same child, young person or vulnerable adult.

They may speak with others in the church (including the Leadership team) who may have relevant information and knowledge that would impact on any decision that will be made

Any such conversation should not lead to undue delay in taking any necessary action.

They may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

### **Stage 3 - The duty to REFER**

The Safeguarding Team will make a decision about who the report should be referred on to. They may:

Refer back to the worker who made the initial report if there is little evidence that a child or vulnerable adult is being harmed asking for appropriate continued observation

Refer the concern to others who work with the child/children/vulnerable adult in question asking for continued observation

Refer to the adult about whom the concern has been raised, this may be the parent/carer of the child or vulnerable adult or it may be one of the children or vulnerable adult

workers. If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person should never address the adult directly but should refer their concerns to the police or Social Services. To do so may place the child or vulnerable adult at more risk, or could make any statutory investigation difficult to pursue because the child or vulnerable adult may be intimidated.

Make a formal referral to the local Social Services Department

All original reports should be retained safely and securely by the Designated Person and a written record should be made of the actions taken.

Responsibilities in stage 3 of the

process are shared by the Safeguarding Team (and should include the Pastoral Leader/Minister)

**Whenever a formal referral is made to Social Services the Designated Person should:**

Report the referral to the Safeguarding Trustee

Report the referral to the Minister(In certain circumstances the Safeguarding Trustee acting on behalf of the trustees may also need to make further reports for example to Charity Commission)

If an allegation is made against someone who works with children or vulnerable adults the allegation should be reported to the Local Authority

Designated Officer (LADO). They should be alerted 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 or vulnerable adult

Possibly committed a criminal offence against children or vulnerable adult, or one related to a child or vulnerable adult

Behaved towards a child, children or vulnerable adult(s) in a way that indicates she/he is unsuitable to work with children or vulnerable adults.

If a worker has an allegation made against them they should step down

from all church duties until the incident has been investigated.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or vulnerable adults there is a statutory duty to report the incident to the Independent Safeguarding Authority.

If a worker in the church has been accused of causing harm to children, young people or vulnerable adults this would be classed as a serious incident that should be reported to the Charity Commission in the annual return by those churches that are registered with the Charity Commission.

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.

## **Stage 4 - The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected. Namely the Child, Vulnerable Adult, Other Family Members, Church Worker/Volunteer, Safeguarding Team, Ministers/ Leadership Team.



## 6. Safe Recruitment of Staff

The church will exercise proper care in the selection and appointment of those working with children and vulnerable adults, whether paid or volunteer. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children.

### Guidelines for the Appointment of Children's Leaders and Helpers

The Church should ensure that the following selection procedures have been followed:

All volunteers (both current and new) should complete an application form

Prospective volunteers to be interviewed

If the role is an employed rather than voluntary one or two references will be taken up (at least one should be from outside of the church)

A full disclosure will be applied for

There will be a short probationary period agreed with the worker giving the opportunity for a review after the requisite time

The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures  
Induction into the relevant procedures and ways of working will be undertaken (to include safeguarding

training administration of this process will be overseen by the Designated Person, but may be carried out by others.

Until this procedure is completed workers must be supervised.

All leaders and helpers should be recognised by the Church Leadership Team

The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, are encouraged to seek Christ, following His example and teachings.

All leaders and helpers should set a good example in their personal lifestyle.

Meetings for leaders and helpers will be held approximately once per term, for support and planning.

## **Young leaders under 18 years of age**

In law young leaders under the age of 18 are children and cannot be treated as adult members of a team.

Training and mentoring will be given to ensure that the young leader is helped to develop and hone skills, attitudes and experience.

A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.

When considering ratios of staff to

children the young leader needs to be counted as a child, not a leader.

The Safeguarding Children and Vulnerable Adults Policy applies to a young leader just as it does to any other person.

The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age.

If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.

Young Leaders should not be given

leadership responsibility for a group immediately below their own age, leave a gap of at least two years.

### **When concerns are expressed about the Minister**

Any safeguarding concerns involving a Minister should always be reported immediately to the Safeguarding Person and Safeguarding Trustee.

### **When concerns are expressed about designated person**

When concerns are expressed about the Designated Person this should be reported to the Safeguarding Trustee and/or the Minister.



# PART TWO

## Good Practice Guidance



# 1. Respecting Children, young people and vulnerable adults

The church will adopt a code of behaviour for all who are appointed to work with children and vulnerable adults so that all children, young people and vulnerable adults are shown the respect that is due to them.

## Respect for all

The following are guidelines for a code of behaviour. Leaders and Helpers should:

Treat all children and vulnerable adults with respect and dignity. Use age appropriate language and tone of voice.

Be aware of your own body language

and invading a person's personal space. Use age appropriate language and tone of voice.

Be aware of your own body language and the effect you are having on the individual child or vulnerable adult.

Listen well to children and vulnerable adults. Be careful not to assume you know what a child or vulnerable adult is thinking or feeling. Listen to what is spoken and how it is said.

At the same time, observe the body language to better understand what is being said.

Do not engage in any of the following:  
Invading the privacy of children and vulnerable adults when they are using

the toilet or showering

Rough games involving physical contact between a leader and a child or vulnerable adult

Sexually provocative games

Making sexually suggestive comments about or to a child/vulnerable adult, even in 'fun'

Scapegoating, belittling, ridiculing, or rejecting a child or vulnerable adult.

When it is necessary to control and discipline, this should be done without using physical punishment

Make sure another adult is present if, for example, someone has soiled

their underclothes and needs to be thoroughly washed. If possible, the child's/vulnerable adult's own parent or carer should be called in to carry out such a task.

Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.

Workers should not normally plan to be alone with children or vulnerable adults, on church premises - this may mean leaving doors open, or two groups working in the same room.

On occasions when one to one work with a child or vulnerable adult is required this should take place with appropriate supervision and accountability structures in place.

## **Leaders and Helpers should:**

When inviting young people to your home, or on trips, in groups, always make sure another adult is present.

The Designated Person should be notified of any trips for children which take place in the name of Forest New Life Church. Parental permission must always be sought for such an event.

Not give lifts to young people/vulnerable adults on their own, other than for short journeys.

Ensure, if transporting, that if that you have the correct insurance cover for passengers. When possible, ensure you have parental/carers permission.

Not share sleeping accommodation with young children/vulnerable adults if you take a group away.

Be aware of any physical contact they may have with young people and vulnerable adults - record it when necessary. For instance, if they need to stop a fight, administer First Aid, give a hug to a child who is distressed, remove a child/vulnerable adult from danger, or protect themselves or others from attack.

Not use physical punishment when controlling or disciplining.

Keep a log book; If any significant incidents take place a record should be kept in the Church Incident Book. Enter the names of both children/vulnerable adults and other adults present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations

made by young people/vulnerable adults, incidences where a child is asked to leave etc. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry.

## **2. Abuse of trust**

Relationships between children and their leaders/helpers can be described as 'relationships of trust'. The leader is someone in whom the child/vulnerable adult has placed a degree of trust, this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

It is also not acceptable for a leader/helper to form a romantic relationship

with a child with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people and vulnerable adults who are not much younger than themselves.

## **3. Electronic Communication**

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

Electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood because of the informal style of electronic communication workers can easily cross appropriate boundaries in their relationships with young people and vulnerable adults

Some adults who are intent on harming children, young people and vulnerable adults choose to use electronic communication as a way to meet and 'groom' children.

These are guidelines written to try to maintain healthy and safe relationships between adults, vulnerable adults and children.

Electronic communication must never become a substitute for face to face contact with young people and vulnerable adults.

Parents or carers of children, young people and vulnerable adults have the right to decide if a worker is to have email addresses or mobile phone numbers etc

Workers should only use electronic means of communication with those children, young people and vulnerable adults from whom appropriate consent has been given.

Direct electronic communication with children of primary school age is inappropriate and should be avoided

Only workers who have been appointed under the church's agreed procedures should use any electronic means of communication to contact children, young people and vulnerable adults on behalf of the church or one of the church's organisations.

Contact with children, young people and vulnerable adults by electronic communication should generally be for information-giving purposes only and not for general chatter.

Workers should not share any personal information with children, young people and vulnerable adults; and should not request or respond to any personal information from the child, young person or vulnerable adult other than that which is necessary and

appropriate as part of their role.

Workers should be careful in their communications with children, young people and vulnerable adults so as to avoid any possible misinterpretation of their motives, clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided.

Electronic communication should only be used between the hours of 8.00 am and 10.00 pm.

Official church e-mails to young people should be sent out with a church header and footer indicating to the young people and vulnerable adult that this is an official communication, this should also be copied to the

church e-mail address.

Any photos or video taken on personal mobile phones should not be uploaded to social networking sites without parental/carer permission.

Workers should not retain images of children, young people and vulnerable on their mobile phone.

Instant Messaging Services (IMS) the use of instant messenger services should be kept to a minimum. Where a young person, or vulnerable adult, in need or at a point of crisis uses this as a way of communicating with a worker:- significant conversations should be saved as a text file if possible, and a log kept of who and when they communicated.

## Social Networking sites

If adults are intending to add young people and vulnerable adults to their social networking sites they must first have the permission of the parent/carer.

Adults should not normally make 'friend requests' of young people/vulnerable adults.

It should not become expected behaviour that adults say yes to young person/vulnerable adult when a friend request is received

It is the adult's responsibility to ensure that all of the content on their site is appropriate for young people and vulnerable adults to see (including contents of photos uploaded).

All these communications with should be kept within public domains.

All these communications should be transparent and open to scrutiny.

Remember – never alone and unseen is the basic rule of thumb in Safeguarding young people and vulnerable adults, what does this mean for your activity with electronic communication?

#### 4. Discipline

A policy based upon the following guidelines should be agreed upon by each different section of those working with youth and vulnerable adults if and when necessary. It should reflect the age group, capabilities and general

activities of those concerned.

Disciplining should be without the use of physical punishment, shouting or name calling.

Remember discipline is about our relationship with children not our mastery of them.

Good discipline is built on respect between leaders and individuals. (This does not imply equality but does have an implication for leaders' attitudes towards others).

Minor incidents/offences should be dealt with immediately on the spot. This prevents escalation and enables major offences to be seen as major.

### **Ways of dealing with discipline:**

Chastise the individual/group – criticise the behaviour not the person.

Move the offender to a less volatile situation - change the group activity.

Remove the individual to a calm space away from others. Stay with them until they have cooled down, but keep the time out short.

If the above mentioned procedures fail to bring about the desired result, refer the issue to the Designated Person or Safeguarding Trustee.

Bullying: "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally - allegations and incidents

of bullying should be reported to Designated Person or Safeguarding Trustee.

## **5. Working with Colleagues**

If you see another member of staff acting in ways, which might be misconstrued, be prepared to speak to them or to one of the Safeguarding Team about your concerns.

Leaders & helpers should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

## **6. Ratio's**

When working with young people the following recommended minimum ratios apply:

0 – 2 years 1:3 (minimum 2)

3 years 1:4 (minimum 2)

4 – 7 years 1:8 (minimum 2)

1:6 (minimum 2)

8 – 12 years 2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children 13 years and over 2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional

children. This does not take into account any special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratio.

In calculating the ratios of workers to children young leaders who are under the age of 18 should be counted as one of the children, not one of the leaders/ helpers.

## 7. Health & Safety

All leaders and helpers are responsible for being observant for any health and safety issues which may affect their group, for example:

Access to the building should be safe and well lit.

There should be adequate heating and lighting in the venue.

Ensure there is enough space and appropriate activities for all concerned.

Have a First Aid kit and phone available.

Check the premises for hazards (e.g. piles of chairs etc).

Check equipment for sharp edges or missing parts.

No smoking should be permitted.

Fire drills should be carried out at least annually.

Any food should be prepared carefully

and hygienically.

## **Risk Assessments**

A generic written risk assessment will be carried out by the health and safety representative on the leadership team at the beginning of each academic year. This will cover all general week to week activities. A specific risk assessment will also be carried out by them for any other one off youth activities which may take place throughout the year.

Risk assessments will be made available to the Leadership Team.

## **Safe Premises**

The church takes seriously its responsibility to ensure that the

premises are safe for all who use them. The following checklist identifies guidelines to ensure the safety of all, especially, children, young people and vulnerable adults

All doorways and passages to be kept clear at all times

Emergency Exits to be clearly shown at all times

The kitchen is out of bounds to children and young people unless supervised by a parent or carer

A First Aid Kit will be kept in the kitchen with a Report Book for all usage. Any hazards noticed should be notified to the trustees for action to be taken

## **8. Working with Offenders**

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children in the past are to be included in this welcome. However, the gospel imperative to welcome all needs to be set alongside the gospel imperative that the protection of the vulnerable (children and adults) must be paramount.

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

expected to keep.

It may be appropriate to draw up a formal contract between the church and the person who has abused. This might also state that the abuser or alleged abuser (until such time as the allegation has been cleared or proven) must decline offers of hospitality from church members where there are children and vulnerable persons present in that home.

Where necessary this will include working with other agencies such as the Probation Service and so on.

A contract would consider the following:

Identify the meetings the person will attend

Specify that they will always sit apart from children and vulnerable adults

May ask that they are always accompanied by a befriender on church premises

Will require the person not to attend small group meetings where children and vulnerable adults are present

Will require that the person declines hospitality where there are children and vulnerable adults

Will state that the person will never be alone with children or vulnerable adults while attending church functions

Will require the person to stay away

from areas of the building where children and vulnerable adults meet.

Guidance will be sought on who within the church can and should be notified if an offender joins the congregation.

It is impossible in a policy such as this to cover every scenario and 'what if'. Further guidance will be taken by the Safeguarding Team when necessary.

## 15. Helpful Numbers

Gloucestershire Safeguarding Children Board

Safeguarding Manager 01452 58 3638

Gloucestershire Children and Young Person's referral team: 01452 426565

Gloucestershire Safeguarding Children Service: 01452 583636

Social Care Local Area Offices – Forest of Dean 01594 82 0500

Community Adult Care Directorate

Adult Helpdesk 01452 42 6868

Police Control Room – 101

Police Child Protection Unit - 01242 26 1112

NSPCC Child Protection Helpline 24 hours, call free 0800 800 5000

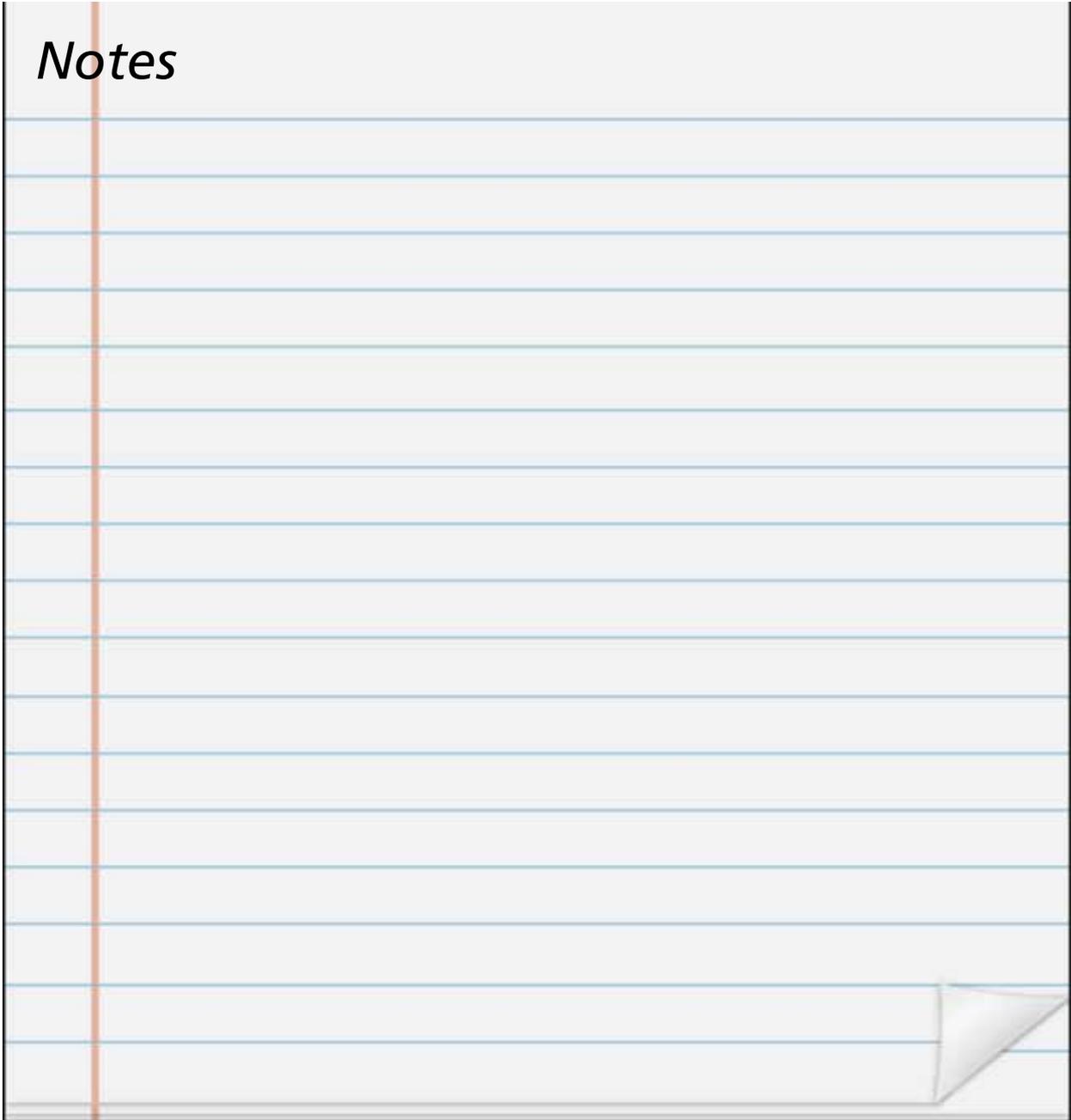
Childline UK Freepost 111, London N1 OBR 0800 1111

Samaritans - 08457 90 9090

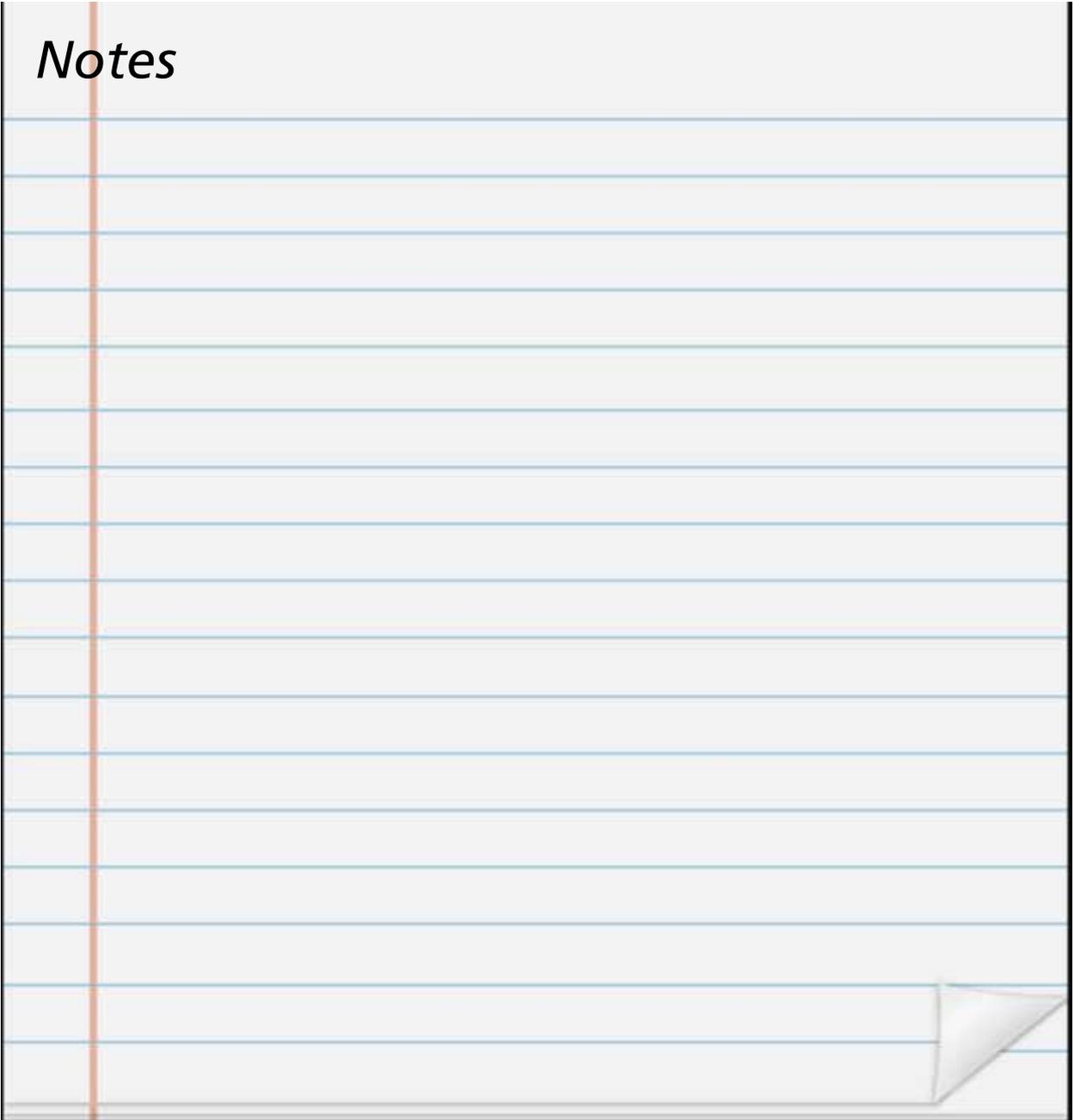
Gloucestershire Counselling Service - 01452 76 6310

Teens In Crisis 01594 546117

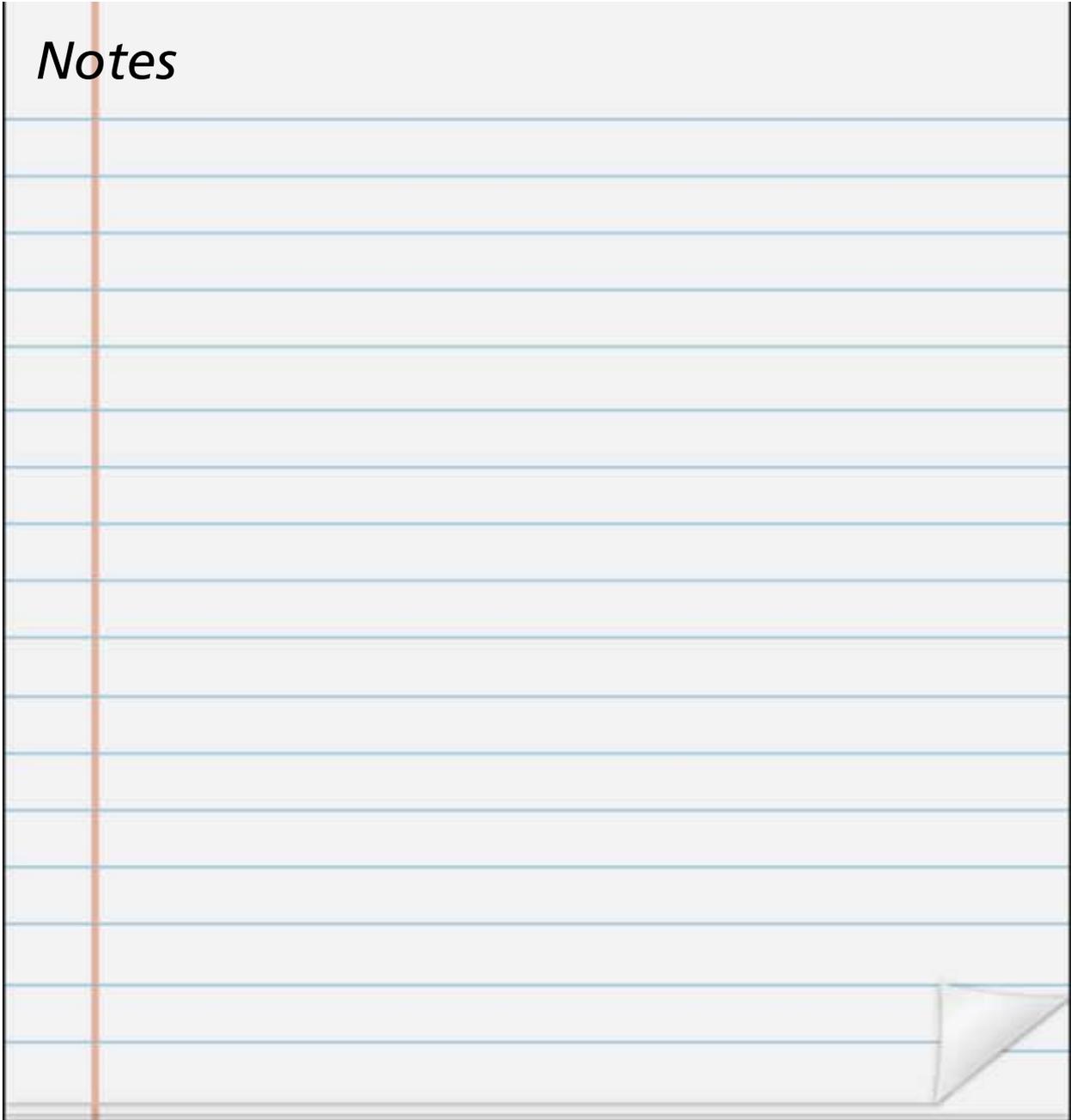
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[www.forestnewlife.org.uk](http://www.forestnewlife.org.uk)