

The Ark Church Isleham

Safeguarding Policy for Children and Vulnerable Adults

A child or young person is anyone under the age of 18 years.

A vulnerable adult is defined as a person aged 18 years or older who is or may be in need of community care services by reason of mental or other disability, age, or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm, abuse or exploitation.

1.1 The Ark Church leadership including Elders, Trustees and Church Council
Safeguarding Statement: The Ark Isleham is committed to the safeguarding of children, vulnerable adults and all the church family ensuring their well-being, specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, domestic, financial, institutional or 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 believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care and safe recruitment in the appointment and selection of all those who will work with children and vulnerable adults.

1.2 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 all workers whether paid or voluntary, adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Leads and Team in their work and in any action they may need to take in order to protect children and vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by The Ark Church Isleham.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.

- Supporting all in The Ark Church Isleham affected by abuse.

1.3 We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult Social Care has 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.
- Safeguarding is everyone's responsibility at The Ark Church Isleham.

2.1 Contacts

If you have any concerns for a child or vulnerable adult, then speak to one of the following who have been approved as Safeguarding Leads and co-ordinators for this church.

Sarah Liming, Designated Safeguarding Lead(DSL) - safeguarding@thearkisleham.co.uk
Tel: 07900 612720

Geraldine Ciantar, Deputy Designated Safeguarding Lead (DDSL) -
safeguarding@thearkisleham.co.uk Tel: 07540 191134

2.2 Safeguarding Team members:

Designated Safeguarding Lead
Deputy Designated Safeguarding Lead
Trustee representative - Katie Slingsby
Children and Families Worker - Amy Creasy

3. Recruitment

Safer recruitment

The Leadership will ensure all paid employees 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
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (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 if required
- 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.

The Ark Church Leadership will ensure that proper care will be exercised in the selection and appointment of all those working with children and young people, whether paid or voluntary.

4.1 Requirements for those in a position of responsibility

DBS - Disclosure and Barring service clearance is required for the following roles within the church:

- All adult workers for children, youth or with vulnerable adults including Home Visit Volunteers and safeguarding Team will be asked to apply to the Disclosure and Barring service (DBS) for clearance before taking up their post.
- Where this is not possible (e.g. if the applicant is from abroad – The Ark Isleham has a number of American Military families as part of its membership, then self declaration form to be completed and references will be sought by telephone and a record of each call kept by Sarah Liming, DSL.
- Elders will apply for DBS clearance, complete a self-declaration form and Safeguarding Training
- Trustees will apply for DBS clearance and complete Safeguarding training
- Arise Security workers will apply for DBS clearance, complete a self-declaration form and Safeguarding Training and sign the Code of Conduct.

4.2 All children's workers will:

- be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.
- be issued with a document outlining expected codes of Conduct (Appendix 1)
- be asked to supply details of 2 referees whose opinions may be sought as to their suitability for the post. These should be written references details of which will be kept by the Safeguarding Team (Appendix 2).
- They must all complete the online C of E Safeguarding Training, watch the Church Safeguarding video and sign the Ark's Code of Conduct.
- Children and Youth workers must also complete a self -declaration Form.
- Young Helpers (under 16 years of age) should complete a self-declaration form and be assigned an overseer who will support and supervise them in regards to safeguarding policy and procedures.

4.3 The following groups do not require a DBS:

- Church Council will complete a self-declaration form and complete Safeguarding training
- Pantry workers will complete a self-declaration form, supply the names of two referees and complete Safeguarding training
- Arise Support team (setting up/ clearing away and tech support) will complete a self declaration form and submit the name of one referee along with Elder verification
- Office staff, caretakers and cleaners
- Home group leaders will complete a self declaration form and complete Safeguarding training

4.4 Training

- Safeguarding training for all paid workers and volunteers including Elders, Trustees and Church Council must be renewed every three years to keep up to date with changes in guidance and regulations

5.Responding to a safeguarding concern

People aged 18 years and over are considered as adults and those under 18 years are dealt with as children and young people.

5.1 Immediate risk of harm

- If you believe a child or adult is at immediate risk of harm or abuse, and/or a criminal offence is taking place, you must take immediate steps to protect that person by calling 999.
- You must then contact the Ark Safeguarding Team to let them know what has happened and to take advice on next steps.
- You must make a written record of your safeguarding concerns and actions on the same day to be given to the Safeguarding Lead.

5. 2 No immediate risk of harm

Concerning a child:

- You must consult with the DSL as soon as possible on the same working day of the safeguarding concern who will establish the concern and evidence of such a concern.
- If there are concerns that a child is, or has been, at risk of abuse, the DSL should take advice from ThirtyOne:Eight who will advise on further action.
- If there is a serious concern, consent should be sought where appropriate and the local authority children's services in the area where the child lives should be contacted
- A safeguarding file must be started on the same working day of any safeguarding concern being raised.

Concerning an adult:

- You must discuss safeguarding concerns for an adult with the DSL. They should consider the safeguarding concerns and the adult's individual circumstances in order to decide if a referral is warranted, including a consideration of:
- Empowerment – what does the person want? What rights need to be respected? Is there a duty to act, are others at risk of harm?
- Protection – is this person an adult at risk? What support do they need? Is capacity an issue? Should others (such as a carer) be involved?
- Proportionality – have risks been weighed up? Does the nature of the concern require referral through multi-agency procedures?
- Partnership – what is the view of others involved?
- Accountability – is there a clear rationale on which to base a decision?

If there is a concern regarding spiritual abuse, DSL will:

- Identify support services for the victim e.g. counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

You can use the following QR code to report a Safeguarding concern which is also displayed in group rooms.



6. Recording safeguarding concerns

- As soon as possible, you must factually record, preferably within an hour, what the child or adult has told you (in the child or adult's own words) or what you have observed. Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- You must include the date, time, place and observations of behaviour
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- If you fail to record accurately, or if you write down your interpretation of the child or adult's account (as opposed to a factual account), this may lead to inadmissible or unusable evidence should the information be required for court processes.
- These notes should be passed on to the DSL to assist them should the matter need to be referred to Adult or Children's Social Services or the police.
- You must not contact any individual about whom an allegation or concern is being raised. This could be putting the person making the allegations in serious danger, for example, where domestic violence is taking place. It could also prejudice an investigation.
- If the DSL decides that a referral to the local authority children's services or adults social care is not warranted, this decision must be recorded by the Lead as a case note: 'Decision not to make a referral to social care' (with evidence to support decision making). Safeguarding Leads must be sure to include the reasons why this decision was reached. Advice can be sought from ThirtyOne:Eight.
- It is the responsibility of the safeguarding team to give feedback if appropriate.

7. Making a referral to the local authority /LADO

This will usually be done by the DSL or DDSL

- Referrals must be made on the same day where harm or immediate risk of harm has been identified. If concerns arise out of office hours, referrals must be made to the local authority out of hours service.
- Any referral should be confirmed in writing within 48 hours and an acknowledgement of the written referral should be expected back within one working day of receiving it.
- All documents should be signed, dated and kept for an indefinite period in a secure place. Consideration should be given to any procedures that have already

been adopted by the church and it is important that the conditions laid down by church's insurers are followed to ensure there is appropriate cover against any claims. There is also a requirement for some allegations to be reported to both the Charity Commission (The Ark has charitable status) and the Independent Safeguarding Authority – see In Focus' 'Reporting a 'Serious Incident' to the Charity Commission' and 'Referrals to the Disclosure and Barring Service (DBS)'.

- "Thirtyone:eight" can also offer independent advice that will be followed by written confirmation of the advice given.
- If the DSL or deputy are not contactable or they are subject of the concerns, the statutory agencies should be contacted.

7.1 For a child:

- The DSL must make referrals to the local authority children's social care services. There is an online form for making a referral at: <https://www.safeguardingcambspeterborough.org.uk> as well as phone contact.
- Where possible, the DSL should discuss their concerns with the child's parent, and an agreement should be sought for a referral to the local authority children's social care. The DSL must only do this if it does not increase risk to the child (through either delay, or the parent's possible actions or reactions).
- If the DSL decides not to seek parental permission before making a referral to children's social care, they must record and date this in the child's file along with reasons. This must also be confirmed in the referral to children's social care.

7.2 For an adult:

- If the adult consents to safeguarding procedures and a referral, you should follow the local Safeguarding Adults Board (SAB) procedures. The DSL must take action on the same working day that the concerns were noted and consent obtained.
- Referrals can also be made online at: <https://www.safeguardingcambspeterborough.org.uk>
- If the adult does not consent to contacting other agencies, and has the mental capacity to make that decision, you must provide information and advice to the adult including other services that the adult may choose to access.

7.3 Mental capacity and referring

- In order to assess capacity of an adult, you should apply the two-stage test. To do so, you can answer two questions:

(1) Is there an impairment of, or disturbance in the functioning of a person's mind or brain? This could be due to long-term conditions such as mental illness, dementia, or learning disability, or more temporary states such as confusion, unconsciousness, or the effects of drugs or alcohol. If the answer to the above is 'yes', you then must consider:

(2) Is the impairment or disturbance sufficient that the person lacks the capacity to make a particular decision when they need to?

A person is unable to make their own decision if they cannot do one or more of the following:

- understand the information given to them
- retain that information long enough to make a decision
- Weight up the information available to make the decision

- Communicate their decision- by talking or sign language

If an adult at risk of abuse is perceived to lack the mental capacity to make the decision regarding a referral, you and the Safeguarding Team must consider what is in the adult's best interests.

A referral without consent must be made in cases where:

- there is an emergency or life-threatening situation
- other people are, or may be, at risk – including children
- sharing the information could prevent a serious crime
- a serious crime has been committed.

If a serious crime has been committed, the DSL must also contact the police following the local SAB procedures. This must happen on the same working day the concern was noted.

7.4 The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Sarah Liming (DSL) tel. No 07900 612720 who is the employee nominated by the Eldership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring matters to the statutory authorities.

7.5 In the absence of the DSL or, if the suspicions in any way involve the DSL then the report should be made to Geraldine Ciantar (DDSL) tel no: 07540 191134. If the suspicions implicate both the DSL and the DDSL, then the report should be made in the first instance to the Thirtyone:eight (formerly Churches' Child Protection Advisory Service CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 111. Alternatively contact Social Services or the police.

7.6 Where the concern is about a child, the DSL should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from "Thirtyone:eight"

The local Children's Social Services office telephone number (office hours) is 0345 045 5203. The out of hours emergency number is 01733 234 724

The Police Child protection team can be contacted by dialling 101

The local Adult Social Services office telephone number (office hours) is 0345 045 5202. The out of hours emergency number is 01733 234 724.

7.7 Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept securely.

7.8 Whilst allegations or suspicions of abuse will normally be reported to the DSL the absence of the Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from "ThirtyoneEight".

7.9 The Eldership will support the DSL/DDSL and the Safeguarding Team 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.

7.10 It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from "thirtyone:eight", although the

Leadership hope that members of the church will use this procedure. If, however, the individual with the concern feels that the DSL /Deputy have not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct.

7.11 The role of the DSL/ DDSL is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

8 Allegations of abuse against a person who works with children or vulnerable adults

- If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the DSL, in accordance with Local Safeguarding Children Board (LSCB) or the Safeguarding Adults Board (SAB) procedures will need to liaise with Children or Adult Social Services in regard to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). For Cambridgeshire the contact details are

Tel: 01223 727967 or: 01733 234724 out of hours.

Or email: LADO@cambridgeshire.gov.uk

9. Guidelines for if a child or an adult makes a Disclosure

- Under no circumstances should a worker or leader carry out their own investigation into an allegation or suspicion of abuse.
- Always make the child or adult's welfare and interests as the main consideration.
- You must talk with the child, young person, or adult at risk about how best to respond to their safeguarding situation in a way that enhances their involvement, control, and choice throughout the safeguarding process
- Listen carefully to the person. Let the person guide the pace and remember their ability to recount an allegation will depend on age, language and communication skills.
- Do not show shock at what is being said. This may discourage the child or adult from talking, as they may feel you are unable to cope with what they are saying, or perhaps that you think badly of them.
- Do not investigate. If anything needs to be clarified in order to understand the safeguarding risk, ask clear, open questions: use the TED rule: **T**ell me, **E**xplain and **D**escribe to me
- ask 'what, when, who, how, where' questions
- ask 'do you want to tell me anything else?'
- do not ask any 'why' questions as these can suggest guilt or responsibility.
- Remain calm and reassure the person that they have done the right thing by talking to a responsible adult.
- Never promise to keep a secret or confidentiality. It is important that this is emphasised in early and ongoing conversations.
- Ensure the child or adult at risk understands what will happen next with their information.
- If the person disclosing is a child, you have a duty to ensure that the information is passed on in order to keep the child safe.

- If the person disclosing is an adult, you have a duty to pass on information if someone is at immediate risk of harm, and to encourage and support the adult to share information and seek support.
- You must ask for the adult's consent to take up their concerns. If the adult does not agree, or if you do not believe that the adult has capacity to make a decision about consent, you must consult with The Ark Church's safeguarding team.

Pastoral Care

10. Supporting those affected by abuse

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

11. Working with offenders and those who may pose a risk

When someone attending the church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

12. Protocols for pastoral meetings or visits

Abigail Denniss is the Elder in charge of Pastoral Support and Sarah Liming is the Pastoral Support Worker

Individuals in positions of trust inherently have power. Therefore, upholding professional boundaries and adhering to a defined set of guidelines becomes particularly crucial. This measure serves a dual purpose: safeguarding those receiving ministry and protecting workers from unwarranted accusations of abuse or misconduct.

Oversight of all pastoral meetings undertaken by the leadership team lies with the Elders on staff.

Role descriptions for volunteers undertaking pastoral roles will explicitly state that 1-1 pastoral support offered on behalf of the Ark Church should be discussed with the Elder in charge of pastoral support, to ensure transparency and compliance with our safeguarding policy.

The Church Leadership Team and those entrusted with pastoral responsibilities should:

- Exercise special caution when ministering to individuals with whom they share a personal friendship.
- Remain vigilant about the potential pitfalls of dependency within pastoral relationships.
- Refrain from actions that might give the impression of inappropriate or special relationships.
- Be mindful of their language and behaviour to prevent any misinterpretations.

- Thoughtfully consider what is appropriate when initiating or reciprocating physical contact, being attuned to the signals and body language of the person and respecting their personal space.
- Whenever feasible, hold pastoral meetings in open spaces, such as rooms with open doors or internal windows. In cases where privacy is necessary due to the nature of the meeting, it should be documented as a 'Private Meeting' on the leader's calendar and a record of the meeting must be kept. A summary and records of such meetings should be accessible upon request to the Safeguarding Lead.
- When conducting home visits, inquire whether the individual being visited wishes to have a third-party present. One-on-one visits between individuals of opposite sexes are best avoided unless necessary.
- Document any home visits/pastoral meetings in the Microsoft calendar, including date, times, purpose, and attendees, with further records kept of any private meetings. This information is to be shared with the Lead Elder, who may opt to delegate the oversight of pastoral calendars and records to the Safeguarding Lead.

Policy adopted: September 2022

Updated: At least annually

Updated: March 2026

There is a copy of this policy kept in the church office and it is also available in the members section of the Church Website. It can also be emailed on request.

APPENDIX 1

Code of conduct to be issued to each child and youth worker

Dear Volunteer,

Thank you so much for volunteering to join the youth/ children's work team here at The Ark. This is for you to keep; the attached document must be signed and returned to Sarah Liming (DSL) Geraldine Ciantar (DSSL) or Sharon Grimwood/Church office, as soon as possible. Please read this document carefully and return the signed sheet, to confirm you have read and agree to abide by the guidelines outlined here.

As an Ark Isleham child/youth worker you are expected to:

- Value each child and young person, recognising their individuality
- Seek to develop their spiritual, mental, physical and emotional potential
- Encourage each child and young person to enter into, enjoy and grow in a relationship with Jesus Christ, experiencing His salvation by faith and acknowledging His Lordship in their everyday lives
- Help them to receive, understand, and apply the Word of God to their lives, using methods appropriate to their age and development
- Help each child find their place in the Body of Christ as a fully active member

- Treat children and young people with dignity and respect and encourage them to do likewise in their relationships with each other
- Use appropriate language with children and young people and encourage them to speak to each other in ways that build up dignity and mutual respect
- Avoid and discourage put-downs

Physical Contact:

- Touch should be related to the child/young person's need, not the workers
- Touch should be age appropriate and generally initiated by the child/young person rather than the worker
- Keep everything public wherever possible and avoid being alone with a child/young person if possible
- If privacy is important and a child/young person is being seen on their own, ensure that the meeting is visible, either by leaving the door open or by using a room with a window. Ensure other workers know that the meeting is taking place
- Always respect the child/young person's right to decide how much physical contact they have with others (except in extraordinary circumstances i.e. if they need medical attention)
- Avoid any contact that may be open to misinterpretation by others
- Where it is necessary to prevent immediate risk of harm to the child or to others, a volunteer may use physical intervention. Any such intervention must be reasonable, proportionate, and only used as a last resort. Any intervention must be reported to the safeguarding team.

Behaviour Management

- Never use any form of physical punishment
- Address disruptive behaviour with kindness, respect and dignity
- Model a respectful tone, and do not raise your voice in anger at a child/young person or use language that belittles them
- Approach situations with an open mind and ask God for wisdom, discernment and understanding for the child and young people in your care
- Value and affirm each child/young person's positive attributes and encourage them, never comparing one with another
- Be consistent in what you say and ensure other team members know what you have said to avoid any contradiction
- Be pro-active and respond quickly to disruptive situations to avoid more challenging behaviour. If you are unsure of how to manage behaviour meaningfully, consult your group leaders.
- Do not show favouritism to any one individual child or group but give equal attention to all children/young people, making sure that you also include those that are quiet or withdrawn
- Each individual is unique and will respond differently. It follows therefore that each child/young person should be dealt with on an individual basis
- If a child does not respond positively to calm and appropriate behaviour management strategies, the room leader will contact the child's parent/carer using the PA system.

Praying with children

- The group leader will ensure that parents are aware that prayer by the children/young people, for them and among them is part of the programme.
- Where possible, always pray in an open area with other leaders around
- Always have the child/young person's permission to be specifically prayed for
- Don't crowd the child/young person. Get down to their level and keep touch to a gentle hand on their head or shoulder (asking permission first)
- If you receive a word of knowledge, encouragement or prophecy for a child/young person, write it down for them as soon as you can
- If a child/young person becomes distressed, consult with another leader before continuing to pray. The child/young person may be being touched by the Holy Spirit or may be afraid and confused

Personal Hygiene

- Ensure another adult is informed if a child/young person needs to be taken to the toilet
- Where possible do not enter the toilets with child/young person
- Under 18s may not enter the toilets with a child/young person (unless they are DBS checked)
- Administer First Aid with others around

Transporting

- Always obtain parental consent before transporting a child/young person. Verbal consent is valid for any children/young people who are a part of the church
- Avoid spending unnecessary time alone in a vehicle with a child/young person
- If transporting a child/young person alone is unavoidable, they should sit in the back of the car. Also ensure that another leader or parent is aware of the journey and what time you expect to arrive

Filming and photography

- Before taking photos of a child/young person, ensure parental permission has been given on the consent form
- Before images of children are used on a website, ensure parental permission has been given on the consent form
- In all use of images, children/young people should never be identified by name or any other personal details.
- If approached by a member of the congregation discourage any photo taking unless: it's from the back of the auditorium or the balcony and only shows the back of heads.

Social Media and Messaging Communication

- Leaders will NOT use visual media (e.g. Zoom, Facetime) for one-to-one conversations with young people – use only in group settings.
- Pastoral communication between youth leaders and members should be on a same-sex basis i.e. male leaders and male members, female leaders and female members (except for mass emails and messages or logistical communication)
- Leaders must use a platform to communicate that saves all messages such as text and WhatsApp and must keep all messages and threads of interactions with the youth. If a young person initiates private communication by text, email or other

means, the leader should ensure the overall leader or safeguarding is aware the conversation has taken place to ensure full transparency. The overall leaders or safeguarding Lead may ask to see the exchange at any point and no messages should be deleted.

- Leaders should avoid lengthy one-to-one communication with a young person via social media accounts. They may send occasional short private messages of encouragement to an individual of the same sex via WhatsApp or text however these should be of limited number (i.e. no more than twice in one week, exchanges of no more than 2-3 short messages using clear and unambiguous language, avoiding abbreviations that could be misinterpreted)
- Leaders of older youth may phone young people in their group for occasional pastoral catch ups with parental permission, as agreed by the Elder in Charge.
- All communication between leaders and members is to occur between 8am and 8pm (or 10pm if necessary, on a Youth Group or Event evening). In circumstances where leaders are contacted outside of these times, the leader will not reply until the following morning except in cases of emergency.
- If a youth leader has any concerns about communication from a young person (e.g. inappropriate or persistent phone calls) they should contact the Safeguarding Lead and agree a plan for how to respond, including how to involve the young person's parents.
- In all communication, leaders are encouraged to be above reproach and exercise wisdom to protect both themselves and members from accusation or incrimination of any kind by using clear, precise and unambiguous language in all communications and avoiding abbreviations that could be misinterpreted. Do not say anything on social media that you would not be happy saying in a public meeting, to someone's face, or on headed notepaper.

Social Media

- Leaders and members may be friends on Facebook, Instagram and other social media platforms but should communicate publicly rather than privately where possible e.g. posting on someone's wall to wish them happy birthday rather than messaging privately.
- A leader's online presence, posts and behaviour must be above reproach and they should remember that accepting friendship requests allows the whole of their own, and the content of some friend's pages to be seen.
- A WhatsApp Ark Youth Group may be set up and used for ongoing encouragement by leaders within a group and young people must be made aware that any communication will be viewed by all users and can be reviewed by the Safeguarding Lead and parents by request.
- All inappropriate content and any safeguarding concerns that arise on social media must be reported to the Safeguarding Lead (DSL) do not delete, save or download any inappropriate material received through social networking sites or other electronic means before contacting the Safeguarding Lead.

Safeguarding

If you believe a child is about to disclose information relating to possible abuse:

- Listen to the child/young person, even if you do not believe them
- React calmly
- Take what they say seriously

- Look directly at them
 - Reassure that they were right to tell but DO NOT promise confidentiality
 - Do not ask leading questions, only ask enough to clarify your understanding in order to pass the information on to the appointed Safeguarding Lead
 - Be aware that the child/young person may have been threatened not to tell
 - As soon as possible, make notes of the conversation in order to maintain accuracy
- If you believe a child/young person's safety to be at immediate risk of harm or abuse you must take immediate steps to protect them by calling 999.

For any level of risk or concern you should also contact the Safeguarding Lead straight away to let them know what has happened and make a written record of your concern. There is information on how to recognise and respond to allegations or signs of abuse contained in the safeguarding policy. You can record a concern using the safeguarding QR code displayed on the safeguarding posters. There is information on how to recognise and respond to allegations or signs of abuse contained in the Safeguarding Policy of The Ark Church Isleham. All church workers **must** read the policy in full before starting work. There is a copy kept in the church office, on the member section of the church website and in each group room.

Sarah Liming - Designated Safeguarding Lead

safeguarding@thearkisleham.co.uk

Tel: 07900 612720

Geraldine Ciantar - Deputy Designated Safeguarding Lead

safeguarding@thearkisleham.co.uk

Tel: 07540 191134

Ark Church Isleham

Agreement to follow Code of Conduct for Safeguarding

Name _____

I have received a copy of the Code of Conduct for children and youth workers. I agree to abide by the guidelines it contains and I have read the Safeguarding policy of The Ark Isleham before working as part of the team.

Signed _____

Date _____

Please return to the Designated Safeguarding Lead, Sarah Liming or Deputy Designated Safeguarding Lead, Geraldine Ciantar, or the Church Office before taking up your post.

Thank-you

The Ark Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and workers to share this commitment.

The Ark Church Isleham

References

APPENDIX 2

Please fill out the details below for two people we can contact who are willing to provide you with a reference and return to the Church Office:

Your Name: _____

Post applied for _____

Date of application _____

Age (if under 21) _____

Reference 1

Referee's name: _____

Relationship to you: _____

Email: _____

Tel no: _____

Reference 2

Referee's name: _____

Relationship to you: _____

Email: _____

Tel no: _____

APPENDIX 3 Definitions of abuse (as per “Thirtyone:eight” website)

Statutory Definitions of Abuse of Children

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

ENGLAND

The four definitions of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children (2010)’.

What is abuse and neglect?

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

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not

giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

provide adequate food, clothing and shelter (including exclusion from home or abandonment);

protect a child from physical and emotional harm or danger;

ensure adequate supervision (including the use of inadequate care-givers); or

ensure access to appropriate medical care or treatment.

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

Statutory Definitions of Abuse of Vulnerable Adults

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000): 'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any

relationship and may result in significant harm to, or exploitation of, the person subjected to it.'

Physical

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent. It also includes being forced to watch or share pornography.

Domestic

This includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called 'honour' based violence.

Psychological

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

SPIRITUAL ABUSE

Spiritual abuse is coercion and control of a person by another in a spiritual context. It is a type of psychological abuse that happens in religious settings.

Financial

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. Also applying pressure in connection with wills, or inheritance or financial transactions.

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired

Discriminatory

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Organisational

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital, church or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice, or ill treatment.

Self neglect

Where a person is unable to or incapable of looking after themselves either through physical or mental health needs or illness. It can include neglecting personal hygiene, health or surroundings - such as hoarding.

Modern Slavery

This is the illegal exploitation of people for personal or commercial gain. It includes forced labour, human trafficking, servitude, criminal exploitation and organ harvesting

APPENDIX 4 Signs of abuse (as per "Thirtyone:Eight" website)

Signs of Possible Abuse of children & young people

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

Physical

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

Sexual

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

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
Depression, aggression, extreme anxiety.
Nervousness, frozen watchfulness

Obsessions or phobias
Sudden under-achievement or lack of concentration
Inappropriate relationships with peers and/or adults
Attention-seeking behaviour
Persistent tiredness
Running away/stealing/lying

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food,
Untreated illnesses,
Inadequate care, etc

Signs of Possible Abuse of vulnerable adults

Physical

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

Sexual

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

Psychological

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

Financial

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

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

Discriminatory

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

Institutional

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

Lack of opportunity for social, educational or recreational activity
Inappropriate use of power or position of authority

APPENDIX 5 THE ARK CHURCH ISLEHAM YOUTH PROGRAMME
HEALTH & PARENTAL CONSENT FORM.

Son/daughter's full name:

Date of birth: ____/____/____

Parents/carers names:

Address: _____

Email: _____

Telephone no: _____

Mobile contact no: ____

Does your son/daughter suffer from any serious illnesses or are they on medication of any kind? Y/N

Details:

Does your son/daughter have any known allergies or special dietary needs?
Y/N

Details:

Name and address of Doctor:

Please detail any other information you feel may be beneficial for us to know on the back of this form.

Please tick box if you are NOT happy for information given on this form being kept on a computer. ☐ ☐

Please tick box if you are NOT happy for photos of your child to be taken & used in connection with church materials, including web site (names of children will not be included with any photos) ☐ ☐

Signed _____ Print Name _____

Date _____

APPENDIX 6 Code of Conduct for those working with adults

This is to protect vulnerable adults, staff and volunteers.

As an Ark Church worker in a position of trust you are expected to:

- Value each adult, recognising their individuality
- Seek to support them in developing their spiritual potential
- Encourage each person to enter into, enjoy and grow in a relationship with Jesus Christ, acknowledging His Lordship in their everyday lives
- Help them to receive, understand, and apply the Word of God to their lives.
- Help each person find their place in the Body of Christ as a fully active member
- Treat all people with dignity and respect and encourage them to do likewise in their relationships with each other
- Use appropriate language with all people in ways that build up dignity and mutual respect

Physical Contact:

- Touch should be related to the person's need, not the workers
- Touch should be generally initiated by the person rather than the worker.
Permission to lay on hands or hug should be requested
- Keep everything public and avoid being alone with a person if possible
- Meetings should take place at the church wherever possible and individual home visits should only be undertaken where necessary, and be reported to, and reviewed by Elders
- A log of individual home visits should be kept
- If privacy is important and a person is being seen on their own, ensure that the meeting is visible, either by leaving the door open or by using a room with a window. Ensure other workers know that the meeting is taking place
- Always respect the person's right to decide how much physical contact they have with others (except in extraordinary circumstances e.g. if they need medical attention)
- Avoid any contact that may be open to misinterpretation by others

Praying with adults:

- Where possible, always pray in an open area with other people around

- Always have the person's permission to be specifically prayed for or to be anointed with oil
- Don't crowd the person and keep touch, with their permission, to a gentle hand on their head or shoulder

If you believe a person's safety or well being to be at risk, contact the Designated Safeguarding Leads straight away:

Sarah Liming Designated Safeguarding Lead

07900 612720

safeguarding@thearkisleham.co.uk

Geraldine Ciantar Deputy Designated Safeguarding Lead 07540 191134

There are helpful notes on how to recognise and respond to allegations or signs of abuse contained in the Safeguarding Policy of The Ark Church Isleham. All those working with children, young people and adults are required to read and follow the policy as part of their role. The policy safeguards both workers as well as those they work with.

APPENDIX 7 The Ark Church Safeguarding Record of Concern

Date and time of incident:

Name of child/ young person or adult
(DOB, Address if known) Male/ Female

Name of person reporting:

Factual report of nature of concern, incident, injury or disclosure in the person's own words (do not ask probing questions. Use what, when, who, how, where questions)

Continue overleaf if necessary.

APPENDIX 7 The Ark Church Safeguarding Record of Concern

Who else if anyone was involved and how?
Any other relevant information.

Any obvious signs of injury?

If a child or young person do parents know?
Y/N

Signature of person reporting

Signature and name of Designated Safeguarding Lead receiving report:

Date and time received: