

Safeguarding Policy

for The Holy Trinity Gateshead Church Trust,
Charitable Incorporated Organisation & registered
charity number 1199331.

relating to children, and adults who have care and
support needs.

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SECTION 1

a) Definitions

HTG	Holy Trinity Church, Gateshead of Marigold Avenue, Gateshead, NE10 0DP. Charity number 1199331.
AMiE	Anglican Mission in England is a network or fellowship of faithful Anglican churches, to which HTG belongs.
CSS	Christian Safeguarding Services: Advisory service that includes provision of training and use of the DBS service. <u>NB that the abbreviation for CSS in this document only refers to the advisory service NOT Children's Social Services.</u>
The Leadership	Trustees of The HTG Church Trust, including the senior minister, along with the Church Council and Wardens.
Children	Those under 18 years old.
Children's and Youth Ministry	Children's and youth activities provided for children aged 0 -18 years by Holy Trinity Gateshead both on and off the premises. This includes weekly groups, holiday clubs, one-off events, and weekends away.
Children's and Youth Teams	Adult and young people who have been appointed to lead Children's and Youth Ministry.
Team Leaders	Members of the Children's and Youth Teams who have been appointed by the leadership.
Safeguarding Co-ordinator	The person nominated by the Leadership to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities (Olwyn Jones 07766527591).
Safeguarding officer	The person nominated by the Leadership to support the Safeguarding Co-ordinator. (Anna Rogers 07788420483)

b) Details of premises, groups and activities

Address for communications:

Holy Trinity Gateshead, Marigold Avenue, Gateshead. NE10 ODP

Telephone number:

0191 477 3370

Email address:

admin@holytrinitygateshead.org.uk

Membership of denomination

Holy Trinity Gateshead: Anglican (Independent)

Member of AMiE (Anglican Mission in England)

Charity Number:

The Holy Trinity Gateshead Church Trust- 1199331

Insurance Company

Ecclesiastical Insurance

Premises

The premises used are:

- Holy Trinity Gateshead Marigold Avenue, Gateshead NE10 ODP.
- Bede Community Primary School, Old Fold Road, Gateshead, NE10 0DJ for Sunday morning children's groups, Explorers and JAM.

Groups and activities

Some of our groups and activities are specifically designed to meet the needs of children:

- Crèches provide child care for children aged 0-2½ years both on and off the premises.
- Tots @ Trinity is a weekly toddler group on Mondays for parents/carers to attend with their child/children aged 0-4 years (preschool).
- Weekly Sunday groups:
 - Scramblers for children aged 2½ -4 years (preschool)
 - Climbers for children aged 4-8years (key stage 1)
 - Explorers for children aged 8-11 years (key stage 2)
 - JAM for children aged 11-14 years (key stage 3)
- ARC for youth aged 14-18years, meets at HTG on alternate Friday evenings.
- Other groups include holiday clubs, one-off events and weekends away.

Some of our groups and activities are specifically designed to meet the needs of adults who have care and support needs – for example: Pastoral visiting – e.g., of the elderly/housebound.

We recognise that in all our groups and activities for adults there may be those who are vulnerable to, or experiencing, some form of abuse – for example:

- Those with physical disability or infirmity or sensory disability.
- Those with learning difficulties.
- Those with mental health problems.
- Those experiencing domestic abuse.

The areas of our ministry involving adults include the following:

(NB: apart from Home Groups & Revive groups, meetings generally take place on the premises above)

- Sunday services.
- 20s&30s: occasional events and weekend away.
- Home Groups: small groups meeting in homes.
- Revive Groups: women's small groups meeting in homes and on the premises.
- Christianity Explored and Discipleship Explored: small groups.
- One-to-one meetings for pastoral care – both on our premises and in peoples' homes.
- Tots @ Trinity
- Christians Against Poverty (CAP) life skills courses.
- Community Café

c) Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children and adults who have care and support needs. We acknowledge that children and adults who have care and support needs can be the victims of physical, sexual and emotional abuse, and neglect. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

In particular, the undergirding of our policy is the Biblical teaching found in the Pastoral Epistles about the moral and doctrinal standards expected of those involved in any Christian ministry. We, therefore, require all church staff and volunteer leaders appointed by them to model this and other Biblical standards in their daily lives.

The policy and attached practice guidelines aim to reflect the 'six pillars of effective safeguarding practice' published by the Christian Safeguarding Services (CSS)

The Leadership undertakes to:

- Provide on-going safeguarding training for all its workers (by whom we mean employees of HTG and the volunteer leaders appointed by them).
- Review regularly the operational guidelines within this policy.
- Support the Safeguarding Co-ordinators in their work and in any action they may need to take in order to protect children and adults who have care and support needs.
- Make this policy easily accessible to the public via the HTG website.

See Appendix 1 for the full Leadership Safeguarding statement.

SECTION 2 - PREVENTION

a) Safer recruitment

The Leadership will ensure that all workers will be appropriately 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 role.
- All prospective workers have completed an application form. This form will include voluntary disclosure of any criminal convictions and the provision of two referees. An update application will be sent out every three years (or more frequently) to every worker or checked annually if registered with the Update Service.
- All prospective workers have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate.
- A 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).
- Junior leaders (aged 14-18) are not required to have a DBS check unless they are 18 years old. They are required to sign a statement of faith and have a reference from a recognised leader within the church.
- Qualifications, where relevant, have been verified.
- A criminal conviction will not necessarily prevent an applicant being appointed as a member of the Crèche Team or the Children's and Youth Team. However, an adult who is a known offender who has committed acts of violence or sexual offences against children or adults will not be appointed.
- Suitable training for their roles is provided for workers.

- Workers will be given opportunities at leaders' meetings to meet together with a leader to discuss areas of concern including issues relating to discipline.
- There is a probationary period of six months after which the worker's involvement in the role is reviewed.
- Workers are made aware of the safeguarding policy and given a summary of it, and know how to report concerns.

b) DBS data handling

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, The Holy Trinity Gateshead Church Trust complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Certificate information is kept securely, in a password protected document with access strictly controlled and limited to those who are entitled to see it as part of their duties, in accordance with section 124 of the Police Act 1997. Any paper certificates are held by the applicant only and are not kept on church premises. Photocopies of certificates are not made as it is illegal to do so.

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. The HTG Church Trust will keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

c) Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people, and adults with care and support needs.

We undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop, for as long as the relationship of trust continues.

SECTION 3 - RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

a) Understanding abuse and neglect

Defining abuse against an adult or child is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Adult and children 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 victim.

For statutory definitions of abuse in children and adults and how to recognise signs of abuse, please refer to Appendix 2.

b) Safeguarding awareness

NB: hereafter, by 'workers', this policy means both the employees of HTG and the volunteer leaders appointed by them. HTG staff and volunteer leaders will need different levels of awareness and training regarding child and adult safeguarding, as appropriate to their roles.

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Awareness and training

- Children should be treated with dignity and respect in attitude, language use and actions.
- All HTG staff and relevant leaders will have a basic awareness and training with an annual refresher.

- The main leaders of relevant ministries, and the relevant pastoral staff and volunteers, should also attend more detailed training – e.g., CSS seminars in line with the AMiE requirements below in Table 1.

Table 1

Training Options	Level
Thirtyone-Eight	Safeguarding Foundation Course Safeguarding for Trustees (covers overall governance responsibilities).
Christian Safeguarding Services	Basic Essential Awareness Leadership, Oversight and Strategic Management of Safeguarding.

- All Clergy members will have 'Enhanced level' DBS checks every 3 years in line with the AMiE requirements.
- Where appropriate, all workers will be required to undergo DBS checks.
- A secure record of DBS checks for staff and volunteers will be kept and maintained.
- All children's leaders shall be taught appropriate safeguarding procedures for their group. See Appendix 4 for summary sheets used by the individual groups.
- Training shall be offered (as appropriate) to all workers as to how to listen to and respond to disclosures of physical, sexual, emotional abuse or neglect and the signs to look for. Those volunteering for one-off children's events should be given the summary sheet – see appendix 4.

c) Responding to allegations of abuse

GENERAL GUIDELINES ON RESPONDING TO SOMEONE DISCLOSING/ALLEGING ABUSE

When a disclosure or allegation is made

- Listen carefully.
- Do not press for more information than is immediately given.
- Do not ask probing, leading or suggestive questions.
- Reassure the person that you take what they say utterly seriously.
- Let them know that you will need to tell someone else – do not promise confidentiality.
- Be aware that they may have been threatened and made to promise secrecy about the abuse.

What to do next

- As soon as possible (preferably within one hour), write down notes of the conversation, recording what the other person said, what you said in reply and what was happening immediately before the conversation (i.e., what activity you were involved in). Date and time the record, mentioning anyone else who was present, and sign it. Keep all your original notes, even if they were handwritten and later typed up. Such records should be kept in a secure place by the Safeguarding Co-ordinator / officer (see below under 'Procedure for reporting abuse').
- Do not contact the alleged abuser.
- Do not try to investigate the allegations yourself – the primary responsibility of the person to whom disclosure is made is to report the abuse (see 'Procedure for reporting abuse' below) and to ensure that the person who has made the disclosure/allegation is cared for.

RESPONDING TO A CHILD WANTING TO TALK ABOUT ABUSE

The following guidance will be given to the Children's and Youth Team on how to respond to a child wanting to talk about abuse

General points

- Ensure you are in an open space with other people in the vicinity.
- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Be honest.
- Tell the child you will need to let someone else know – *don't promise confidentiality*.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- Do not ask leading questions, instead ask reflective questions.

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says).
- Thank you for telling me.
- It's not your fault.
- I will help you.

Do not say

- I won't tell anyone.
- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".

Concluding

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (in exceptional circumstances you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
- Contact the Safeguarding Co-ordinator or officer.
- Do not discuss the allegations with anyone else.

PROCEDURE FOR REPORTING 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 report concerns as soon as possible to the Safeguarding Co-ordinator (Olwyn Jones 07766527591) or Safeguarding officer (Anna Rogers 07788420483)
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the other safeguarding officer. If the suspicions implicate both the Safeguarding officers, then the report should be made in the first instance to the Senior Minister Chris Houghton (07984127436) if appropriate, or directly to the Christian Safeguarding Services (CSS) on 0116 218 4420. Alternatively contact Social Services or the police, where appropriate.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, the Safeguarding Co-ordinator should contact Adult Social Services or take advice from Christian Safeguarding Services as above.

See appendix 3 for telephone numbers of local Children's Social Services, local Adult Social Services, and Police Protection Teams.

- The Safeguarding Co-ordinator *may* need to inform others depending on the circumstances and/or nature of the concern, for example: the Senior Minister of HTG to log that a safeguarding concern is being dealt with; the Insurance company to log that there is a possibility of a serious incident concerning safeguarding; a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere. Serious incidents will also be reported to the AMiE safeguarding trustee in line with AMiE's safeguarding requirements (contact details for the AmiE safeguarding trustee can be found in appendix 3)
- 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 in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CSS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CSS although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Officer has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD:

Allegations of physical injury, neglect or emotional abuse.

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

- Contact Children's Social Services (or Christian Safeguarding Services - CSS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CSS (who will confirm their advice in writing), if unsure whether or not to refer a case to Children's Social Services.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Allegations of sexual abuse

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct.
- Seek and follow the advice given by CSS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CSS will confirm its advice in writing for future reference.

DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION:

Suspicions or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, CSS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Domestic abuse.

- It is recognised that domestic abuse is not limited to marriage and may involve parents and wider family. It is also recognised that the domestic abuse has a considerable impact on children within the family.
- If disclosures are made, a full note of the disclosure should be made and dated by the person to whom the disclosure is made.
- Under no circumstances should complete confidentiality be promised as this may put others at risk of serious harm.
- In circumstances of physical abuse a note of injuries should be made and consideration given as to whether medical assistance is required.

- If there is an imminent threat to life or of serious injury to the person making the disclosure, or another, this should be reported immediately (either to the police or the relevant social services agencies).
- Domestic abuse raises child protection issues: where children are involved in cases of domestic violence, this should be reported.
- Do not confront or seek to discuss the matter with the alleged perpetrator of the domestic abuse as this may place the abused at further risk or endanger them and their family.
- In some instances of abuse it may be appropriate to contact support services such as Independent voluntary agencies (e.g., Refuge) or an IDVA (Independent Domestic Violence Adviser) where in place. It is recognised that there is an increased risk of personal safety for abused victims when leaving an abuser and increased support/professional support needs to be in place if this is likely.

Allegations of abuse against a person who works with adults with care and support needs

- An allegation may be made against a worker – i.e., an employee of HTG or a volunteer leader appointed by an employee of the Trust. In such a case, the worker should not be informed of the allegation. As with all cases (see ‘Procedure for reporting abuse’ above), the allegation should be reported in the first instance to the Safeguarding Co-ordinator.
- The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the ‘victim’ chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.
- The safeguarding co-ordinator will follow procedures for reporting serious incidents to AMiE as outlined in the document “Safeguarding and serious incident reporting in AMiE”.

SECTION 4 - PASTORAL CARE

a) Supporting those affected by abuse

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

b) Working with offenders or those who may pose a risk

When someone attending Holy Trinity Gateshead is known to be a risk to children or other adults – especially adults who have 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 vulnerable adults, set boundaries for that person which they will be expected to keep. This may include the individual concerned not having permission to attend specified church meetings and activities. And it may include attendance conditional on the individual being accompanied by a member of the church staff, or someone appointed by a member of the church staff.

In our Sunday services, which are public meetings, all adults (and children) attending are potentially vulnerable if someone displays threatening, aggressive or violent behaviour (e.g., under the influence of alcohol or drugs). At HTG, responding to such situations is the responsibility of the staff team and welcome team.

SECTION 5

a) Practice Guidelines

As a church working with children and with adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for activities we are involved in, where relevant.

GENERAL GUIDELINES FOR MINISTRY WITH CHILDREN AND YOUNG PEOPLE.

Arrangements for supervision of activities

- HTG aims to provide at least the following adult to child ratios in Crèche and Children's and Youth Ministry:

○ Babies and toddlers (0-2.5 years)	1:3
○ Preschool (2.5-4 years)	1:4
○ Key Stage 1 (4-8 years)	1:8
○ Key Stage 2 and above (8+ years)	1:8 for first 8, then 1:12, ie, 2:20, 3:32, 4:44 etc.
- There shall never be fewer than two adults to a group, where the group meets in a separate room.

- HTG encourages young people aged 14- 18 to help out in crèche and children's groups as junior leaders. These junior leaders will not be counted towards adult or child numbers for the purposes of adult: child ratios. They will not be left in charge of any group of children of any age. We advise that these young people are at least 2 years older than the children they are working with.
- Whenever possible an adult should not be on their own with a child, unless meeting in a public place, or with prior parental consent.
- All adults should maintain friendly and open (non private) interactions with children and young people.
- A register of children and young people attending a group or activity should be kept and a register of adult and junior leaders. If any child leaves early this should be recorded. At the end of each academic half term the registers should be passed to the relevant administrator for appropriate storage.
- The only people, other than parents and carers, allowed into an activity for children and young people should be those who have been accepted as members of the Children's and Youth Team and assigned to that group.
- Team Leaders shall be responsible for completing incident reports for any accidents, incidents or unusual events, which may occur during the course of a group's activities using an incident form and the accident book pertaining to the relevant building. In case of accident or illness the child or young person's parent or guardian must sign the form before collecting their child. Such reports should then be passed to the relevant coordinator for monitoring and secure storage.

Guidelines on physical contact with children

The following general guidelines shall be given to Children's and Youth Teams on physical contact with children:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and (generally) initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood. Concerns about abuse should always be reported.

Management of activities

- Written parental consent must be obtained for all activities and ages. Specific consent is required for off premises activities, and for all other activities where consent is required to comply with insurance requirements.
- No adventurous activities as specified within the terms of the Adventure Activity Licensing Regulations 1996 will be engaged in without the written consent of the child or young person's parent/ guardian.
- Team Leaders must ensure that the person or persons who run adventurous activities are appropriately qualified under the Adventure Activities Licensing Regulations 1996.
- Any activity involving swimming (swimming pool, sea or open water) requires parental consent and the presence of someone holding a current life saving certificate, Bronze Medallion or equivalent.
- Overnight stays should have a risk assessment in the light of this policy, with particular reference to toilets and sleeping arrangements.

Incontinence issues

- Under the Disability Discrimination Act (2005) it would be an offence to exclude a child from an activity on the basis of incontinence. For example, we cannot use 'potty trained' as a factor in deciding whether or not a child may attend one of our programmes.
- It would also be an offence to leave a child in a soiled state. Therefore, during activities where the child's parent or carer is not on-site, e.g. during weekends away or holiday clubs, the leaders of that activity need to ensure that the child is cleaned at the earliest opportunity. The child must be treated with respect, cultural and /or religious sensitivities will need to be accounted for and appropriate hygiene procedures adhered to, e.g. using disposable gloves, wet wipes and showering if necessary. For older children the leaders should only need to provide minimal support to ensure that cleaning is complete.
- In addition, in order to protect ourselves from accusations of abuse, two adult leaders should be present. No minor (under 18) volunteer should be asked to assist, unless the child being cleaned is a younger brother or sister.

Driving

- Only those who are members of Children's and Youth Teams, members of staff or are DBS checked with HTG should transport children.
- The utmost care must be taken by leaders when driving cars or minibuses. Those transporting children must not use mobile phones while driving under any circumstances, including using hands-free devices. Fast driving will be actively discouraged and team members will be banned from driving if their driving is considered unsafe by the Team Leader. Drivers of minibuses must be aware of and adhere to national speed limits (single road 50mph; dual 60mph; motorway 70mph).
- Those driving cars must be aware of and adhere to national speed limits (single road 60mph; dual 70mph; motorway 70mph).
- No driver should have any unspent conviction for drink-driving, dangerous driving or racing on the public highway.
- Drivers of vehicles must never carry more passengers than the number of seat belts stated by the manufacturers or specifically noted in the insurance policy.
- Drivers are responsible for ensuring the vehicle is roadworthy.
- Written parental consent should always be obtained for the transporting of children and young people.
- Where children or young people are transported by car or minibus, drivers must carry a full driving licence and insurance that is valid for voluntary work. Seat belts must be worn.
- Drivers of minibuses must be a minimum of 21 years of age and have held a full driving licence for at least 2 years. (Most hire companies will not hire to drivers under 25). Drivers who passed their test on or after 1 January 1997 must not tow any size trailer on the minibus.
- Drivers of vehicles with more than 17 seats (including the driver's seat) must hold a PSV licence.
- Drivers must ensure they have a physical list of names and addresses of all those they are transporting. This list should include emergency contact details of the parent/carer.
- Any vehicle transporting children should have 2 adults present minimum and where possible the adults' gender should match that of the children.

Safety

- HTG will maintain vigilance in ensuring that the environment is physically safe and that hazards are minimised.
- HTG will ensure that procedures are in place to ensure the safety of children and young people on the Church Premises and their collection from the Church Premises.
- An up to date first aid box will be kept on the premises of HTG and a first aid kit will be brought to Bede Community Primary School during Explorers and JAM.
- Medication should not be given to a child or young person without the written consent of the child's parent/ guardian.
- Team leaders must ensure that all their team members are fully acquainted with the fire procedure, in particular the location of the nearest exits. Children's and youth group leaders should also be responsible for executing an annual fire drill.

DISCIPLINE

Under no circumstances should physical methods of discipline be used. If a child requires discipline during a group activity take them to the side so as not to do it in front of other children but still be within sight of other leaders. For most misbehaviour, a warning should be given and the child given the chance to improve. Exclusion from fun activities is the recommended method of discipline. Repeated issues require discussion with parents as to how to manage things in future.

Policy On Electronic Communications With Under 18s

Introduction

New forms of electronic communication have radically altered the way people of all ages communicate, but especially young people. Mobile phones, emailing, and social networking sites are the most popular forms of communication amongst young people today. They are therefore also hugely helpful tools for youth leaders. However, such websites may present team members with potential problems. The appropriate use of these means of communication is critical. Young people do not necessarily respect relational boundaries, so team members need to ensure that boundaries are in place.

Team members must be above reproach at all times. Perception is often as important as reality. We must appear to be doing the right thing as well as actually doing the right thing. Team members should operate a policy of transparency at all times. The

guiding rule is to only communicate what the young persons' parents would be happy to read.

Emailing

- Team members should "cc" (carbon copy) another team member into all e-mail communication (including group emails) with young people (under 18).
- Team members should not pass on email addresses of children and young people without their consent.

Social Networking

- Team members should not request or accept friendship invitations for young people to become their friends on social networking sites.
- Team members should not communicate with young people through one to one chats.
- Team members should avoid ambiguous phraseology and acronyms (e.g. "lol" could mean "laugh out loud" or "lots of love").
- Pages for events or programmes should be set to the highest level of privacy and therefore all content should only be visible to members. The administrators of these pages should only be current HTG youth team members, so that members and content can only be added by the team.
- Team members should be familiar with the term 'radicalisation' and of the Prevent Duty Guidance 2016.

Mobile Phone Calls and Texting

- Team members should not ring or text a young person's mobile unless they have specifically checked with them that they are happy to be contacted by that means.
- When texting young people team members should send their text to a fellow team member to ensure accountability.
- Team members should avoid ambiguous phraseology and acronyms in their texts.
- Team members should not pass on mobile numbers of children and young people without their consent.

Taking Pictures/Videos of Children and Young People with Mobile Phones, Cameras, Tablets or any other Electronic Devices

- Images of children and young people should only be taken in accordance with the church's overall policy on photography/video, that is:
- *Either* the prior written consent of all photographed parties and their parents/guardians must be obtained, and images held in accordance with the Data Protection Act,
- *Or* inform parents/guardians by letter and if no objection is received we can proceed on the presumption of permission,
- *But* additional explicit permission is required before any photos are uploaded to a website.

- Statements regarding our photographic policy should be available at invitation events e.g. Holiday Club and indicated on term cards and registration forms.
- Where the above guidelines have been adhered to, images should be erased from leaders' mobile phones as soon as is practicable. Where the images need to be held for an extended period, they should be transferred to the church office computer as soon as is practicable.

GENERAL GUIDELINES ON VARIOUS AREAS WHERE ADULTS (INCLUDING WORKERS) HAVE CARE AND SUPPORT NEEDS

Physical disability

- In planning and running all our groups and activities, we need to be aware that adults with physical disability may be present.
- We must ensure the best possible access into our premises (including convenient carparking) and through our premises (once inside) – for those who are vulnerable walking, or use a wheelchair or other mobility aid.
- We must regularly maintain all equipment we provide to assist those with physical disability – eg, wheelchairs, toileting facilities, disability lifts.
- Care must be given in offering physical assistance (such as lifting or the use of wheelchairs) – both to avoid any inappropriate physical contact, and to avoid risk of injury to both parties.

Sensory disability

- We need to be aware that those attending our groups and activities with impaired vision or hearing are vulnerable to being excluded – or even to being in danger in situations of emergency such as a fire alarm.
- We must work to provide appropriate help for those with impaired vision or hearing.

The elderly

- Physical disability (at least, frailty) and sensory disability are often problems facing the elderly. We must also be aware that incidence of abuse of the elderly seems to be increasing in our society: they are particularly vulnerable.
- We should seek to be aware of the accommodation/care arrangements of the elderly with whom we have contact, and act on any concerns we have, or any disclosures of abuse they make.

Adults with learning difficulties

Leaders of any other groups attended by adults with learning difficulties must give special consideration to helping their members react to emergencies such as a fire alarm.

If assistance with toileting is needed, this should be provided by someone of the same sex.

Fire

- All adults – whether or not otherwise having care and support needs – are vulnerable in the event of a fire.

Medical emergencies and First Aid

- As with fire, all adults – whether or not otherwise having care and support needs – may become vulnerable in the event of a medical emergency.
- First Aid kits and procedures (eg, accident books) must be kept up to date.

Risk assessments

- Appropriate risk assessments should be completed both for regular activities and also one-off events / trips / weekends away.

Money

- We recognise that people – especially the elderly – can be vulnerable to manipulation regarding money. Great care should be given to ensure that this never takes place. Workers should not give financial advice in a personal pastoral setting.

Workers conducting pastoral meetings – including one-to-one meetings

- These must be conducted so as to safeguard both the worker and the person they are meeting with.
- The worker needs safeguarding from any possible allegation of misconduct and from any situation that might put them in danger/at risk. So, for example, a one-to-one meeting may be best conducted somewhere public (or at least not totally private and unobserved); or a meeting involving two workers may be wiser (e.g., in the case of a first pastoral visit to a new contact).
- The person being met with/visited also needs safeguarding by the worker having a clear code of conduct.

Church staff working in vulnerable situations

- Church staff (especially female staff) may be vulnerable when working on their own in one of our premises if someone calls at the premises – e.g., asking for help of some sort. They should not give access to someone unless and until they are confident that it is safe to do so.
- Workers (whether church staff or volunteer leaders) could be vulnerable if making a pastoral visit on their own. If a worker is any doubt about the safety of such a visit, they should notify another worker beforehand of where they are going, and confirm that with that worker after the event that they are safe.

b) Working in Partnership

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

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by the leadership – the Trustees of the Holy Trinity Gateshead

Signed

Date

APPENDIX 1

Leadership Safeguarding Statement

The Leadership, being the Trustees of the Holy Trinity Gateshead, including the Senior Minister, recognises the importance of its ministry /work with children and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Leadership on: _____

HTG is committed to the safeguarding of children and adults with care and support needs and ensuring their wellbeing. 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, and safe. 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, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every appropriate aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and 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 denominational, national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children / adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- 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 place of worship/organisation affected by abuse.
- Adopting and following the 'six pillars of effective safeguarding practice' from the Christian Safeguarding services (CSS).

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- 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 every 2 years.

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding co-ordinators for the church:

Dr Olwyn Jones - HTG Child and Adult Safeguarding Coordinator
(Tel- 07766527591);

Dr Anna Rogers - HTG Child and Adult Safeguarding officer
(Tel - 07788420483)

Rev Chris Houghton - HTG Senior Minister (Tel - 07984127436).

A copy of the full policy and procedures is available from HTG Church Office or on the website.

Signed by the leadership - the Trustees of Holy Trinity Gateshead

Signed

Date

APPENDIX 2

STATUTORY DEFINITIONS OF ABUSE (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.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

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.

DEFINITIONS OF ABUSE (ADULT)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

The Safeguarding duties apply to any adult who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual wellbeing, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender, age, disability, or religion.
- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.
- **Spiritual abuse** – this is the mistreatment of a person by actions or threats when justified by appeal to God, faith or religion. It includes:

- using a position of spiritual authority to dominate or manipulate another person or group;
- using a position of spiritual authority to seek inappropriate deference from others;
- isolating a person from friends and family members; and
- using biblical or religious terminology to justify abuse.

ii) Signs and symptoms of abuse

SIGNS OF POSSIBLE ABUSE IN CHILDREN

The following guidance will be given to the Children's and Youth Teams. The signs below may or may not be indicators that abuse has taken place, but the possibility should be considered and may indicate that further enquiries should be made by the appropriate safeguarding authority where the child lives.

These lists of possible signs and indicators of abuse are not exhaustive.

Physical abuse

Possible indicators:

- any bruising or injury to a pre-crawling or pre-walking baby.
- injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places that are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc., which do not have a satisfactory explanation.

Emotional abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse. The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness (particularly in pre-school children).
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.

- Attention-seeking behaviour.
- Persistent tiredness.
- Low self-esteem and lack of confidence.
- Running away/stealing/lying.
- Cuts, scratches, substance abuse or other forms of self-harm.

Sexual abuse

Children of both genders and of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional / behavioural.

Some behavioural and physical indicators associated with this form of abuse are:

- Inappropriate sexualised conduct.
- Sexual knowledge inappropriate for the child's age.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age.
- Continual and inappropriate or excessive masturbation.
- Self-harm (including eating disorder), self-mutilation and suicide attempts; □
Running away from home.
- Poor concentration and learning problems.
- Loss of self-esteem.
- Involvement in sexual exploitation.
- An anxious unwillingness to remove clothes for - e.g. sports events (but this may be related to cultural norms or physical difficulties).
- Any allegations made by a child concerning sexual abuse.
- Sexual activity through words, play or drawing.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Pregnancy.
- Physical symptoms in relation to the genital area.

Neglect

The growth and development of a child may suffer when a child receives insufficient food, love, warmth, care and concern, praise, encouragement and stimulation.

Apart from the child's neglected appearance, other signs may include:

- Low body weight.

- Injuries slow to heal or red/purple mottled skin on hands/feet due to exposure to cold.
- Failure to grow.
- Constant hunger.
- Stealing or gorging food.
- Untreated illnesses.
- Listlessness, apathy and lack of responsiveness.
- Indiscrimination in relationships with adults (may be attention seeking).

SIGNS OF POSSIBLE ABUSE IN ADULTS

Physical abuse

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

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars.
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16yrs.

Sexual abuse

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

Psychological abuse

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

Financial or material abuse

- 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.

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished.
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

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

Organisational abuse

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention.

Self-neglect

- Hoarding inside or outside a property.
- Neglecting personal hygiene or medical needs.

Incidents of abuse may be one-off or multiple, and affect one person or more.

APPENDIX 3

HTG Safeguarding Co-ordinator:

Dr Olwyn Jones 07766527591

HTG Safeguarding officer:

Dr Anna Rogers 07788420483

Senior minister for HTG:

Rev Chris Houghton 07984127436

AMiE Safeguarding Trustee:

Vicki Bonnett 07787553306

safeguarding@anglicanmissioninengland.org

Useful telephone numbers, addresses and reference information

SOCIAL SERVICES

The Social Service Office either for the area *where the child lives* or where there is a central first contact number should be contacted.

Newcastle City Council

Initial Response Service	0191 277 2500
Emergency Duty Team (out of hours)	0191 232 8520

Northumberland County Council

Alnwick	0166 562 6830
Ashington	01670 629200
Berwick	0128 933 4000
Blyth	0167 035 4316
Cramlington	0167 071 2925
Hexham	0143 460 3582
Emergency Duty Team (out of hours)	0845 600 5252

North Tyneside Council

First Call	0191 643 7979
Emergency Duty Team (out of hours)	0191 200 6800

Gateshead Council

Duty Social Worker	0191 433 2653
Emergency Duty Team (out of hours)	0191 433 2650/ 0191 433 2648

South Tyneside Council

Central Team	0300 011 4560
East Team	0300 011 3450
West Team	0191 424 4700
Emergency Duty Team (out of hours)	0191 456 2093

Sunderland City Council

Office hours (Initial response service)	0191 520 5560
Emergency Duty Team (out of hours)	0191 520 5552

NORTHUMBRIA POLICE

Emergencies 999
Non-Emergency (for all areas below) 0345 604 3043

Newcastle

(Covering Outer West Newcastle, Gosforth, Great Park, Blakelaw, Kenton, Fawden, Fenham, Scotswood, Benwell, Elswick, Newcastle Central, Jesmond, Heaton, Byker and Walker)

Northumberland

(Covering Bedlington, Ashington, Blyth, Cramlington, Morpeth, Alnwick, Berwick, East Tynedale and West Tynedale)

North Tyneside

(Covering North Shields, Whitley Bay, Wallsend and Killingworth)

South Tyneside

(Covering East and West Shields, Riverside, Cleadon, Whitburn, Jarrow and Hebburn)

Sunderland

(Covering North, South, East, West and Central Sunderland, Washington and Houghton)

Gateshead

(Covering Central, East, South, Inner West and Outer West Gateshead)

CSS 0116 218 4420
contact@thecss.co.uk

CHILD LINE: 0800 1111

APPENDIX 4 – SUMMARY SHEETS

Creche – Room 3

[Section 5 of the safeguarding policy outlines practical guidelines in full. Below is a summary of the most relevant points for the group but it does not replace the full policy.](#)

All volunteers over 18 should have a clear DBS check prior to starting.

Adult to Child ratio should be 1:3.

There should be no fewer than 2 adults.

Consent forms should be signed by parent/guardian for every child who attends and a register of each child and leader (including under 18s helpers) needs to be kept each week.

Room 3 does not have its own fire exit. Fire exits are from room 1, kitchen or front door. The fire assembly point is in the car park. If required, a member of the welcome team will help to carry children outside. Bring your register with you and check all persons are accounted for. Report this to the fire safety person (currently Matt Coates).

All dirty nappies should be changed by the child's parent. If you have to get them during the service, be mindful not to leave another leader alone with the remaining children – ask the welcome team for help fetching the parent.

Photos should not be taken on leader's personal mobile phones. Any photographs officially taken by HTG will be used in line with consent given by the parent/guardian of each child. Please refer to the full safeguarding policy for information on use of phones and social media (see pages 19-21).

Appendix 2 of the safeguarding policy contains definitions of abuse and possible signs to look out for. Please read these.

Please read the information on responding to allegations and reporting concerns on pages 9-14.

Safeguarding officers are Olwyn Jones 07766527591 and Anna Rogers 07788420483

APPENDIX 4 – SUMMARY SHEETS

Scramblers – Room 1

[Section 5 of the safeguarding policy outlines practical guidelines in full. Below is a summary of the most relevant points for the group but it does not replace the full policy.](#)

All volunteers over 18 should have a clear DBS check prior to starting.

Adult to Child ratio should be 1:4.

There should be no fewer than 2 adults.

Consent forms should be signed by parent/guardian for every child who attends and a register of each child and leader (including under 18s helpers) needs to be kept each week.

Room 1 has its own fire exit to the rear. The fire assembly point is in the car park. Bring your register with you and check all persons are accounted for. Report this to the fire safety person (currently Matt Coates).

If a child requires help with toileting (ie during potty training in this age group) ideally 2 adults should attend to this child so as to avoid a one-on-one situation. This may mean asking a member of the welcome team to stand outside the disabled toilet while one scramblers leader helps the child. Encourage the child to do as much personal care for themselves as possible.

Photos should not be taken on leader's personal mobile phones. Any photographs officially taken by HTG will be used in line with consent given by the parent/guardian of each child. Please refer to the full safeguarding policy for information on use of phones and social media (see pages 19-21).

Appendix 2 of the safeguarding policy contains definitions of abuse and possible signs to look out for. Please read these.

Please read the information on responding to allegations and reporting concerns on pages 9-14.

Safeguarding officers are Olwyn Jones 07766527591 and Anna Rogers 07788420483

APPENDIX 4 – SUMMARY SHEETS

Climbers – Room 2

[Section 5 of the safeguarding policy outlines practical guidelines in full. Below is a summary of the most relevant points for the group but it does not replace the full policy.](#)

All volunteers over 18 should have a clear DBS check prior to starting.

Adult to Child ratio should be 1:8.

There should be no fewer than 2 adults.

Consent forms should be signed by parent/guardian for every child who attends and a register of each child and leader (including under 18s helpers) needs to be kept each week.

Room 2 does not have its own fire exit – use the exit from Room 1. The fire assembly point is in the car park. Bring your register with you and check all persons are accounted for. Report this to the fire safety person (currently Matt Coates).

Most of this age group should be independent in going to the toilet. If a child requires help with toileting ideally 2 adults should attend to this child so as to avoid a one-on-one situation. This may mean asking a member of the welcome team to stand outside the disabled toilet while one scramblers leader helps the child. Encourage the child to do as much personal care for themselves as possible.

Photos should not be taken on leader's personal mobile phones. Any photographs officially taken by HTG will be used in line with consent given by the parent/guardian of each child. Please refer to the full safeguarding policy for information on use of phones and social media (see pages 19-21).

Appendix 2 of the safeguarding policy contains definitions of abuse and possible signs to look out for. Please read these.

Please read the information on responding to allegations and reporting concerns on pages 9-14.

Safeguarding officers are Olwyn Jones 07766527591 and Anna Rogers 07788420483

APPENDIX 4 – SUMMARY SHEETS

Explorers – Bede Community Primary School

[Section 5 of the safeguarding policy outlines practical guidelines in full. Below is a summary of the most relevant points for the group but it does not replace the full policy.](#)

All volunteers over 18 should have a clear DBS check prior to starting.

Adult to Child ratio should be 1:8 for the first 8, then 1:12, ie, 2:20, 3:32, 4:44 etc.

There should be no fewer than 2 adults.

Consent forms should be signed by parent/guardian for every child who attends and a register of each child and leader (including under 18s helpers) needs to be kept each week.

Leaders should familiarise themselves with the building's fire exits and assembly point. Bring your register with you and check all persons are accounted for.

At this age children should be independent at using the toilet. If you are required to go into the toilets this should be done by 2 leaders, without leaving the group with one leader.

Photos should not be taken on leader's personal mobile phones. If any child has their own mobile phone please ask them not to take photographs during the meeting. Any photographs officially taken by HTG will be used in line with consent given by the parent/guardian of each child. Please refer to the full safeguarding policy for information on use of phones and social media (see pages 19-21).

There should be a qualified HTG first aider at Bede. They are responsible for bringing a first aid kit from HTG to Bede during the group meeting. They should ensure the accident book is filled in, parents informed at the appropriate time (depending on injury/emotional state of child) and that parents sign the accident book.

For other events outside the usual Sunday meetings, separate and specific consent forms should be used.

Please refer to the full safeguarding policy for information about transporting children by vehicle (see page 18).

Appendix 2 of the safeguarding policy contains definitions of abuse and possible signs to look out for. Please read these.

Please read the information on responding to allegations and reporting concerns on pages 9-14.

Safeguarding officers are Olwyn Jones 07766527591 and Anna Rogers 07788420483

APPENDIX 4 – SUMMARY SHEETS

JAM – Bede Community Primary School

[Section 5 of the safeguarding policy outlines practical guidelines in full. Below is a summary of the most relevant points for the group but it does not replace the full policy.](#)

All volunteers over 18 should have a clear DBS check prior to starting.

Adult to Child ratio should be 1:8 for the first 8, then 1:12, ie, 2:20, 3:32, 4:44 etc.

There should be no fewer than 2 adults.

Consent forms should be signed by parent/guardian for every child who attends and a register of each child and leader (including under 18s helpers) needs to be kept each week.

Leaders should familiarise themselves with the building's fire exits and assembly point. Bring your register with you and check all persons are accounted for.

At this age children should be independent at using the toilet. If you are required to go into the toilets this should be done by 2 leaders, without leaving the group with one leader.

Photos should not be taken on leader's personal mobile phones. If any child has their own mobile phone please ask them not to take photographs during the meeting. Any photographs officially taken by HTG will be used in line with consent given by the parent/guardian of each child. Please refer to the full safeguarding policy for information on use of phones and social media (see pages 19-21).

There should be a qualified HTG first aider at Bede. They are responsible for bringing a first aid kit from HTG to Bede during the group meeting. They should ensure the accident book is filled in, parents informed at the appropriate time (depending on injury/emotional state of child) and that parents sign the accident book.

For other events outside the usual Sunday meetings, separate and specific consent forms should be used.

Please refer to the full safeguarding policy for information about transporting children by vehicle (see page 18).

Appendix 2 of the safeguarding policy contains definitions of abuse and possible signs to look out for. Please read these.

Please read the information on responding to allegations and reporting concerns on pages 9-14.

Safeguarding officers are Olwyn Jones 07766527591 and Anna Rogers 07788420483

APPENDIX 4 – SUMMARY SHEETS

ARC – at HTG outside Sunday services

[Section 5 of the safeguarding policy outlines practical guidelines in full. Below is a summary of the most relevant points for the group but it does not replace the full policy.](#)

All volunteers over 18 should have a clear DBS check prior to starting.

Adult to Child ratio should be 1:8 for the first 8, then 1:12, ie, 2:20, 3:32, 4:44 etc.

There should be no fewer than 2 adults.

Consent forms should be signed by parent/guardian for every child who attends and a register of each child and leader (including under 18s helpers) needs to be kept each week.

Leaders need to be familiar with the fire exits, fire extinguishers and the evacuation procedure. The assembly point is in the car park. Bring your register with you and check all persons are accounted for.

If you are required to go into the toilets this should be done by 2 leaders, being mindful not to leave the rest of the group with one leader.

Photos should not be taken on leader's personal mobile phones. If any child has their own mobile phone please ask them not to take photographs during the meeting. Any photographs officially taken by HTG will be used in line with consent given by the parent/guardian of each child. Please refer to the full safeguarding policy for information on use of phones and social media (see pages 19-21).

There should be a qualified HTG first aider present at each meeting. They should ensure the accident book is filled in, parents informed at the appropriate time (depending on injury/emotional state of child) and that parents sign the accident book.

For other events outside the usual Friday meetings, separate and specific consent forms should be used.

Please refer to the full safeguarding policy for information about transporting children by vehicle (see page 18).

Appendix 2 of the safeguarding policy contains definitions of abuse and possible signs to look out for. Please read these.

Please read the information on responding to allegations and reporting concerns on pages 9-14.

Safeguarding officers are Olwyn Jones 07766527591 and Anna Rogers 07788420483