

FM SAFEGUARDING POLICY

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Introduction

Those who work with children have a prime responsibility to ensure all the children they come into contact with are able to thrive in every respect. Whilst at Frinton Mission we may only be working with children for one week in the year, we must treat our responsibilities as seriously as those running daily or weekly groups and activities for children. This responsibility has generally been known as child protection, but has more recently been termed child safeguarding.

Policy Statement

The Leadership Team of Frinton Mission (hereafter FM) recognises the need to protect and safeguard the welfare of all children entrusted to its care. We acknowledge children and young people can be the victims of physical, sexual, and emotional abuse and neglect, and have therefore adopted the following policies and procedures as a means of ensuring all our work with children and young people takes place in a safe and caring environment.

As part of our Child Safeguarding Policy, the FM Leadership Team commits to:

- Exercising care in the selection and appointment of those volunteering to work with children and young people.
- Obtaining agreement from each team member that they will adhere to and promote our child safeguarding procedures and safe practice guidelines in all aspects of their work.
- Following the principles found within the Abuse of Trust guidance issued by the Home Office, we therefore recognise it is unacceptable for anyone in a position of trust to engage in any behaviour that might allow a sexual relationship to develop, for as long as the relationship of trust continues.
- The FM Leadership Team has appointed a Child Safeguarding Coordinator during the week of FM and this position will be explained to all members of the team and will include:
 - Ensuring FM policies and guidelines for safeguarding children are carried out appropriately.
 - Ensuring all FM team members receive appropriate support and adequate training, both prior to and during mission week.
 - Acting on behalf of the FM Leadership Team in dealing with any allegations or suspicions of neglect or abuse that may arise.

Policy Details

1 Appointment, Preparation and Support of Volunteer Leaders

The FM Leadership Team commits to ensuring all volunteer leaders are appointed, trained, supported and supervised appropriately.

Recruitment and Appointment

- All applicants will be asked to complete an appropriate online application form via the FM website, which will require details of two personal referees. Anyone who served on the team within the previous two years will complete a shorter form and only require church affirmation, not referees.
- Following satisfactory completion of the above, if relevant, a request for references will be made.
- All applicants will be expected to hold an up to date DBS no more than three years old and will be asked to provide evidence of this.

- At appointment, the applicant will be given a written contract and job description. Team leaders will outline the requirements of the role of the volunteer during mission week.

Support, Supervision and Training

- At appointment each volunteer will be assigned a Team Leader.
- All team members are encouraged to attend team meetings prior to FM, as well as the mission wide meeting on the first Saturday of mission week. During these meetings the opportunity to share concerns or receive clarification or guidance on specific issues will be available.

The recruitment procedure may be halted at any stage if information about an applicant suggests they are unsuitable to work with children or young people. In such cases the applicant will be notified in writing of the decision not to appoint.

2. Supervision of Young People's and Children's Activities

Appropriate Behaviour

- All workers are expected to treat children and young people with dignity and respect in attitude, language and actions.
- The privacy of children and young people should always be respected. Questionable activity such as rough or sexually provocative games and comments are not acceptable at any time.
- Any personal care that needs to take place, such as toileting a child, must be appropriate and related to the age and/or the particular needs of the child concerned.
- Any physical contact with a child or young person must be age-appropriate and related to the need of the child not the worker.
- All volunteers should use age-appropriate language and tone of voice and be aware of their own body language and the effect they are having on the children in their care.
- Appropriate use of Internet/YouTube/Facebook/Twitter/Snapchat etc - if in any doubt, consider how what you do or say with a child or young person would appear to their parents or another third party.
- Use of mobile phones – no offensive music/pictures/extremist material – guidelines as above.

Staff Requirements

- Children and young people must not be given access to any premises being used by FM outside of session time unless responsible adults are present.
- Each session should contain an adequate number of supervising leaders based upon the ratios required in the regulations governing day care for under 8's and suggested ratios for children over 8.
- In groups containing both boys and girls there should be at least one male and one female leader present where possible.
- Only leaders who have been specifically assigned to the group are allowed to participate in sessions. Other adults should not be allowed free access.
- No person under the age of 16 should be left with the sole responsibility of caring for or supervision of other children.
- At no time should any adult be left alone with a child/young person or group of children/young people, unless in exceptional circumstances when confidentiality is important. In such cases meetings must take place in a public place where other people can see you.

Group Registers and Records

- In each group a register of the children or young people should be maintained. **This should include details of any adults assisting with the group, and any others who visit or who are in the building during the session/s. Arrival and departure times should be noted for those not attending the whole session.**

- Incident Forms should always be available for leaders to record any medical incidents or concerning issues that arise during a session.
- On a child/young person's first attendance at a group or event, FM general information and consent forms should be completed in cases of not having used the on-line registration.
- General information and consent forms can be kept for one year, from the date of signing, after which time they should be destroyed by shredding. All forms should be kept in a secure place inaccessible to anyone outside of FM leadership teams. Information from these forms is not to be used for any other purpose or passed to anyone other than group leaders. If details from the forms are stored on a computer, the responsible individual must seek to prevent anyone gaining unauthorised access to the computer concerned.

Guidelines on transporting children

- When parents are collecting or dropping children off at specific venues a child should never be left on their own. Leaders should ensure that where appropriate, those under 16 are collected by an adult responsible for their care.

Consent Forms

It is not acceptable for children/young people to attend events/sessions organised by FM without written consent from a parent/carer. In addition, specific consent must be obtained in the following circumstances:

- taking and using photographs and video images
- off-site day out activities

3 Responding to Concerns/Disclosure of Abuse

General Points

- Be honest and tell the child you will need to let someone else know – don't promise confidentiality.
- Create a safe environment in which the child or young person can share their concerns.
- Do not rush or interrupt a child/young person.
- Do not ask more questions than you need in order to establish a clear and accurate understanding of what they have said.
- Do not ask closed or leading questions that put suggestions in to the child's mind, such as, "Did they/he/she say/do something to you?" Instead use open questions such as, "Is there anything else you want to say?" or "Can you tell me more about that?"
- Keep calm and show acceptance of what is said (however unlikely the story may sound).
- Be aware that a child or young person may be frightened and that he/she/they may have been threatened or bribed not to tell.
- Remember that most children feel loyalty to their parents and other significant people in their lives and often find it difficult to say things to their detriment.
- 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.
- You are not entitled to know or find out the outcome under any circumstances.

Taking Action

When responding to a disclosure of abuse you should:

- Reassure the child that they were right to tell you.
- Let the child know what you are going to do next.
- Make notes as soon as possible (preferably within one hour of the child talking to you).

Important Points to Notes

- Do not take responsibility for deciding whether or not child abuse is taking place.
- Do not take sole responsibility for what has been shared or for concerns you have.
- Do not carry out your own investigation into an allegation or suspicion of abuse.
- Do not discuss allegations or suspicions with anyone other than your Team Leader or the FM Child Safeguarding Coordinator.

Action in all circumstances

- Concerns must be reported as soon as possible to FM Child Safeguarding Coordinator. This person has been nominated by the FM Leadership Team to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matters on to the statutory authorities.
- All hand written notes, even if they have been subsequently typed should be passed on too.
- Consider your own feelings and seek pastoral support if needed.
- It is the right of any individual as a citizen to make a direct referral to the child protection agencies or to seek advice if they deem it necessary, however, the leadership of FM hope that, in the first instance, team members will use the procedure outlined above. If at any stage you have a concern and feel the Safeguarding Coordinator has not responded appropriately, you are free to make direct contact with an outside agency.

4 Recording Concerns or Disclosures of Abuse

When a child or young person tells you about abuse your record should be:

- legible and accurate.
- a factual account, not an emotional description.
- made as soon as possible after the disclosure/incident.

Bear in mind that all notes and records may become evidence in an enquiry and possible prosecution. For this reason it is vital that they are both clear and accurate.

A standardised report form is available for this purpose via the FM Coordinator, FM Safeguarding Coordinator and your Team Leader.

Records of disclosures, incidents or concerns should include:

- The child's name, address and date of birth which can be obtained from the Registration form.
- The nature of the concerns/allegations/disclosure, including descriptions of any visible injury with a drawing of its location and shape on the child's body.
- An exact record of what the child has said, using the child's words. A child's behaviour and demeanour might also help indicate what a child means to say, and these should also be noted.
- What was said by the person to whom concerns were reported (ie how did you respond?)

The Role of the Child Safeguarding Coordinator

The role of the Safeguarding Coordinator is to collate and clarify the precise details of any suspicion or allegation made and, following discussion with the FM Leadership Team, pass the information to the relevant authority.

- If a child/young person has a physical injury or symptom of neglect, or where there are concerns about emotional abuse, and a team member is concerned about a child/young person's safety, or if a child/young person is afraid to return home, advice will be sought from Social Services department of Essex County Council and/or Thirtyone:eight (formerly CCPAS).

- If urgently required, medical help will be sought and the doctor informed of any suspicion.
- The child/young person's parent/s, carer/s, guardian/s will not be informed of the suspicions unless advised to do so by Social Services.
- For lesser concerns, such as poor parenting, the parent/carer should be encouraged to seek help but not if this is likely to place the child/young person at risk of injury. However, in cases of real concern or where the parents are unwilling to act, Social Services should be contacted for advice.
- In the event of an allegation of suspicion of sexual abuse the Safeguarding Coordinator should contact the Social Services for children and families or the Police Child Safeguarding Team. At no stage are they to speak to anyone else about the matter, including the parent/carer of the child/young person concerned, or to carry out their own investigations.
- If for any reason the Safeguarding Coordinator is unsure about whether or not to contact Social Services or the Police they should seek and follow advice from Thirtyone:eight.

5 Equal Opportunities Statement

- The FM Leadership Team is committed to social justice and are resolutely opposed to discrimination in society. FM is committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental impairment, offending background or any other factor. No person requiring services from FM will be treated less favourably than any other person on any grounds.
- In employment we actively seek to recruit volunteers with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates based on their skills, qualifications experience and commitment to the values and purposes of FM.
- As an organisation seeking to deliver services within a Christian context, our posts can only be filled by Christians.
- As an organisation using the DBS disclosure service the FM Leadership Team undertakes to fully comply with the DBS Code of Practice and to treat all applicants for positions fairly. Having a criminal record will not necessarily bar a person from working with FM. This will depend upon the nature of the position and the circumstances and background of the offence/s.

6 Accidents and Incidents

All accidents requiring First Aid intervention should be referred to the designated team First Aider/s. Details of every significant incident or accident that occurs should be recorded on an Incident Form. This should be dated and signed by the First Aider, a Team Leader and any other leaders involved. A copy of the record should be shared and signed by the Parent/Carer and then passed to the FM Child Safeguarding Coordinator and Health & Safety coordinator.

7 Behavioural Issues

Any significant behavioural issues should be referred to Team Leader immediately. As with accidents, records should be kept of certain types of behavioural issues, such as (1) when a child has put themselves, a leader or other children in danger of being harmed or has threatened a leader or other child; (2) when a child is asked to leave a session because their behaviour is deemed too disruptive for them to continue taking part; (3) when a child behaves in a way that causes leaders to have concern about their well-being. In each case the FM Child Safeguarding Coordinator should be contacted.

APPENDIX

Physical abuse

This is when someone physically hurts a child or young person on purpose. Physical abuse can include but is not limited to:

- hitting
- shaking
- poisoning
- burning
- drowning
- suffocating
- making a child ill

Sexual abuse

Examples of sexual abuse include but are not limited to:

- Sexual abuse is when a child or young person is told, asked or forced to take part in sexual activity.

The ways in which a young person can be sexually abused include:

- making them do sexual things either to themselves or with other people
- involving them in the making of films or taking photos that involve sexual activity
- making them watch sexual behaviour

Emotional abuse

Emotional abuse can damage self-esteem and severely affect friendships, school and home life.

Examples of emotional abuse include but are not limited to:

- being made to feel worthless, wrong or unhappy
- being unfairly blamed
- being bullied
- being made to feel frightened or in danger
- seeing or hearing domestic violence within the home

Neglect

Neglect is when a child or young person is not properly looked after. This could damage their health or well-being. A child's basic needs include, but are not limited to:

- food and shelter
- safety within the home
- proper clothing
- good cleanliness
- warmth
- receiving necessary medical treatment
- protection from physical and emotional harm or danger

Requirements for Group Supervision

Every event or session that we run for children and/or young people should contain an adequate number of supervising leaders, based upon the following recommended ratios:

Indoor activities		Outdoor activities	
0-2 years	1 : 3	0-2	1 : 3
3 years	1 : 4	3 years	1 : 4
4-8 years	1 : 6	4-8 years	1 : 6
9-12 years	1 : 8	8-13 years	2:15 (male and female) + 1 extra adult aged 16 or over for every 8 children
13-18 years	1:10		
		13 and over	2:20 (male and female) plus 1 extra adult aged 18 or over for every 10 young people

Other issues that must be considered when supervising groups of children and young people:

- never run a group or event alone; always ensure at least one other authorised worker is in attendance;
- do not give a child or young person access to premises owned or being used by FM unless responsible, authorised adults are present;
- only allow leaders who have been specifically assigned to the group to participate in sessions unless they hold a position of senior responsibility within Frinton Mission. Exceptions to this will be young people/leaders serving on a children's team and attending Download, Encounter or Marquee events. Do not give other adults free access to the group activities, or the room where the session is taking place;
- do not invite children or young people to your home, host home (if you are a visitor to the area) or to the home of another worker.

FM Online 2023 Safeguarding Appendix

In view of the coronavirus pandemic, some aspects of FM 2023 will take place online. A thorough risk assessment of this has been conducted. The relevant aspects of online safeguarding are set out here as an appendix to the main policy.

- All leaders and team members continue to require valid DBS clearance
- All FM communication will use a Frinton Mission email or Facebook address
- There will be no 1:1 interaction on any platform between a child and a leader
- Any form of child/FM communication will be accessible to the safeguarding team
- All video content will be previewed by FM leadership before being released
- Parents and children will be signposted to the 'FM children online safety document'
- Submissions will only be accepted from sources supported by parental consent
- Details will be checked by phone if there is any doubt about adult involvement
- All submissions will be stored accessible to team leader *and* safeguarding team
- Individual contributions will be deleted from all devices once used
- Insist all clues to identity and location of individuals in videos be avoided
- Each age-group web page has a link to report any online concerns to FM safeguarding coordinator for investigation

Provisional Zoom Appendix

Zoom meetings are unlikely to be used in FM 2022 by any age-group, but a thorough risk assessment was nonetheless carried out, in part to confirm risks and complications, and in part to be prepared, should a situation arise where a group wished to use this platform for an event

If a Zoom event does take place, it will only be with the agreement of FM leadership, and these procedures will apply, *in addition to the above*:

- A parent/carer will agree to be present in the child's room
- A member of the FM safeguarding team will always be present on screen
- FM team members will wear their FM T-shirts to help identify them
- Only first names will be used
- The first two to arrive and the last two to leave the meeting will be the age-group leader and the allocated safeguarding team member for that event

Emergencies

It is essential that for the duration of each event or activity the Group Leaders are responsible for its overall leadership and are responsible in any emergency procedures.

Group Leaders should:

- always carry a mobile phone in case of emergency;
- assign team first aiders and arrange for a first aid box to be accessible during all activities;
- be familiar with fire appliances and their location within any buildings they are using;
- ensure that any fire exits and routes are never obstructed;
- ensure registers are taken out appropriately in the event of a fire, to ensure all children and leaders are accounted for.
- have access to an Incident form
- have the mobile number for Safeguarding Coordinator (Sue Rowles)
- have the mobile number for H&S Coordinator

Additional Needs

- We encourage the registration of a child/young person, with details of additional needs, as early as possible;
- if possible, arrange for a suitable support person to accompany them during FM activities;
- supporters not closely related to the child/young person might need to have current DBS clearance;
- please contact Sue Rowles FM Safeguarding Coordinator for reassurance or advice;
- children/young people with additional needs are still allocated to groups based on a first come/first served basis, the same as all other children and young people when the Frinton Mission can meet their needs.

*Formerly CCPAS:
Churches Child Protection Advisory Service*

Thirtyone:eight
PO Box 133
Swanley
Kent
BR8 7UQ

0303 003 1111

info@thirtyoneeight.org

Essex County Council
0345 603 7627 (9-5 Mon - Fri)
0345 606 1212 out of hours
essexeffectivesupport.org.uk

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Reviewed July 2023