



King's Church[®]
Eastbourne

Love Jesus
Love Eastbourne
Love our World

Team Leader's Pack

Policies, Forms and Practice Guidelines

**For working with
children, youth and vulnerable adults**

—
April 2023 edition

ROLES & RESPONSIBILITY OF THE TEAM LEADER

Part of a Team Leader's responsibilities is to monitor all volunteer workers joining and serving in your teams. This should be done by:

- 1) Meeting the person volunteering and find out about them and make sure that they are a church member
- 2) If you are happy with the person, give them a Kings Volunteer Helper's application form

The SL (Safeguarding Lead) will inform you once the reference and DBS certificate have been cleared. Everyone is encouraged to join the online DBS update service.

A volunteer may only start to help in a group AFTER a completed reference has been received and the DBS certificate has been issued, and clearance given from the Safeguarding Lead.

Before the person begins serving, there is a simple induction and supervision process:

- An informal discussion as to the nature of their work, to whom they are accountable, and the responsibilities and particular tasks ie. toileting of young children, discipline etc.
- Explain to them that there is a 3 – 6 month trial period.
- Explain the evacuation procedures in the event of fire.
- There is a shorter version of the Safeguarding Policy and Practice Guidelines, and the Kings Code of Conduct, for them to read and sign.

Attached is a form that you can photocopy and use to record the details of your workers and the induction process.

Please remember that any concerns/incidents in your teams should be recorded in writing. Copies of the concern logs and concern forms are included in this pack.

Also attached is a form to record any visits to children's or young people's homes. Calling cards should be used on these visits where parents/carers are not at home, so that a reason and contact number can be left. Photo ID should be used by all workers on all visits to clearly identify themselves.

Visitors or parents staying in any children's/young people's/vulnerable adult's groups and activities MUST be identified by the Team Leader, given a visitor's badge, and their name recorded in the register. They are not to be left alone with children/vulnerable adults, or to carry out any duties such as first aid or toileting (visitors are only to take their own child to the toilet).

Further guidelines are contained in the Kings Church Safeguarding Policies and Practice Guidelines, and the Thirtyone:eight online Safeguarding manual.

Thank you so much for all that you do for the children, young people and vulnerable adults. We hope that the policy, guidelines and forms will assist you in ensuring that everyone is in a safe environment, and that both you and your workers are implementing safe practices.

The Team Leader's pack contains:

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Kings Church Short Safeguarding Policy

The Church Leadership recognises the importance of its work with children, young people, and vulnerable adults, and its responsibility to protect and safeguard the welfare of those entrusted to the church's care.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children, young people and vulnerable adults, as well as promoting their welfare and protection
- Safe recruitment, supervision and training for all the children's and vulnerable adult's workers within the Church
- Adopting a procedure for dealing with concerns about possible abuse
- Encouraging and supporting parents/carers
- Supporting those affected by abuse in the Church
- Maintaining good links with the statutory authorities and other organisations

All workers and leaders of children, young people and vulnerable adults should follow these guidelines: (where the term 'child' is used, it refers to anyone under 18 yrs of age)

Do not be alone with a child or young person: be sure you can be seen.

Where privacy and confidentiality are important, ensure another adult knows that the conversation is taking place, where, and with whom. If possible, another adult should be in the vicinity and the young person should know they are there.

Treat all children, young people and vulnerable adults with respect and dignity befitting their age: watch language, tone of voice and where you put your body. When praying, be careful about physical contact.

Do not:

- invade privacy when toileting;
- initiate rough, physical or sexually provocative games;
- make suggestive comments about or to a child or person;
- touch in an intrusive or inappropriate way;
- scapegoat, ridicule or reject a child or person.

Specific policies, such as toileting and discipline, will be discussed with volunteers before they begin helping, as the principles differ depending on the age of the children.

Make sure you know and follow first-aid and fire procedures – only authorised, qualified first aiders can treat children and young people.

If any abuse is suspected – or if allegations are made – do not jump to conclusions or start to investigate but consult the Safeguarding Lead – Sarah Le Poidevin or the Deputies Ruth Butler, Adz Brennan or Dom Streek without delay.

Action to take when children or vulnerable adults make allegations of abuse:

1. If abuse is suspected, disclosed or discovered

- DO NOT – delay
- DO NOT – act alone
- DO NOT – start to investigate
- DO NOT – contact alleged abusers
- DO NOT – talk to parents or guardians
- DO NOT – discuss with friends

DO – report the matter to the Safeguarding Lead or the Deputies
DO – write down what the child/adult has said in their own words

2. How to react if a child/vulnerable adult wants to talk about abuse

It is important that you react in a way which will be helpful and supportive. It is not easy to give precise guidance, but the following may be of help:

- DO NOT – agree to keep the information secret
- DO NOT – say or suggest that you are shocked
- DO NOT – say or suggest that you don't believe them
- DO NOT – ask leading questions
- DO NOT – make false promises

DO – explain to the child/adult at the outset that you will have to tell the Safeguarding Lead
DO – remain calm and supportive
DO – show acceptance of what they say
DO – reassure them that they were right to tell you
DO – tell them what you are going to do next

3. Abuse:

Physical Any deliberate injury to a child/vulnerable adult, whether it is caused by a family member or another person.

Neglect Failure to meet their need for food, shelter, warmth, healthcare, hygiene, protection etc.

Emotional Persistent, emotional ill-treatment or rejection that affects emotional and behavioural development

Sexual Involves forcing or enticing a child/vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging them to behave in sexually inappropriate ways. A child or young person involved in sexually abusing another child or young person should be treated as a victim of abuse.

Spiritual Using God, the Bible, the church or a position of trust within the church in order to frighten, manipulate, control or demean a child/vulnerable adult.

Be aware of other forms of abuse e.g. Online, peer to peer abuse, financial abuse, domestic violence, sexual exploitation, female genital mutilation (FGM), discrimination, self-neglect, forced marriage, modern slavery.

Kings Church Code of Conduct

Thank you for serving in Kings Church

Children, young people and vulnerable adults all take part in various church activities and help in many areas of church life. We ask that all adult workers agree to a code of conduct for keeping our children and vulnerable adults (VA) safe.

For the purposes of this code, a child is anyone under 18 years old, and the child is not your own. If you serve on a 1:1 basis supporting a child/young person/VA, then this does not apply to that situation, but is applicable to other settings where you are not working 1:1.

1. I will treat all children and all vulnerable adults with respect and dignity, and will conduct myself in a manner that is appropriate, considerate and courteous at all times
2. I will not be alone with a child (unless authorised to work 1:1)
3. I will only be alone with a vulnerable adult where I am authorised to do so as part of my role and as part of my care for them
4. I will not take a child/VA anywhere in the church building where I cannot be seen at all times by other adults
5. Any duties that I ask a child/VA to carry out must be in public view, not hidden, and be appropriate for their age/abilities and the team that they are helping in
6. I will not touch a child/VA unless it is in public, in view of other adults, is initiated by them and is completely appropriate e.g. to give practical help as requested
7. I will seek to protect all children/VA in my care, or that help/serve alongside me, from any inappropriate or abusive words or actions
8. If I see or hear anything that causes concern, I will report it immediately to the church Safeguarding Lead, Sarah Le Poidevin, or to a Deputy (Ruth Butler, Adz Brennan or Dom Streek), or to a church leader

Signed: _____ Date: _____

Print Name: _____

Induction Form for volunteer workers

Name: _____

Address: _____

Tel no: _____

Mobile no: _____

E-mail: _____

Area of serving: _____

Date of starting: _____

Role: _____

Accountable to: _____

Specific duties discussed: _____

Fire safety procedures explained: Yes / No

Any other items discussed: _____

Trial period completed: _____

I have read and I agree to follow the Kings Church Safeguarding Policy and the Code of Conduct:

Signed: (volunteer) _____

Signed (Team Leader): _____

Date: _____

Record of visit to child/young person's home

Worker's name: _____

Child's name: _____

Address visited: _____

Purpose of visit: _____

Those present: _____

Discussed: _____

Time of arrival: _____ Departure: _____

Signed (worker): _____

Signed (Team Leader): _____

Date of visit: _____

Person wants to volunteer to help with under 18s

UNDER 16

- 1) Need parental consent if serving outside their own age group
- 2) Not counted in ratios
- 3) Closely supervised by DBS cleared adult who has signed Kings Code of Conduct
- 4) The young person understands their role fully and wears correct lanyard/shirt

OVER 16

- 1) Not to serve until cleared
- 2) To complete Kings Volunteer form & supply IDx3, and complete online DBS
- 3) Sarah obtains a reference and can tell you where they are in the process
- 4) Sarah will let you know when they are cleared to serve
- 5) The volunteer should join the DBS Update Service

OVER 16 + ON UPDATE SERVICE

- 1) Not to serve until cleared
- 2) To complete Kings Volunteer form, supply passport/photo driving licence, and supply original DBS certificate registered on the Update Service – all these to go to Sarah
- 3) Sarah will check the above and obtain a reference.
- 4) Sarah will let you know when they are cleared to serve, or if they are not on Update Service/DBS not suitable

URNS 16, BEEN AT KINGS FOR A LONG TIME, IS KNOWN WELL BY TEAM LEADER

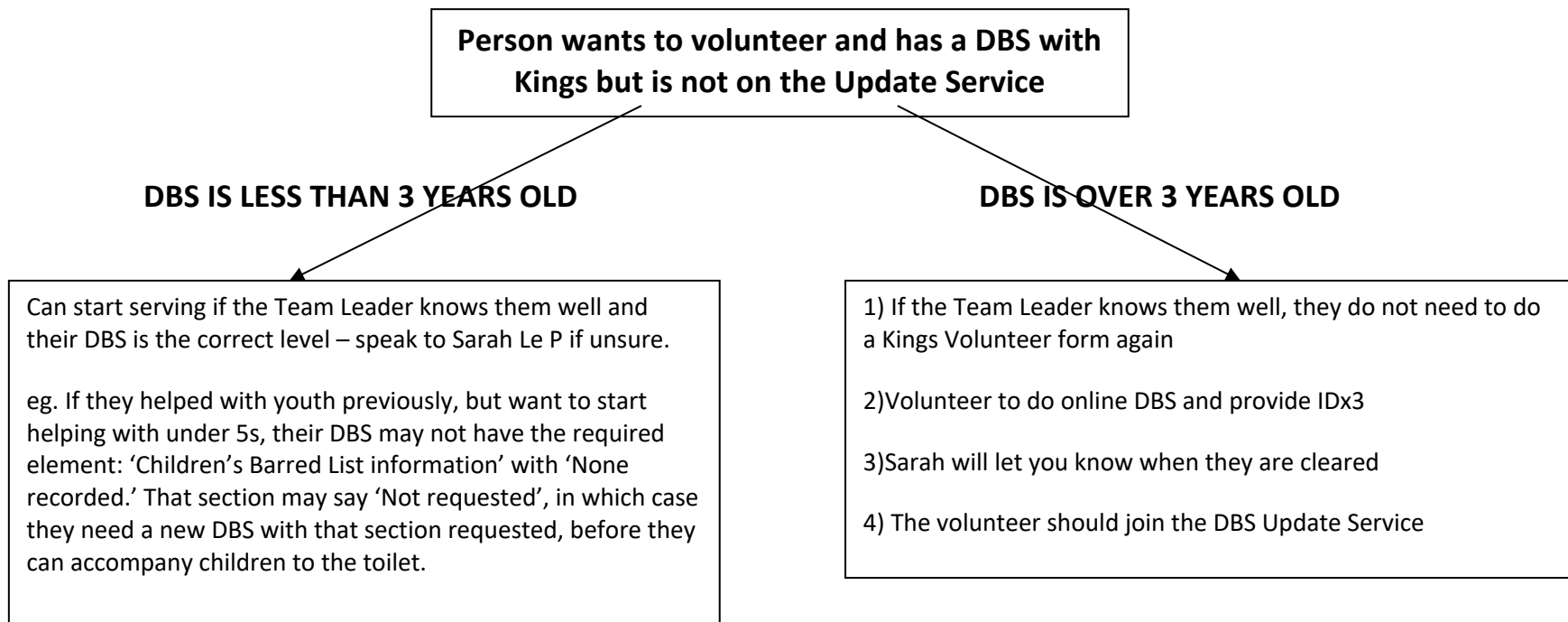
- 1) Do online DBS and provide IDx3
- 2) Sarah will let you know when they are cleared and can be counted in ratios
- 3) 16yr old has 6 months maximum to do everything and the DBS to clear
- 4) The volunteer should join the DBS Update Service

URNS 16, NOT WELL KNOWN BY TEAM LEADER

- 1) To complete Kings Volunteer form & supply IDx3, and complete online DBS
- 2) Sarah obtains a reference and can tell you where they are in the process (16yr old has 6 months maximum to do everything and the DBS to clear)
- 3) Sarah will let you know when they are cleared to serve and can be counted in ratios
- 4) The volunteer should join the DBS Update Service

NOT ON UPDATE SERVICE OR DBS NOT SUITABLE

- 1) Sarah will get them to complete online DBS with Kings & supply 2 more pieces of ID
- 2) Sarah will let you know when they are cleared to serve
- 3) The volunteer should join the DBS Update Service



Notes:

Before deciding to help, a potential volunteer can visit a group once, fully supervised, wearing a visitor’s lanyard, and go in the register as a visitor.

They may want to visit again, which is ok, but no-one can visit more than twice. Visitor’s lanyards are not to be used instead of following the recruitment procedures.

Once a volunteer has been cleared to serve, they should have an induction session with the Team Leader (see Team Leader’s pack) and they have a trial period of 3-6 months, when they (or the Team Leader) can decide if the group is the right place for them to serve.

Non-members serving:

<u>Area of service</u>	<u>Non-members</u>	<u>Children (Year 9 up)</u>
Welcome	Yes	Yes
Car park	Yes	No
Connect	No	No
Tea/coffee	Yes	Yes
Security	No	No
Breaking bread prep	Yes	No
Words	No	Yes
Sound	No	Yes
Camera	No	Yes
Live Stream	No	Yes

Where children and non-members might serve together – tea/coffee teams and welcome teams – the following must be applied:

- Parents must be made aware that their young person will be working alongside non-members who may not be Christians
- Parents must complete the consent form
- The young person must be made aware that they will be working alongside non-members who may not be Christians
- The team leader must be DBS checked and sign the Code of Conduct
- All of the other team members must sign the Code of Conduct
- The team leader must supervise the young people and be very aware of any inappropriate behaviour, comments, friendships etc towards the young people
- The non-member must have completed the application form on churchsuite and given details of a referee, and must have signed the Code of Conduct

Where children serve alongside church members:

- Parents must complete the consent form
- The team leader must be DBS checked and sign the Code of Conduct
- All of the other team members must sign the Code of Conduct
- The team leader must supervise the young people and be very aware of any inappropriate behaviour, comments, friendships etc towards the young people

Guidelines for under 16s serving in Kings Church

1 To work in the café, welcome teams or stewarding teams, main hall PA, lighting & cameras, or to perform light kitchen duties, the young person must be in Year 9 at school, therefore at least 13 years old. They should still have the opportunity every Sunday to attend their 11-14s meeting as a priority

2 To work in any area of children's work, the young person must be in Year 10 at school, therefore at least 14 years old, unless specifically chosen by the Youth Leader to serve as part of the arrangements for year 7 – 9 children to be trained up in children's work

3 To work in the 11-14s youth group, a car parking team, kitchen (food preparation), re-set team, main reception, and counting the collection, the young person must be aged 16 years old

4 To work in the security team, integration or info teams, a person must be 18 years old. No children are to serve in these areas.

5 Any young person under 16 must have the permission of their parent/guardian before serving, using the Kings' consent form. The young person must wear an under 16 lanyard and young servers shirt (except for those on stage in the adult worship band)

6 Children (for the purpose of this document, those aged under 16) may not work before 7am or after 7pm on any day

7 Children may work a maximum of three hours on a Sunday between 7am and 7pm

8 School days – children may only work a maximum of 2 hours between either 7am and 8am or the close of school and 7pm. No child may work more than 12 hours per week in term time (including weekend work)

9 Saturdays and school holidays – age 13 & 14 may work a maximum of 5 hours a day, and age 15 a maximum of 8 hours; only between 7am and 7pm

10 No child may work continuously for more than four hours without a rest break of one hour. It is recommended that children have more frequent breaks than that

11 Children must be supervised at all times, treated with respect and kindness, and it should always be remembered that they are serving as volunteers, not employees. Due regard should be given when a young person has school exams, as they should be encouraged to give priority to their school work, and if necessary, to cease serving during their study and exams.

12 Separate guidelines apply to children taking part in performances, and the permission of a parent/guardian is also required

13 The adult who is responsible for supervising a child serving needs to complete a DBS check and read and sign the Code of Conduct eg. Worship leader, team leader for cafe, PA desk team leader etc

Consent form

for a child under 16 to serve in Kings Church Eastbourne

Child's surname: _____

Child's first name: _____

Address: _____

Date of birth: _____

Area of service: _____

Type of duties: _____

Day of serving: _____

Time of serving: From: _____ **To:** _____

I give my permission for my son/ daughter to serve as above.

Print name: _____

Signed: _____

parent / guardian (delete as appropriate)

Date: _____

Year 7, 8 & 9 Children helping in children's groups

1. Children selected by Youth leader from years 7, 8 & 9
2. Approved by Kids Work Leader for helping in an appropriate group for 0-5 yrs
3. Duties and conditions of helping to be made very clear to the children, & they will not be allowed to help if there is bad behaviour or attitude, or inappropriate language etc
4. 2 child helpers per group maximum & put in register of that group
5. Consent form completed by parent BEFORE child starts helping
6. An adult helper is assigned to each child helper to be fully responsible for them & what they do in the group, as well as for their welfare ie in the event of fire etc
7. Child helpers are not to do any toileting, nappy changing, first aid, hot drinks, fire evacuation duties (ie carrying babies/toddlers) or similar
8. Child helpers to wear a badge/lanyard, so that parents can see who they are
9. A note to be put on each registration desk, explaining to parents that there are young helpers in the group who are 'in training'.

Year 6

Can be used as 'helpers' in Sunday Kids under Kids Work Leader's supervision.

Year 10 & 11 and beyond

Under 16yrs - Helpers but still not counted in ratios, supervised by adult worker

Age 16 - To do DBS check. There is a 6 month period to get this done after their 16th birthday, after which they can no longer help if the DBS application & reference is not completed. If the DBS check and reference are done, they can then be counted in the ratios. Adult workers are to be aware that under 18 year olds are still children and are not to supervise/discipline etc the children.

Age 18 - need to join the church if they want to continue to serve in children's/youth work.

Logs for minor/ongoing concerns

0 – 5 age groups

Date & time

Concern/incident (location, those present, child/children involved)

Action taken

5 – 11 age groups

Date & time

Concern/incident (location, those present, child/children involved)

Action taken

11 - 18 age groups

Date & time

Concern/incident (location, those present, child/children involved)

Action taken

Kings Church - Concern Report

**This report is to be given to the Safeguarding Lead Sarah Le Poidevin or
Deputies Ruth Butler, Adz Brennan, Dom Streek**

Adult completing this report

Your Full Name: _____

Role (eg. Youth worker): _____

Telephone/mobile no: _____

Child/Young person/VA who is the centre of your concern:

Full Name: _____

Any relevant information about the child/VA (eg. Dob, address, school/college): _____

Details of the concern: (Include as much information as you can, the names of anyone else – child or adult – involved, and use the child/VA’s own words wherever possible.)

Signed: _____

(Continue on an additional sheet if needed)

Concern Date & Time: _____

Location of Disclosure/Incident: _____

Action Taken: (eg. who you have spoken to, authority contacted if an emergency etc) _____

Any attachments eg. Body map(children), notes written at the time, additional sheets etc (if no attachments, write 'none'):

Body Map Guidance

Body Maps can be used to document and illustrate visible signs of harm and physical injuries to children.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

At no time should a worker take photographic evidence of any injuries or marks to a child's person. The body map below should be used. Any concerns should be reported and recorded without delay to the Safeguarding Lead.

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record

A copy of the body map should be kept on the child's concern/confidential file by the Safeguarding Lead.

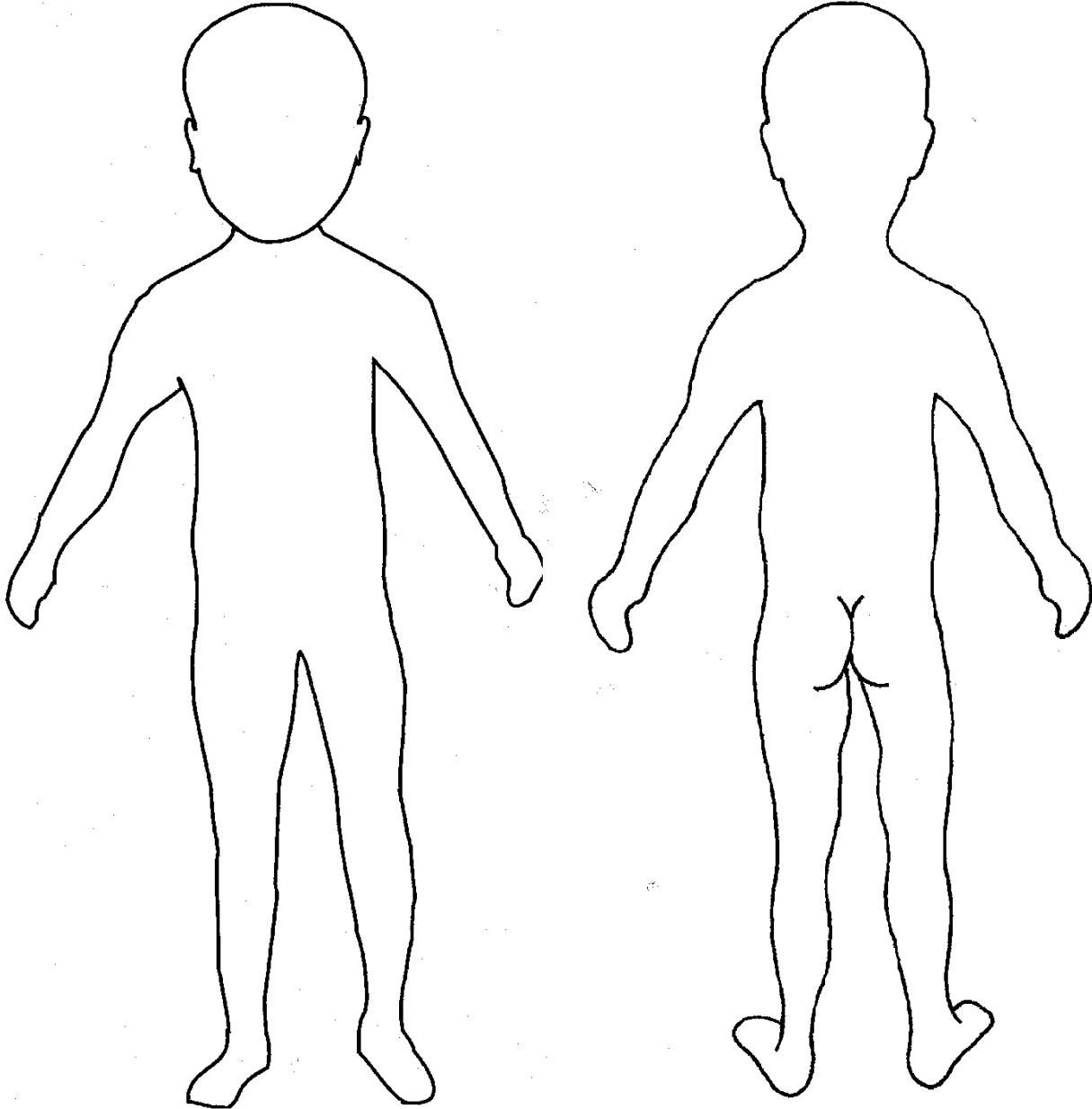
BODYMAP

(This must be completed at time of observation)

Name of Child: _____ Date of Birth: _____

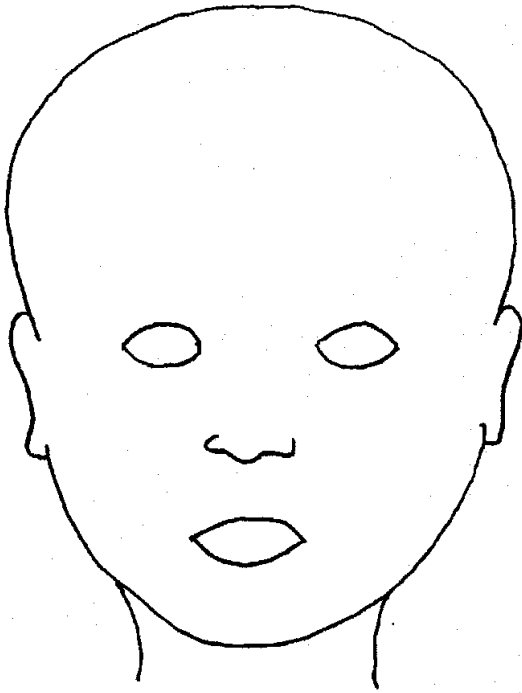
Name of Worker: _____

Date and time of observation: _____

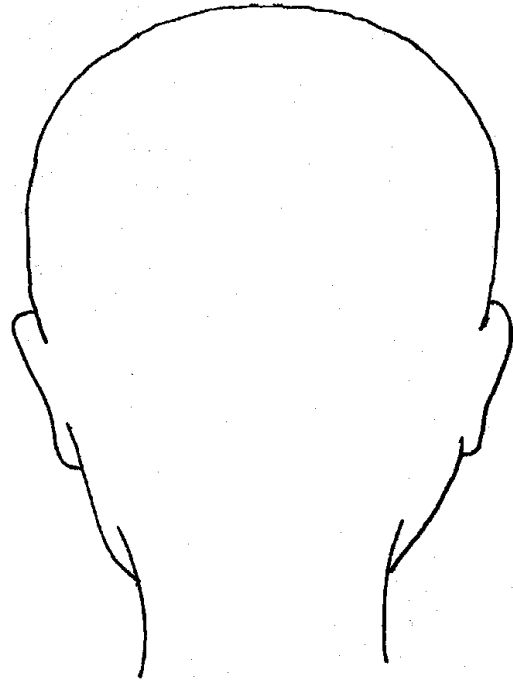


Name of child:

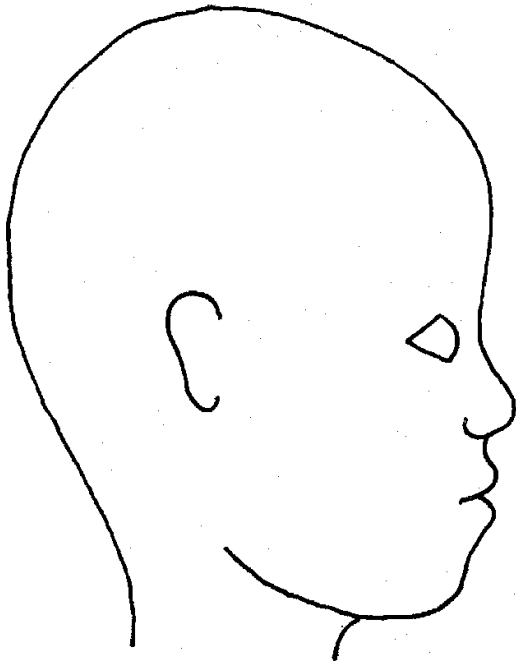
Date and time of
observation:



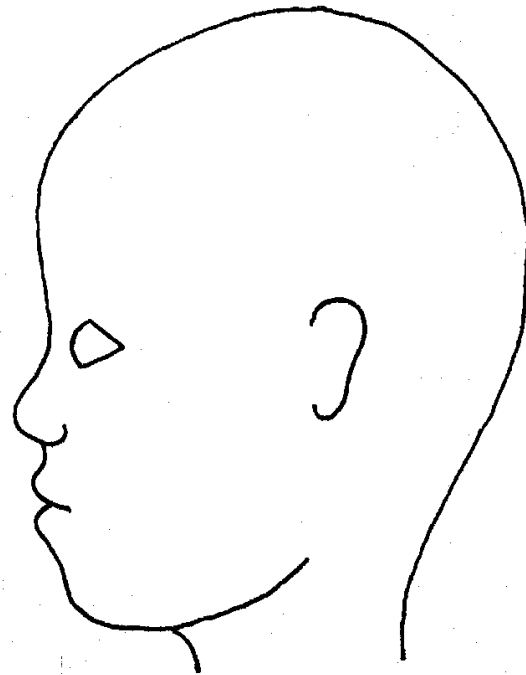
FRONT



BACK



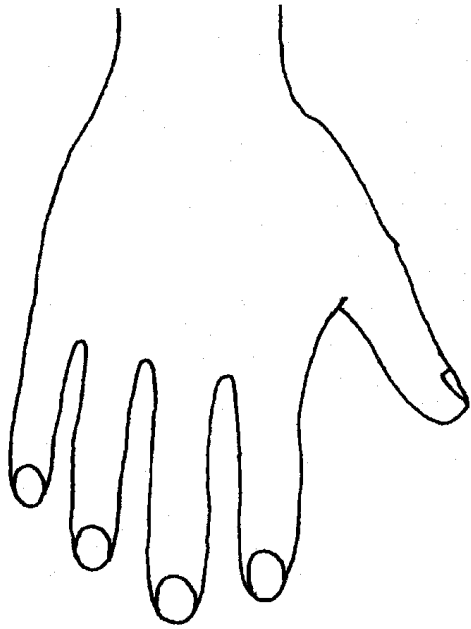
RIGHT



LEFT

Name of child:

Date and time of observation:



R

BACK

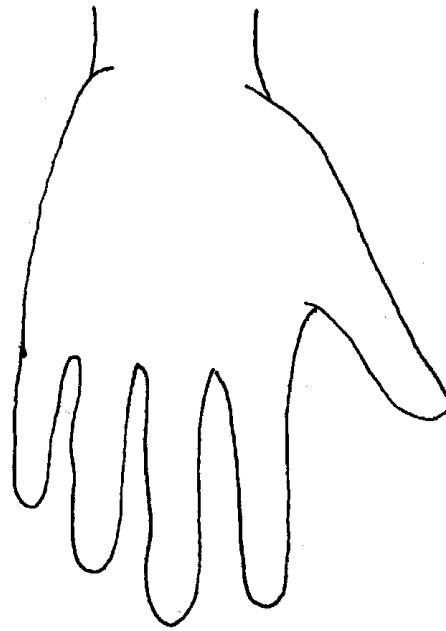


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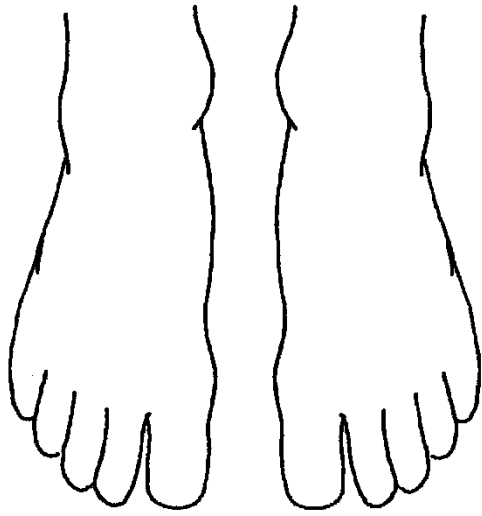
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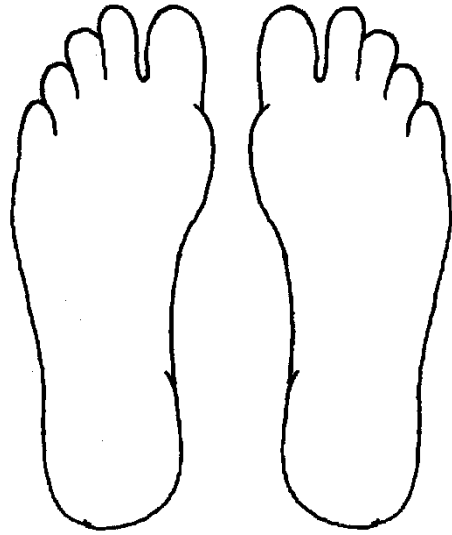
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..... Date and time of

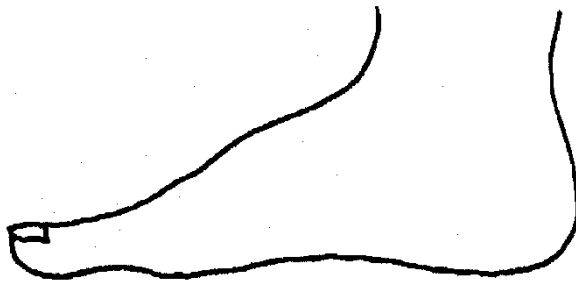
Name of child: _____ observation: _____



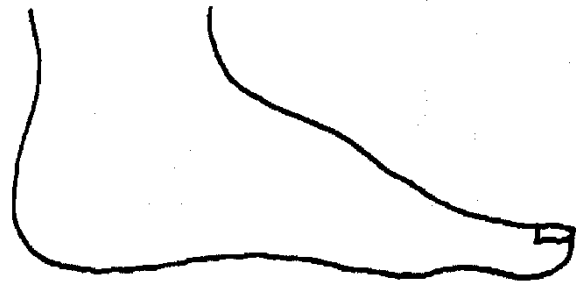
R TOP L



R BOTTOM L

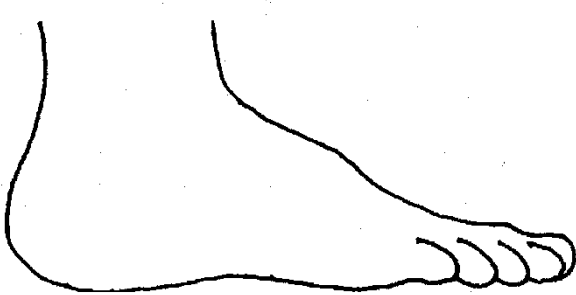


R

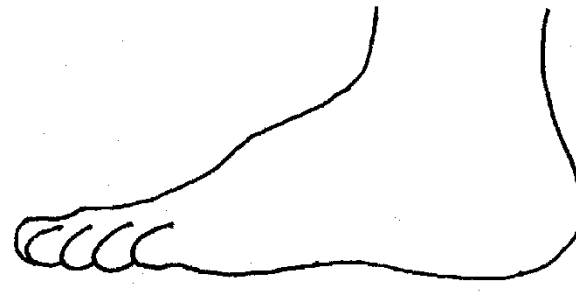


L

INNER



R



L

OUTER

Printed Name and signature of worker:

Date:

Kings Church Electronic Communication and Social Media Policy

Definition

For the purposes of this policy, reference to electronic communications and social media include **all** types of hardware, software, applications (including those running on any fixed or mobile devices and games consoles), e-mail and websites, which enable users to communicate, interact, play games, and create and exchange information and images. Also included is the use of SMS and all other instant messaging services.

The need for a policy

Leaders need to be alert to the risk that actions which might seem quite innocent can be misunderstood. E-mail, texting and social media encourage casual dialogue and very often, actions can easily be misconstrued or manipulated. As they are in a position of trust, leaders should follow this policy on communicating with children, young people (under 18yrs old) and vulnerable adults in the church. For ease of use, the policy will refer to 'young people' as the main recipients of such communications, but the policy also applies in full to communications with children and vulnerable adults.

Technology is constantly advancing, bringing with it additional safeguarding considerations, so this policy should be regularly reviewed and adapted.

The policy

As a leader you should:

- Always maintain an appropriate, courteous and Godly tone when communicating with young people and ensure that boundaries are maintained
- Use approved channels of communication e.g. youth group Facebook page, Kings work e-mail, Kings WhatsApp groups and ChurchSuite. Be aware of and comply with the Kings' policies and guidance for the use of these
- Ensure that the youth, lifegroup leaders and youth leaders use approved WhatsApp groups to communicate, and there are at least 2 leaders in each group, to ensure openness and accountability
- Ensure WhatsApp groups concerning youth in years 7-9 are set up for their parents only, and not for the youth
- Organise WhatsApp groups for year 10 and above, and the groups will include the youth, but for those under 16 years old, their parent's permission must be sought first
- Ensure that your own personal Facebook/social media pages are not open to the youth
- Politely decline young people's 'friend' requests to your personal accounts and do not instigate any yourself
- Remember that young people may follow you, and they are looking to you as a responsible adult, and view you as a leader
- Not follow any new young people on Instagram. If you have come through the youth and become a leader and are of a similar age range to the youth (+-3 years) you may keep following them but cannot accept any new follower
- Make sure that on Instagram you don't use Direct Messages to message any youth, unless from an official Kings youth account which allows messaging
- Use your mobile phone appropriately and responsibly when using it to communicate with a young person, keeping texts and call logs where possible
- Texts and WhatsApp messages to youth should be used for confirming appointments, for short messages eg 'How are you?' 'How did your exam go?' etc, and communicating information. Lengthy pastoral conversations should be in person and not by text.

- Not respond to any messages after 10pm unless it is a clear emergency, in which case this must also be communicated to the youth leader/parent/church elder/safeguarding lead, whoever is the appropriate person(s) to help with the emergency
- Not exchange personal e-mail addresses or photos with young people
- Not make any contact with young people using any timed instant messages (such as snapchat)
- Not discuss the young people, colleagues, parents or carers online with anyone
- Operate online in a way which would not call into question your integrity or position as a Christian leader
- Use clear, unambiguous language to reduce the risk of misinterpretation (e.g. don't use terms such as 'luv' or 'lol' or use kisses 'xxx')
- Realise that young people will be naturally curious about your personal life and may try to find out more about you
- Manage your privacy settings and keep them under review. These are also important in regard to photos, and remember that no privacy mechanism is 100% guaranteed
- Ensure your settings prohibit others from tagging you in any photos or updates without your permission
- Regularly audit and re-evaluate the information about you and who has access to it
- Respect young people's privacy and confidentiality within the guidelines of Kings' Safeguarding Policy
- Use strong passwords and change them regularly. Protect your mobile phone/smart phone/tablet computer with a PIN, especially when in church/youth group to protect access to its content and potential misuse
- If you are the victim of cyber bullying or uncomfortable with comments, photos or posts made by young people about you or anyone else, bring the matter to the attention of the Safeguarding Lead and a church elder
- Ensure all your messages to young people can be viewed if necessary by your supervisor and this policy is explained to the youth
- Be open and accountable at all times in your communication with young people, by whatever method
- Copy the Youth leader into any emails about a young person that you may send to another leader. Also copy the Youth leader into any emails you send to a young person, ie arranging to meet up
- Ensure that any images of young people taken on a camera/mobile phone (eg. taken on an outing or trip with appropriate permission) should be downloaded to the church computer and kept securely. Leaders should not keep images of young people on their camera, mobile phone or any other device. (See Filming and Taking Photographs policy)

As this is a rapidly changing area, when situations and circumstances arise that are not included in this policy please talk to the Safeguarding Lead who will be able to work out best practice and then update the policy.

What to do if you are concerned

If anyone is concerned that there may be an e-safety issue or incident, or inappropriate use of any form of communication, this should be reported to the Safeguarding Lead in the same manner as the reporting of any other safeguarding concern.

FILMING AND TAKING PHOTOGRAPHS

Permission must be obtained from both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this, it must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.

When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses and phone numbers.

Obtain written and specific consent from parents/carers before using photographs on a website.

Ensure that any images of young people taken on a camera/mobile phone (eg. taken on an outing or trip with appropriate permission) are downloaded to the church computer and kept securely. Leaders should not keep images of children or young people on their camera, mobile phone or any other device.

**Consent form for Photographs/video to be taken and used by
Kings Church Eastbourne**

Kings Church Eastbourne would like to take photograph(s)/make a video/webcam recording of your child/children.

These images may appear in our printed publications, on our website, or both. To comply with General Data Protection Regulation 2018, permission must be granted by you, the parent/carer, before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown and return it.

To the parent (Delete as appropriate)

1. May we use your child's image in our printed promotional publications?
YES/NO
2. May we use your child's image on our website? YES/NO

Child/children's names:

Signed (parent/carer):

Print full name (parent/carer):

Date: ____/____/____

Conditions of use

1. This form is valid for _____ (length of time in years) *from the date of signing/*for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time/*after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or phone numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(*Please delete the option that does not apply.)

Policy for under 18s life groups or youth groups meeting in homes

- The leader(s) who are in charge of the meeting must have a DBS check and reference, as required for all youth leaders.
- The home must be suitable for hosting the meeting. For example, it must be clean, with no hazards or hazardous materials, and have a toilet and washbasin that is accessible for the young people.
- The leaders are the only adults who are with the youth, and any unchecked adults must not be present in the house whilst the youth are there.

Policies and good practice guidelines

KEEPING RECORDS

A register of children or vulnerable adults attending a club or activity should be maintained, together with a register of helpers and visitors.

There is a logbook system for all activities involving children and young people. Workers should write down unusual events or conversations, recording what they witnessed. This may be very helpful, for example, if leaders have to deal with a difficult child who subsequently makes an accusation of assault. A young person who repeatedly makes throwaway sexual comments about workers may, at a later date, make an allegation of abuse. In this situation, records of previous examples of this behaviour would enable any allegations to be seen in context. Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious. For example, bruising noted on a regular basis, or a number of young people making similar comments about one worker that raise concerns. Other information might include records of incidents such as fights and the action taken. Log books can protect both children and workers.

VISITING CHILDREN AT HOME

Children's workers and leaders may need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the workers and leaders to carry identification.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- Keep a written record of any visit detailing the following:
 - Purpose
 - Time you arrived and left
 - Who was present
 - What was discussed
- If the parent/carer is absent when the call is made, but the child is home alone or with other children, leave a Kings Church calling card and an explanation for the visit, which the child can pass on to the parent/carer.
- The invitation of a child to a worker's home must be done with the knowledge of the team/leadership and the permission of the parent/ carer. The worker will need to have a new DBS certificate which includes the specific check for children/young people coming into their home as part of their work with the church.

PRAYING FOR CHILDREN/VULNERABLE ADULTS

Some of the main ingredients that underpin any effective work with children and vulnerable adults, including prayer, are:

- acceptance
- respect

- non-judgemental listening
- sensitivity
- discernment
- patience

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and vulnerable adults can learn how to pray for others in a sensitive and responsible way. This policy on prayer largely refers to children, but is also relevant, where appropriate, for vulnerable adults.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend) and on occasions you may pray with their child either corporately, or individually at the child's request. In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

Prior to praying, always make sure you have the child's permission, and always pray in an open area where other leaders, and/or children are around. If there is a general invitation to come forward for prayer in or after a church meeting then it will be helpful to have children's workers available to pray with the children rather than relying on other leaders who may be used to dealing with adults. Only age appropriate leaders who have been checked in accordance with this policy should be involved in prayer. However, if parents are present then it is always best for them to be with their child when praying. Preferably, a ratio of 2 adults to 1 child should be observed when a child is being prayed for.

PRAYER AND PRACTICALITIES

Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat is poorly). If they do not have specific needs or requests then simply ask God to bless them. Having said this, a child or young person may want prayer for a specific reason e.g. following a church service with a sermon on David and Goliath, they may want prayer for 'giants' they feel they may have in their own lives.

Those praying with children and young people should always be alert to safeguarding issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!

If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before

continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no safeguarding concerns.

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.

Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like before doing it.

Remember also that a child/young person may not, for example, understand the use of 'tongues' and it is important therefore not to do anything that may cause confusion or distress. But if the child does ask about such things be prepared to answer their questions and if you are not sure yourself, ensure that you get a leader or someone who is able to explain things to them.

Language

Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply 'let us pray for you as you are feeling tired' not 'I think you are depressed, let's pray about that'. Keep the prayers simple and short so you can then be confident your prayers have been understood.

Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to the SL/DSLs, or in their absence, to CL Oli Stevens. They will then follow through in accordance with our Safeguarding Policy. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

Deliverance

When consideration is being given to pray for anyone in the area most commonly known as deliverance, they should always be referred immediately to the Church Leaders, and no further action is to be taken by the children's workers without the Church Leaders.

Conclusion

The interests and welfare of the child are paramount. In all your actions towards children and young people the greatest model is that of Christ himself. In all his dealings with children he was approachable, gentle and never frightening. In applying this model and following these guidelines on prayer, your work with children and young people can prove to be fruitful, effective and enrich the life of your church.

GUIDELINES FOR DISCIPLINE OF CHILDREN

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. Therefore each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.

- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), back into the meeting with their parent/carer or, after consultation with a church leader and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.
- Pray with the other workers before the session and take time to debrief before you leave.
- Any incidents or concerns should be recorded as soon as possible after the event. The SL/DSLs can always be contacted with any concerns, and should always be made aware of any entries in the incidents/concerns file.

WORKING WITH DISRUPTIVE CHILDREN

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care. The following guidelines can be adopted by churches providing services to children and young people.

If a child/young person is being disruptive:

- Ask them to stop.
- Speak to the child to establish the cause(s) of upset.
- Inform the child that they will be asked to leave if the behaviour continues.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.

If a child/young person is harming him/herself, another person or property then other children/young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help, (e.g. Police) if they do not stop.

In exceptional circumstances and with assistance, you might need to restrain the child/young person to prevent them harming themselves, others or property. If the parent/carer is present in the building, then they should always be called.

The policy for physical handling/restraint is in the Team Leader's Pack. The workers involved should always record what happened as soon as possible after the incident. The record sheet is in the Team Leader's Pack, with a section to be completed by the parent/carer.

A child who has been aggressive or violent should not return to any of the groups for under 18s until a meeting has taken place between the team leader and the

parent/carer, to establish support and strategies for the future, to prevent any further incidents.

TAKING CARE OF TOUCHING

- 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 are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary. It may be advisable to have another worker present.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Kings Church Policy

Alcohol and drug use at Youth Events

It is an offence for an occupier, or anyone involved in the management of any premises to knowingly allow the premises to be used for preparation, production, supply or use of controlled substances.

This imposes a considerable duty for youth workers to ensure that drugs are not used or brought onto the premises therefore:

- Young people seen to be in possession of, preparing, or taking any type of drugs or inhaling solvents should be asked to stop and leave the premises and outside area immediately. If the young person is affected by drugs to an extent that they pose a danger to themselves or to others, then a parent, guardian or other responsible adult should be contacted to collect the young person. The police are to be contacted if the youth workers feel that the young person may come to harm
- Staff should not put themselves or other people at risk of personal injury. If the young person/people refuse to stop or leave, police assistance should be requested as soon as it is safe to do so
- The police should be called immediately if illegal/controlled drugs are being shared and supplied on the premises/outside area

Taking possession of drugs from young people

- Youth workers cannot search a young person whom they suspect are in possession of drugs, as an enforced search could be interpreted as assault
- They can only search the young person's property (i.e. bags etc.) with their consent
- If the youth leader feels that it is essential that the young person is properly searched then they should call the police
- It is acceptable for the worker to ask the young person to turn out his or her pockets. This should always be carried out in the presence of another worker and the request and outcome should be recorded in writing

Under section 5 Misuse of Drugs Act it is an offence for a person to have a controlled drug in his or her possession. However, it is not an offence if the youth worker can prove that he or she took the drug from a young person with the intention of preventing an offence from being committed.

The Youth Leader taking temporary possession of an illegal drug should:

1. Ensure that another youth worker is witness and present throughout
2. Seal the drug in a plastic bag and record the date, time and witnesses present
3. Store the drug in a secure location such as a safe, locked cabinet or locked room
4. The police should be informed and arrangements made to hand the package over to be destroyed
5. The incident should be recorded in writing

Alcohol

Young people are not to bring alcohol onto the premises or outside area. If a young person enters the premises/outside area under the influence of alcohol they should be asked to leave.

If the young person is intoxicated to an extent that they pose a danger to themselves or others, then a parent, guardian or other responsible adult should be contacted to collect the young person.

Smoking

Smoking is not allowed on the premises. It is only tolerated if the young person is outside in the fenced off area in the car park. If a young person attempts to light a cigarette within the building, they should be asked to leave.

Solvents/'Legal' or Illegal Highs or similar substances

The inhalation of solvents, or taking of 'legal' or illegal highs poses significant risk of harm, therefore if the youth worker suspects a young person is in possession of solvents/highs for the purpose of inhalation/use, the young person should be asked to leave the premises and the outside area. If the young person is intoxicated/high, a parent, guardian or other responsible adult should be contacted to collect the young person.

Responding in an emergency

This is a situation where someone has collapsed or lost consciousness due to substance/alcohol use:

- Do not panic. Do not leave the person alone, summon help from a member of staff with first aid training
- If breathing, put the young person in the recovery position.
- Call an ambulance
- If not breathing, perform CPR ask someone to call an ambulance.
- Once breathing is established, put the young person in the recovery position
- Inform parents /guardians of the situation
- Arrange for adult to go to hospital with the young person
- Complete an Incident report (see below)

Safeguarding concerns

If a youth worker has any safeguarding concerns, they should speak to the Youth Leader and also complete a concern form.

Kings Church Incident Report form for Youth Events

Adult completing this report

Your Full Name: _____

Role (eg. Youth worker): _____

Telephone/mobile no: _____

Child/Young person who is the subject of the incident:

Child's Full Name: _____

Any relevant information about the child (eg. Dob, address, school/college): _____

Date & Time: _____

Location of Incident: _____

Incident details: Include full names of witnesses, if young person turned out their pockets or bag, what was found, what was confiscated, any health emergency, first aid administered, if police, ambulance, parents were called, any violent incident etc (Use and attach further sheets if necessary)

Signed by worker: _____

Kings Church Policy for physical handling and restraint of under 18s

For the purpose of this document, the words 'child' and 'children' refer to anyone under 18 yrs.

1) Physical handling (techniques for leading, guiding) and restraint of children can be carried out by workers when absolutely necessary. A worker should restrain a child in the most sensible way possible, using only appropriate force. It is important to avoid the child's face, throat and chest, and to have another worker present.

2) Restraint of a child is necessary where:

- The child is likely to injure themselves
- The child is likely to injure another child/adult
- The child is likely to damage any equipment, property or structure
- A criminal offence may be committed
- Serious disruption is to be prevented

3) When a child is being restrained, the following apply:

- To carry out the restraint away from the main body of people where possible, or once restrained, move the child away to a corner/side room etc
- Always have a witness observing the restraint, preferably another worker or the group leader
- If the SL/DSLs are in the building, she/they can be called to assist, or to act as the witness
- If the child's parent/carer is in the building, they should be called as soon as possible. The workers can then liaise with the parent/carer to decide when a co-ordinated release can safely take place.
- At the end of the restraint, the child should be reassured. The child may not want to interact, but must be observed, supported and monitored, as it is common for depression to set in following an incident. A worker or parent/carer should remain near the child for this purpose. Disciplinary issues must not be resolved at this stage – that can be done during a later follow-up.
- The worker(s) carrying out the restraint and the witness(es) should complete a physical handling/restraint record. If the parent/carer was present at any time, they too should complete the relevant section of the record.
- The workers and witnesses should take some time out after the event to recover. They may need to talk to someone for support and reassurance.
- A follow-up with the children's work leader, workers and parent/carer is advised, to discuss what triggered the incident and how it may be prevented in future. Strategies for the future should be put in place which are appropriate to the child's age and type of difficulties that they experience i.e. more parental support and presence during the activity; a 1 to 1 worker for the child; a place for the child to go to calm down if they start to feel agitated; a stamp chart for good behaviour, etc.

4) Throughout the incident, the emphasis should be on a calm approach, good verbal strategies i.e. clear directions, choices, distraction, reassurance etc. The

workers should use the least intrusive and least restrictive intervention for the shortest time possible to keep people safe.

5) The principles are:

- Is the intervention in the best interests of the child and others around them?
- Is it absolutely necessary?
- Is it reasonable and proportionate?

6) Handling and restraint do not rely on the application of pain for compliance; however, some of the physical handling/restraint may cause some minimal discomfort. There is the possibility of accidental injury occurring during a struggle involving physical intervention, e.g. finger-tip bruising. All of this should be recorded and medical assistance should be sought if there are any concerns about the welfare of the child or the workers.

7) Outside agencies i.e. police, children's services, may be informed of the incident or any concerns regarding the child. Workers should pass on their concerns to the Church Safeguarding Lead in line with the Kings Church Safeguarding Policies.

Kings Church – Physical handling and restraint record sheet

Name of young person: _____

Location of incident: _____

Date of incident: _____ Time: _____

Name of worker(s) handling/restraining: _____

Name of witness(es): _____

Duration of any restraint: _____

Any injuries to child or worker: _____

Medical check needed: _____

Nature of risk necessitating restraint: (tick)

Injury to person ___ Criminal offence ___

Damage to property ___ Serious disruption ___

External agencies and others informed:

Parent/guardian ___ Children's Services ___

Police ___ Church Leaders ___

Ambulance ___ Church SL ___

Any other records completed i.e. accident book: _____

Describe what led up to the incident, what behaviour necessitated the physical handling/restraint, and what physical strategies were used:

Worker(s) report:

Signed _____ **Date** _____
Signed _____ **Date** _____

Witness(es) report:

Signed _____ **Date** _____
Signed _____ **Date** _____

SL report:

Signed _____ **Date** _____

Parent/carer comments:

Signed _____ **Date** _____

Follow-up meeting arranged for: _____