

Safeguarding Children & Young People 2021 - 2022

## Introduction

The guidelines that follow are set forth to provide a safe and nurturing environment in which we can teach and train children and adults in the Performing arts.

As a mission we need to ensure that we equip those who work with children with an understanding of what safeguarding is and how we protect those in our care. This empowers workers so they can act if a situation requires them to.

### The Spiritual and Moral Responsibility of ministry

The Gospel records that when people brought the little children to Jesus, He took them in His arms, blessing them. As a ministry it is our desire to bring children and adults to Jesus also.

We recognize that we are an ambassador of love to those in our care and we take our responsibility to them seriously. In our ministry to children, we must carefully follow what the Scriptures teach:

*'Avoid every kind of evil.'* 1 Thessalonians 5:22

*'But among you there must not even be a hint of sexual immorality or any kind of impurity or of greed because these are improper for God's holy people.'* Ephesians 5:3

*'But if anyone causes one of these little ones who believe in me to sin it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.'* Mt 18:6

*My people perish for lack of knowledge* Hosea 4:6

### The Need

In making sure that Manna is a safe place, we endeavour to the following:

- Protect God's children - the provision of a safe, secure environment for our children/youth and adults is of utmost importance (Mt 18:1-6),
- Protect the workers from false accusation, litigation, potential loss of ministry and/or career,
- Protect the mandate God has given us

This document is set out to assist those working with children within Manna in ensuring that all work with children takes place within a safe, structured environment. They also assist in the avoidance of any situation that may lead to abuse of any nature, or the misinterpretation of any situation

## **Legislation and Governing Bodies**

In writing this policy we have due regard for and follow governmental guidelines. Note change in CCPAS organisational body which is now Thirty-one eight (Proverbs 31:8)

Safe from Harm (The Home Office)

The Children Act 1989, 2004 (HMSO)

Safeguarding Vulnerable Groups Act 2006

The Protection of Children Act 1999

Children Act 1989 and 2004 (HMSO)

Caring for Young People and the Vulnerable 2000

Guidance Documents from Thirty-One Eight (previously - Churches' Child Protection Advisory Service - CCPAS)

The Charity Commission Guidance 2017

Working Together to Safeguard Children 2018

All of the above documents are available on the internet or government website should you wish to look at any additional information.

## **What is Child Abuse?**

Workers with children and young people in a ministry context need to be aware of child abuse issues that may arise

- In the lives of children with whom the ministry has contact
- Within the ministry itself

The guidelines following this policy should serve to assist in preventing any misunderstanding arising over children's/young people's work and should assist in providing an appropriate environment for such work, for all adults that work with children and young people

SIX different categories of child abuse are identified beneath which has been updated to reflect the current themes

**PHYSICAL ABUSE** - deliberately inflicted physical injury (non-accidental injury,) to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, drowning or suffocation.

SEXUAL ABUSE - sexual exploitation of a child or adolescent in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. This 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 children to behave in sexually inappropriate ways. Incest, pornography, homosexual or satanic practices would fall into this category.

EMOTIONAL ABUSE - the persistent or severe emotional ill treatment or rejection of a child by having no feeling of warmth, care, love or concern for the child. This will include ridiculing, the continual scapegoat, bullying. It may cause the child to feel frightened or in danger. All child abuse involves some emotional ill treatment.

NEGLECT - the persistent or severe neglect of a child's physical and/or psychological needs, sufficient to seriously endanger health or development. e.g. failure to provide adequate food, shelter, supervision, etc. It may also include neglect of, unresponsiveness to, a child's basic emotional needs.

CHILD SEXUAL EXPLOITATION – the definition shows that this is a form of child abuse. It occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs/alcohol, gifts, affection or status.

ONLINE ABUSE AND HARM – INCLUDING GROOMING - Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Workers with children/young people need to be aware of the extreme sensitivity surrounding the proper procedure for reporting suspected child abuse situations. Guidelines in the Child Protection Procedure are provided should there be any cause for concern' with a child or young person. This document should assist ministry workers in following an appropriate procedure for reporting their concerns.

## Recognising possible signs of abuse

The following behavioural signs may be indications that child abuse is taking place, but they should not be taken in isolation.

### Physical Signs Of Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc.
- Injuries that appear to have not received medical attention.
- Instances where children are kept away from the group inappropriately.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns, fractures, etc. which do not have an accidental explanation.
- Cutting/slashing/substance abuse.

### Indicators of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse.
- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating Disorders – anorexia, bulimia

### Emotional Signs of Abuse

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging. Also, depression/aggression.
- Nervousness/frozen watchfulness.
- Obsessions or Phobias
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

### Race, Culture & Religion

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also the differences exist not only between ethnic groups but also within the same ethnic group between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

Also, remember that abuse happens because of belief or faith (CALFB) Child Abuse Linked to Faith or Belief)

Child sexual exploitation is a type of sexual abuse involving control of a child through force, threats or manipulation. It can happen to both boys and girls.

### **Child grooming signs**

Many of these are common teenage behaviours keep an eye out for increased instances of changes in behaviour.

Being secretive about who they are talking to and where they are going. Often returning staying out all night.

Sudden changes in their appearance and wearing more revealing clothes.

Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong).

Using sexual language that you wouldn't expect them to know.

Engaging less with their usual friends. Appearing controlled by their phone or revealing images on their phone to others around them.

The above signs may or may not be indicators that abuse has taken place, but in light of recent events the possibility should be considered.

### **How to React when a Child wants to Talk about Abuse**

It is not easy to give precise guidance, but the following may help:

### **General Points**

- Accept what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Be honest.
- Offer privacy, but never secrecy.
- Let them know that you will need to tell someone else - 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. Never push for information.

### **Helpful Responses**

- I believe you (or showing acceptance of what the child says)
- You have done the right thing by letting me know
- That must have been really hard
- I am glad you have told me.
- It's not your fault.

### **Avoid Saying**

- 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 that you believe them. Let the child know what you are going to do next, and that you will let them know what happens.

Contact the Safeguarding team

Jaime Crick  
Gary Crick  
Katie Flitton

hello@mannatheatrecompany.uk

Consider your own feelings and seek pastoral support if needed.

Any risk of significant harm comes under Local Authority threshold and procedures for reporting to the local authority must be followed. See contact numbers later.

Everyone has a duty to protect children do not leave a concern to someone else to report.

### **Making Notes**

1. Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity).
2. Record dates and times of these events and when you made the record.
3. Keep all handwritten notes, even if subsequently typed up.
4. Such records should be kept for an indefinite period in a secure place in Manna Filing Cabinet
5. You should never discuss your suspicions or allegations with anyone other than those nominated in the Safeguarding Policy which Jaime Crick and Katie Flitton

### **Roles and Responsibilities for those volunteering with Manna Ministries.**

The Manna Team and Safeguarding leads must always be in possession of names of those in the following teams, regardless of the length of time they are volunteering with Manna.

1. Creative lead–

Director and Principal

Jaime Crick who heads up and directs all the musicals

Principal

Gary Crick

2. Sound and Media lead:

Noah Crick - Heading up and overseeing the Sound and Media aspect of the ministry – It will be this individuals responsibility to create and review and submit to trustees the GDPR and Photo and Media permissions policy and to keep up to date records or permissions and to hold all Photos and Media securely.



3. Props and staging lead.

Gary Crick – Heading up all props and Staging and responsible for the health and safety surrounding use of the props and risk assessment for this. Per show and in general.

4. Costume Department Lead

TBC – Heading up the costume department and all that is involved with measuring and making sure costumes are suitable for each show and performance.

5. Volunteer teachers-

Those recruited to lead or to help at a class, group or project and have gone through the safe recruitment process and

6 Assistants to the ministry

Those who provide support to any of the above areas – assistants will work under supervision of one of the above leads and can include chaperones, DBS checked helpers at theatre and or events. Administrators and fundraisers.

Additional adults may help on one or two occasions but must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

## **Appointment**

In appointing new workers within Manna, we will follow our safe recruitment policy.

1.A confidential form for completion by the prospective leader/assistant will be issued by the principals and, where deemed necessary, references will be sought from appropriate sources such as previous churches.

2.The form will seek, among other information, A Criminal Record Bureau (DBS) check to be carried out to ascertain whether the prospective leader/assistant has any conviction for criminal offences against children.

3.The form will be signed and dated by the prospective leader/assistant. A passport or birth certificate will be required to authenticate the individual working with children/young people.

4. Manna will keep the completed form in a secure place.

5.All members of the approved leadership team of any extended activity for children/young people will be required to complete and sign a confidential declaration form and have DBS clearance.

6.Newly appointed workers should serve a period of three months on a probationary basis before being ratified in the post by the leads. If the serving period is for a project only, then this does not count.

Where the work or behaviour of a newly appointed worker is considered unsatisfactory, or where problems arise relating to that person's involvement in the activity/department, the matter should be referred to the leadership/ Trustees for their attention.

### **Yearly contracts for volunteers to include job description and period of time for undertaking.**

1.Although most workers with children and young people at Manna Ministries are unpaid, it remains advisable that a yearly contract document be drawn up for each worker. This will help avoid confusion and will define each person's role and responsibilities with greater clarity.

### **Meetings**

Regular Teams working with children/young people should hold regular planning and review meetings and should engage in training activities (such as safeguarding) where deemed appropriate to the development of their services and skills.

These training sessions are there to support and help clarify responsibilities for all working with children and young people.

## **Guidelines for Reporting Suspected Abuse:**

### **Recognise, Respond, Record, Report, Reflect**

Because we believe children are our most important concern, Manna has adopted the following guidelines for reporting suspected abuse:

- You are in a position of trust and may be the only port of call for a child or young person that needs help.
- We take all allegations of child abuse seriously.
- Remember that the issue(s) in hand are confidential and sensitive. If the police or child protection agencies choose to pursue the matter further, discussion amongst workers or even with the child at risk, will be very detrimental to the case and should not happen to protect that child.
- **LESS URGENT SITUATIONS:**
  1. If any worker has a concern about a child/young person in relation to a **potential** abuse/neglect situation they can talk this over with the Safeguarding co-ordinators who may recommend that they fill out an incident report form for filing.
  2. If an incident report form is made for this occasion, This document should include any visual clues to abuse or details of any conversation with a child/young person that may raise their suspicion. This should be filled in and handed to Jaime Crick or Gary Crick in [hello@mannatheatrecompany.uk](mailto:hello@mannatheatrecompany.uk)
  3. The Safeguarding Co-ordinators will then evaluate the situation and follow appropriate guidelines, if necessary taking action in reporting the matter to the relevant agency (e.g. Social Services/Police Child Protection Unit).

- **PHYSICAL ABUSE OR NEGLECT**

1. If there is any allegation that a child has a physical injury or behavioural symptoms of neglect, the Child Protection Co-ordinators must be notified within two hours of the concern.
2. If neither Child protection co-ordinators are available, Please use the forms available from us to document any concerns as these give guidelines as to what information is to be reported to the Local Authority.

**NOTE:**

Action may need to be immediate if the situation indicates the child's safety is at risk or significant harm; therefore, oversight may not have been notified prior to Social Services/ Police Child Protection Unit in all cases.

1. Advice may be sought by the worker from Thirty One Eight (formerly CCPAS) Churches' Child Protection Advisory Service, PO Box 133, Swanley, Kent, BR8 7UQ, **Telephone 0303 003 11 11.**
2. **Do not try to handle or manage the alleged situation or abuse.**
3. **Do not confront the accused.**
4. **All workers with children/young people must bear in mind that the recognised agencies for dealing with suspected abuse situations have stringent procedures for dealing with such issues and that it is the task of these professional agencies, albeit secular, to investigate the matter.**

**The Safeguarding Co-ordinator will then evaluate the situation and either:**

1. -Contact Social Services (or the Thirty One Eight Agency) for advice if concerned about the child's safety.
2. Where emergency medical attention is necessary it will be sought immediately.
3. In other circumstances speak with parent/guardian and suggest that medical help/attention is sought for the child. The doctor will then initiate further action, if necessary.

- **Recommendations to the parent(s)/guardian(s)**

1.-If appropriate the parent/guardian will be encouraged to seek help from the local Authority Department.

2.-Where the parent/guardian is unwilling to seek help, if appropriate, the Safeguarding Co-ordinator/Deputy Safeguarding Co-ordinator will offer to go with them.

3. If they still fail to act, the Safeguarding Co-ordinator or Senior Team should, in cases of real concern, contact Social Services for advice.

**NOTE:**

Where the Safeguarding Co-ordinators are unsure whether or not to refer a case to the Social Services, then advice from the Thirty-One Eight Agency will be sought and followed.

The Agency will confirm its advice in writing in case this is needed for reference purposes in the future.

- **SEXUAL ABUSE:**

In the event of allegations or suspicions of sexual abuse, the Child Protection Co-ordinators must be notified within 2 hours and will:

1. Contact the Thirty-One Eight Agency for advice/support, or the Social Services Child Protection Officer/Police Child Protection Team directly.
2. The Safeguarding Co-ordinator or Deputy will not speak to the parent (or anyone else).
3. If, for any reason, the Safeguarding Co-ordinators are unsure whether to follow the above, then advice from the Thirty-One Eight Agency will be sought and followed.
4. The Thirty-One Eight Agency will confirm its advice in writing in case this is needed for reference purposes in the future.
5. Under no circumstances will the Safeguarding Co-ordinators attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Safeguarding Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Local Authority Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

**NOTE:**

Whilst allegations or suspicions of sexual abuse will normally be reported to the Child Protection Co-ordinators, the absence of Safeguarding Co-ordinator should not delay referral to Thirty One Eight or Local Authority Department.

Advice may be sought by the worker from Thirty One Eight Child Protection Advisory Service, PO Box 133, Swanley, Kent, BR8 7UQ, Telephone **0303 003 11 11**.

- **CONVERSATIONAL DISCLOSURE:**

If any worker has a conversation with a child/young person in relation to potential abuse situation, the following guidelines must be adhered to in the conversation:

1. Workers must avoid asking any leading questions that may steer the child/young person to make a particular statement/accusation.
2. Disclose to the child that you **cannot provide confidentiality in matters where someone is being hurt**, but that you are here for them and want to help them through this situation however you can.
3. Due to the sensitive nature of such potential situations and the need for accuracy in reporting, it is advisable to involve a group leader in the conversation where possible.

**Following the conversation for workers and team;**

The worker must:

1. Document this concern and report it to the Safeguarding Co-ordinators Jaime Crick Gary Crick or Katie Flitton.
2. This can be done by email or by using the incident form available in your recruitment pack or by emailing and asking for one if you are not a volunteer with Manna and marked in an envelope marked Safeguarding.
3. This document should include any visual clues to abuse or details of any conversation with a child/young person that may raise their suspicion.
4. The document should indicate when and where the conversation took place, its context, your name and names of any other individuals present and the nature of the considered abuse; this record must be signed and dated.
5. Such written information remains strictly confidential, and it is the responsibility of the worker to ensure the document remains in a secure place whilst in their possession.

6. The Safeguarding Co-ordinators will then follow appropriate guidelines, if necessary taking action in reporting the matter to the relevant agency (e.g. Social Services/Police Child Protection Unit).
7. **Do not try to handle or manage the alleged situation or abuse.**
8. **Do not confront the accused.**
9. **All workers with children/young people must bear in mind that the recognised agencies for dealing with suspected abuse situations have stringent procedures for dealing with such issues and that it is the task of these professional agencies, albeit secular, to investigate the matter.**

**Please remember.**

Your duties as a child/youth worker are to love and nurture the children, providing a safe place for them to learn more of God.

You are not responsible for healing their wounds, fixing their situations, or restoring their families. Keep in mind that the child protection coordinator(s) have received further training in these matters and are better equipped to follow them through.

## **Accountability in Positions of Trust**

**See further pages, for further information and definitions on the Position of Trust**

- Accountability is a personal responsibility. Always ensure you know to whom you are accountable to.
- Be transparent in all that you do and speak. If you have concerns about a fellow worker and their responses or behaviour towards a child, please report the matter to the Safeguarding team.
- Recording actions and conversations.
- In being transparent, you are reducing risks to both yourself and children in our care.
- Any reports of suspicious behaviour towards children will be investigated.

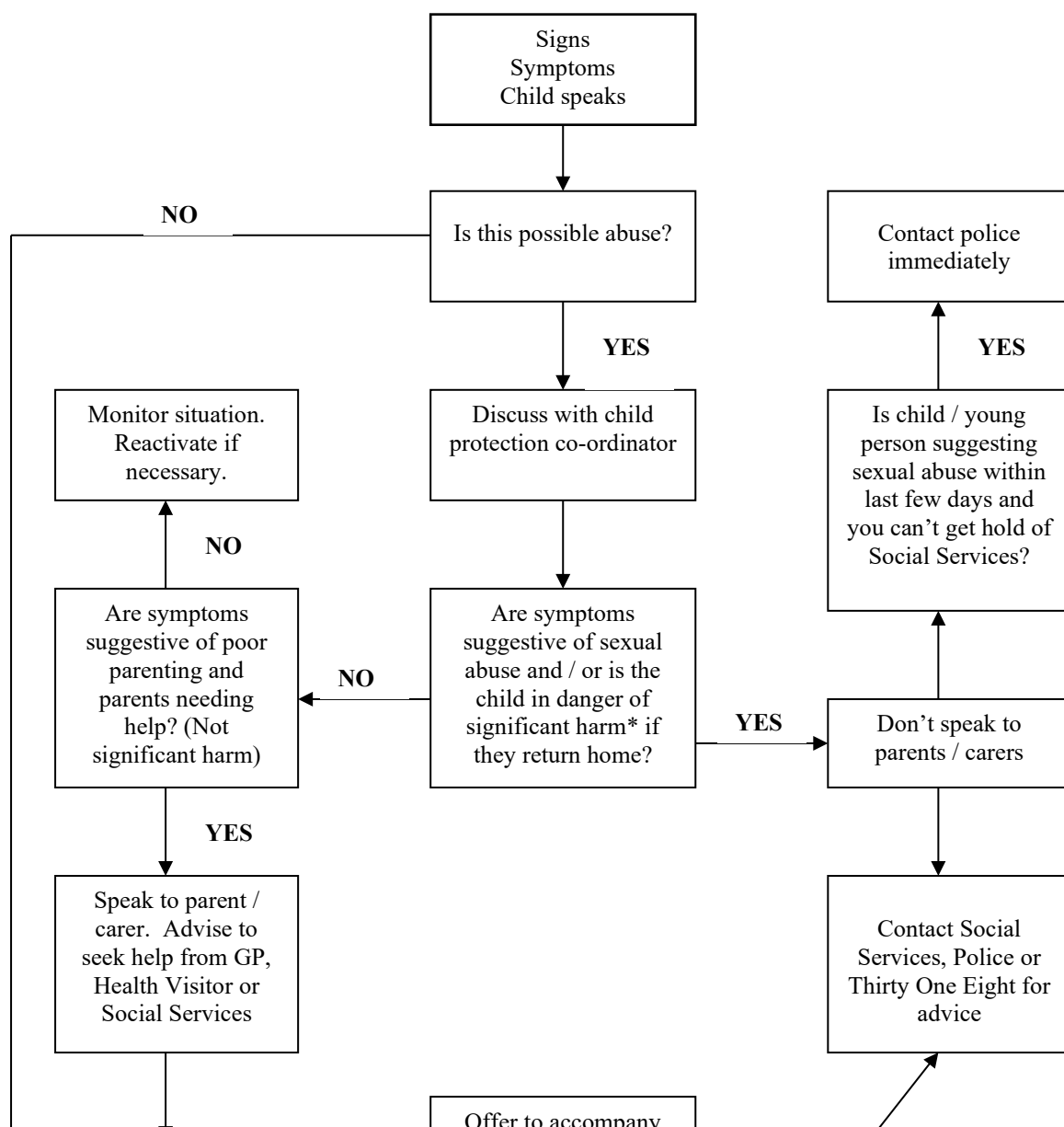
### **IN CLOSING NOTES:**

1. It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from Thirty One Eight, although it is hoped that members of the ministry will use the procedure defined in the Child Protection Procedure.

- If, however, it is deemed that the child protection team has not responded appropriately to concerns raised, then it is the responsibility of the individual to contact the relevant organisation direct.

Advice may be sought by the worker from Thirty One Eight Child Protection Advisory Service, PO Box 133, Swanley, Kent, BR8 7UQ, **Telephone 0303 003 11 11.**

Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Safeguarding Co-ordinators as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.





Helpful documents:

Safe from Harm (The Home Office)

The Children Act 1989, 2004 (HMSO)

The Protection of Children Act 1999

Working Together Under the Children Act 1989 (HMSO)

Caring for Young People and the Vulnerable 2000

Guidance Documents from Churches' Child Protection Advisory Service (CCPAS)

Important Telephone Numbers:

|   |                |
|---|----------------|
| Thirty-One Eight                            | 0303 003 11 11 |
| Police                                      | 101            |
| Child Protection Co-ordinator Jaime Crick   | 07783514826    |
| Child Protection Co-ordinator Jaime Crick   | 07596096319    |
| Child Protection Co-ordinator Katie Flitton | 077946730473   |

**Midlands contacts for West Bromwich Manna**

|   |               |
|---|---------------|
| Local safeguarding Children's Board Midlands      | 0121 569 3100 |
| Multi agency Safeguarding Hub Midlands            | 0121 569 7292 |
| Local Authority Designated Officer Midlands       | 0121 368 1166 |
| Child & Adolescent Mental health Service Midlands | 0121 569 2355 |

**Surrey contacts for Surrey Manna**

|  |             |
|--|-------------|
| Local Safeguarding Children's services<br>CAMHS Single Point of Access | 03004709100 |
|--|-------------|

## Manna Code of Conduct for

### **Position of Trust**

Children and young people who spend regular periods of time with children's and youth team members place their trust in us, looking to us to aid with the development of their spiritual health and wellbeing.

Most Christians who work with the younger generation work tirelessly to assist with their development.

There are, however, a select few who use their position and the power inherent in their role to abuse that trust and to target vulnerable children and young people for abuse.

*This is why we need to safeguard.*

As a result of the position and/or the authority invested in their role, all persons working with children, young people and vulnerable adults in Manna are in positions of trust in relation to the people in their care.

1. A relationship between a team member and child/young person cannot be a relationship between equals.
2. Therefore, there is potential for exploitation and harm of children, vulnerable young people and adults and we have a responsibility to ensure that any unequal balance of power is not used for personal advantage or gratification.
3. We ask that all our workers acknowledge their position of trust and behave in an appropriate manner in their relationships with the children and young people.
4. Even if you would never harm a child; developing a close friendship or intimacy (home visits, taking them shopping, late night web chats, long phone conversations or emails, cinema trips, etc), teaches them to trust adults with influence in their life.
5. Unfortunately, in today's society, and with such practices as sexual 'grooming' on the rise; this outlook may not be in the child's best interest.

## **Being in a Position of Trust having a Duty of Care and the Abuse of Trust**

We believe that childhood innocence is a gift given by God that must be protected. Children are naturally trusting.

Children readily place their trust in adults who care for them and it is our responsibility as a ministry to safeguard that trust.

### **The government defines the Position of Trust as:**

1. A relationship in which an individual is in a position of power or influence over the other by virtue of their work or the nature of their activity.
2. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the **responsibility they must exercise as a consequence of this relationship.**
3. It is this power or influence that might be abused to persuade and encourage or intimidate a child or young person into certain behaviours or activities.
4. All workers must therefore recognise the responsibility they now have and to ensure they do not abuse their positions of trust wittingly or unwittingly and be mindful of the new position that hold and the Duty of Care that follows.

*Please note that the Position of Trust is a legal term, bound in law.*

*It describes relationships where an adult (18 years or over) has perceived power, influence or authority in a child's life (under 18 years) and may have influence on their future, by the nature of their role within an organisation.*

We believe that good practice dictates those boundaries need to be in place to ensure that the safeguarding of vulnerable groups including minors is not compromised and that there are clear expectations about appropriate behaviour of leaders, volunteers and anyone who is in contact with children, young people and vulnerable adults within Manna.

### **Duty of Care is defined as:**

The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child, young person or vulnerable adult involved in any activity or interaction for which that individual or organisation is responsible.

Any person in charge of, or working with children, young people and vulnerable adults in any capacity is considered, both legally and morally to owe them a duty of care.

In short, your relationship with those you care for changes, and that can be whether on duty or off duty.

### **Abuse of Trust**

The potential for exploitation and harm to vulnerable people through an abuse of trust means that all adults have a responsibility, must ensure that an unequal imbalance of power is not used wittingly or unwittingly (knowingly or unknowingly) for personal benefit or gratification; otherwise, this could be construed as an abuse of trust.

Where an allegation of the abuse of trust is made, consideration will be given to whether it meets the following thresholds.

An 'allegation' means where it is alleged that a person who works with children, young people or vulnerable adults has:-

1. Behaved in a way that has harmed them; or may have caused harm to them in an emotional, physical or sexual way etc.
2. Possibly committed a criminal offence against or related to a child, young person or vulnerable adult.
3. Behaved towards children, young people or vulnerable adults in a way that indicates that they may pose a risk of harm to them

### **Manna makes the following expectations for those in a position of trust:**

- All workers must conduct themselves in accordance with the reasonable expectations of someone who represents the ministry; this includes both while on duty and also when off duty.
- They must possess a personal copy of the Good Practice Guideline, read and comply with it.
- They must understand that they will be seen as role models by the children and young people who they are in contact with at all times, including when they are

off duty. This includes youth helpers volunteering in both Children and youth ministries.

- They must take care to observe appropriate boundaries between their role and personal life. For example, they must ensure that all communications they may have with or about children or young people are appropriate.
- They must seek advice immediately if they come across a child or young person who may have been harmed (including self harm) or a team member whose conduct appears inappropriate.
- They must not expose themselves or others to material, which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, or in violation of any law.
- They must both read the Good Practice Guidelines and sign the Code of Conduct on a yearly basis, committing to accept the responsibility modelling a Biblical lifestyle and of supporting and building up (never pulling down) the families of the ministry through their service.

### **Position of Trust Guidelines:**

- Ensure all communications with and about children are appropriate in their tone.
- Always aim to work within sight of another adult.
- If known in advance, seek a parent's permission if a child is to be seen on their own. Another adult must be nearby, and the child/young person must know this.
- Respond warmly to a child who needs comforting, but make sure other adults are around.
- Do not invade a child's privacy whilst washing or toileting.
- Do not play rough physical or sexually provocative games.
- Do not be sexually suggestive about or to a child or young person even in fun.
- Do not allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Do not give lifts to children or young people on their own or on your own.
- Do not share sleeping accommodation with young people.
- Do not invite a young person to your home alone.

### **Children's Ministry - Adult to Child Ratios**

- No adult should be left alone with a child in a situation where others cannot observe that activity. Arrangements for small groups of children/young people to be working within the same room can assist in addressing this.
- It is advisable that two or more adults be involved in any activity involving children/young people, particularly where that activity is the only one taking place on premises at any given time.

- No group of children will be taken off premises for any activity with fewer than two adults. Off site activities should be staffed by a minimum ratio of 1:8, adult caregiver to child, and should include both genders.
- At Theatre it is 1;12 ratio under a chaperone that is registered.
- Where any group of children are engaged in a residential visit of any nature it is essential that there be a balance of male and female leaders where both sexes are present amongst the children attending.

## **Youth Ministry - Adult to Young Person Ratios**

- No adult should be left alone with a young person in a situation where others cannot observe that activity. Arrangements for small groups of young people to be working within the same room can assist in addressing this.
- Every effort will be made to have a minimum of two adults working together with young people. In a Bible study or similar discussion environment, it is acceptable to have individual groups with only one adult caregiver, provided there are other adults present in the general area. The area where this is taking place should either have a large window or open door. This protects the young people as well as the adults and provides a safer environment in the event of an accident or emergency.
- There must be two or more adults involved in any activity involving young people, where that activity is the only one taking place on Manna premises at any given time.
- No group of young people should be taken off premises for any activity with fewer than two adults. Offsite activities should be staffed by a minimum ratio of 1:8, adult caregiver to child, and should include both genders whenever possible.
- Where any group of young people are engaged in a residential visit of any nature (visiting a church, camp etc) it is essential there be a balance of male/female leaders where both genders are present in the residential
- It is recognized that certain pastoral care situations may preclude the presence of two adult caregivers and that the general guidelines for supervision should not restrict situations where individual guidance is necessary (i.e. meeting with a leader ); In this case, the door must be left open or the window of the door shall remain uncovered. There MUST, however, be other adults present in the vicinity.

## **Guidance for Discipline**

Discipline is the education of a person's character. It includes nurturing, training, instruction, correction, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love, and it is God's heart.

- NEVER raise a hand to a child, and don't shout – change voice tone if necessary
- For children/youth lay down ground rules from the onset of the session e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if ground rules are broken. Use a visual communication method may aid and help remind children/youth.
- Separate children who have a tendency to be disruptive, when together. For older children/youth - warning them first and only separating as a last resort.
- When disciplining for the older children/youth take them to one side and talk to them, never humiliate them in front of their peers, promote their strengths and challenge them to change
- Warn a child/youth that you will remove them from the class and/or speak to their parents if necessary.
- Persistent and blatant bad behaviour will result in the child being excluded from the Manna

## **Health and Safety Issues**

A first aid qualified individual should be available at all times within Manna. At least one member of the team should have undergone a training course in first aid. First Aid training courses should be made available to leaders of children's/young people's work and opportunity to update such skills should also be sought.

The planned activities for any group should take into account the following:

- Meeting places should be warm, well lit and well ventilated.
- Positioning and safety of furniture and equipment (sharp edges/corners etc);
- No child should be in possession of any piece of equipment except when using it

- under supervision when engaged in the activity it is intended for;
- Organised games in an appropriate location and ensure equipment (size of ball/indoor variety) and footwear is suitable for the activity/location;
  - Ensure you have enough space for the intended activity. Activities involving running require adequate stopping distances to ensure no collision with the walls;
  - All games activities require appropriate supervision; Follow ratio guidelines
  - In the selection of appropriate games and more boisterous activities, leaders need to consider health and safety issues as a priority;
  - Where necessary a risk assessment to be produced;
  - If food is regularly prepared for children on the premises, a Food Handling and Hygiene Certificate must be acquired. Any electrical equipment should meet required safety standards (appropriate wiring/fuse rating etc). Workers are advised to carry out a visual check of electrical equipment prior to use. Attention should be paid to any scorch marks on plugs or loose wiring.
  - Adults must be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises.
  - Walk through rooms before each session to check for any potential hazards.

## **Accidents and locations**

1. An accident book will be made available at all lessons and theatre productions and stored in an appropriate location for easy access to all children workers with the accident book. This will have an agreed format and all accidents should be logged in this document. Accident records should be dated and signed by a leader dealing with the accident. All accidents must be recorded.
2. Parents/guardians should be informed of their child's accident at the earliest opportunity and preferably by the first aid qualified leader making direct contact with them when they collect the child from the activity, through a telephone call or in writing.
3. The leadership of each department should keep a register of children, in attendance. Alongside the register a record should be kept of child/young person's personal details, emergency contact names, numbers and addresses for each child. Any health risks, allergies or special requirements should be recorded on this record.



## **Guidance for Touch**

Touch is a positive way of communicating affection, warmth, acceptance, and reassurance.

We want the children and youth of Manna to know that we love and accept them, and touch is a wonderful way of expressing this to them.

We do recognize however, that today we must be careful.

We do not want to provide an opportunity for any discomfort or confusion on the part of the children, the parents, or the team members. As a result, we have developed these 'Touch Guidelines' to help us to know what the safe parameters of physical contact are.

### **Positive Touch Guidelines**

1. Think about who/what you might represent to that child.
2. It is vital to consider what you as the adult might represent to a particular child.
3. Personal likes and dislikes will play a part in any relationship.
4. Some children are nervous of men, for instance.
5. Actually, there are many factors that influence the relationship between adult and child, including gender, race, disability, age, sexual identity and role status.
6. Think about the background of that child. The background of a child can be a huge influence on who represents a 'safe' adult in the eyes of the child. Children from ethnic minority backgrounds may be used to different types of touch as part of their culture.
7. They may also find certain types of touch offensive.
8. Children who have been subject to physical or sexual abuse may be suspicious or fearful of touch. This is not to say that children who have experienced abuse should not be touched; in fact it may be beneficial for the child to know different, safer and more reliable adults who will not use touch as a form of abuse.
9. Consider the context of any opportunity for touch. The context in which positive touch takes place is a large factor in determining the emotional and physical safety for both the adult and child.
10. Are you greeting them, are you consoling them, are you congratulating them, or are you just aimlessly touching them?
11. What message is being sent out to the child? If the intention is to positively and safely communicate affection, warmth, acceptance and/or reassurance it is likely to be acceptable.

12. Positive touch must be accompanied with confidence.
13. It is interesting to note that a self conscious or clumsy touch may confuse a child or cause them discomfort, even distress.
14. It is important to positively touch with confidence, and verbalize your affection, reassurance and acceptance.
15. Examples of this include touching a child's arm and saying "Well Done, Joe".
16. Or giving a shoulder hug & saying, "Morning Sue, I've been thinking and praying about you all week – how did the test go?"
17. Where children indicate that positive touch is unwelcome team members should back off and apologize if necessary.
18. If a child is resistant to positive touch, it is not our team's job to change their minds. Instead we must recognize their legitimate feelings, and do our best to turn the class back into a safe environment for them.
19. This does include apologizing if necessary.

**An example of this would be:**

"Joey, I saw that when I touched your arm earlier to congratulate you for winning the game, that it seemed to make you uncomfortable. I want you to know that I'm really sorry about that, and I'll make sure not to do it again. But know how proud I am of what a great job you've been doing in class today."

1. Team members should talk to each other and record any interactions like this, or any impressions of touch dislike you get from specific children.
2. If particular strategies work, or fail, team members should be informed so they can avoid making the same mistake.
3. Touch of a positive and safe nature is acceptable between team members.

This will demonstrate positive role models for children and shows that adults can get along and use touch in non-abusive or threatening ways.

**Positive Touch Specifics:**

1. Use the shoulder hug as your primary hug contact with all of the students. The shoulder hug is a hug that occurs shoulder touching shoulder, instead of chest touching chest.
3. When interacting with a child over the age of ten, there should be no hugging of a child of the opposite sex, which is not a shoulder hug.
4. Generally speaking, it is acceptable to touch children's hands arms and shoulders. Having said this, what constitutes an intimate part of the body will vary for each child.

5. It may be appropriate to touch a child's back, or ruffle their hair, IF the child indicates such touch is acceptable. But avoid unnecessary informal touching.
6. All other parts of the body are 'no go' areas.
7. To go beyond would be unacceptable, even if the child appeared to accept it.
8. No part of the body should be touched if likely to generate sexualized feelings on the part of adult or child.
9. No part of the body should be touched in a way that patronizes or is intrusive.
10. Play fighting is an unacceptable form of touching for the team members.
11. If any activity, for example dance, requires physical contact, make sure that the young person and their parents are aware of this and its nature.
12. Young children may sometimes need comforting; make sure they are responded to warmly but with other adults around.
13. Be aware of any specific additional needs where touch may be painful or the child requires sensory feedback. A further additional plan will then be required stating further guidelines appropriate to the individual child.

**For younger children – NSPCC guidelines PANTS**

- P Privates are private
- A Always remember your body belongs to you
- N No always means No
- T Talk about secrets
- S Speak up someone can help

## Touch for physical intervention

Physical intervention refers to the actions by one or more persons restricting the movements of another.

Physical intervention implies the restriction of a child's movement, which is maintained against their resistance.

Physical intervention is rarely required, but becomes necessary when a child is hurting or endangering another, hurting or endangering themselves, or damaging furniture or equipment.

It can also become necessary when a child is attempting to escape a class or refusing to wait for accompaniment back to their parents.

Examples of physical intervention include holding a child or youth by their arm, , or even locking a door so that a child cannot leave a room. 2 adults must be available.

## Who may use Physical Intervention

As a provider we do not work with Young people on a daily basis and we do not have a trained physical intervention trained adult.

In an emergency, however; the use of physical intervention by other leaders, may be justified if it is the *only way to prevent injury*.

### **First stage physical intervention techniques:**

1. Positive Touch: This includes minimum contact in order to lead, guide, usher or block a child; applied in a manner which gives the child quite a lot of freedom and mobility.
2. Presence: A form of intervention using no contact, such as giving verbal instruction/direction, standing in front of a child or obstructing a doorway to negotiate with a child; but allowing the child the freedom of movement.
3. The locking or bolting of a door in order to contain or prevent a child from leaving.
4. **Any physical intervention must be documented** and parents informed and signed by parents and adults supervising.

## Parental/Family Contacts

Where any activity is to take place off rehearsal premises, the leaders of the groups must arrange to notify parents well in advance of the activity.

1. The letter of notification should include details of the visit and of transport arrangements. A permission slip must be signed by the parent/guardian and returned to the leaders of the activity in advance. The returned slips must be kept in a secure place **for one year following the event date**.
2. A copy of the letter must also be retained and filed.

In the event of a complaint relating to a Manna activity registered by a parent the following procedure should be followed with each subsequent step followed if the situation remains unresolved:

| One   | Two   |
|---|---|
| The lead teacher(s) try to resolve the complaint.<br>Notify the Principals that a complaint has been received | The lead teacher(s) refers the matter to the principals who will meet with parent(s)/guardian(s), and take with them a safeguarding team member for accountability. |

## Electronic Communications

This concerns the use of mobile phones, email, SMS messages, MSN Messenger and other electronic communication methods.

Electronic communication, in particular through mobile phone, email and social networking sites such as Facebook, is the norm for most young people.

It is therefore necessary for youth team workers to communicate electronically with them.

The issues involved in communicating electronically are not basically different from those in face-to-face communication, except that the person is not with the sender so neither can use facial expressions or body language to communicate their meaning.

It is also normally private, so others are not there to provide a context and background.

Also, it does in principle create a record which could in some circumstances be printed out and used in evidence.

Those who wish to abuse young people often start with electronic communications and then attempt to lure young people into an unprotected face to face meeting.

Good practice is to communicate in such a way that achieves its purpose without unintentionally encouraging habits in young people which could be dangerous.

The Principals are required **to have written consent from parents** to communicate by phone, email and social networking sites.

It is recommended that all volunteers consider the same, but it is required that they receive the verbal consent of the parent or guardian prior to beginning electronic communication with any young person.

### **Equipment**

- Monitor and supervise the use of your equipment by young people
- Set parental control limits
- Net Aware free download – relaunched in 2018 is available to monitor what sites are out and available now. It reviews what apps and sites children have access to and what risk they hold

### **Social Networking Sites**

- Consider carefully whether to use such sites when communicating with young people as use of these sites can make it harder to maintain an appropriate boundary between ministry and private life. It also creates a risk of inappropriate material appearing on a worker or young person's profile.
- Do not use 'Instagram' or 'Snap Chat', as the primary function of these sites is the distribution of images, and this is not advisable in a Position of Trust.
- It is not appropriate to use this manner of communication with anyone underage, (i.e. Facebook set an age limit of 13) despite parental permission.
- All those who use social networking sites should set their privacy settings carefully and check them every three months.
- Keep communications short. If you need a discussion, fix a time to do so face to face during or following group activities.
- Keep communications during sensible hours.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- While communications should be warm and friendly, they should not suggest or offer a special relationship

- Make sure that your communication is such that, in principle, it would not embarrass you for it to be seen by the young person's parents or church leaders.

### **Mobile Phones or Email**

- If young people want you to hold their mobile phone numbers, email addresses or similar, make sure that their parent/guardians know **and have agreed PRIOR** to beginning contact in this manner.
- Only give personal contact details that are within the public domain of the church, including your mobile number.
- Keep communications short. If you need a discussion, fix a time to do so face to face during or following group activities.
- **Do not exchange 'selfies'**.
- Keep communications during sensible hours.
- Use an appropriate tone: friendly, but not over-familiar or personal
- While communications should be warm and friendly, they should not suggest or offer a special relationship
- Make sure that your communication is such that, in principle, it would not embarrass you for it to be seen by the young person's parents or church leaders.

### **Making and Distributing Images of Children**

Making and publishing images of children is usually enjoyed by children and parents and can bring useful publicity, but there are some important issues to note.

The issues are the same for all images - still photographs, digital images or films, regardless of the technology used.

Please be aware that Images count as personal data under the Data Protection Act 1998, and therefore must be treated with confidentiality in mind.

It is important that the consent of the children and their parents is obtained for the making and use of images of children.

Consent is not needed if children are in a public place such as a fair or open market, but a Manna and Theatre is not a public place in this sense.

**Those taking photographs need to bear in mind that parents may have good reasons for refusing consent, for example:**

- children involved in legal disputes, local authority care, adoption.
- if individual children are identified, it would be possible for potential abusers to use them to target prospective victims.
- images made using digital cameras can be manipulated for child pornography.

**Good practice is therefore as follows when taking pictures at a Manna events:**

- Obtain consent from parents and children/young people before making images.
- Use the official camera, wearing an appropriate lanyard or uniform indicating you are operating in an 'official' capacity. This will help both you and the children/young people to recognize and respect the boundaries of image taking during youth and children's functions.
- If children are scantily dressed, e.g. For show costumes
  - focus on the activity rather than any particular child
  - avoid full face and body shots.
  - consider the age of the children involved.
- If the photograph is to be distributed, avoid naming the child. If a name needs to be used, it should only be a first name. (There are circumstances where, with the explicit consent of the child and his parent, it would be permissible to use the child's full name, for example when celebrating a performance or achievement)
- Store the image securely and dispose of it within the limitations of the consent on the form.
- Do not upload any pictures from the Manna camera for personal use.
- Do not upload any pictures from the Manna camera to any computer or memory device. This is the job of the Media team and following privacy data
- Do not take pictures on a personal camera or mobile device during any activities with Manna
- Take care when taking photo's on personal devices of children and youth at public events to maintain the high standards required of a person in a position of trust. Make sure you have the child's permission. Do not upload the photo to any social networking sites, without full consent from the child and their parent(s).



## Transporting Children/Young People by Private Car

- Transport and travel arrangements are the responsibility of parents if they make informal arrangements amongst themselves. They are the responsibility of the Manna if workers organize or provide them.
- Letters informing parents of any offsite activities must state the transport arrangement (i.e. responsibility of the parents)
- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to giving lifts to and from a Manna Activity
- All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during Manna Activities
- All cars that carry children should be considered to be in a roadworthy condition.
- All children/young people must wear suitable seat belts and use appropriate booster seats. If there are no seat belts, they should not be carried.
- Take care in assisting children to board or leave vehicles, taking account of the guidance on touch.
- At no time should the number of children in a car exceed the usual passenger number. There must be a seat belt for every passenger.
- Any driver who has an endorsement of 6 points or more on their license should inform the Safeguarding Coordinator Jaime Crick or Katie Flitton
- Any driver who has an 'unspent' conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children.
- There should preferably be a non-driving adult escort as well as the driver.
- There should not be one adult and one child/young person in a car. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car. In this instance, the worker must text the parent/guardian and the child safeguarding coordinator or team coordinator when they are departing, and again on arrival. They must also document the situation on an Incident Form, available in your pack
- To ensure that these guidelines are adhered to it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars.

### **Helpful Documents**

Safe from Harm (The Home Office)

The Children Act 1989, 2004 (HMSO)

Safeguarding Vulnerable Groups Act 2006

The Protection of Children Act 1999

Children Act 1989 and 2004 (HMSO)

Caring for Young People and the Vulnerable 2000

Guidance Documents from Thirty-One Eight (previously - Churches' Child Protection Advisory Service - CCPAS)

The Charity Commission Guidance 2017

Working Together to Safeguard Children 2018