

**Written : July 2015**

**Revised : June 2017 version 4**

## **Safeguarding policy**

24/7 Prayer Stanford – Charity number: 1146983

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## **A General Policy Statement**

24-7 Prayer Stanford has a moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of children.

Throughout these policies and procedures, reference is made to “children and young people”. This term is used to mean children (i.e. those aged under 16), and young persons (i.e. those aged 16 to 18). The trustees recognise that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The trustees are committed to ensuring that the organisation:

- Provides a safe environment for children and young people
- Identifies children and young people who are suffering
- Takes appropriate action to see that such children and young people are kept safe from harm

In pursuit of this, the trustees will approve and aim to annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people.
- Providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against trustees, core team members, staff and volunteers
- The safe recruitment of trustees/staff/volunteers

The 24-7 Prayer Stanford Community has family at its core.

Children and young people who regularly attend church events or use the Prayer Room tend to be part of families that also attend 24-7 Prayer Stanford. Core Team

members are those approved by the trustees and also include the trustees. A list of current members is held by the trustees.

Children and young people who attend fall into two categories – those who are met through the schools work, and those who are attend via existing friends and family members.

For children and young people who are met through the schools work:

Parents/guardians of all children and young people are invited and welcome at all church events, however only children of primary school age (11 and under) attending a church event must be accompanied by a responsible adult.

When a child or young person first attends a church event, the contact number of parents/guardians will be taken if not already held. (Leaders will keep a record of relevant contact numbers.)

Permission from their parents/guardians will be necessary each time the young person attends a church event, and transport arrangements will be confirmed with the parent/guardian.

For children and young people attending the Prayer Room, the same guidelines are applicable

(Whilst the current Prayer Room is attached to a residential property at 198 Southend Road, it operates and functions as a separate space, and as such, the Core Team members who occupy the house are not responsible for nor included in the activities of the Prayer Room.)

**In all circumstances including church events, at the Prayer Room, or giving lifts in a car, a minimum of two adults are to be present.** However, a Core Team member may meet a child or young person in a public place (e.g. cafe). In this case the time will be limited to 1.5 hours, and the Core Team member will contact a CP lead at the beginning and end of the time,

These same guidelines also apply if the child or young person is invited to a non-church event or gathering by a Core Team member.

Exceptions to the above rules may be made only at the joint agreement and discretion of the Child Protection leads and trustees.

For children and young people who attend via existing family and friends:

Children and young people of any age are welcome at the Prayer Room and all church events when accompanied by their parents/guardians. They can attend church events and the Prayer Room alone with the permission of their parents/guardians. At church events a Core Team member will have the necessary parent/guardian contact number and be responsible for them, including transport arrangements. Contact and meeting arrangements will be at the discretion of the parents/guardians.

For all members of the Core Team we would encourage attendance at a safeguarding training day, with the expectation that this would be attended a minimum of once every three years. 24-7 Prayer Stanford will endeavour to see that each member of the Core Team has a DBS check.

24-7 Prayer Stanford guests (those staying overnight at prayer houses) will be made aware of 24-7 Prayer Stanford's safeguarding policy. Leaders will endeavour to make sure a plan is put in place when it is known that a child(ren) or young people are attending the Prayer Room when guests are present. Leaders of 24-7 Prayer Stanford will make a contact number available to guests in case a child turns up unexpectedly.

24-7 Prayer Stanford has nominated Charlotte Harman as lead person with special responsibility for child protection issues for the year June 2017/June 2018 and has undertaken appropriate training.

Trustees, core team members, staff and volunteers working with children and young people for 24-7 Prayer Stanford will receive relevant training to ensure they are aware of child protection/safeguarding issues, responsibilities and the organisation's procedures and policies, with refresher training at least every 3 years.

The policy will be reviewed annually, next date for review June 2018.

The trustees recognise the following as definitions of abuse:

#### Physical Abuse

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done

deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

### Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

### Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

### Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

### Child Sexual Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

### Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It

is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

If staff or volunteers have a FGM concern over a child or young person they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Where staff or volunteers discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.

Staff and volunteers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the member of staff/volunteer has a good reason not to, they should still consider and discuss any such case with the designated safeguarding lead and involve children's social care as appropriate.

### Radicalisation

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. Staff and volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff and volunteers should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

### Prevent

As an organisation we have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Charlotte Harman will undertake Prevent training in 2018 and provide advice and support to other members of staff on protecting children from the risk of radicalisation.

Channel: staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for organisations to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Following a referral the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals.

## **B Designated Staff with Responsibility for Child Protection**

### Person with Lead Responsibility

The designated person with lead responsibility for child protection issues is Charlotte Harman, Schools Work Leader. Contact number 07868559889. She has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the welfare of children and young people, and the promotion of a safe environment for the children and young people.

The deputy children protection officers are Caroline Smith: 07926778096 and Scott Riddle: 07739685614.

They are responsible for ensuring that required questions are asked on relevant trustees, schools volunteers and future employees' application forms. The question can be worded accordingly –

*This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any applicants for this post who are offered employment or who become school volunteers for this organisation will require a Disclosure Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. A criminal record will not automatically bar a person from successfully taking up this post.*

Charlotte Harman has received appropriate training and should keep up to date with developments in child protection issues. They will all have responsibility for making new trustees, staff and volunteers aware of the existing child protection policy.

Charlotte Harman will be the main contact point for Child Protection issues and will have contact details for relevant organisations available for trustees, core team members, staff and volunteers. This list will usually include contact details of relevant individuals and provisions such as the NSPCC Helpline 0800 800 5000 and the local police child protection unit.

### **Contact Details**

Thurrock MASH (Multi-Agency Safeguarding Hub) : 01375 652802

Local Police: 01375 391212

CCPAS Helpline: 0845 120 4550

Referrals to services regarding concerns about a child or family typically fall into three categories:

### **Early help services**

The key objective of the service is to offer practical advice, support and direct case work to families to prevent issues escalating and requiring statutory intervention. Referrals requesting early help and targeted interventions will all come through MASH, but will be subject to screening and decision making by the MASH main decision maker and directed to the appropriate service or agency.

### **Child in need - Section 17 (S17) (Children Act 1989) referrals**

The Children Act 1989 states that a child shall be considered "in need" if:

- s/he is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by a local authority
- their health or development is likely to be significantly impaired, or further impaired, without the provision of such services
- s/he is disabled

Before referring a child to children's social care under Section 17, professionals should in most cases, ensure that a common assessment framework (CAF) has been completed and consultation has taken place with any relevant agencies, including where appropriate early help services.

### **Child protection - Section 47 (S47) (Children Act 1989) referrals**

The timing of such referrals should reflect the level of perceived risk of harm, not longer than within one working day of identification or disclosure of harm or risk of harm.

The purpose of the assessment is to determine whether the child is suffering, or likely to suffer, significant harm and to assess whether action is required to safeguard and promote the child's welfare. All professionals in agencies with contact with children and members of their families must make a referral to the Thurrock MASH if there are signs that a child or an unborn baby:

- is suffering significant harm through abuse or neglect
- is likely to suffer significant harm in the future

### **C Dealing with Disclosure of Abuse and Procedure for Reporting Concerns**

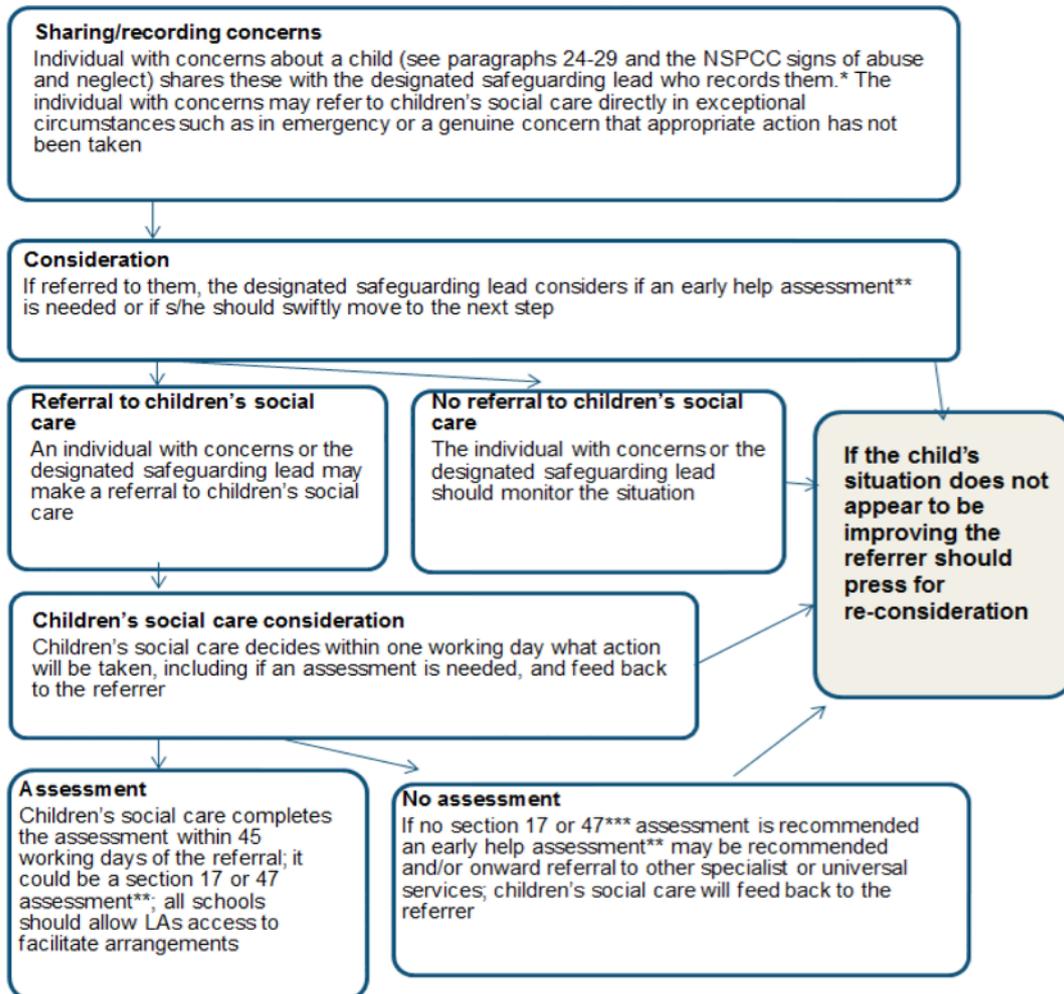
\*\*It is important to note that if, at any point, there is a risk of immediate serious harm to a child a referral should be made to MASH immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member/volunteer with concerns should press for reconsideration. Concerns should always lead to help for the child at some point.

If a child or young person tells a trustee, member of core team, staff or volunteer about possible abuse that is not of immediate seriousness:

- Inform the child that you must pass the information on, but that only those who need to know about it will be told. Inform them who you will share the information with
- Listen carefully and stay calm
- Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you
- Do not put words into the child's mouth
- Reassure the child that by telling you, they have done the right thing
- Note the main points carefully
- Make a detailed note of the date, time, place, what the child said, did and your questions etc. This will be kept confidentially by 24-7 Prayer Stanford
- Pass on information to child protection officer

*Trustees, core team members, staff and volunteers should not investigate concerns or allegations themselves, but should report them immediately to the designated person, Charlotte Harman, or if unavailable the deputy Scott Riddle or Caroline Smith.*

This diagram illustrates what action should be taken and who should take it where there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral.



\* Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment [CAF]. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

\*\* Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.

## **D Reporting and Dealing with Allegations of Abuse against Trustees, staff, volunteers or Core Team members**

These procedures apply to all trustees, core team members, staff and volunteers:

- 1.1 In rare instances, staff of Christian organisations have been found responsible for child abuse. Due to their frequent contact with children and young people, staff may have allegations of child abuse made against them. 24-7 Prayer Stanford recognises that an allegation of child abuse made against a trustee, core team member, staff or volunteer may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.
- 1.2 24-7 Prayer Stanford recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of trustees etc can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.

## **E Recruitment and Selection Procedures**

24-7 Prayer Stanford will have recruitment and selection procedures. These should be reviewed in order to ensure that they take account of the following:

- They should apply to staff and volunteers who may work with children and young people
- The key selection criteria for the post or role should be identified
- Obtain professional or character references
- Take a DBS check (maintain sensitive and confidential use of the applicant's disclosure)
- Use a variety of selection techniques (e.g. qualifications, previous experience, interview, reference checks)

## **F Working with offenders**

When someone attending 24-7 Prayer Stanford is known to have abused children, the leaders will supervise the individual concerned and offer pastoral care, but in its

commitment to the protection of children, set boundaries for that person which they will be expected to keep.

## **G Schools work**

We are visitors in the school and work with the permission of the Head Teacher, and under their authority. 24-7 Prayer Stanford will work under the schools own safeguarding policy.

Offsite provision will come under the Service Level Agreement which outlines that staff and volunteers will work according to the 24-7 Prayer Stanford safeguarding policy. This involves gaining signed parent permission, keeping medical information and emergency contact details, all of which are stored securely.

The schools team will endeavour:

- when working with a student one to one, to work in an open and public space
- work appropriately – any contact with children and young people which is, or could be interpreted as being, inappropriate, sexual or violent (words, threats, jokes, actions) should be avoided
- dress appropriately and fitting to the environment

All volunteers working in schools with 24-7 Prayer Stanford should read and sign the 24-7 Prayers schools volunteer agreement.

As Schools Workers and adults working with children and young people we all have a duty of care towards the children and young people.

*Do not take secrets out of the school* — if you are told about a situation of abuse, anything illegal or potentially harmful, you must pass this information immediately to Charlotte Harman or Caroline Smith or Scott Riddle who will pass it onto the designated Child Protection Officer for the School. You should also make your own notes about the conversation as soon as possible and before leaving the school. A copy of these notes should be given to Charlotte Harman or Scott Riddle or Caroline Smith, who will pass on a copy to the school.

*Disclosure of abuse* – Don't promise confidentiality. If a young person wants to talk to you about abuse - listen; don't investigate (asking leading questions could invalidate evidence in court). Let the child or young person know that you will need to tell a

senior member of staff that the conversation has taken place. Assure them they are not to blame and that they have done the right thing by telling you. You should also make your own notes about the conversation as soon as possible and before leaving the school. A copy of these notes should be left with the schools team leader.

*Violent or threatening behavior* — always try to defuse the situation but do not put yourself or others in a dangerous situation. If in doubt, back off. Call for a member of staff to help as a first priority.

#### **H. Social Media and Mobile Phones**

Trustees, Core Team Members and volunteers are to have no personal contact with children and young people who are met through the schools work; this includes via mobile phones, email and social media accounts. 24-7 Prayer Stanford have work phones that can be used, with permission from parent/guardians, to contact children and young people concerning 24-7 Prayer Stanford activities. Contact may be via social media, texts, calls or other appropriate messaging services.

#### **I. Trips with Children and Young People**

When taking children and young people on trips, written permission would be obtained. Information on medical conditions and allergies would be given. Emergency contact numbers would be recorded and parents/guardians would have all the relevant information of timings of the day. Risk Assessments for all trips will be written and recorded.