

# LSET POLICY AND PROCEDURES FOR SAFEGUARDING



## A. Policy Statement

Living Stones Educational Trust (LSET) is led by volunteers. We believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do.

Therefore:

- We commit ourselves to the nurture, protection, and general welfare of all, especially children and adults at risk of harm. In so doing, we will work, in partnership, as appropriate, with parents, carers, statutory agencies and other organisations.
- It is the responsibility of each one of us to protect children and adults at risk of harm from all forms of abuse and to report any disclosures of abuse in addition to suspicions or concerns.
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children and adults at risk of harm. We will provide appropriate supervision, recognise mutual accountability and commit to an annual review of our safeguarding policy, procedures and practices.

LSET has adopted the above principles; all volunteers and staff are presented with a copy and expected to follow the procedures and guidelines as set out in this document.

## B. Statutory Compliance

The standards in this policy build on and incorporate legislation and government expectations for children and adults at risk of harm. This includes HM Government 'Working Together to Safeguard Children (2015)' and new safeguarding duties under the Care Act 2014. The guidance is for statutory agencies and voluntary organisations alike and covers all the expectations of government in relation to safeguarding children in England.

- 1) **Adopt a policy statement on safeguarding the welfare of children and young adults at risk of harm.**

The policy statement included in this document has been adopted following approval by the trustees of LSET. It is reviewed annually, and is available on request for public scrutiny.

- 2) **The policy statement included in this document has been adopted following approval by the Trustees of LSET. It is reviewed annually, and is available on request for public scrutiny.**

NOTE: In most instances, LSET's activities which are covered by this policy relate to work conducted with children and young people in a school context. In the case of Homework Club, which takes place in the community this extends to parents/carers of children who attend Homework Club who may be vulnerable or at risk of harm. Throughout this document, unless otherwise stated, all statements referring to children

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and those working with children are applied to parents/carers at risk of harm when parents/carers at risk of harm are participating in activities provided by LSET.

- 3) **Plan the work of the organisation so as to minimise situations where the abuse of children may occur**  
We have established and will maintain and review clear procedures to fulfil this policy. They are set out in detail in this document and are under constant review, with any updates necessary given in writing at least annually.
- 4) **Introduce a system whereby children may talk with an independent person.**  
Our procedures discourage the formation of exclusive relationships, and our activities are organised in such a way that children have access to a number of people.  
The independent person is Maureen Curley.  
We publicise relevant contact numbers. *See Appendix B*
- 5) **Apply agreed procedures for protecting children to all paid staff and volunteers.**  
We have established minimum procedures for all workers and training and comprehensive procedures for workers in direct contact with children. All workers receive a copy of the policy statement.
- 6) **Give all staff and volunteers clear roles.**  
All paid staff have a written job description and all volunteers are given a clear written role profile
- 7) **Use supervision as a means of creating a safeguarding culture across the organisation.**  
All workers plan and review their work with the person to whom they are accountable.
- 8) **Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.**  
We have comprehensive application and selection procedures for all workers.
- 9) **Gain at least two references from people who have experience of the applicant's paid work or volunteering with children.**  
We require a reference from at least two people (church leaders or equivalent) for each applicant, seeking information which includes character and relationship assessment. We inform referees if work involves direct contact with children. Volunteers who work with children for short periods only are required to fill in a form each year and to name two referees on each occasion.
- 10) **Explore all applicants' experience of working or contact with children in an interview before appointment.**  
All staff, and volunteers for leadership positions, are interviewed prior to appointment.  
General team members on short-term placements are not normally interviewed but see (11) below.
- 11) **Find out whether an applicant has any conviction for criminal offences against children.**  
All workers are required to sign a declaration disclosing a criminal conviction or caution. This includes, subject to certain exceptions, disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Under DBS filtering rules there are some exceptions to this legislation and we will provide applicants with a copy of the filtering guide

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so that they can determine whether a conviction, caution, reprimand or warning should be disclosed.

Applicants for roles involving regulated activity are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

12) **Make paid and voluntary appointments conditional on the successful completion of a probationary period.**

While the short term nature of much of our volunteer work makes probationary periods inappropriate, we are aware that many volunteers will have limited experience. Appropriate support is provided for each circumstance. In practice, this may mean sharing of responsibility, rather than having unsupervised responsibility, for children.

13) **Issue guidelines on how to deal with a disclosure and/or suspicion of abuse.**

Comprehensive guidelines are established and reviewed annually. Responsibility for ensuring they are implemented and reviewed lies with the Leadership Team lead member for safeguarding.

14) **Train paid staff and volunteers, their line managers or supervisors, and policy makers.**

We provide and give access to training for the safe care of children, including increasing understanding of the prevalence of abuse, along with the signs, symptoms and indicators of abuse.

### C. Safer Recruitment

Note: Throughout this section Enhanced Disclosures are only undertaken in respect of the adults at risk of harm (vulnerable adults) workforce, when it is known that individuals will be entering into Regulated Activity with such adults.

- All those who seek employment with Scripture Union as paid staff or volunteers and whose work is likely to involve regulated activity with children are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS)
- Potential Trustees of LSET are required to apply for an Enhanced Disclosure before their appointment is confirmed. On appointment Trustees DBS checks will be carried out every three years thereafter.
- Some staff in key managerial positions (where there is a responsibility for the selection or supervision of those working with children) are also required to apply for an Enhanced Disclosure.
- Those with criminal convictions, cautions, cases pending, reprimands or bindovers are not necessarily unable to take up positions with LSET, which abides by its policy on 'Employing People with a Criminal Record'.
- LSET has a contracted agreement with a Registered Body (currently Acorn Direct) for all its DBS checks and to act on behalf of its mission partners.
- LSET abides by the Code of Practice established by the DBS
- Job applicants are advised of the need for an Enhanced Disclosure before an application is submitted.
- A specifically assigned member of the Leadership Team carries out verification of identity of prospective staff and processing of staff applications for Enhanced Disclosures.

### Handling Disclosure Information

- If a Disclosure contains information about cautions, convictions, reprimands or warnings or other relevant information, advice on how to proceed is sought by the Leadership Team member from one of two named senior leaders.
- Information recorded on the Disclosure may be shared by the leader only with those directly involved in the particular appointment decision.

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- If additional information is received from a police force, action follows the procedure outlined in the letter and is not shared with the applicant or anyone other than those making the appointment decision, and only with those people if the police letter received does not forbid it.
- The date and disclosure number of all checks are recorded in LSET's DBS system.
- In extreme circumstances, when a disclosure check has not been successfully completed prior to the start of an event, and the individual is not registered with the update service, a risk assessment must be completed to determine what role, if any, that individual may take in the event. That risk assessment must be signed off by the Leadership Team's operational lead for safeguarding.

### **Renewal of Disclosures**

- Disclosures are normally renewed on a rolling three-year basis.
- For disclosures that are registered with the update service these will also be checked on a rolling 3 year basis.
- If, in the intervening years, declarations completed by those working with children suggest changed circumstances, a new Enhanced Disclosure is requested.

### **D. Code of Conduct**

- All those working with children and adults at risk of harm on behalf of LSET will treat them with respect and dignity, which should be reflected in attitude, behaviour and speech.
- LSET accepts a duty of care for a child or adult at risk of harm taking part in an LSET event.
- Teams involved in mixed activities will include male and female members, and organisation of activities within the events will reflect this balance wherever possible.
- Teams will aim to work in groups and in public areas so that contact between participants and team is in sight of others.
- Teams will avoid forming exclusive relationships or those which could be seen as showing favouritism to individual participants.
- Wherever a team member finds themselves involved in a potentially lengthy counselling situation, they should seek to involve another member of the team at an early stage. Promises of confidentiality will be avoided and items shared with leaders or adults with relevant experience.
- It is normally inappropriate for adults to initiate physical contact with participants, and team members should be cautious of contact initiated by participants, except in exceptional circumstances such as the need for medical attention or to prevent harm.
- The use of any corporal punishment is strictly prohibited i.e. any form of physical discipline is not acceptable
- Any physical contact with children in the area of discipline will be purely in terms of an intervention which prevents the one exercising violent, or other inappropriate, behaviour from hurting themselves or others. Minimal force will be used, for the minimum time necessary, and witnessed by another team member
- If it is necessary to send a child or adult at risk of harm home from an event early, they will either be collected by a parent/guardian/carer or accompanied home so that the responsibility for their welfare is clearly transferred, unless other arrangements are agreed with the child's parents/carers ideally in writing e.g. email.

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- Team leaders and members are in a ‘relationship of trust’ with participants and must take care that an abuse of that trust does not occur. Any behaviour which might allow a sexual relationship to develop between a person in a position of trust and the individual(s) in their care must be avoided.
- This relationship of trust is also in place outside the actual event in any communication between team and participants, whether in person, by letter, email, telephone, text messaging or any other means. Any communication or direct contact with a child will therefore be characterised by transparency and integrity and must operate within LSET’s policy on safeguarding children.
- Team members will not normally be expected to communicate outside of the event with participants other than those for whom they have been given particular responsibility.

### **E. Understanding Abuse and Neglect (Children)**

#### **1. What is abuse and neglect?**

##### **ENGLAND**

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

##### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

##### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

##### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

##### **Sexual abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **G. Responsibilities**

The Board of Trustees is responsible for the approval of LSET's safeguarding policy.

Peter Morgan is the designated lead person for safeguarding.

Hannah Batchelor of the Leadership Team is the operational lead for safeguarding matters and for reporting, as necessary, individuals to the DBS.

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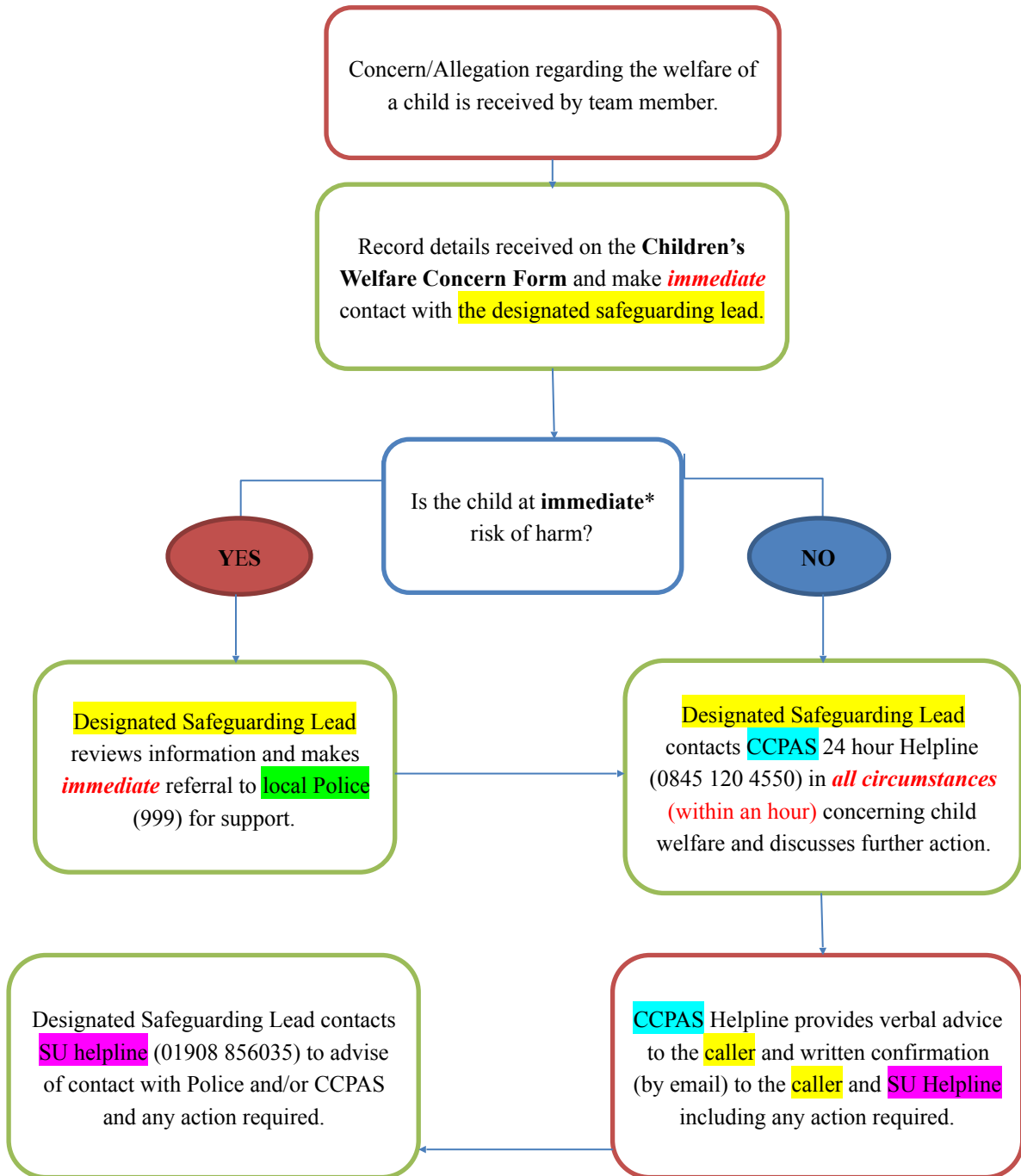
### Definitions

<b>Adult at risk of harm</b>	A person who is aged 18 or over and who has care and support needs as defined by the Care Act 2014
<b>Child</b>	Anyone under the age of 18
<b>DBS</b>	Disclosure and Barring Service (formerly CRB - Criminal Records Bureau)
<b>Designated Safeguarding Lead</b>	The appropriately trained person who is the designated lead for safeguarding on an event.
<b>Event</b>	Any event/activities where LSET takes responsibility for participants who are under the age of 18 years.
<b>First Aider</b>	Person with current, appropriate qualification to administer first aid.
<b>Leaders</b>	People who have been given overall responsibility for an event through an appointment procedure.
<b>Participants</b>	Those who attend an event.
<b>Person Designated for Emergencies</b>	The person on duty for emergency cover (including out of hours), who will usually be one of the above or the Director of Ministry Development or Associates Co-ordinator.
<b>Person Responsible</b>	Normally this will be one of the following, the nature and leadership of the event determining which: <ul style="list-style-type: none"><li>• Volunteer Leader</li><li>• Volunteers' Coordinator</li></ul>
<b>Regulated Activity</b>	'Regulated Activity' (as defined by the Protection of Freedoms Act, 2012) involving a substantial degree of contact with children including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being (this applies to most people working with, or responsible for, children in a church situation, including the Church Leader, Pastor, Minister, Vicar).
<b>Senior Data Processing Team Member</b>	A senior member of the DPT team who has responsibility and training in processing and handling DBS Disclosure information.
<b>Team</b>	Leaders, team members and helpers.
<b>Team members</b>	Others over the age of 18 who are involved in the event.
<b>Workers</b>	Anyone engaged in LSET's ministries, either as employees or volunteers.

APPENDIX A: Reporting Information Concerning the Welfare and Protection of a Child

**FLOWCHART FOR REPORTING INFORMATION CONCERNING THE WELFARE AND PROTECTION OF A CHILD**

Note: This may relate to a welfare concern occurring at an event, including the actions of children or adults or a concerns regarding the welfare of a child outside of an event.



*\*Immediate* is used to describe any situation where if the child were to remain in their current environment there would be an ongoing risk of harm (i.e. posed by another person with whom they have contact). This also applies if a child were to leave or be taken from the environment by a person who may cause them harm.



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### APPENDIX B: USEFUL CONTACTS

#### SCRIPTURE UNION OFFICES

National Office Trinity House, Opal Court, Opal Drive, Milton Keynes MK15 0DF  
Tel: 01908 856000  
Fax: 01908 856111  
Emergency number: 0845 2733060 or 01908 856035  
Leadership Team safeguarding lead: 01908 856029

CCPAS helpline: Tel: 0845 1204550 option 2 or 01322 517817  
Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)

MCC Safeguarding Advice <https://www.manchestersafeguardingboards.co.uk>

MCC Safeguarding Advice number: 0161 234 5000

Non-Emergency NHS Tel: 111

Non-Emergency Police [Tel:101](tel:101)