

LIGHTHOUSE CHRISTIAN CHURCH  
SUMMARY OF SAFEGUARDING GUIDELINES

- **1 - Treat all children/young people with dignity and respect in attitude, language and actions.**
- **2 - Respect the privacy of children/young people, avoiding questionable activity or comments.**
- **3 - Ensure that the level of personal care (e.g. assistance to use the toilet) is age appropriate – accepting that some children/young people may have special needs.**
- **4 - Avoid being alone with a child/young person. Make sure that you can be seen by others at all times.**
- **5 - Ensure that arrangements for transporting children/young people are with the knowledge of a team leader and have parental approval. Avoid being alone in a vehicle with a child/young person.**
- **6 - If you invite a child or young person to your home, ensure that it is with the knowledge of the team leader and has parental approval. Avoid being alone with a child/young person in your house.**
- **7 - Keep to the following guidelines on touching:**
  - Keep everything in public. A hug in the context of a group is very different to a hug behind closed doors.
  - Touch should be related to the child's/young person's needs, not the workers.
  - Touch should be age-appropriate and generally initiated by the child/young person rather than the worker.
  - Avoid any physical activity that is, or may be construed as sexually stimulating or provocative by the child or young person.
  - Children/young people are entitled to determine the degree of physical contact with others except in exceptional circumstances ie when they need medical attention.
- **8 - Never physically restrain a child/young person unless it is to protect them, yourself or others nearby, from immediate risk of harm. Any such restraint must be minimal and reported to the group leader as soon as possible.**
- **9 - Never use physical punishment.**
- **10 - If any sort of abuse is alleged by a child/young person or suspected by a worker:-**
  - Listen and keep listening, without interrupting
  - Be attentive and look at them whilst they are speaking
  - Try to remain calm, even if on the inside you are feeling something different
  - Watch your facial expression. Don't look unbelieving. Don't look horrified.
  - Don't ask questions - It could later be suggested that you put ideas in their head.
  - Simply reflect back words or short phrases they have used.
  - Avoid - Why? How? When? Who? Where?
  - Don't promise confidentiality
  - Accept what you hear without passing judgment

## **DON'T SAY**

- Why didn't you tell anyone before? / I can't believe it! / Are you sure this is true?
- I am shocked, don't tell anyone else

## **HELPFUL THINGS TO SAY AT THE END**

- I need to talk to someone else who will know how best to help.
- You have done the right thing in telling
- I am glad you have told me – I will try to help you

## **DON'T TRY TO INVESTIGATE** (i.e don't ask others about the allegations).

- You may unintentionally alert the abuser and put the child at further risk.
- You will muddy the waters for those who do need to investigate.
- You may render evidence inadmissible if the case goes to court; there are very strict rules about evidence gathering, leave it to the professionals.

Make notes as soon as possible afterwards – note the circumstances, what was said by them and you. Sign your note followed by the date and time that the note was made. Keep the note safe. Be careful to separate fact from opinion. “Mary told me that her father hit her with a stick” not; “Mary’s father hit her with a stick”. “Johnny seemed frightened” rather than “Johnny was frightened”.

**Don't talk about the allegation/concern or show your notes to anyone else** (including the child's parents – Social Services will determine when and how to involve parents).

**Contact James/Heidi or Gregg/ Bronwyn as soon as possible. If they are not available, use the following contact numbers:**

Duty children's social worker (St. Helier) – 01534-443500

Emergencies / out of hours: Police – 01534-612612 / Hospital – 01534-442000

CCPAS – 24 hour hotline (emergencies only out of hours) – 0845 120 45 50

# Lighthouse Christian Church Detailed Safeguarding Policy

## SECTION 1

### Details of the place of worship / organisation

Name of Place of Worship / Organisation:

**Lighthouse Christian Church**

Office Address: **Elmwood, La Grande Route de St Jean, St John, Jersey, JE3 4FL**

Sunday Venue: **St James Church & Youth Centre, Le Breton Lane, St. Helier**

Tel No: **01534-725453** Email address: **office@lighthousejersey.com**

Membership of Denomination/Organisation **Jersey Evangelical Alliance**

Charity Number: **NPO 0639**

Company Number: **108994**

Regulators details (if any) : **None**

Insurance Company: **Employers Liability Insurance and Public / Products Liability Insurance with Access Insurance**

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults:

**Sunday morning Church services held in the St. James Youth Centre, including age-appropriate children's groups for children aged birth through 15 years.**

**Youth events and activities for children aged 5 through 16 years held at times at various activity centres.**

## INTRODUCTION

### Definition of Terms

For the purpose of this Safeguarding Policy, all references to:

'child', 'children', 'young person', 'young people', - whether singular or plural are used interchangeably and are taken to refer to those under 18 years of age.

'workers', 'staff', 'volunteers', 'helpers' are used interchangeably and are taken to refer to anyone interacting with children on behalf of the Church.

'child abuse' refers to any of the recognised forms of abuse – physical, emotional, sexual abuse or neglect.

## **Our commitment**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy.

The Leadership undertakes to:

- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and Health and Social Services and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

### **SECTION 2**

## **Recognising and responding appropriately to an allegation or suspicion of abuse**

### **Understanding abuse and neglect**

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Children's Workers Code of Conduct – Appendix 1: Children's Workers Code of Conduct

Definitions of abuse – Appendix 2: Definitions of Abuse

Signs and symptoms of abuse – Appendix 2: Signs of Possible Abuse

## Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through in-house training provided by our Safeguarding Co-ordinator who has attended the Facing the Unthinkable Seminar by CCPAS.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Procedures should be followed as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Heidi Matheson** (hereafter the "Safeguarding Co-ordinator") tel no: **07829 777 401** who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Bronwyn Donaldson** (hereafter the "Deputy ") tel no: **07700 354 919**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is **01534-443500**.

In an out of hours emergency, the police should be contacted on **01534-612612**.

The local Adult Social Services office telephone number (office hours) is **01534-445731**.

In an out of hours emergency, the police should be contacted on **01534-612612**.

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the denomination.  
**Gregg Donaldson, Senior Pastor.** Tel: **07700 837 000**
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed procedures where there is a concern about a child:**

## **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the local Adult Social Services team.

**SAFEGUARDING CO-ORDINATOR: HEIDI MATHESON TEL: 07829 777 401**

**DEPUTY SAFEGUARDING CO-ORDINATOR: BRONWYN DONALDSON TEL: 07700 354 919**

**CCPAS HELPLINE: 0845 120 4550**

**JERSEY SOCIAL SERVICES: 01534-443500**

**POLICE: 01534-612612**

## ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will need to liaise with Children's Social Services in regards to the suspension of the worker.

## SECTION 3

# Prevention

## Safe recruitment

The Leadership will ensure all workers involved with children and/or vulnerable adults will be appointed, trained, supported and undergo a period of supervision. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Verbal and/or written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. (Appendix 4.) All workers will be required to undertake in-house safeguarding training once every three years provided by the Church.



## SECTION 4

# Pastoral Care

## Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation. This will be assessed on an individual basis, and a structure will be put in place to offer the most appropriate support.

## Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

A contract will be drawn up between the organisation and the individual stating specific boundaries and expectations for behaviour whenever the individual is attending or involved in Church activities.

## SECTION 5

# Practice Guidelines

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

Our general code of conduct (Appendix 4) applies at all Church activities and events, including Sunday morning children's groups. Where extra activities are organised outside of a Sunday morning, a comprehensive risk assessment of each activity will be undertaken and appropriate risk management measures put in place. Parents/guardians will be given full details of all such activities and clear behaviour guidance will be issued to children prior to attending. Consent forms will require parent / guardian signatures.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Leadership Safeguarding Statement

The Leadership recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: \_\_\_\_\_

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

### **We are committed to:**

- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.

## We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

## We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

<u>Heidi Matheson</u>	Child Safeguarding Coordinator
<u>Bronwyn Donaldson</u>	Deputy Child Safeguarding Coordinator
<u>Heidi Matheson</u>	Adult Safeguarding Coordinator
<u>Bronwyn Donaldson</u>	Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Heidi Matheson in the Church office.

Signed by leadership

Signed \_\_\_\_\_  
Gregg Donaldson James Matheson

Date \_\_\_\_\_