

## **9. SAFEGUARDING POLICY AND PROCEDURES**

Name of church: TRINITY Church, Lewes

Address: C/O Church End, 1 Cockshut Road, Lewes, East Sussex, BN7 1JH

Dated 20 January 18

The Policy is in three sections (numbering refers to place in Staff Handbook):

- 9.1 Safeguarding children and young people
- 9.2 Safeguarding adults with care and support needs
- 9.3 Safeguarding children in towers

**To all employees, voluntary helpers and contractors:**

**The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Safeguarding.**

### **9.1 Safeguarding children**

#### **INTRODUCTION**

Working Together to Safeguard Children (March 2015) states that effective safeguarding should be based on two principles:

- i. safeguarding is everyone's responsibility: any person who works with children, either as a member of the clergy, a paid worker or a volunteer might notice something which gives rise to concern or might receive a disclosure from/about a child and therefore everyone needs to know how to behave in this instance
- ii. And a child-centred approach: for safeguarding to be effective it should be based on a clear understanding of the needs and views of children.

#### **DEFINITION**

Abuse is defined as any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

Abuse could fall under one of these headings:

- Physical abuse (including female genital mutilation)

- Sexual abuse
- Emotional abuse
- Neglect
- Online abuse and grooming
- Child exploitation and trafficking

## HEARING A CHILD ABUSE DISCLOSURE

Church workers may get to know the children and young people in their groups very well. A child or young person may feel enough trust to be able to talk about unhappy things that are happening at home, at school or at church. This is both a privilege and a responsibility. Remember that the child may want the abuse to stop but still love the abuser. The child may think that it is possible to stop the abuse without anything else happening.

### 1. Receive.

Listen to what is being said without displaying shock or disbelief and maintain eye contact as much as possible.

Take what is said seriously

Note down what has been said if possible.

### 2. Reassure

Reassure the child that they have done the right thing in talking to you

Be honest and do not make promises you cannot keep eg “It will be alright now”

Do not promise confidentiality; you have a duty to refer.

Reassure and alleviate guilt, if the child refers to it eg “you’re not to blame”.

Reassure the child that information will only be shared with those who need to know

### 3. React

React to the child only as far as is necessary, but do not interrogate for full details

**DO NOT** ask leading questions; “Did he/she....?” Such questions can invalidate evidence.

Do ask open questions; “Anything else you want to say?”

**DO NOT** criticise the perpetrator; the child may still love him/her

**DO NOT** ask the child to repeat it all for another adult.

Explain what you have to do next and who you have to talk to

### 4. Record

Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible, but **DO NOT** delay the disclosure if you do not have a pen and paper.

Do not destroy your original notes

Record the date, time, place, any non-verbal behaviour and the words used by the child. Ensure that as far as possible you have recorded the actual words used by the child.

Record statements and observable things rather than your interpretations or assumptions

## 5. Remember

Contact one of the Safeguarding Representatives.

This is confidential information and must not be discussed or shared with anyone else.

## 6. Relax

It is important to get support for yourself. Speak to one of the clergy, the pastoral minister or the Diocese who have specialists in these matters and who have personal experience in handling similar situations.

If child abuse is suspected or a child discloses abuse, the local Social Services Department must be informed. They will agree with the incumbent or Safeguarding Representative when the parents and alleged abuser will be informed of the allegation. Advice can be obtained from the Diocesan Child Protection Adviser.

- |                                                            |                                 |                                                                              |
|------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------|
| ▪ The Rector                                               | <a href="#">Steve Daughtery</a> | <a href="#">01273 472018</a>                                                 |
| ▪ The Lead Safeguarding Representative                     | <a href="#">Jane Lee</a>        | <a href="#">07825576936</a>                                                  |
| ▪ Deputy Safeguarding Representatives<br>(Children)        | <a href="#">Amanda Burgess</a>  | <a href="#">01273 475930</a>                                                 |
| ▪ Deputy Safeguarding Representative<br>(Adults)           | <a href="#">Jenni Taylor</a>    | <a href="#">01273 473098</a>                                                 |
| ▪ Lead Recruiter                                           | <a href="#">Carol Taplin</a>    | <a href="#">01273 483307</a>                                                 |
| ▪ Bishop's Advisor for Safeguarding of Children and Adults | <a href="#">Colin Perkins</a>   | <a href="mailto:Colin.Perkins@diochi.org.uk">Colin.Perkins@diochi.org.uk</a> |

## Best Practice

The House of Bishops policy document on Child Safeguarding requires all clergy and lay people to maintain the highest professional standards in their work and relationships with children and young people. Children need to be safe from harm and adults need to be protected from false allegations or temptation.

### 9.1.1 SAFE ENVIRONMENT

### **9.1.1.1 Make sure that any church activity that involves children or young people is carefully organised.**

All such activities should be assessed for risk. This assessment:

- may be informal and involve a discussion amongst the leaders of the activity, about what precautions should be undertaken before the activity is commenced; or
- may take the form of a formal risk assessment involving our standard paperwork.

For off-site activities a standard risk assessment form should be completed by the person in charge of the activity. Consent forms are required, signed by a parent or guardian before children are allowed off site. Details of the activity should be lodged with the TRINITY emergency contact identified on the Consent form.

### **9.1.1.2 Disclosure and Barring Service checks for church workers.**

All leaders and helpers who assist in activities with children at TRINITY Church must have a DBS check if their role involves 'Regulated Activity' that occurs 'regularly or intensively'

#### **Regulated Activity relating to children**

The new definition of regulated activity relating to children comprises only:

- (i) Unsupervised activities; teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact; for example, schools, children's homes, childcare premises. (Not work by *supervised* volunteers.)
- (iii) Relevant personal care, for example washing or dressing and taking a child to the toilet; or health care by or supervised by a professional.
- (iv) Registered childminding; and foster-carers.
- (v) Those supervising workers engaged in Regulated Activity e.g. managers, clergy or trustees

*Work under (i) and (ii) is regulated activity only if done regularly or intensively and (iii) even if only done once.*

Regularly and intensively is defined as occurring on four or more days in a single month or overnight

It is Diocesan policy that DBS checks are not currently portable. Even if an applicant has a current DBS check from another organisation they must still obtain a fresh DBS check through the Churches' Child Protection Advisory Service (CCPAS) to which TRINITY now belongs. CCPAS operates a disclosure service to issue DBS checks via an online application service. The person at TRINITY responsible for working with CCPAS and administering the DBS system is known as the 'Lead Recruiter'. This role is separate from that of the Church Child Safeguarding Representatives whose remit is to advise and consult on specific safeguarding concerns that may arise at TRINITY.

Someone applying for a position with responsibility for children/young people within TRINITY, whether paid or voluntary will be expected to have a Job/Task Description for the role.

Each new prospective leader/helper should have a copy of this description and should sign it. The Ministry Head should also sign it with one other person who together ensure that:

- the role has been properly described and appropriate training provided;
- the applicant has understood our Child Safeguarding Policies and Procedures;
- their suitability for the role has been considered;
- they need to be recommended by one of the two signatories who has known them for at least 6 months OR two independent references should have been taken up;
- paid positions, ministry heads and internships should also have undertaken a formal interview process.

Complete a self-declaration form (as per the CCPAS model in the 'Safe and Secure' manual)

Once these steps have been satisfactorily completed an application is made for a DBS check

All church appointments now qualify for 'Enhanced' rather than 'Standard' level of disclosure

No one with a conviction or caution for sexual offences against children is allowed to work with children or be part of a mixed-age activity.

### **9.1.1.3 Make sure that any church activity has sufficient help, but our minimum standards are**

0-2 years - 1 person for every 3 children

2-3 years - 1 person for every 4 children

3-8 years - 1 person for every 8 children

over 8 years - 1 person for the first 8 children and then 1 extra person for every extra 12 children

### **9.1.1.4 Make sure that any church activity has appropriate contact and health details of children attending.**

The church's standard registration form must be filled in for all children and young people attending church activities where the parents are absent (we take this to mean more than two minutes away on foot, thereby including all three church sites).

A register of attendance should be kept.

Make sure that the premises are warm, well-lit and well ventilated.

They should be kept reasonably clean and free of clutter. Appropriate electric sockets should be covered.

Toilets and hand basins should be easily available. Hygienic drying facilities should be provided.

There should be enough space available for the intended activity.

If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and the preparation and service of food supervised by someone with a “Level 2. Food Preparation in Catering Certificate”. Drinks should always be available.

## **9.1.2 SAFE BEHAVIOUR**

### **9.1.2.1 All clergy, paid employees and volunteers should:**

Treat all children and young people with the respect and dignity befitting their age.

Watch their language, tone of voice and body language.

Learn to control and discipline children without physical punishment; this must never be used even if they have the parent’s explicit permission for this.

Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children.

If known in advance, a parent’s permission must be sought if a child or young person is to be seen on his or her own. Another adult must be nearby and the child or young person must know this.

Ensure that each mixed-gender group includes a female helper.

Ensure that children and young people know that they can speak to an independent person in the parish, or contact Childline., if they need to talk to someone. The Childline telephone number - 0800 1111 – will be prominently displayed in the church porch and the Church Hall.

### **9.1.2.2 Clergy, paid employees and volunteers should not:**

Invade a child’s privacy whilst washing or toileting.

Play sexually provocative games.

Be sexually suggestive about a child or to a young person, even in fun.

Touch inappropriately or obtrusively.

Scapegoat, ridicule or reject a child or young person.

Show favouritism to any one child or young person or group.

Allow a child or young people to involve the worker in excessive attention-seeking that is overtly physical or sexual in nature.

Give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle.

Share sleeping accommodation with young people.

Invite a young person to the worker’s home alone.

Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.

Allow unknown adults access to children. Visitors should always be accompanied by a known person.

### **9.1.2.3 Clergy, paid employees and volunteers should:**

Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return.

## **9.1.3 SAFE ACTIVITIES**

### **9.1.3.1 Health and safety advice**

Groups must have access to a phone in order to call for help if necessary.

Adults should be aware of the fire procedures and points of assembly. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. Appropriate fire training should be carried out regularly.

For physical games, there should always be a risk assessment for mixed gender groups and an uninvolved supervisory adult.

No smoking should be permitted in the areas where there are children.

Alcohol and illegal drugs must not be used by those who have children and young people in their care or at a time when their use could affect their care.

A First Aid kit and accident book should be available on the premise. Children's workers should be encouraged to attend First Aid training. A list of first aiders in TRINITY the parish should be compiled and kept available. All accidents must be recorded in the accident book.

### **9.1.3.2 Guidelines for transporting children by private car**

Children & young people should not be taken out with transport without the prior consent of the parents.

All those who drive children on church-organised activities should be over 25 and should have no more than 6 points on their licence OR should have held a full driving licence for over two years and have a clean licence.

Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Child Protection Representative.

All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities.

All cars that carry children should be in a road worthy condition.

All children must wear suitable seat belts. If there are no seat belts children should not be carried.

At no time should the number of children in a car exceed the usual passenger number.

If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him or her.

If a driver has to transport one child on his or her own, the child must sit in the back of the car.

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.

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.

#### **9.1.3.3 Guidelines for transporting children by mini-bus**

A mini-bus with seat belts must be used.

All children must have a proper seat.

An escort must always be taken.

#### **9.1.3.4 i. Guidelines for taking young people away (following DfE guidance)**

No child under the age of 8 can be taken away on residential activities without being accompanied by its parent or guardian.

It is important that parents should have full information before giving consent. This should include Aims and objectives of the event or activity.

Date of the event and its duration.

Details of venue including arrangements for accommodation and supervision.

Travel arrangements.

Name of group leader and contact numbers.

Information about financial, medical and insurance arrangements.

Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of his or her parent or guardian; this gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”. It does not transfer “parental responsibility”.

#### **9.1.3.4 ii. Insurance**

Make sure that parish insurance is adequate for the activities planned.

#### **9.1.3.4 iii. Accommodation**

Boys and girls must have separate sleeping and washing facilities which are private to them. Mixed groups must have adults of both sexes involved. Adults should have separate accommodation but in close proximity to the young people.

Any other arrangements e.g. “sleep-overs”, “lock-ins”, “all-night” events should be carefully explained to parents beforehand and their consent sought for the arrangements.

#### **9.1.3.5 Guidelines for holiday clubs and missions**

These are situations when there are likely to be extra helpers for part or all of the activity.

Plan the activity carefully. If in the course of one year several events for under 8 year olds extend over more than 6 days there is a requirement for the activity to be registered with the local Social Services Department.

Ensure that all the usual health and safety recommendations are in place. Make sure there are enough helpers for all the activities.

If there are many new or one-off helpers divide them into teams ensuring that there is a known, properly appointed leader responsible for each team. Try to make sure that every helper has completed a Confidential Declaration form and received the safeguarding briefing.

If using volunteers from other churches make sure they have complied with that church's child safeguarding procedures.

Ask the children's parents to fill in a consent form to cover all the activities.

#### **9.1.3.6 Guidelines for “off-site” activities**

All activities must be covered by the parish insurance; this will probably mean that the activity must be agreed by the Church Council. Potentially hazardous activities must be assessed for risk before being agreed by the Church Council

The leader should take the consent forms with them on the outing.

A First Aid kit should be carried.

When there is an outing a named person must be responsible, back in the home area, in the event of an unforeseen delay or emergency.

This person's name and contact details should be given to the child's parents and they should be available during the time that the group is away.

This person should have the itinerary and be aware of the plans—estimated time of arrival at the destination, estimated time of return back to the church etc.

The named person should have the names and addresses of everyone both adults and children, who are on the trip. In the event of an incident or accident the named person will be responsible for speedily contacting the parents.

#### **9.1.3.7 Guidelines for church musicians, including bell-ringers**

Arrangements for those under 18 involved in church music or bell-ringing must comply with the Child Safeguarding Policy and any special implementation requirements of the parish.

#### **9.1.3.8 Guidelines for working with children or young people with additional needs or behavioural concerns**

Staff leadership should know about and make appropriate concessions for children who are in their care and vulnerable. However, it may not always be appropriate to share this information with volunteer

leaders for reasons of confidentiality. Therefore, volunteer leaders' behaviour should be especially monitored for best practice.

Behavioural expectations will be made clear to young people and a contract accepting these boundaries should be signed.

In a situation where these behavioural expectations are not being met (eg. children leaving the group without informing the leaders), parents must be informed and a note made of any remedial action or outstanding risk.

## **9.2 Safeguarding adults with care and support needs**

### **9.2.1.AIM OF THIS POLICY**

The aim of this policy is to outline the practice and procedures for paid staff and volunteers of the Trinity Churches to contribute to the prevention of the abuse of adults with care and support needs through awareness and by providing a clear framework for action when abuse is suspected. It is aimed at protecting the adult and the worker, recognising the risks involved in lone working.

### **9.2.2a. DEFINITION OF AN ADULT WITH CARE AND SUPPORT NEEDS**

An adult with care and support needs is a person who is aged 18 or over who is or who may be in need of special care by reasons of mental or other disability, age or illness and who is unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

This may include:

- People with a mental health problem or mental illness (including dementia)
- People with a physical disability
- People with a sensory impairment
- People with a learning disability
- People who are frail and/or experiencing a temporary illness
- People who are recently bereaved

### **9.2.2b. DEFINITION OF ABUSE**

Abuse and neglect can take many forms. Abuse can lead to a violation of someone's human and civil rights by another person or persons. It can be the result of an act or a failure to act. It can occur in any relationship and may result in significant harm or exploitation.

Types of abuse:

- Physical: such as hitting, pushing, locking someone in a room
- Verbal: such as shouting or swearing
- Emotional: such as bullying, taunting or humiliating someone
- Financial: such as misusing, withholding or taking someone's money; abusing a position to make people offer gifts, leave legacies or change a will
- Neglect: such as not providing necessary food, care or medicine
- Sexual: such as inappropriate touching, forcing someone to take part in a sexual act against their will
- Discrimination: such as ill-treatment due to the person's age, gender, disability, religious beliefs or race
- Institutional: such as lack of individual care or stimulation
- Spiritual: such as attempts to "force" religious views or values on to people, intrusive healing and deliverance ministries which result in people experiencing physical, emotional or sexual harm
- Modern slavery: such as human trafficking and domestic servitude

### **9.2.3. RIGHTS & RESPONSIBILITIES**

- a. Of employees and volunteers
  - To be familiar with the adult policy and procedures.
  - To take appropriate action in line with the policy.
- b. Of the adult with care and support needs
  - To be made aware of this policy.
  - To have alleged incidents recognised and taken seriously
  - To receive fair and respectful treatment throughout.
  - To be involved in any process as appropriate.
  - To receive information about the outcome.
- c. Support for those who report abuse.
  - They will be taken seriously.
  - Their concerns will be dealt with sensitively and shared only on a “need to know” basis.

### **9.2.4. GOOD PRACTICE**

#### **Recruitment**

- a) Normally people should be part of the church for at least 6 months before working with adults with care and support needs
- b) Risk assessment of the role to assess the need for DBS disclosures.
- c) Interview
- d) Completion of volunteer application form
- e) Completion of confidential declaration
- f) Check of two references

NB People who help in groups once a month should be treated as “visitors” and be supported and supervised by an appointed helper. Young people age 14-18 may help with groups if supported and supervised by an adult helper.

#### **Management**

- a) It is the group leader’s responsibility to clarify with the paid worker or volunteer their roles and responsibilities regarding their relationships with the adults with whom they may be in contact.
- b) All paid workers and volunteers will have a job description.

#### **Training**

- a) All staff and volunteers to read the Policy for Safeguarding Adults and the “Best Practice” document.
- b) All staff and volunteers to familiarise themselves with the signs of abuse and what to do if they learn of any incidents where adults are being mistreated or abused.

- c) All clergy joining the Diocese and all paid workers with adults with care and support needs must attend a diocesan safeguarding seminar and attend a refresher every 3 years.
- d) The Parish Safeguarding Officer for Adults must attend a diocesan safeguarding adults seminar on appointment and refresher training every 3 years

### **Record keeping**

- a) There should be a written record of any concerns.
- b) The confidential information will be kept in a locked drawer, in line with Data Protection principles.
- c) All incidents should be reported to the [Rector](#) or Parish Safeguarding Officer.

## **9.2.5. IDENTIFICATION OF ABUSE**

### **Physical abuse signs**

A history of unexplained falls or minor injuries. Bruising in well-protected areas. Finger marks. Burns. Weight loss due to malnutrition, or rapid weight gain. Drowsiness due to too much medication. Injuries to head/face.

### **Sexual abuse signs**

Disclosure or partial disclosure. Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skill.

### **Psychological/emotional signs**

Isolated, unkempt, unwashed, smell. Inappropriately dressed. Withdrawn. Change in appetite. Tearfulness. Low self-esteem. Confusion.

### **Neglect signs**

Physical condition poor. Clothing in poor condition. Inadequate diet. Untreated injuries. Poor personal hygiene.

### **Financial or material signs**

Unexplained or sudden inability to pay bills. Extraordinary interest by family members.

### **Discriminatory signs**

Lack of respect shown to individual. Exclusion from rights afforded to others.

## **9.2.6. WHAT TO DO: TO ACT OR NOT TO ACT?**

All allegations or suspicions are to be treated seriously. No abuse is acceptable and some abuse is a criminal offence and must be reported to the Safeguarding Officer or the Rector as soon as possible. They will liaise with the Diocesan Safeguarding Adviser as necessary.

To determine the appropriate action it is important to consider:

**SELF-DETERMINISM:** Is the adult able to make his/her own decisions and choices?

**SERIOUSNESS:** A number of factors will determine whether intervention is required, the perception of the adult with care and support needs must be the starting point. Factors informing assessment of seriousness will include:

- The perception of the individual and their vulnerability.
- The extent of the abuse.
- The length of time it has been going on.
- The impact on the individual.
- The risk of repetition or escalation involving this or other adults with care and support needs.
- Is a criminal offence being committed?
- The response to any concerns should always be proportionate and appropriate to the issue.

### **9.2.7. SUMMARY**

The employee's or volunteer's primary responsibility is to protect the adult if they may be at risk.

Each employee or volunteer has a duty to take action, in the first instance to inform the Rector or the Parish Safeguarding Officer.

TRINITY Safeguarding Lead Representative	Jane Lee	07825576936
TRINITY Adult Safeguarding Deputy Representative	Jenni Taylor	01273 473098
TRINITY Child Safeguarding Deputy Representative	Amanda Burgess	01273 475930
Bishops's Adviser for Safeguarding Children and Adults:	Colin Perkins	01273 425792 07500 771210
Assistant Safeguarding Adviser:	Morag Keane	07881 580310
East Sussex Adult Social Care:		0345 6080191

### **9.3 Safeguarding children in towers**

This statement relates to all Towers where children ring.

It updates and replaces the Appendix to Guidance Note No 3 “Child Protection in Bell Towers”.

It highlights the principal requirements which must be met together with guidelines for good practice in organisation and behaviour.

Additional guidance is to be developed in relation to adults experiencing, or at risk of abuse or neglect.

Tower Captains, their Deputy/ Assistant and bell ringing teachers/trainers must be safely recruited in line with their responsibilities to teach or train children and/or manage those that teach or train children in accordance with the Church of England Safer Recruitment Practice Guidance.

It is the responsibility of the Tower Captains and the local PCC to ensure that this happens.

In addition the Tower Captain and Deputy / assistant/bell ringing teachers/trainers must undertake Diocesan safeguarding training, in line with Diocesan expectations, which must be refreshed every three years

The Church of England requires those that are eligible for a DBS check to have one in the following roles:

<i>Activity</i>	<i>Supervision by</i>	<i>DBS by</i>	<i>Any new checks by</i>
Directly caring for, teaching, training or supervising children by tower captain, deputy / assistant / bell ringing teachers/trainers or visiting tutors	Tower Captain/ Deputy or Assistant	PCC via diocese	PCC
Transporting children as formal arrangement irrespective of frequency	Driver organised by church or guild	PCC via diocese	PCC

Activities/roles not eligible for a DBS check:

- Ringers in general supporting roles.
- One-off unplanned teaching or deputising in an emergency.
- Transporting children as part of an arrangement between families.

### **Guidelines for maintaining safer environment for children in the belfry**

- I. Parents’ consent in writing should be sought prior to commencing teaching, outings or Guild meeting visits and they should be made aware, in advance, of the content and arrangements for teaching, outings or visits. Any medical conditions of the child should be established in advance as should the

agreement that the parents are responsible for delivering and collecting the child. It is good practice to invite the parents to a training session so they understand what is involved in learning to ring.

2. If there is a child who it is believed is at immediate risk of harm call the emergency services on 999 and then inform the Diocesan Safeguarding Adviser. Any behaviour of adult ringers which gives cause for concern should be discussed with the Diocesan Safeguarding Adviser who will advise about any further action. They can then liaise with the Parish Safeguarding Officer.
3. Keep an attendance register, which all attendees must sign, so that everyone is aware who was present at any given time.
4. Children must be supervised at all times and should only be allowed into hazardous locations, such as the bell chamber, when accompanied by the Tower Captain /Deputy or Assistant.
5. Always have two adults (preferably one of each gender) present whenever children/young people are ringing or being supervised, taught or transported.
6. Touching should be only that appropriate for teaching, supervision and/or in an emergency. Those helping children by ringing another bell or standing nearby should be aware of the need to protect personal space.
7. Relevant health and safety procedures should be followed and first aid available.
8. Local tower arrangements should always be approved by the PCC in line with the Parish Safeguarding Policy. The Tower Captain should have a copy of the Parish Safeguarding Policy and ensure that Ringers have access to it.
9. Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session.  
Recommended Additional Best Practice safeguards.
10. All local ringing societies should appoint a Safeguarding Officer, someone who can oversee the performance of safeguarding matters in their area.
11. Good liaison should be established between Tower Captains and PCCs and between the Safeguarding Officer of local societies and the Parish and Diocesan Safeguarding Adviser.
12. Please note that it is the responsibility of all visiting groups to ensure that those leading/supervising a group have had all relevant checks and it is not the responsibility of the host church, unless the host church is providing the leader/supervisor for a visiting group. All visiting groups should have a copy of this General Statement on Safeguarding Towers in relation to children available to them.

## **99.4 TRINITY Church Lewes: eSafety Policy – 30 Jan 2020**

### **Purpose:**

The purpose of the 'eSafety Policy' is to protect the young people and leaders who use electronic means as a form of contact/communication for TRINITY Youth and Children's ministries. This document has used the 'Diocese of Canterbury eSafety Guidelines' as a guide and has been tailored to meet our parishes requirements.

### **Scope**

This policy applies to those members of staff and voluntary leaders who use electronic communication in their work and service with Children, or Youth for TRINITY.

### **Policy**

#### **9.4.1 General consent for contact information**

- The Ministry leader should ensure that appropriate permissions for contact and communication with young people are obtained, usually through the registration process. No-one under 18 will be contacted by any means without permission except in an emergency, and then only with authorisation from the ministry leader (for Youth this will be the Youth minister and for Children this will be the Children's minister. Where appropriate additional ministry leaders may be appointed to specific ministries)
- Any communication with a person under 18 must be authorised by the ministry leader. Please note this does not mean each message must be authorised, but that the means of and initiation of communication must be authorised.
- Leaders will only communicate with persons under 18 via approved TRINITY church platforms (eg Instagram messenger, shared whatsapp etc) unless authorised by the ministry leader

#### **9.4.2 Communication guidelines**

- Clear and unambiguous language should be used. Nuance and tone in email can sometimes be hard to read, and ambiguity, flirtation, crude humour, ridicule or insulting language should never be used, even in jest. Be careful to avoid abbreviations that can be misinterpreted, such a 'lol' (laugh out loud or lots of love) and a 'x' (a kiss).
- Do not promise confidentiality over digital communication. Any communication via the shared platforms (youth Instagram and shared whatsapp) are viewable by any leader authorised to access the platform. Leaders should explain this to young people on first initiating contact via these platforms

- Whenever communicating privately via official communal platforms (eg TRINITY Youth whatsapp and Instagram) leaders must indicate who they are at the start of the message (eg “Hi its Dave, even if your name is Martin”)
- Do not say anything in an email that you would not say face to face to a child or young person.
- Do not send inappropriate, offensive or illegal content including texts, images or emails.
- Curfew for interactions at 10pm until 8am with children and young people.
- Do not delete any messages (via FB, email, text) sent to a young person in case of future allegations – this keeps an accurate record of all email communication with young people.

#### **9.4.3 Mobile Communication and TRINITY Youth whatsapp**

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- Leaders must seek authorisation from the ministry leader before engaging in mobile communication with persons under 18. TRINITY Youth operate a communal whatsapp which authorised leaders will be given access to. Leaders should only communicate with persons under 18 via this shared platform unless with specific authorisation from the ministry lead, who must seek special parental consent for alternative forms of communication.
- Leaders authorised to access and use the TRINITY Youth whatsapp for communicating with young people via a secure and accountable platform must abide by the communication guidelines above and keep any login information private and confidential.
- For TRINITY Youth the Youth minister will hold the TRINITY Youth mobile. All mobile and whatsapp communication with young people will be via this number except in emergency / exceptional circumstances, where the youth minister will seek special parental permission.
- As with other forms of digital communication, a record of conversations with children and young people needs to be kept, this includes telephone calls, text messages and any images shared with young people.
- Do not allow anyone else access to the mobile device. It is important to safeguard the contact information that will be within the mobile device.
- Do not use your mobile phone whilst driving!

#### **9.4.4 Email Accounts**

- Email communication will only be made from either the Minister’s church email (eg [dave@trinitylewes.org](mailto:dave@trinitylewes.org)) or the Youth email account ([youth@trinitylewes.org](mailto:youth@trinitylewes.org)). Where appropriate leaders may be granted access to the youth email to communicate with young people.

#### **9.4.5 Social Media**

*Using Facebook*

General use

Given its global size, Facebook attracts a great deal of media attention. It is important to remember that it is only sustainable as long as its reputation is maintained. As a company it is in their own best interest to ensure that their security and safeguarding systems are above reproach. However, control lies ultimately with the user. All those using Facebook need to be encouraged to customise their security settings. [i.e. the extent of personal information shared and with whom].

### Interaction with young people on FB

- Facebook can be a powerful tool in communicating and interacting with young people. TRINITY Youth operates several facebook groups in line with the TRINITY church social media policy for the benefit of the ministry, under the supervision of the youth minister and at least 1 other member of the leadership team. Only persons authorised by the youth minister will have access to these groups and any content will be closely monitored. Leaders are free to interact in the public forum of these groups with young people
- We expect leaders to abide by the following guidelines
  - Leaders should not be “friends” with or send private messages to anyone under 18 or within TRINITY youth (eg still in year 13) except in the special circumstances below:
    - A prior existing relationship outside the youth ministry exists (eg personal family friend)
    - A new leader who is already friends with young people (eg an 18 year old who has left the youth ministry would be of the age to have left college, and has become a leader)
  - In such circumstances specific written parental consent for the facebook “friend” relationship must be sought and provided to the ministry leader
  - In such circumstances we expect leaders to abide by the following :
    - Curfew for interactions at 10pm until 8am.
    - Accountability from a member of the church leadership (eg being willing to have any message read by the youth minister).
    - The realisation that allowing young people to be ‘friends’ give them access to all of the leader’s Facebook actions.

### Do Not

- Do not set up a separate Facebook profile for TRINITY. Whilst encouraged in some sectors, this practise is in fact in direct contradiction to Facebook’s Terms & Conditions. Any one person is only allowed to manage one Facebook account. See above for notes on creating a Facebook Page or Facebook Group.

- Do not encourage anyone under the age of thirteen (13 years old) to register on Facebook, Facebook have set the age 13 as the lower limit for users.
- Do not become 'friends' with anyone under the age of 13 years old on Facebook even with parental consent.

#### Managing a Facebook page or group and the role of an administrator:

- If a Facebook Group or Page is set up in the name of the church or youth group, it is essential that A Ministry Leadership Team Member becomes a member of it and oversees the content and activity. A Ministry Leadership Team Member should be assigned 'Admin status' on all Groups and Pages and monitor comments, the wall, images and the behaviour of members of the Group or Page. An administrator should feel free to challenge, educate or intervene as necessary. This should be done at least weekly. Other administrators should be agreed by the Ministry Leadership Team.
- Should a child or young person under the age of 13 join the parish Facebook page/group they should be deleted as a member, informed why they have been deleted and their parent/guardian should also be informed.
- Any photo's or videos, which include children or young people, added to the Parishes official Facebook page or group must have prior consent from their parent/guardian. Should a photo be added and permission has not been granted, the administrator/s of the page/group must remove it immediately. *Parents/guardians should also be informed.*

#### Skype

- In regards to communication with a young person, Skype can **only** be used to include a young person aged 16+ in a group discussion that they wish to be involved in, but cannot be physically present. Eg: Lads Small group/Afterhours. There may be exceptional circumstances for younger youths who are unable to attend a group, for which parental consent must be given E.g. Physical disability/illness. This must be authorised by the ministry leader

#### Instagram

- TRINITY Youth operate an Instagram account in line with the TRINITY church social media policy. This is one of our primary methods of private communication with young people. It is supervised by the Youth minister and at least 1 other member of the leadership team.
- Authorised youth leaders may be given the access details for the account for the purposes of communicating with young people via a secure and accountable platform. Leaders must abide by the communication guidelines above and must keep any login details private and confidential.

*Using Twitter and all other forms of immediate messaging not already mentioned*

- Twitter or other forms of communication not already mentioned should not be used to contact individual youth and children.

#### Foums / servers (eg discord) / online games

Leaders should not join or interact with any forums / servers / online games where young people attending trinity youth are posting. If leaders are already a contributing member of a forum / server and a TRINITY youth young person joins they should inform the ministry leader. In consultation with the leader either it will be deemed appropriate for the leader to come off of the forum / server / online game, or specific written parental permission will be sought

#### *Leaders with personal twitter accounts*

- All Twitter users need to be conscious that it is, by its very nature, a public forum. Used appropriately this has immense benefits, but it is easy to forget 'where you are'.
- One of Twitter's selling points is that a user may be 'followed' by anyone, anywhere. If this is not appropriate or desirable, the account can be hidden from public searches.
- Remember all Tweets are public and therefore it is possible for young people to be 'following' you. Therefore please ensure all your tweets are appropriate and are not using offensive or illegal content- Including pictures, video, text and audio.

#### *Using Blogs*

- Anything posted on a blog is immediately within the public domain – there is no way to un-say something. Care should always be taken: if you wouldn't say it to a crowded room, don't say it on a blog post.
- Enabling comments on posts is generally open to anyone. There is a risk of abusive or offensive language being used by those not known to you or your community. Such comments are easily removed by the blog's author. Check blogs regularly to monitor comments.
- Do not use inappropriate, offensive or illegal content. Including pictures, video, text and audio.
- Do not plagiarise. Most bloggers are happy to have their content reposted on another blog, but they do expect to be credited and for readers to be able to click through to the original site. A link-back is easily inserted into the post referencing where the content has be copied from. If you don't know already then please ask the author's permission first!
- Do not forget that blogs are in the public domain.

#### *The use of Photo-sharing*

- Leaders must not share any photos in any context without authorisation from the ministry lead.

- As with all online content, care must always be taken to ensure that consent is obtained before making any photographs public. Please Note: The Diocesan Policy and Guidelines for photographs applies in all contexts!
- An image (or text) taken out of context may give a very misleading impression. Be mindful of what impression an image will give to someone seeing it out of context.
- Do not take or share offensive, inappropriate or illegal images.
- Do not assume that something you think is funny will be considered so by everyone else.
- Do not forget that the internet is in the public domain!

#### *The use of Video-sharing*

- Leaders must not share any videos in any context without authorisation from the ministry lead.
- As with photos, it is vital to remember the need for consent.
- Do not take or share offensive, inappropriate or illegal videos.
- Do not upload any video featuring someone without their consent.
- Do not upload any portion of video that is subject to copyright.
- Do not assume that something you think is funny will be considered so by everyone else.
- Do not forget that the internet is in the public domain!

#### **9.4.6 Training/online awareness for children, young people and parents**

Young People need to be openly encouraged to be conscious of their activity online; including the information and photos that may be shared and when it is appropriate for members of the Facebook Page/Group to communicate with each other as well as other forms of sharing on social media.

The children's and Youth Ministry should run a 'Think you know' training session for children, young people and parents regularly.

### **Appendix I: Definitions**

#### **Social Media**

Social Media is a form of communication across web-based software and mobile technologies. It is typical of a form of media usage known as 'Web 2.0' which is characterised by the ability of each user to contribute to the media. Traditional forms of media are simply received by a user – newspapers, television, radio etc. – Social Media in contrast offers the user the opportunity to also be a part of the production of media that is in turn received by others. Social Media is essentially conversation. The biggest criticism of Social Media is the matter of security and data protection - it is important to remember that the User is in control. All Social Media platforms are very careful to ensure that the user has full control of the security settings of

their profile (including comments, picture, personal information etc.) There will always be a default security setting but as with all computer and internet usage it is the user's responsibility to customise their settings.

## **Facebook**

Founded in 2004, Facebook's mission is to make the world more open and connected. People use Facebook to stay connected with friends and family, to discover what's going on in the world, and to share and express what matters to them.<sup>1</sup> Users must register before using the site, after which they may create a personal profile, add other users as friends<sup>2</sup>, and exchange messages, including automatic notifications when they update their profile. Additionally, users may join common-interest user groups, or 'Like' organisation's Facebook Pages.<sup>3</sup>

## **Twitter**

At the heart of Twitter are small bursts of information called Tweets<sup>4</sup>. Each Tweet is 140 characters long, but don't let the small size fool you—you can discover a lot in a little space. You can see photos, videos and conversations directly in Tweets to get the whole story at a glance, and all in one place.<sup>5</sup> Twitter is the most public of all Social Media communications. Whilst it is possible to send a Direct Message [DM] to another Twitter user, all general Tweets are public. This openness is Twitter's greatest advantage as long as all users remember it.

## **Blog**

A blog (a portmanteau of the term web log) is a personal journal published online consisting of discrete entries ("posts") typically displayed in reverse chronological order so the most recent post appears first. Blogs are usually the work of a single individual, occasionally of a small group, and often are themed on a single subject. Although not a must, most good quality blogs are interactive, allowing visitors to leave comments and even message each other on the blogs and it is this interactivity that distinguishes them from other static websites.<sup>6</sup>

## **Photo-sharing**

Photo-sharing sites such as Flickr/Snapfish/Twitpic/Photobucket/yfrog offer an opportunity to store, sort, search and share photographs online. Whilst some Photo-sharing sites are themselves a form of Social Media, when integrated with other Social Media forums users are able to upload a picture to illustrate their experiences.

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<sup>1</sup> <http://newsroom.fb.com/content/default.aspx?NewsAreaId=22>

<sup>2</sup> <http://en.wikipedia.org/wiki/Friending>

<sup>3</sup> <http://en.wikipedia.org/wiki/Facebook>

<sup>4</sup> <http://support.twitter.com/articles/15367-how-to-post-a-twitter-update-or-tweet>

<sup>5</sup> <http://www.twitter.com/about>

<sup>6</sup> <http://en.wikipedia.org/wiki/Blog>

## **Video-sharing**

Video-sharing sites, such as YouTube, similar to Photo-sharing, offer users the ability to upload, view and share videos. They display a wide variety of user-generated video content, including movie clips, TV clips, and music videos, as well as amateur content such as video blogging and short original videos.

## **Appendix 2 – useful resources**

<http://www.youtube.com/ceop>

<http://www.childnet-int.org>

<http://ceop.gov.uk>

<http://thinkuknow.co.uk>

<http://ccpas.co.uk>

<http://www.beatbullying.org>

<http://www.cybermentors.org.uk>