Locking Castle Church

Safeguarding Policy

&

Procedures for working with Children and Young people.

To be read in conjunction with the information on the Safeguarding pages of the Church of England website.

Safeguarding - Bath and Wells Diocese

July - 2025

Locking Castle Church

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Emergency Duty Team (Outside office hours): 01454 615 165

The North Somerset Safeguarding Adults

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Emergency Duty Team (Outside office hours): 01454 615 165

Local police station : 101

The Churches' Child Protection Advisory Service: 08451204550

Due Diligence Checking (DBS) www.ddc.uk.net : 0845 6443298

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The church adopts the guidelines within the Safeguarding Policies developed by the Church of England.

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LCC Safeguarding Policy Statement

This statement was adopted at a church meeting

It will be presented each year to the church at the AGM, and progress in carrying it out will be monitored throughout the year.

Protection of Adults at Risk at Locking Castle Church

1. As members of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and to report any such abuse that we discover or suspect.
3. We are dedicated in the pastoral care and support of those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church adopts the guidelines of the Church of England.
7. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by this church.

Safeguarding Children and Young People at Locking Castle Church

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act* 1989 and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly. We commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

Safe behaviour: a code of behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe practice and safe premises

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

A safe community

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

ECC Safeguarding Lead

The church has appointed **Beth Dinsmore** as the Safeguarding Trustee to oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Beth Dinsmore** as the Designated Person for Safeguarding, and **Jill Lyons and Rebeka Voyle** as deputies, to:

- advise the church on any matters related to the safeguarding of adults at risk, children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the LCC Safeguarding Policy Statement will be displayed permanently on the noticeboard outside the admin office at Locking Castle Church.

Each person working with children and young people whether paid or voluntary will be given a full copy of the LCC Safeguarding Policy and Procedures and will be required to follow them.

Each person working with adults at risk whether paid or voluntary will be given a full copy of the LCC Safeguarding Policy and will be required to follow the recommendations and guidelines.

A full copy of the LCC Safeguarding Policy and Procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The Safeguarding Policy Statement will be reviewed and read annually at the church AGM together with a report on the outcome of the annual review.

LCC Safeguarding Policy and Procedures should be read in conjunction with the recommendations and guidelines of the Church of England's Safeguarding Policies which can be found via a link on the church website.

All data that is stored is subject to the regulations outlined by the GDPR 2018.

Part 1 - Responding to Concern

Responding to concern

1) Understanding and Recognising Abuse

Abuse and neglect are forms of maltreatment of a child. This abuse may be physical, emotional, sexual, organised, and spiritual or neglect. 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. They may be abused by an adult or adults or another child or children.

2) How to respond when someone wants to talk about harm, abuse or FGM

- Listen and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact one of the Designated Persons for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

3) What to do when a child talks about harm, abuse or FGM

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand-written notes even if subsequently typed up.
- Contact one of LCCs Designated Persons immediately or within 24 hours.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept at the LCC Church office in the Safeguarding locked filing cabinet.

4) Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

4.i) Where a child has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

4.ii) Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- **DO NOT** tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

4.iii) If a girl discloses to you that she has had FGM (whether she uses the term 'female genital mutilation' or any other term or description, e.g. 'cut') then there is a duty to report it. The duty applies to cases directly disclosed by the victim; if a parent, guardian, sibling or other individual discloses that a girl under 18 has had FGM, the duty does not apply and a report to the police is not mandatory.

4.iv) "The Prevent Duty is the duty in the counter-terrorism and security act 2015 (section 29) on specific authorities … to have due regard to the need to prevent people from being drawn into terrorism" Department of Education; The Prevent Duty 2023

It is our Church policy to safeguard and protect young children and their families against the risk of being drawn into radicalisation and the risk of terrorism by following the guidelines in **The Prevent duty Departmental advice for schools and childcare providers 2023.**

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children's Social Care Team or seek appropriate professional advice, e.g. from the Diocese Safeguarding Manager, Ben Goodhind.

A. Third Party Allegations and Referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

C. Allegations against Workers

- The advice of Children's Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary; for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leadership team will be informed of the reasons.

D. Pastoral care

When an allegation/suspicion arises, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the victim, members of the Safeguarding team and Church leaders without compromising confidentiality.
- Support will be offered to the suspected perpetrator without compromising the children or their families.
- Information in relation to allegations of abuse should be given on a need–to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

E. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

F. Allegations against children/young people

Where a child in a position of power has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation.

Part 2- Safe Recruitment, Support and Supervision

Application (NB. see LCC Recruitment procedures for voluntary workers document)

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

All those having contact with children or young people whether in paid or voluntary positions will be appointed according to LCC's recruitment procedure which is overseen by the person with responsibility for completing DBS checks. They will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed. DBS checks will be requested and renewed every 3 years through the Thirtyone:eight service if a person continues to volunteer at LCC. Only on the completion of reference checks and a clear DBS will recruitment take place. Employees and volunteers will be encouraged to enrol on the DBS auto-renewal service.

1) Application

All those wishing to work in a voluntary or paid position with children or young people must complete an application form before being appointed.

2) References

Formal references will be requested for all applicants, voluntary and paid. These references must include at least one from an employer and/or previous church leader.
Where applicable an applicant's UK residency status and/or right to work in the UK will be checked. All successful applicants will be given the Safeguarding policy to read and will sign to say they agree to follow the codes of practise and procedures within it. This will be recorded on Church Suite alongside their safeguarding training needs and DBS check.

3) Interviews

All prospective workers will have an interview. Voluntary workers will meet with their appropriate group leader to discuss their role and a 3 month check in meeting will take place to support the worker.

A. Appointment and Supervision

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant at interview. The worker will be required to sign a written agreement. This includes a clear role description, an assigned supervisor, a signed declaration that they will follow the church's Safeguarding Policy and attend a level 2 Safeguarding course every year.

It is also advisable to have a probationary period (e.g. 6 months)

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

1) Training

It is important that all volunteer workers understand the agreed procedures for protecting children.
All volunteer workers must undertake the CofE 'Basic Awareness Training' online.
Any volunteer who works with children, young people or vulnerable adults should undertake the CofE 'Foundations' training course.
The Minister(s), Designated persons for Safeguarding should attend CofE 'Leadership' training.

All training must be renewed every 3 years.

Each year, all team should attend a team training day at which the ECC Safeguarding Lead will deliver a refresher session of basic safeguarding awareness and professional boundaries.

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene, group leader skills Safeguarding procedures for the groups should be reviewed and discussed regularly in team meetings at least once a year.

2) Young People

Young people under 18 may be used as leaders but such leaders will be responsible to a named adult worker and will never be in a position where they are providing unsupervised care of children. Young leaders must be 16yrs or over to work in Crèche and Primary departments of the Children's work.
Young leaders under the age of 18 will not need to be appointed under the procedures outlines in our policy and therefore will not be required to apply for a DBS check if they are asked to take increasing leadership responsibility in a group in which they are a member and they are assisting the leaders of that group

Young leaders under the age of 18 will need to be appointed under our procedures and therefore will need to apply for a DBS check if they are appointed to work in a regulated activity with children and young people in a group to which they do not belong. (i.e. a group for a younger age range) Leaders of Youth work must be over 20yrs old.

Part 3 – Safe behaviour: a code of behaviour for workers

Code of behaviour overview

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
    - Invading the privacy of children (including their personal space – unsolicited hugs and touches) or young people when they are using the toilet or shower.
    - Rough games including contact between a leader and a child or young person.
    - Sexually provocative games.
    - Making sexually suggestive comments.
    - Scapegoating, ridiculing or rejecting a child or young person.

- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person. All uses of physical restraint must be logged and be done by staff with restraint training.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
    - Where there is one adult working in a room with children or young people, then internal doors should be left open.
    - At least two people should be present before external doors are opened for an event.
- If workers do find themselves on their own they should;
    - Assess the risk of sending child/young person home
    - Phone another team member and let them know the situation
    - Get a second leader to join them as soon as possible
    - Write down a record of what happened
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
    - You try to hold the conversation in a corner of a room where other people are.
    - Or if you are in a room on your own, leave the door open and ensure your team leader is aware the conversation is taking place.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- If a child or a child's parent asks you to meet up or take a child out for a trip as the lone adult make every effort to find another appropriate adult to go along so you are not left vulnerable to suspicion. Gain written permission from the parent and stay in public areas at all times.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building. In situations where a person visits a group or helps as a 'one off' this person should not be left alone with children or young people.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.
There should always be at least two adults leading groups for children under age 11.

Age group	Adult Helpers	Number of Children	Minimum age of helpers
2 years and under	1	3	Over 16
3 years	1	4	Over 16
4 to 7 years	1	8	Over 16
8 years or older	1	10	Over 16

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

A. Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

B. Mentoring

If a worker is working as part of the recognised mentoring programme for the church with a young person:

- The parents of all young people involved in a regular mentoring programme will be made aware that the mentoring is happening and who it is with.
- Regular mentoring should be carried out by a worker of the same sex as the mentee.
- A mentoring meeting should be in a public space, have an agreed start and end time.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, i.e. not phoning during the night.
- A written record should be kept of issues/decisions discussed at meetings.

C. Visiting Children or Young People at Home

In the unlikely event that workers need to make a pastoral visit to children and their families at home on behalf of LCC, this should be done following a discussion with the Leadership. Home visits would not be made if the child was alone. Please reference the lone working, pastoral care and home visiting policy for further guidance.

D. Children with Special Needs

Children and young people who have a special need can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc. may have limited understanding and behave in a non-age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person. A support plan can be created with parents should it be required.

E. Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact if appropriate.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

F. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that in some situations, groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

G. Youth Work in Private Dwellings

This section is informed by recent NYA guidance on youth work in private dwellings.
Youth activities may take place in the homes of approved leaders but Youth leaders will never invite young people into their homes individually. If there is a requirement for this to take place, a specific risk assessment should be completed and approved by members of the senior leadership/ safeguarding team. There must always be at least two team members present, one of which should be someone who does not reside at, and/or has no financial investment/ownership of the property. Any team members running a session who are either close family relations, or married should have another unrelated team member present.
Young people should only be permitted access to common areas in the house such as the kitchen, living room and a shared bathroom. They should under no circumstances have access to private areas such as bedrooms, a home office or private/ en-suite bathroom.

Throughout the duration of the youthwork taking place in the property, no uninvited or non-DBS checked adults should have access to the property, unless with express prior permission and agreement. Any unscheduled visitors should be asked to return at a later date.

Where possible, children/ youth and pastoral work should take place in a public setting, ideally at the church, unless on a specific excursion. This guidance also applies for vulnerable and at-risk adults.

Any meeting between Youth leaders that requires 1:1 counselling will always take place in a public place e.g. local café or at the church whilst other adults are present in the building. The meeting will always be in a room with public visibility and will never be with members of the opposite sex.

H. Electronic Communication

<u>Modern Technologies and Safe Communication</u>

LCC acknowledges and approves the use of technology as a legitimate means of communicating with young people but expects that workers should follow the agreed guidelines below. It is not appropriate to use these communication methods with primary school aged children, 11 years and younger. Further guidance can be accessed via the Church of England website.

Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social media platforms and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

1) Email

Email is sometimes used by workers to remind young people about meetings. If email is being used by workers, ensure messages are in the public domain by copying another adult worker into any messages sent. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation.

2) Communicating using Instant Messaging (e.g. Instagram, WhatsApp, Facebook, Snapchat, TikTok)

Communication with an individual should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated. Group chats/conversations are an appropriate way of sharing information with young people and their parents.

If there is a requirement to engage 1-1 with a young person via message, rather than in a group context, please ensure that another, appropriate member of the team is included in the message chain. On platforms such as WhatsApp etc this may be in the form of a separate smaller group chat. If this is via text, you should copy in the appropriate adult on the message chain.

3) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts, images or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language and should not use abbreviations that could be misunderstood.
- Contact where possible and practical should be conducted by a paid member of staff/ appointed ministry leader on a work issued phone, personal mobile use in regard to contacting young people should be limited as much as is possible and practical.

4) Social Networks

LCC's policy recommends that workers do not allow young people to access their personal social media accounts. Good practice would be for an individual to create a separate account for young people to access or set up a group social page e.g. LCC youth page.

If a worker allows their personal site to be accessed by young people they should:

- Ensure that all content including photos is suitable and be aware of age limits on social network sites.
- Copy other workers into communication and keep all communication in the public domain.

5) Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- Photographs should not be used externally of LCC or uploaded onto the internet without consent. A statement about such permission will be given at any events where non-church members are present. Sunday worship will display a warning on the welcome screen.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses or telephone numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Photographic material should be stored safely on the LCC shared storage drive.
- This also applies to photos taken on leader's personal mobile phones and electronic devices.
- Team members must avoid using their personal camera's and phones to take photos and videos where practical and possible. However, if they must do so, they should send the photos to the ministry leader and immediately delete the from their device, this process should include deleting from the 'recently deleted file' and 'recycling bin.
- Any team member found to be in possession of images and videos of young people outside the parameters listed above may face disciplinary action.

Part 4 – Safe practice and safe premises

Safe practice and safe premises

1) Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on consent forms for each children/young person group.

The first week someone attends they must provide their name, medical information and an emergency contact name and number. They should complete a consent form before they attend the group again.

2) Health and Safety

All activities for children and young people will comply with the Church's current health and safety policy and will be conducted in accordance with Guidelines in the *'Bookings and Conditions of Hire'* document.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's groups will be properly maintained. An annual health and safety review should consider all aspects of safety for all children and young people using the premises.

3) Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire. Adults will stay downstairs and the young people will be safely escorted from the building with their leaders.

4) First Aid

LCC aims to have a trained First Aider as one of the workers in each of its children and young people's groups. Team members should be aware of the designated first aider on site for their group. First Aid kits will be purchased for Church Employees for their vehicles.

The Church building.

First aid kits are located in the office. The incident record book is located in the washing up area of the front lounge which must be completed in the event of any accidents, injuries or incidents.
There is an additional first aid kit located in the church office and one to be taken with the group on external events. The church administrator ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church administrator.

5) Registration of attendees of groups and the youth workers present

A register should be taken at the start of every children and young people's group of both the young people and adults present. In the event of a fire this register should be called once outside to check that all children are safely out of the building.

In the event of a missing child:

The group leader will inform the Stewards.

The building will be locked down by the Stewards.

The building will be searched until the child is found.

After 15 minutes the Police will be called.

6) Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.) All children and young people's groups should have a register of any allergies.

7) Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children.
- All drivers will have read the Church's Safeguarding Policy and agree to abide by it.
- Parental consent will be given for all journeys and the leader will log when lifts are given.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance Company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Where possible and practical, another team member should be present in the vehicle, to ensure a leader is not left alone with a young person.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly. The child or young person should be asked to sit in the back seat of the car.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.
- Team members should not offer or agree to provide private lifts to young people, unless with express and specific prior permission. If this becomes a regular agreements a specific risk assessment should be produced and agreed by all parties involved.
- On every trip, an adult should be allocated a list of those children or young people for whom they have responsibility, and it is good to practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult.
- In addition to ensuring all children and young people wear the seat belts provided, it is also the responsibility of the driver to make sure they are adhering to the laws of child seats for under 12s or under 135cm tall.

8) Risk Assessment

Each regular children and young people's group will review its group risk assessment on an annual basis and a copy of this risk assessment will be held by the church administrator in the church office. Before undertaking any additional activities or trips the activity leader will ensure that a risk assessment is carried out.

9) Insurance

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

B. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.

- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not usually share sleeping accommodation with children or young people. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

2) Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

3) Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.

4) In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

5) Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines).

6) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. Consent for each child (or a copy) will be taken by the group leader on the trip.

Part 5 – Safe Community

Bullying

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging, emails, use of social media
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender/ gender identity

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

Working with Offenders

When someone attending the Church is known to have abused children, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending LCC, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
    - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
    - The ECC Safeguarding Lead and the Pastor(s) should always be informed
- The ECC Safeguarding Lead should determine whether the person is subject to supervision or is on the Sex Offenders' Register
    - if so, the ECC Safeguarding Lead should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The ECC Safeguarding Lead should inform and take advice from the Diocese Safeguarding Manager.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present

- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

Appendix 1 Designated Persons

In accordance with its Safeguarding Policy and Procedures, LCC has appointed the following people as 'Designated Persons'

Beth Dinsmore
Jill Lyons
Rebeka Voyel

The ECC Safeguarding Lead is the contact point for concern over the safety of any adult at risk, child or young person the church has contact with.

Any adult, parent or child is free to contact them for any of the following reasons:

- Any matters arising from the Safeguarding Policy
- Concern for an adult at risk, child or young person's well-being either from observation or what the child or person has told you
- If you need advice with dealing with an adult at risk, child or young person's safety
- If you need advice over a concern of another adult's actions or an observation you have made of their behaviour.

If you are unable to reach any of the ECC Safeguarding Lead and you need to act quickly please seek advice either from Churches' Child Protection Advisory Service (CCPAS) 0845 120 4550 or The North Somerset Safeguarding Children Board (NSSCB) www.northsomersetlscb.org.uk. If you are currently worried about a child who you believe is at risk, being ill-treated or neglected, please speak to the Single Point of Access (SPA) on 01275 888808. Normal office hours are Monday to Thursday 8.45am until 5pm and Friday from 8.45am until 4.30pm. Outside these hours: contact the Emergency Duty Team on 01454 615 165. Alternatively, contact your local police station on 0845 670 000 or if a child is in immediate danger dial 999.

For more information please get in touch with the Church office: 07762 173181
Locking Road, Jasmine Way, BS24 7JW

Appendix 2

Locking Castle Church

Policy Statement on Equal Opportunities

This statement should reviewed and agreed each year at the church AGM.

As an organisation using Disclosure and Barring Service (DBS) checks to assess applicants' suitability for positions of trust, this church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.

We welcome people to serve the church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records.

A Disclosure is only requested if it is both proportionate and relevant to the position concerned.
A criminal record will not necessarily be a bar to a person serving with children, young people or adults at risk. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records we will access Disclosures through Due Diligence Checking Ltd. We invite the Baptist Union's National Safeguarding Team to advise us in the appointment process when necessary, and we agree to act on their advice for the protection of children, young people and adults at risk.

Appendix 3

Accident Form

Full name of injured person and age if under 18:	Date/Time of accident:

Did the accident occur within a structured activity/meeting? If so, which meeting?

Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.

Names of any witnesses to the accident:	Name of First Aider:

What treatment or advice was given?	Items used from First Aid Kit:

Was it necessary to call the Emergency Services or take or send them for further treatment? Give details:

Recommendations to the Health and Safety Committee in light of this accident:

Signed - Injured Person…….. First Aider……..

Parent/Guardian **(if injured person is under 18)**……

When completed, this form must be signed by parent/guardian of injured person (if under 18). They may wish to have a copy. The form should then be passed to the First Aid Co-ordinator to be reviewed by the Health and Safety Committee.

Appendix 4

Safeguarding Incident Form

To be completed by the Designated Person for Safeguarding

Name of church / organisation	Locking Castle Church
Contact details of church / organisation	Locking Castle Church Jasmine Way BS24 3JW

ECC Safeguarding Lead	Mrs Beth Dinsmore
Contact details of Designated Person for Safeguarding	Locking Castle Church Jasmine Way Weston-super-Mare BS24 3JW 01934 519888 MOB: 07554 770831

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

- What happened?

(Nature of concern / disclosure made - use the person's own words if known)

- When did it happen? (date, time)

- Where did it happen? (specific location)

- Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

- Have the carers or parents / guardians been informed?
  If so, when & by whom

Yes	No

- Have the statutory authorities been informed?
  If so, please complete the table below

Yes	No

Authority		
Name		
Position		
Email contact		
Phone contact		
Contacted by		
Date & time of contact		

- Has the Local Association been informed?
  (Please do so if the statutory authorities are involved)

Yes	No

- If so, when and by whom?

- Any other action taken:

FUTURE ACTION TO BE TAKEN

- What action needs to be taken?

- Who is responsible for this?

SIGNATURES

Designated Safeguarding Person		Church Minister or Member of Safeguarding Team	
Date & Time		Date & Time	

Please ensure completed forms are immediately placed in a sealed envelope and delivered to the designated safeguarding lead promptly to enable compliance with GDPR(2016) regulations.

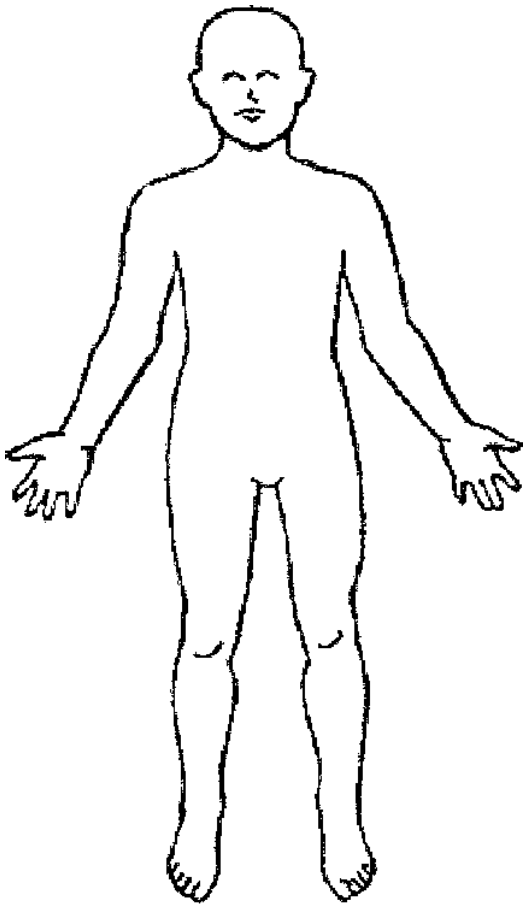
Appendix 5

BODY MAP

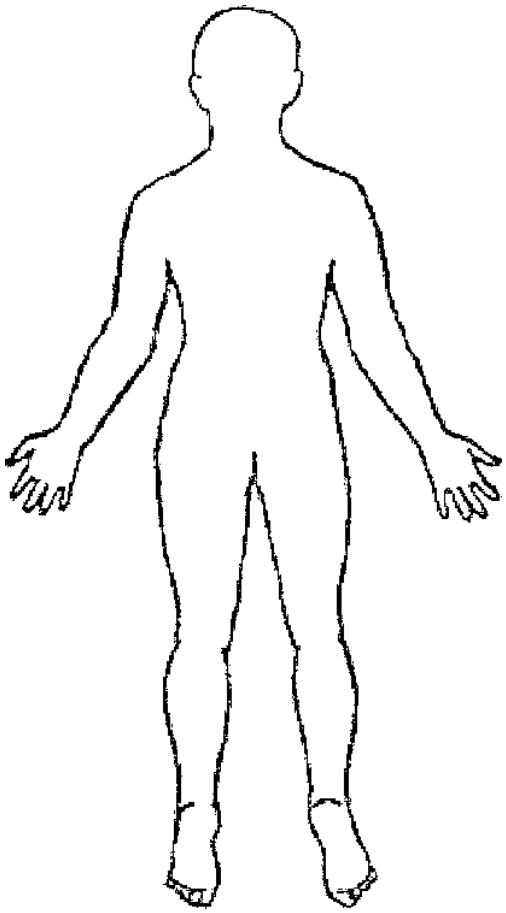
Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Front



Back

Signature	
Date and time	

Appendix 6

Stage 1

A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.

Stage 2

The Designated Person receives the report of concern

The Designated Person has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.

Stage 3

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee and the Minister may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority or the Charity Commission.

Appendix 7

Good Practice Guidelines for Children and Youth provisions at LCC

Crèche

Age of children: 0-3 years Leaders: age 18 and over Young leaders: age 16 and over

Time: Weekly during services of MBC such as Sunday mornings 10.30am -12pm.

Location: The same location as the parent but likely to be in another close room.

Group description: A place for children to be looked after to aid the parent to focus or concentrate on the event or service.

Ratio adult: child: 1:3 and there should be a minimum of 2 adults supervising the children

Good practice guidelines:

- Children will remain in the designated room until collected by their parent/guardian.
- At no time will children be left without adult supervision.
- The children may be taken out of the building only with parent/guardian permission and when the adult: child ratios are strictly 1:2.
- Parents will be notified immediately of any injuries a child may have sustained.
- All toys should be age suitable and be checked at the start of the session to ensure that they are clean and safe. The room should also be checked for potential hazards.
- Parents should be called should a child require a nappy to be changed or if parental permission has been formally given on the child's registration form then nappies can be changed on a changing mat within the crèche.
- Children should be taken to the toilet but the leader should remain outside the cubicle, parents should be called if assistance is required.
- All toys should be age suitable and be checked at the start of the session to ensure that they are clean and safe. The room should also be checked for potential hazards.
- Hot drinks should be kept away from children's reach.
- Exits should be kept closed (or locked) and safety stair gates used where appropriate.
- Parents should collect their children via the stairs in the Back Hall not via the front stairs.

Kids Church

Age of children: 3 – 11 years Leaders: age 18 and over Young leaders: age 16 and over

Time: Weekly meeting during the Sunday morning service 10:30-12pm

Location: Locking Castle Church

Group description: Age specific groups to help children and young people explore Christian values in a fun and engaging way suitable for their age.

Ratio adult: child:		
	3 years	1:4
	4-8 years	1:8
	8 and over	1:10

Good practice guidelines:

- In the case of a one child per group situation arising, that child will join another class.
- Best practice is for each group to be led by two adults. Where only one adult is leading the group, the door should remain open between the groups or two groups should work within one room.
- It is not best practice for two adults leading groups with young children to be related.
- Where parents stay with their child in the group, they should not be left alone with the group.
- A register will be taken weekly in each group and details of each child/young person's emergency contact and any allergies will be kept up to date in case of an emergency.
- To respect a child's privacy, leaders will not go into the toilets with a child, but stay outside.
- In the case of an accident, the child or Young person's parent/guardian will be informed either immediately or at the end of the session depending on the severity of the injury (and a record made of the injury).
- Children are not allowed to return to the classrooms after they have been taken back into the main hall, when the responsibility for each child is handed back to the parent/guardian. Children who do not have a parent on site will be in the care of the leader until the child is picked up or handed back to the adult who brought them.
- A register should be taken noting any concerns raised from the session.
- Potential risks of any activity should be considered when planning and before commencing. Risk assessments should be completed when appropriate.
- Best practice is for a male and female leader to lead a mixed gender group and to be unrelated to each other.
- 0-7 aged children will be signed in and collected by a parent or nominated person.
- Age 8+ will return to the main Church Hall via the back stairs into the hall to be met by parents.

Youth

Age of children:	School years 7-13 Leaders: age 20 and over
Time:	Tuesday evenings 7- 8.30pm
Location:	Various locations – Church members houses or LCC
Group description:	Craft, games and Bible study available for all who attend, with trips and activity nights.
Ratio adult: youth:	2:20 with 1 additional leader for each 10 young people. A minimum of 3 workers (male/female mix)

Good practice guidelines:

- The parent/guardian of all young people attending will complete and sign a General Information and Consent form annually. Any young people attending whose parents are not known to the Youth leaders will be contacted so the leaders can introduce themselves.
- Young people are asked to sign in on arrival and to sign out on leaving the premises early.
- Health and safety rules apply to the area.
- Any activities outside the normal base (not publically managed leisure facilities) (e.g. ice skating, bowling, laser quest etc.) will be checked and risk assessed before the activity takes place.
- For all activities outside the normal base a letter will be sent home to inform parents of the trip, times and transport arrangements.
- Two adults (ideally, one male and one female) should travel in cars or youth in the back of cars. Seatbelts are to be worn at all times.
- A first aid kit should be carried on all journeys.
- If cars are used for an off-site activity these will be driven from the church direct to the venue in convoy as far as practicable.
- All car journeys will be driven with care and responsible action.
- Potential risks of any activity should be considered when planning and before commencing. Risk assessments should be completed when appropriate.
- All parents will be contacted in the event their child decides to leave the meetings early.

Holiday Club

Time: 1 week in the school holidays

Location: LCC

Group description: A week of activities, Bible stories and songs related to a theme

Good practice guidelines:

- Holiday club is run by a core leadership team and this team will be appointed through the LCC recruitment procedures and DBS checked.
- All toys and activities should be age suitable and safe-checks made at the start and end of each session.
- A register should be taken at the start of each session.
- Potential risks of any activity should be considered when planning and before commencing.

  Risk assessments should be completed when appropriate.
- Photo permission will be sought on the enrolment forms.

Appendix 8

Definitions of Abuse

Types of Abuse

Physical	Where children's bodies are hurt or injured. May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
Emotional	Where children do not receive love and affection, may be frightened by threats or taunts, given responsibilities beyond their years or told they are worthless and inadequate.
Sexual	Where adults (and sometimes other children) use children to satisfy sexual desires.
Neglect	Where adults fail to care for children or protect them from danger, seriously impairing health and development.
Spiritual	When someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others. E.g. A church/group leader holding an unhealthy power over individuals or an accepted doctrine of a church/group that directly or indirectly controls and oppresses its members through peer pressure.
FGM	**F**emale **G**enital **M**utilation comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. **FGM** is recognized internationally as a violation of the human rights of girls and women.
Upskirting	Upskirting is a term used to describe the act of taking a sexually intrusive photograph up someone's skirt without their permission. It is usually performed in a public place, such as on public transport or in a nightclub, among crowds of people, making it harder to spot people taking the photos. Upskirting is now considered to be a criminal offence as per the Voyeurism offences act (2019).
Child on Child	Behaviour by an individual or group, intending to physically, sexually or emotionally hurt others. All staff should recognise that children are capable of abusing their peers.

All staff should be aware of safeguarding issues from peer abuse including:

- bullying (including online bullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.
- This abuse can:
- Be motivated by perceived differences e.g. on grounds of race, religion, gender, gender identity, sexual orientation, disability or other differences
- Result in significant, long lasting and traumatic isolation, intimidation or violence to the victim; vulnerable adults are at particular risk of harm Children or young people who harm others may have additional or complex needs e.g.:
- Significant disruption in their own lives
- Exposure to domestic abuse or witnessing or suffering abuse
- Educational under-achievement
- Involved in crime

Stopping violence and ensuring immediate physical safety is the first priority, but emotional bullying can sometimes be more damaging than physical. Designated Safeguarding Lead and/or Deputy, have to make their own judgements about each specific case and should use this policy guidance to help.

Organised Abuse Involves one or more forms of abuse and a number of related or non- related abused children or young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK – no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Prevent is to stop people from becoming terrorists or supporting terrorism. At the heart of **Prevent** is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into terrorist activity.

Signs of Abuse

Physical	Unexplained or hidden injuries, lack of medical attention.
Emotional	Reverting to younger behaviour, nervousness, sudden under-achievement, attention seeking, running away, stealing, lying.
Sexual	Pre-occupation with sexual matters evident in words, play, drawing, being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.
Neglect	Looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems**.**