



# Kings Christian Centre (KCC)

## Safeguarding Policy

Charity No: 1181815

Address: Pwll Glas, Mold, Flintshire, CH7 1RA

Date of Policy adoption – 15<sup>th</sup> October 2025

Date of 1<sup>st</sup> review – 15<sup>th</sup> October 2026

A handwritten signature in blue ink, appearing to read 'Laura Millward', written over a dotted line.

Signed.....Laura Margaret Millward

Trustee

A handwritten signature in black ink, appearing to read 'Howard Litherland', written over a dotted line.

Signed.....Howard James Litherland

Trustee

# Policy Review

<b>Date</b>	<b>Issue</b>	<b>Reviewers</b>	<b>Outcomes</b>
15/10/2025	1	HJL, SML	Replaces version 3.4
04/02/2026	2	HJL	Change of Safeguarding lead

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## Church Details:

Name of Organisation: King's Christian Centre

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Safeguarding Lead Name: Caroline Searle

Safeguarding Lead Contact Telephone: 07496 030126. Email: safeguarding@kings-mold.org.uk

Charity Number: 1181815

Insurance Company: Methodist Insurance

The following is a brief description of our place of worship and the type of activities we undertake with children and adults with care and support needs:

- Worship Services
- Children's Junior Church
- Children's after-school clubs
- Young people's groups
- Social activities
- Groups for elderly people

# Governance and Church Leadership

## Our commitment

As a Church Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Church Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

Our Safeguarding Statement can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

## Governance

Our Church Leadership is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviour may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The Church Leadership will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation, but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

## Understanding abuse and neglect

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

For the purposes of this policy, a child will be referred to as someone under 18 years old.

An adult at risk of harm will be defined in this policy as the following:

Any person aged 18 years or older who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- Is unable to protect themselves because of their care and support needs.

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

This policy is in line with the following legislation:

- The Children Act (1989 & 2004)
- Working Together to Safeguard People
- Social Services and Wellbeing (Wales) Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Mental Capacity Act (2005)

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. APPENDIX 2.

## Positions of Trust

All adults working with children, young people and adults with care and support needs are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17-year-old under their care or supervision.

## Safer recruitment

The Church Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure and Barring Service (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme and induction is provided for the successful applicant
- The applicant has completed a probationary period.

- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## Safeguarding training

The Church Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Church Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Church Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Church Leadership will provide or facilitate additional training for the requirements of the role.

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

The Church Leadership will provide or facilitate specialist safeguarding training for the trustee board which will be renewed every three years.

## Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations. We have good practice guidelines set out in APPENDIX 3 and in our Staff and Volunteer Workers Manual.

For some activities we have specific forms, e.g. consent forms, risks assessments etc and the relevant model forms can be found in APPENDIX 3.

## Management of Workers – Codes of Conduct

As a Church Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The code of conduct can be found in APPENDIX 4.

## Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and put in place a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Responding to allegations of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

**Name: Caroline Searle** (hereafter the "Safeguarding Lead or SL")

**Tel:** 07496030126

**Email:** [safeguarding@kings-mold.org.uk](mailto:safeguarding@kings-mold.org.uk)

The above is nominated by the Church Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

**Name: Rebecca Lloyd-Jones** (hereafter the "Deputy Safeguarding Lead or DSL")

**Tel:** 07508 091931

**Email:** [safeguarding@kings-mold.org.uk](mailto:safeguarding@kings-mold.org.uk)

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

**Name: Howard Litherland** Safeguarding Trustee

**Tel: 07724 168077**

**Email:** howard.litherland@kings-mold.org.uk

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible. Please see a copy of the cause for concern form in the appendix.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

Children's Services: 01352 701000 (out of hours emergency team 0345 0533116)

Adults Services: 01352 702000 (out of hours emergency team 0345 0533116)

Police Child Protection Team: 01352 753207

Police: 101 or 999 if person is at risk of harm

Local Authority Designated Officer (LADO): online referral only Flintshire County Council

Charity Commission for England and Wales: 0300 066 9197

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- The Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales) to report a serious incident/raise a concern.
- Local Authority Designated Officer – LADO (England and Wales) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, police Scotland or Police Service Northern Ireland (PSNI) or taking advice from Thirtyone:eight.

The Church Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Church Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Church Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead/Deputy Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

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

### **Allegations of physical injury, neglect or emotional abuse:**

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

- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care or Thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care.

### **Allegations of sexual abuse:**

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care and police on 101.

- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care or police. Thirtyone:eight will confirm its advice in writing for future reference.

**Detailed procedures where there is a concern about an adult at risk:**

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse, coercive control.

If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

**If there is a concern regarding spiritual abuse, Safeguarding Lead will:**

- Identify support services for the Survivor i.e., counselling or other pastoral support.
- Contact Thirtyone:eight and, in discussion with them, will consider appropriate action with regards to the scale of the concern.

**Allegations of abuse against a person who works with children/young people:**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead/Deputy Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer - LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.
- Share information about the concern with the police.

**Allegations of abuse against a person who works with adults with care and support needs:**

The safeguarding Lead will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service (DBS) following the advice of Adult Social Services.
- Share information about the concern with the police

### **Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer – LADO - whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## **Wellbeing Support and Pastoral Care**

### **Supporting those affected by abuse**

The Church Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

**Name: Liz Litherland**

**Tel: 07949 659865**

**Email: [liz.litherland@kings-mold.org.uk](mailto:liz.litherland@kings-mold.org.uk)**

## Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Church Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

## APPENDIX 1: Safeguarding statement

See separate document

King's Policy Statement on Safeguarding

## APPENDIX 2: Definitions, signs and indicators of abuse

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding any action. This must recognize that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances (Care Act guidance Sec 14)

The Care Act gives guidelines on the types of abuse associated with adults;

**Physical abuse** is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions and the misuse of medication.

**Sexual abuse** is the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault, being made to watch pornography would also be within this definition.

**Domestic Abuse** Includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called 'honour' based violence.

**Psychological or emotional abuse** is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.

**Financial or material abuse** is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Discriminatory abuse is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, or disability.

**Discriminatory abuse** exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individual.

**Organisational abuse** includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice, or ill treatment.

**Neglect or acts of omission** are the repeated deprivation of help that an adult-needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult, or to others.

**Self-Neglect** includes a wide range of behaviour neglecting to one's personal hygiene, health or surrounding and includes behaviour such as hoarding.

**Spiritual Abuse** is a form of emotional and psychological abuse. It is characterized by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuse, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.

### Types and categories of child abuse

**Physical abuse.** This can take the form of hitting, punching, burning, shaking and other forms of physical harm.

**Emotional abuse.** This includes belittling behaviour, insults, name-calling, degrading and humiliating behaviour, and withholding love and affection. A child will be made to feel that they're worthless, inadequate or unloved. Intimidation, coercion and harassment can also be involved.

**Sexual abuse.** Where a child or young person is forced or enticed into sexual activity, whether the child is aware of what's happening or not. This may involve physical contact, looking a sexual content online, having their photo taken or being filmed to produce indecent images, or being groomed for these activities – online or in person.

**Neglect.** This is the ongoing failure to meet basic physical or psychological needs, which is likely to result in harm to a child or young person's health or development. It includes not providing adequate food, clothing or shelter, or failing to protect a child from harm.

### Signs and indicators of abuse and neglect

The signs of child abuse aren't always obvious. The signs will vary depending on the type of abuse happening, and there are many. Common signs to look out for include:

- A pattern of unexplained bruises or marks. However, a child who has lots of bruises on their lower legs isn't necessarily being harmed – they could just be out having childhood fun. Accidents happen. Accidental injuries are more likely to happen on areas like knees and elbows, but consistent marks together with unusual behaviour or other physical signs can give a fuller picture of what could be happening to that child.
- Using sexualised language you wouldn't expect a child of their age to know.
- Poor hygiene, always asking for food.
- Changes in behaviour and personality, especially if these are unexplained – for example becoming uncharacteristically aggressive, quiet or upset.
- Being withdraw, having few or no friends.
- Being anxious or worried about things.
- Difficult relationship with parents/carers.

- There could also be unusual behaviour in an adult caregiver that gives concern for the safety of a child.

## APPENDIX 3:

### Good Practice Guidelines for Sessions with Children, Young People and Adults with care and support needs

Workers should treat all children with dignity and respect in attitude, language and actions. The privacy of children should be respected, avoiding questionable activities such as rough or sexually provocative games and comments.

#### Staff and Volunteer Ratios and Session Supervision with children

In order to manage sessions safely for all involved ensure that the following is maintained:

- Number of workers:
  - During activities where parents or other approved children's workers are nearby and available, two workers shall always be present, one over 18 (an adult) and the other over 13. A leader, over 18, shall be responsible for the group.
  - Where parents are not nearby, a minimum of two adult workers shall supervise the group.
- In addition to the above, national guidelines for adult/child ratios should be observed wherever possible:

	Adult	:	Children
2 yrs and under	1	:	3
3 years	1	:	4
4 to 8 years	1	:	8
9 to 18 years	1	:	10

It is the responsibility of the Children's Work coordinator or the assigned deputy to ensure these ratios are met each week. Persons not having undergone the full approval process (including DBS checks) are not to be taken into account when calculating these ratios.

- No person under 16 years of age shall be left in sole charge of any children of any age. Nor shall children or young people attending a group be left alone at any time.
- Ensure that the only people allowed to participate in a children's activity are the workers assigned to that group. Other adults should not be allowed free access (except parents / applicants)

## Managing Risk

Not all activities are completely risk free. In order to safeguard staff, volunteers and users of groups the following should be in place:

- The session leader should be aware of the location of the First Aid kits. Where possible at least one member of the team for each session should be first aid trained.
- An accident / incident form should be completed for any injuries or significant incidents.
- Children should only leave the session with their parent or an adult with parental responsibility unless the parent has indicated otherwise at the beginning of the session.
- For activities taking place away from the church (e.g. trips, residential activities) parents must always be made aware of any change of location and permission must be obtained for any activities involving transportation and / or activities beyond the normal scope of the group.
- Permission forms are available for trips, swimming, sleepovers and residential (where extra information is required e.g. ability levels, health information)
- Workers must manage risks carefully, and a Risk Assessment must be completed prior to any new activities undertaken by a leader. All workers responsible for the group should be aware of Risk. A register shall be kept each week, recording the name of each child present and the workers for the session. A General Information and Consent form for each child should be available to the session leader.

## Personal Care and Touch

As much as possible touching of others including children, young people and adults with care and support needs should be kept to a minimum. This is to respect the privacy and space of others and to prevent allegations made towards workers and volunteers.

- Workers must not change nappies, except their own children's. A parent/carer must be brought in to check/change soiled nappies.
- Workers may accompany children to the toilet but must not invade children's privacy during toileting – they should wait outside. If children need assistance with toileting, their parents should be called or another helper must be present.
- If additional help or a parent is required, the stewards should be contacted. Children must never be left unsupervised – an older child could be sent or the stewards could be called by telephone.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.

- Children and adults with care and support needs are entitled to privacy to ensure personal dignity.
- Children and adults with care and support needs 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 should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported immediately.
- When touching is necessary tell the person why you are touching them

### Discipline

KCC's view on discipline is that it is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored, they often misbehave, so review your programme regularly.
- NEVER smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.

- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore that each child should be dealt with on an individual basis.
- Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), back into the church service or, after consultation with a church leader and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.
- Pray with the other workers before the session and take time to debrief before you leave.

#### Transportation of Children, Young People and Adults with care and support needs

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

Our advice on transporting others is as follows:

- Only those who have gone through the church/ organisation recruitment procedures for workers shall transport children, young people and adults with care and support needs.
- All drivers shall have read the safeguarding policy of the church/organisation and agree to abide by it.
- Parental consent shall be obtained and all journeys shall be carried out with the knowledge of the Church Leadership of the church.
- The driver shall hold a full driving licence, with the appropriate endorsement for the vehicle in use e.g. for use of a mini-bus, have adequate insurance and the vehicle shall be road worthy. Details shall be included in the H&S Risk Assessment.

- Having checked drivers, (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods, e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child - there have been incidents where workers have acted abusively together and in this situation a child could be less protected.
- Drivers should not spend unnecessary time alone in a car with a child, young person or vulnerable adult. If they want to talk to a driver about something and has waited until others have been dropped off, the driver should explain that it isn't convenient to talk there and then but arrange to meet the child / young person at a location where there are other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child, e.g. where there has been a disagreement or where a child / young person has a 'crush' on a driver.
- If parents transport children around, eg. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not the church or organisation.
- A H&S Risk Assessment shall be carried out for all outdoor events, to include the transportation. See separate H&S policy for further details

### Lone Working

Lone workers are defined by the Health and Safety Executive ([hse.gov.uk](http://hse.gov.uk)) as “those employees who work by themselves without close or direct supervision”. In the context of the work of KCC staff and volunteers this could include late meetings, undertaking home visits, 1:1 mentoring or pastoral sessions, the transportation of others. Where possible lone working should be avoided, but where it is appropriate the following guidelines should be in place.

- A risk assessment should be in place and approved by the KCC Safeguarding Lead/Deputy Safeguarding Lead before the lone working activity commences. This should consider not only environmental risks, but any behavioural risks posed.
- Plans for lone working clearly communicated with the KCC worker or volunteer's supervisor (including arrangements for transport, date, start time, and finish time, planned activities, and emergency contact number)

- Identification of a lone working buddy. The KCC worker or volunteer should contact the buddy at the end of the lone working activity to let them know that they are safe. The lone working buddy is responsible for informing the KCC Safeguarding Lead/Deputy Safeguarding Lead if the worker has not checked in, or the police if there is an immediate concern for safety.
- KCC workers and volunteers to have a fully charged mobile phone with them at all times
- If 1:1 work is planned where possible this should be in a setting where the worker is not in a closed room with the child, young person or adult with care and support needs
- To only transport others as per the guidance outlined in the section above

It is acknowledged that there may be times where KCC workers and volunteers may find themselves in unplanned situations of lone working. If this is the case the KCC Safeguarding Lead/Deputy Safeguarding Lead must be contacted to ensure that relevant safeguarding measures are in place.

#### Non-Child Specific Events

Where children and young people attend non-child specific events organised by KCC (such as worship practice) the following safeguarding procedures shall be followed.

- Ideally the parent/guardian shall accompany the child or, in their absence, a responsible adult nominated by the parent/guardian. They shall be solely responsible for the safety of the child.
- Only where the circumstances allow for easy monitoring of the child (eg. few people attending) will unaccompanied children be allowed to attend. In this event the leader, or other nominated responsible adult who shall have undergone a DBS enhanced Disclosure Check and been approved by the Church Leadership, will be responsible for monitoring the safety of the child/children. Adult/child ratios as laid out in the Safeguarding Guidelines shall be adhered to.
- Where a child attends an event unaccompanied the parent/guardian's written permission is to be obtained and they are to be made aware of the guidelines laid out in this procedure.
- Care shall be taken to ensure that no child is left alone with a single adult or in any situation where the child may feel threatened.
- Other guidelines/best-practice for the safety of children as laid out in this manual shall be adhered to.

- Unaccompanied children are to be brought into the presence of the event leader (or nominated responsible adult) and the leader made aware of their presence before being left at the event.
- The unaccompanied child or the person picking them up is to ensure the event leader or responsible adult is aware when they leave the event.
- The event leader/responsible adult is to be happy that the person picking up the child has the parental/guardian authority to do so before releasing the child.
- An event where only one adult is present should be avoided where possible.
- Event leaders shall ensure that they are not alone with a child, eg. At the start or end of a session, by asking another adult to remain (possibly a participant's parent) until further event adults arrive or the child leaves.

### Working with people with Additional Needs

Churches and organisations need to be aware that people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc., and may have limited understanding and behave in a non-age appropriate way. For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, and are reliant on physical contact for communication. Some may have severe learning difficulties. All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries that take into account the needs of these people.

There is therefore a need for extra vigilance, recognising that a worker may encounter the following difficulties:

- People may not fully understand what is said to them, or may not be able to express themselves in ways that can be easily understood.
- The worker may not possess the appropriate personal communication skills (eg specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc).
- It can be hard to know if someone with a disability has been abused because of communication problems.

There are a number of reasons why a person with a disability is more vulnerable to abuse:

- Children with disabilities tend to have more physical contact than those without disabilities (eg. therapists, care workers) and may require higher levels of personal care.

- The definition of what constitutes abuse is wider for children with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation).
- Attitudes can play a part, for example, the belief that a child or young person with a disability can't be sexually abused because they are seen as a-sexual.

The church and other organisations have a pivotal role in empowering those with disabilities by:

- Teaching personal safety skills to those with disabilities. The church can encourage a child with a disability to take some control of his/her body (eg. provide sex education and teaching about feelings; that some parts of our body are private and to differentiate between good and bad touches). This is essential to counter the points above.

### Recognising possible signs of abuse, harm and neglect

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

#### **PHYSICAL SIGNS OF ABUSE**

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

#### **INDICATORS OF POSSIBLE SEXUAL ABUSE**

- Any allegations made by a person concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Person with excessive preoccupation with sexual matters

- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

### **EMOTIONAL SIGNS OF ABUSE**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

\*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

#### **Working with People who Self-Harm**

The term 'self-harm' refers to any intentional self-poisoning or self-injury that does not result in death, regardless of motive or the degree of suicidal intent. The most common form of self-harm is cutting but it could also include burning, hitting the head or limbs against objects or walls, scratching, interfering with existing wounds, pulling out hair, breaking bones, or self-poisoning with medications or other substances. It is important for adults who work with children and adults with care and support needs to recognise and respond to issues of suicide and self-harm. If a person approaches you and talks about self-harm, it will have taken them a considerable amount of courage to do so, and they are putting a great deal of trust in you. It's important that you respond to them appropriately. While you may not be able to solve all their problems in one conversation, non-judgmental listening can pave the way to future help-seeking. It is important not to make the person feel embarrassed, guilty, frightened or stigmatised.

- Stay non-judgmental. Don't make the person feel 'bad'.
- Use neutral terms like 'trying to end your life' rather than 'commit suicide', which implies an offence.
- Treat the person with respect – don't 'talk down' to them.
- Be patient and give the person time. Don't pressure them.
- Listen to what they have to say.
- Don't try to use authority to force them to stop any self-harm. Don't threaten or try to coerce them.
- Be aware of body language – eye rolls, folded arms, a cross look, sighs can make a young person seeking help feel like they are wasting your time.
- Be aware of any preconceptions and prejudices you may hold about self-harm and/or suicidal thoughts.
- Don't make assumptions about the person based on any disclosure. Even if the person has disclosed self-harm and/or suicidal thoughts before, their reasons and motivation may be different.
- Be honest with the person about your role and the limits of confidentiality.
- Don't dismiss 'minor wounds' or non-lethal attempts to end life as unimportant. The severity of injury has no relation to the degree of distress that led to it.
- Use a safe place to discuss self-harm and suicidal thoughts – somewhere private, calm and quiet, where you are unlikely to be interrupted
- Try to make sure you have enough time for a conversation

Self-harm and suicidal thoughts are a safeguarding concern. They may be indicative of other forms of abuse, harm or neglect.

- Please ensure you record observations and disclosure in the usual way as per the KCC Safeguarding Policy and inform the KCC Safeguarding Lead/Deputy Safeguarding Lead.
- If you have immediate concerns about serious physical injury or threat to life call the emergency services immediately
- If possible, provide advice and guidance on keeping injuries clean and clear of infection
- Provide signposting to other support agencies such as Childline, The Samaritans or any agency already engaged with the person

## HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

### GENERAL POINTS

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared\*

### HELPFUL RESPONSES

- You have done the right thing in telling me
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

### DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

### CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Ask if there is anything else they'd like to tell you
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- DON'T TELL THEIR PARENTS/GUARDIANS OR THE ALLEGED OFFENDER
- Contact one of the KCC SOs immediately, if unavailable contact an agency such as 31:8 for advice or go directly to Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed
- Do not discuss the situation with anyone else except the KCC Safeguarding Lead/Deputy Safeguarding Lead.

### \*MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said in their own words and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times of these events and when you made the record. Give notes, including all hand-written notes, even if subsequently typed, to the KCC Safeguarding Lead/Deputy Safeguarding Lead to be securely stored. Such records should be kept for an indefinite period in a secure place.

The '*Responding to Abuse – Workers Action Sheet*' can be used by the worker as a guidance, but the official sheet is to be filled in by the KCC Safeguarding Lead/Deputy Safeguarding Lead in consultation with the originator.



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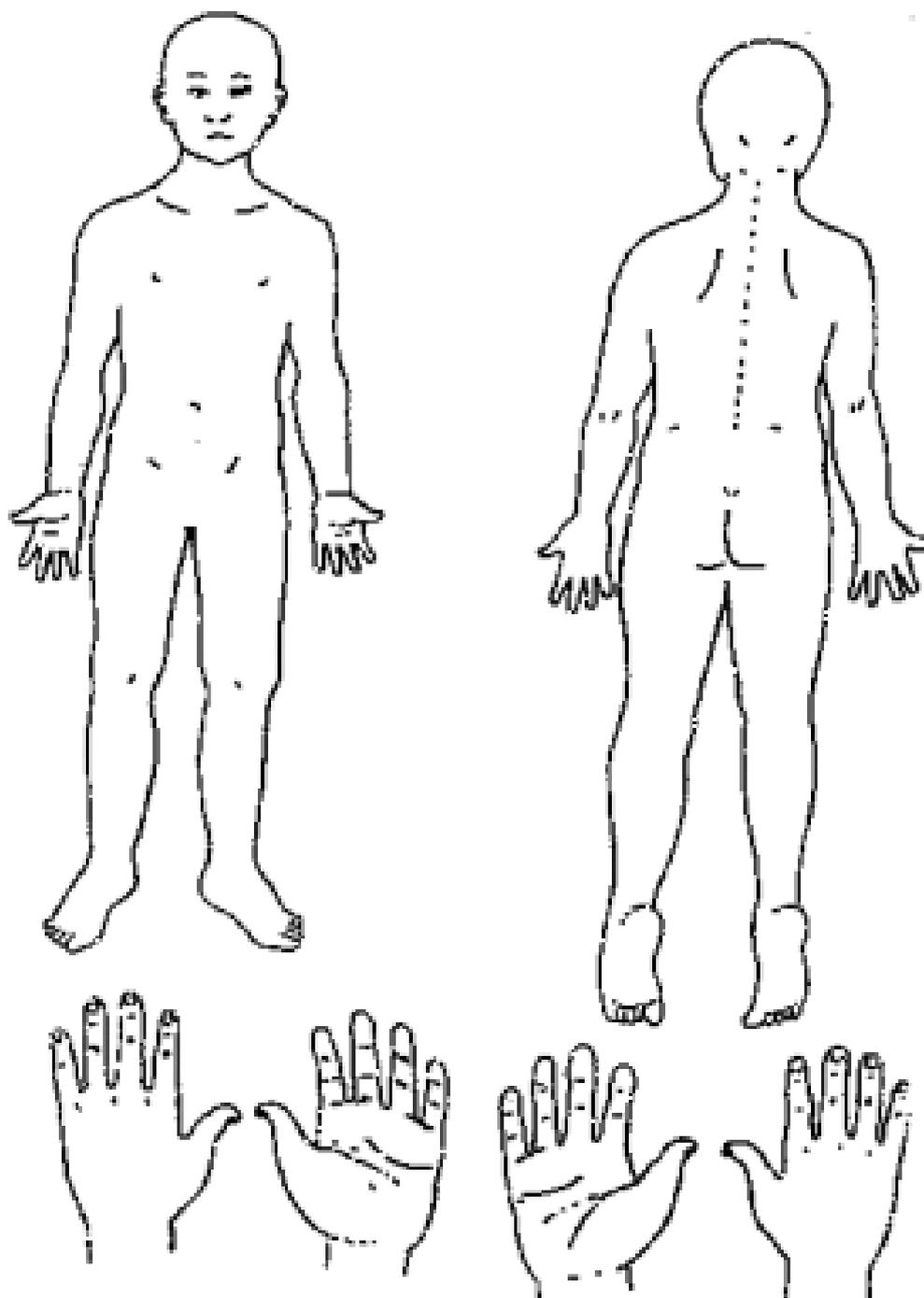
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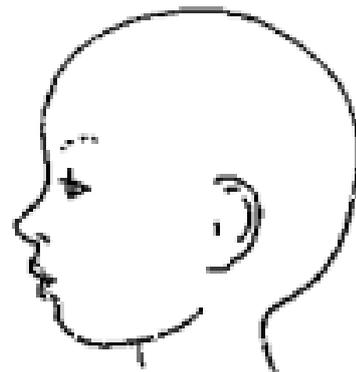
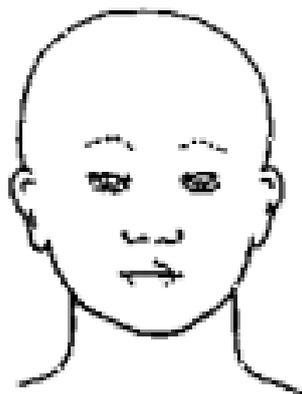
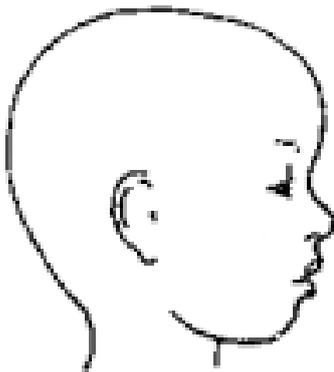
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Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_



## SKIN MAPS





## Using Images and videos of Children

### Consent form for: KING'S CHRISTIAN CENTRE, MOLD

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(Name of church/organisation commissioning photography)

To: \_\_\_\_\_

Name of parent/carer\* (\*person with parental responsibility)

Name and age of child: \_\_\_\_\_

Church /Organisation/ Club child attends: \_\_\_\_\_

Location of photograph/video: \_\_\_\_\_

King's Christian Centre would like to take photograph(s)/make a video/webcam recording of  
\_\_\_\_\_ (name of child/ren)

These images may appear in our printed publications, on our website, or both.

(Delete/add as appropriate).

Permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown.

Please return the completed form

to: \_\_\_\_\_  
\_\_\_\_\_

(Insert the name of the worker commissioning the photography and the return address.)

**To the parent** (Delete as appropriate)

- |   |        |
|---|--------|
| 1. May we take images/videos of your child?                               | Yes/No |
| 2. May we use your child's image in our printed promotional publications? | Yes/No |
| 3. May we use your child's image/video on our website?                    | Yes/No |

**Signed:** (parent/adult with parental responsibility)

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Youth/Children's Worker**

I have checked which parents are happy for their child(ren)'s images/videos to be used in the church's printed publications or on its website or both.

YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

## Conditions of use

1. This form is valid for one year from the date of signing/ \*for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images/videos \*after this time/\*after the project is completed.
3. If you would like to withdraw your consent at any point, please contact \_\_\_\_\_ [name and designation] on \_\_\_\_\_ [phone] or \_\_\_\_\_ [email]
4. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
6. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
7. We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from any swimming activity.

(\*Please delete the option that does not apply.)

# Consent For Transporting Children

## King's Christian Fellowship

This place of worship is able to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other (state all modes of transport) and the following principles will be adhered to:

All drivers will be safely recruited following national government guidelines and our safeguarding policy.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.

All mini bus drivers are over 25 years of age and have held a full driving licence for at least 5 years.

Seat belts will be worn at all times by all occupants of the vehicle.

Escort support [if appropriate and agreed by parents]

I give permission for my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

I have been advised whom I need to contact to report any concerns.

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

## Activity Risk Assessment

<b>Church / Organisation</b>			
<b>Activity</b>		<b>Location</b>	
<b>Date of Risk Assessment</b>		<b>Frequency</b>	
<b>Responsible Leader</b>			

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>



## **King's Christian Centre, Mold, behaviour code for working with children, young people and adults with care and support needs**

### **Purpose**

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults with care and support needs, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

### **The role of workers (staff and volunteers)**

When working with children and young people or adults at risk of harm, you are acting in a position of trust for KCC. You will be seen as a role model and must act appropriately.

### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

## **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches KCC's social media policy
- Developing inappropriate relationships
- Consuming illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

## **Breaching the Code of Conduct**

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the Safeguarding Lead as appropriate). Depending on the seriousness of the situation, you may be asked to leave KCC. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Lead or line manager (in the case of a paid staff member).

## **Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: