



LifeChurch
Lancashire

Safeguarding Policy

Contents Page

Section 1	Details of the Organisation	3
Section 2	Prevention of Abuse and Neglect	6
Section 3	Practice Guidelines	9
Section 4	Responding to allegations of abuse	13
Section 5	Pastoral Care	17
Appendix 1	Definitions of Abuse	18
Appendix 2	Life Kids/The Noise Adult Volunteer Application Form	27
Appendix 3	Pastoral Care/Women's Refuge Team Application Form	28
Appendix 4	DBS Self Declaration Form	29
Appendix 5	Life Kids/The Noise Adult Volunteer Reference Form	31
Appendix 6	Life Kids Young Leader - Volunteer Application Form	32
Appendix 7	Life Kids Sundays - Young Leader Consent Form	33
Appendix 8	Code of Conduct	34
Appendix 9	Guidelines for Online Engagement	35
Appendix 10	Consent Form - Online Engagement for Young People	38
Appendix 11	Life Kids Sunday Consent Form	39
Appendix 12	The Noise Consent Form	40
Adoption of the policy		42

Section 1 Details of the Organisation

Name of Organisation: Life Church Lancashire

Address: 30 Sycamore Avenue, Burnley, BB12 6QP

Tel No: 01282 454149

General email address: info@lifelancs.org

Charity Number: 1139671

Regulators: The Charity Commission, Companies House.

Insurance Company: Ansvar Public Liability Insurance

Senior Leadership Team/Board of Directors Representative (hereafter SLT Rep) and

Contact Information: Bryony Baker 01282 454149 / bryonybaker@lifelancs.org

Safeguarding Coordinator and Contact Information: Abbey Blackledge 01282 454149/
safeguarding@lifelancs.org

Deputy Safeguarding Coordinator and Contact Information: Andrea Curran 01282
454149/ safeguarding@lifelancs.org

The following is a brief description of our organisation and the type of work/activities

we undertake: Life Church Lancashire is a Christian church which exists to impact our Neighbours, our Nation and the Nations with the good news about Jesus, leading people to become fully devoted followers of Christ. Therefore, in addition to the public services on Sunday mornings, events run throughout the week to cater for all ages. Small groups are run by Workers from the Life Church Lancashire community; these can take place in residential locations or virtually.

(NOTE: throughout this policy the term 'Worker' will be used to denote both paid and unpaid positions held by adults involved with Life Church Lancashire and the term 'child' will be used to denote all individuals under the age of 18 years).

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children and adults. We acknowledge that children 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 Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten ‘Safe and Secure’ safeguarding standards published by thirtyone:eight (an independent Christian charity which “helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse.”).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above
- provide on-going safeguarding training for all its Workers and will regularly review the practice guidelines
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults
- not to allow the document to be copied by other organisations*
- ensure that all children and adults are valued, safe and happy, treated with respect, listened to and protected from all forms of abuse
- adhere to the policies of thirtyone:eight, who can be contacted for advice, referenced for resources, or reached as a point of contact if an individual cannot or wishes not to contact the Life Church Lancashire Safeguarding Coordinator(s) directly
- exercise proper care in the appointment and selection of all those who will work with children or vulnerable adults, including use of the Disclosure and Barring Service (DBS)

disclosures. We are committed to challenging the abuse of power by someone in a position of trust, and to following up any allegations made

- seek to offer pastoral care and support to anyone who has suffered abuse, putting them in contact with the appropriate agencies who are trained to provide this.

*This policy is based on a model policy produced by thirtyone:eight with whom we have membership

Section 2

Prevention of Abuse and Neglect

Understanding abuse and neglect

Defining abuse is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Individuals may be abused within a family, an institution, or a community setting. Often the abuser is known to, or in a trusted relationship with, the individual.

In order to safeguard those in our place of worship and engaged in associated activities 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.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in Appendix 1.

Safer Recruitment

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

- a written job description/person specification will be developed for each post
- prospective Workers complete application and self-declaration forms (Appendices 2, 3 & 4)
- applicants are interviewed to ensure full understanding of the role and safeguarding is discussed*
- written references are obtained, and followed up where appropriate (Appendix 5)
- a DBS check is completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- appropriate supervision and/or training is provided for the successful applicant to ensure understanding of safeguarding procedures and awareness of government legislation including Keeping Children Safe (2020)
- the applicant completes a three-month probationary review
- the applicant is given a copy of the organisation's safeguarding policy and knows how to report concerns
- applicants will be informed of policy changes and safeguarding updates
- following a child's 17th birthday, they may be requested to undertake the full adult safer recruitment process.

*In addition, if the applicant has recently turned 18 years of age and would like to work within The Noise their interview will state that romantic relationships are not permitted with anyone under 18 years of age who attends The Noise.

Young Leaders

Young people interested in volunteering with children will follow an adapted safer recruitment process:

- Complete the Life Kids Young Leader Volunteer application form and agree to safeguarding expectations (Appendix 6)
- Suitability discussions will be held with a parent/guardian and a Life Kids Leader
- A parent/guardian will provide consent (Appendix 7)
- Appropriate supervision and/or training is provided to assist them in developing their skillset
- The applicant completes a three-month probationary review.

How we recruit Directors

Directors are recruited based on their expertise and knowledge. All Directors are subject to a Disclosure and Barring Service Enhanced Disclosure check. The membership of the Directors is regularly reviewed so that it is fit for purpose, kept abreast of changes and has the skillset to meet the demands of the organisation.

How we recruit staff

All staff are subject to the recruitment process listed above. All staff are subject to the appropriate Disclosure and Barring Service check.

Parents in groups

There may be occasions where parents may ask if they can stay in a session, for example to settle a child. This must be treated with caution and they must not take part. If a parent/guardian wishes to continue to stay after their child has settled in, they will be required to undertake the same recruitment and selection procedure as any other Worker.

How we handle disclosure information

Disclosure information is stored online on the U-Check secure system. Disclosure information is never shared with anyone outside of those authorised to see it. A record is kept of the name of applicant unique certificate number and details of the recruitment decision.

Possibility of peer-to-peer abuse

All activities for children must be overseen by named Workers. Whilst activities for children may be led and run by peers, Workers will be in the vicinity (within earshot) and be actively involved in planning. A child must not be left with the sole responsibility of caring for or supervising other children.

Section 3

Practice Guidelines

As an organisation, we aim to operate and promote good working practice. This will enable Workers to run activities safely, develop positive relationships and minimise the risk of false or unfounded accusation. We are committed to supporting and supervising all Workers who will also be issued with a Code of Conduct (Appendix 8).

Physical contact

Physical contact of any nature must be extremely limited, with consent and in a communal area, e.g. high fives and fist bumps to welcome children, or to provide urgent medical attention. Physical contact should always be appropriate to the setting. Workers should be aware that any physical contact or communication that is, or could be, misconstrued or misunderstood as sexual in nature will be reported and may lead to a criminal prosecution.

Communication with children

Outside of family, a Worker must not have private communication with children through any form of digital communication, such as phones, email, forums or social media. The only communication that should occur is through formal, regulated, accountable and open designated channels of communication. See Appendices 9 & 10 for online engagement guidelines and parent/guardian consent form. Face to face communication with a child should always take place in a public place.

Adult to child ratios

When working with groups of children there must be enough adults to provide an appropriate level of supervision. We follow thirtyone:eight recommendations for adult to child ratios, while also meeting the needs of all children and ensuring their safety.

- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to eight children

There is no legal requirement for adult to child ratios for children aged 8+ years however, as good practice we will ensure enough adult supervision to meet the needs of all children, ensuring their safety.

There must be at least two adults present. If young people are helping to supervise younger children, only people aged 18 or over can be included as adults when calculating adult to child ratios.

Behaviour Management

Behaviour expectations and boundaries are all based on respecting each other, leaders and the building.

If a child is being disruptive, a Worker must follow three steps:

- **Stop** – Ask them to stop the unacceptable behaviour in a brief and informal manner and walk away
- **Why and What** – Think why are they behaving that way and what else would you like them to do instead? Help them change their behaviour through distraction, reflection, supporting them to re-engage in an activity or connecting them with another group or leader. Explain what will happen if their behaviour doesn't change (probably involving parents/carers)

- **Act** – Involve parents/carers to agree on a suitable approach to managing behaviour. The safeguarding team can help with this as necessary.

When managing challenging behaviour, a Worker must:

- address the issue
- be consistent
- never discipline out of anger
- deal with children on an individual basis
- be mindful of the aim to build a healthy relationship.

If a child is harming themselves or others, they must be separated from the rest of the group. At least two Workers should deal with the disruptive situation, asking the child to stop and calling the appropriate person/body, if deemed necessary.

Where a child has been harming themselves or others, a record of the incident must be kept, detailing:

- what activity was taking place
- what might have caused the behaviour
- a description of the behaviour and what was said
- how the situation was responded to
- a list of those present who witnessed the behaviour
- who the incident was passed to (including dates and times).

Transporting children

These guidelines apply to all drivers organised by Life Church Lancashire. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

- All drivers will have completed the Safer Recruitment process. Parent/guardian consent will be obtained for all journeys, except in emergency situations when parents/guardians cannot be contacted.
- Workers must not transport a child alone. The NSPCC recommend that there is one adult driving and one adult supervising the children.
- Drivers must hold a full driving license, have adequate insurance, be permitted to drive the vehicle in question and the vehicle must be roadworthy. Road laws must be abided by.
- Appropriate restraints must be used, and the provision of booster seats is the parent/guardian's responsibility.

Data protection – GDPR

Life Church Lancashire is committed to abiding by the GDPR (2018) and DPA (2018) legislation. We will do this by:

- collecting data based on the consent of the individual
- ensuring that the individuals are informed, clearly and transparently, how their data will be processed

- ensuring that any identifiable personal data is recorded and stored safely and securely
- ensuring that any data passed on does not include any identifiable data.

When handling data, Workers must:

- obtain consent before collecting any data, including photographs or video footage
- not use data for anything other than the intended and specified purpose
- not collect data that is not relevant to the intended and specified purpose
- review the data held regularly and destroyed if no longer relevant or accurate
- keep data in a secure place (e.g. locked safe, password-protected hard drive)
- not share data outside of the organisation.

If a Worker has concerns about sharing information about a safeguarding matter, whether within the organisation or externally, they do not need the individual's consent to share the information in most circumstances.

Children attending activities without parent/guardian's knowledge

Sometimes children may wish to join an activity without the knowledge of their parent/guardian, for example youth activities run in the church building on a Friday evening. On arrival, children must give their name, age, address and parent/guardian telephone number. The child will be asked if they have any allergies or medication. This information is recorded and used to obtain parent consent for future participation.

Workers must ask the child if their parent/guardian is aware of where they are and what time they are expected home. If this is before the group ends, the Worker must ensure that the child leaves to return home at an appropriate time, unless contact can be made with the parent/guardian to gain consent for the child to stay.

The child must return with a completed consent form in order to attend external activities.

Health and safety

Risk assessments will be developed for every Life Church Lancashire activity. Changes must be made according to the findings of risk assessments to ensure all risks are appropriately managed and minimised. Risk assessments must be filed and readily accessible.

Workers must know the fire safety procedures of every building used, including fire exits and assembly point.

All electrical appliances used within Life Church Lancashire premises must be PAT approved.

Qualified first aiders will be named for planned activities within the Life Church Lancashire building and all activities involving children. First aid kits must be available, in date and fully stocked. Workers must know the location of the first aid kits.

Trips

All activities away from the Life Church Lancashire building must have access to the Safeguarding Coordinator. All allegations of child abuse must be referred to the Safeguarding Coordinator. Additionally, any allegations made at residential trips must be reported to the police in that locality.

Workers must know the whereabouts of every child who is on the trip at all times.

A daily log book of incidents must be kept. This must be managed by the Team Leader.

A Worker must never share a room for sleeping with children. Sleeping arrangements must be discussed with the Safeguarding Coordinator. Parents/guardians must be informed of the sleeping arrangements.

Photographs and videos

Written permission must be obtained before any photographs are taken or footage is recorded of children (see Appendices 11 & 12 – parent/guardian consent forms for Life Kids and The Noise). It must be made clear to the individual what the photographs and/or footage will be used for.

When sharing photographs, children must not be identified by surname or other personal details, including school. When sharing photographs, it is preferable to use group photographs or photographs where individuals are not recognisable (e.g. backs of heads).

Photographs and footage are permitted at a large event without permission. There must be clear and specific notification of this and an option to opt out.

Praying for children

Workers must always have the child's permission before praying for them. This should always take place in a public area. Workers should use clear and simple language.

When listening to a child's prayer requests, Workers must always be alert to safeguarding issues. In these circumstances, the appropriate reporting should still take place. Workers must never promise confidentiality.

Workers should only pray with children of the same gender. Workers must never touch a child that they are praying for.

Workers must not do anything that may cause a child confusion or distress, for example speaking in tongues or the use of anointing oil.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and adults. We therefore have clear guidelines with regard to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and provide them with a copy of this policy. Partners must have a DBS check (if relevant), will not be counted in adult to child ratios for Life Church Lancashire activities and will not work alone with a child or children.

Section 4

Responding to allegations of abuse

Under no circumstances should a Worker carry out their own investigation into an allegation or suspicion of abuse.

If a child or adult wants to talk about abuse, the Worker should listen carefully to what the individual says without prompting or using leading questions. It is important to show acceptance and remain calm. The Worker must not promise confidentiality and should be aware of the possibility of peer-to-peer abuse, as detailed in the definitions of abuse (Appendix 1). The individual must be told what will happen next.

The Worker must make a careful written record:

- detailing exactly what the individual has said and when they said it, what was said in reply and what was happening immediately beforehand
- including dates and times of the events and when the record was made
- including any action taken
- if appropriate, including a description of any injury, its size, location and shape on the body
- signed, dated and kept for an indefinite period in a secure place.

Any hand written notes must be kept, even if they are subsequently typed up. The notes must be passed on to the Safeguarding Coordinator to assist them should the matter be referred to Social Services.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Abbey Blackledge (hereafter the Safeguarding Coordinator)

Tel: 01282 454149

Email: safeguarding@lifelanacs.org

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

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

Name: Andrea Curran (hereafter the Deputy)

Tel: 01282 454149

Email: safeguarding@lifelanacs.org

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

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

The Safeguarding Coordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. Additionally, they may also need to inform others depending on the circumstances and/or nature of the concern:

- The Director responsible for Safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident

- The Designated Officer or Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children whether in a paid or voluntary capacity.

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

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

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

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

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

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

- identify support services for the victim 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.

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 Coordinator/Deputy will:

- contact Children's Social Services (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
- not tell the parents or guardians unless advised to do so, having contacted Children's Social Services
- seek medical help if needed urgently, informing the doctor of any suspicions
- for lesser concerns, (e.g., poor parenting), encourage parent/guardian to seek help, but not if this places the child at risk of harm
- contact Children's Social Services direct for advice in cases of real concern, if parent/guardian still fail to act
- seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

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Reviewed: January 2023

SC: Abbey Blackledge

- contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the suspected abuser
- seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. thirtyone:eight will confirm its advice in writing for future reference.

Allegations of abuse against a person who works with children

If an accusation is made against a Worker whilst following the procedure outlined above, the Safeguarding Coordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- liaise with Children's Social Services in regards to the suspension of the Worker, initially as a neutral act, where this is deemed to be the best way to ensure that children and the Worker are protected
- make a referral to a Designated Officer or Local Authority Designated Officer (LADO)
- make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved
- consider the Worker's responsibilities and if they should be suspended from activities involving children/vulnerable adults whilst the allegation is investigated.

It is important to be aware that suspension is not always the best and most appropriate course of action. Serious consideration should be given to suspension (albeit temporarily) if there is evidence to suggest that further harm may come to children or adults.

During such situations, it will be necessary to supervise the Worker as closely as possible without raising suspicion during the period between the matter coming to your attention, the authorities being informed and the appropriate action being taken.

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

The Safeguarding Coordinator will:

- liaise with Adult Social Services in regards the suspension of the Worker
- make a referral to the DBS following the advice of Adult Social Services.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the guardians or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not the church.

Allegations against a Worker

It is rare for an individual to make an entirely false allegation, however it is important to be aware that malicious allegations can be made. Misunderstandings and misinterpretations of events can also happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, every allegation must be acted upon.

Workers who are subject to an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Workers may be suspended where this is deemed the best course of action, as a neutral act.

- Allegations should be reported to the Safeguarding Coordinator
- Allegations against the Safeguarding Coordinator should be reported to the Deputy.

Where Workers are concerned about the conduct of a fellow Worker towards a child, they must remember that the welfare of the child is paramount and that they have a duty to respond and inform the Safeguarding Coordinator/Deputy.

Any incidents, including dates and locations, are reported anonymously to Directors (unless the situation requires their urgent attention) as part of an annual Safeguarding update.

Section 5 Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse.

Working with offenders and those who may pose a risk

When someone attending Life Church Lancashire is known to have abused, or is under suspicion of abusing, any individuals, the Leadership will supervise them and offer pastoral care. Boundaries will be put in place by means of developing a risk assessment and/or contract, plus consultation with appropriate parties.

Appendix 1: Definitions of abuse

1. Physical abuse

Definition

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when an individual fabricates the symptoms or, or deliberately induces, illness in another person.

Possible signs

Bumps and bruises don't necessarily mean an individual is being physically abused – all people have accidents, trips and falls. There's isn't one sign or symptom to look out for that will indicate an individual is definitely being physically abused, but if they often have injuries, there seems to be a pattern, or the explanation doesn't match the injury then this should be investigated.

Action

- If there are concerns that a child has been deliberately hurt, contact the local Social Services
- If an individual needs urgent medical attention, an ambulance must be called and the medical staff must be informed of any safeguarding concerns
- If the concerns centre around poor parenting, it may be appropriate to speak to the parent/guardian, offering the support of health visitors, doctors or Social Services
- If a parent/guardian fails to seek the necessary help, contact the local Social Services.

2. Emotional abuse

Definition

The persistent emotional maltreatment such as to cause severe and persistent adverse effects of emotional development. It may involve conveying to an individual that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not providing opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another, serious bullying (including cyber bullying), causing fear, exploitation or corruption.

Possible signs

There may not be any obvious physical symptoms of emotional abuse but there may be changes or extremes in actions or emotions. However changes in emotions are a normal part of growing up, so it can be difficult to tell if a child is being emotionally abused.

Babies and pre-school children who are being emotionally abused may:

- be overly-affectionate towards strangers or people they haven't known for very long
- lack confidence or become wary or anxious
- not appear to have a close relationship with their parent
- be aggressive or nasty towards other children and animals.

Older children and adults may:

- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their family and community
- lack social skills or have few, if any, friends.

These signs don't necessarily mean that an individual is being emotionally abused. Some people are quiet or may demonstrate challenging behaviour for other reasons. Sometimes it can take a long time for the symptoms to show, but you should look out for any behaviour that seems out of character.

Action

- If there are concerns that a child has been deliberately hurt, contact the local Social Services
- If an individual needs urgent medical attention, an ambulance must be called and the medical staff must be informed of any safeguarding concerns
- If the concerns centre around poor parenting, it may be appropriate to speak to the parent/guardian, offering the support of health visitors, doctors or Social Services
- If a parent/guardian fails to seek the necessary help, contact the local Social Services.

3. Sexual abuse

Definition

An individual is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online. Sometimes they won't understand that what's happening to them is abuse. They may not even understand that it's wrong. Or they may be afraid to speak out. **Contact abuse** involves touching activities where an abuser makes physical contact with a person, including penetration. **Non-contact abuse** involves non-touching activities, such as grooming, exploitation, persuading others to perform sexual acts over the internet, flashing, involving others looking at, or in the production of, sexual images, watching sexual activities and encouraging individuals (including children) to behave in sexually inappropriate ways. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Possible signs

Individuals who have experienced sexual abuse may:

- appear to avoid certain people
- show physical symptoms of illness without an obvious cause
- raise an allegation of sexual abuse
- experience severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- present with eating disorders.

Children who have experienced sexual abuse may also:

- show sexual behaviour that is inappropriate for their age
- show excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- show age-inappropriate sexual activity through words, play or drawing
- be sexually provocative or seductive with adults
- have inappropriate bed-sharing arrangements at home.

Action

- In the case of children, contact the local Social Services (or out of hours or emergency team)
- In the case of very serious sexual assault contact the police
- Keep information on a “need to know” basis.

4. Child sexual exploitation (CSE)**Definition**

Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to children in gangs.

Possible signs

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour.

Children who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other children involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- be involved in petty crime such as shoplifting
- have unexplained physical injuries
- have a changed physical appearance, for example lost weight.
- show signs of sexual abuse or grooming.

Action

- Contact the local Social Services (or out of hours or emergency team)
- In the case of very serious sexual assault contact the police
- Keep information on a “need to know” basis.

5. Neglect**Definition**

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents. A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.

Possible signs

Children who are neglected may:

- have poor appearance and hygiene – be smelly or dirty, have inadequate clothing
- seem hungry
- show health and development problems – untreated injuries, medical or dental issues, skin sores and rashes, thin or swollen tummy, tiredness, poor communication skills
- have housing and family issues – living in an unsuitable home environment, being left alone for a long time, taking the role of a carer for other family members.

Action

- If there are concerns that a child has been deliberately hurt, contact the local Social Services
- If a child needs urgent medical attention, an ambulance must be called and the medical staff must be informed of any safeguarding concerns
- If the concerns centre around poor parenting, it may be appropriate to speak to the parent/guardian, offering the support of health visitors, doctors or Social Services
- If a parent/guardian fails to seek the necessary help, contact the local Social Services.

6. Domestic abuse

Definition

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. Domestic abuse can include emotional, physical, sexual or financial abuse. Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Possible signs

It's often difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

Action

- If there are concerns that a child has been deliberately hurt, contact the local Social Services
- If a child needs urgent medical attention, an ambulance must be called and the medical staff must be informed of any safeguarding concerns
- If the concerns centre around poor parenting, it may be appropriate to speak to the parent/guardian, offering the support of health visitors, doctors or Social Services
- If a parent/guardian fails to seek the necessary help, contact the local Social Services.

7. Grooming

Definition

Grooming occurs when someone builds an emotional connection with a child or adult to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Individuals can be groomed online or face-to-face, by a stranger or by someone they know. Groomers may be male or female and they could be any age. Many people don't understand that they have been groomed or that what has happened is abuse. This type of abuse can be related to "County Lines", where illegal drugs are transported from one area to another, often across police and local authority boundaries, usually by children or vulnerable people who are coerced into it by gangs. The Modern Slavery Act 2015 places a new statutory duty on public authorities to notify the National Crime Agency (NCA) on observing signs or receiving intelligence relating to modern slavery.

Possible signs

The signs of grooming aren't always obvious and groomers will often go to great lengths not to be identified. If a child is being groomed they may:

- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends
- have new things such as clothes or mobile phones that they can't or won't explain
- have access to drugs and alcohol

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

Action

- Contact the local Social Services (or out of hours or emergency team)
- In the case of very serious assault contact the police
- Keep information on a "need to know" basis.

8. Harmful sexual behaviour (HSB)

Definition

Harmful sexual behaviour includes:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- full penetrative sex with other children or adults.

Children or adults who develop harmful sexual behaviour harm themselves and others.

Possible signs

Individuals who behave in a sexually harmful way may have been abused in the past. Sometimes a reaction to past abuse can lead to them developing harmful sexual behaviour.

Action

- Contact the local Social Services (or out of hours or emergency team)
- In the case of very serious sexual assault contact the police
- Keep information on a "need to know" basis

9. Female genital mutilation (FGM)

Definition

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. FGM is abuse, regardless of religious, social or cultural reasons that may be given. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It can cause severe and long-lasting damage to physical and emotional health. FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police. The FGM duty came into force on 31st October 2015.

Possible signs

A female at immediate risk of FGM may not know what's going to happen, but she might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- a relative or 'cutter' visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being 'cut' – a sister, cousin, or an older female relative such as a mother or aunt.

Action

- Contact the local Social Services (or out of hours or emergency team)
- In the case of very serious sexual assault contact the police
- Keep information on a "need to know" basis.

10. Trafficking

Definition

Trafficking and modern slavery are abuse. People are recruited, moved or transported and then exploited, forced to work or sold. Many people are trafficked into the UK from abroad, but they can also be trafficked from one part of the UK to another. The Modern Slavery Act 2015 places a new statutory duty on public authorities to notify the National Crime Agency (NCA) on observing signs or receiving intelligence relating to modern slavery.

Possible signs

Signs that an individual has been trafficked may not be obvious but you might notice unusual behaviour or events. These include:

- spending a lot of time doing household chores
- rarely leaving their house, having no freedom of movement and no leisure time
- living apart from their family, for a child perhaps in unregulated private foster care
- living in substandard accommodation
- not being sure which country, city or town they're in
- being unable or reluctant to give details of accommodation or personal details
- not being registered with a school or a GP practice
- having no documents or has falsified documents
- having no access to family members

- being seen in inappropriate places such as brothels or factories
- possessing unaccounted for money or goods
- being permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- having injuries from workplace accidents
- giving a prepared story which is very similar to stories given by other people.

Action

- Contact the local Social Services (or out of hours or emergency team)
- In the case of very serious assault contact the police
- Keep information on a “need to know” basis

11. Radicalisation

Definition

The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. The Counter-Terrorism and Security Act of 2015 states that there is a duty to prevent people from being drawn into terrorism, known as the Prevent Duty. The Prevent officers are the Safeguarding Coordinators (Abbey Blackledge and Andrea Curran).

Possible signs

Radicalisation can be really difficult to spot. Signs that may indicate an individual is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

Action

- Make the case known to a Prevent officer
- The Prevent officer to document the evidence and contact the appropriate body.

12. Spiritual abuse

Definition

The use of spiritual authority or spiritual means in order to demean, manipulate, control or exploit someone.

Signs

This may include:

- being threatened with spiritual consequences
- being publicly excluded from a religious community
- being pressured into financial expectations
- being reminded of past mistakes by spiritual leaders.

Action

- Identify support services for the victim e.g. 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.

13. Online abuse**Definition**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Individuals may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Anybody can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming) or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online). People can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with others.

Possible signs

An individual may be experiencing abuse online if they:

- spend lots, much more or much less time online, texting, gaming or using social media
- are withdrawn, upset or outraged after using the internet or texting
- are secretive about who they're talking to and what they're doing online or on their mobile phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Action

- Contact the local Social Services (or out of hours or emergency team)
- In the case of very serious assault contact the police
- Keep information on a "need to know" basis.

14. Bullying and cyber bullying**Definition**

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school or work, at home or online. It's usually repeated over a long period of time and can hurt an individual both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the individual wherever they go, via social networks, gaming and mobile phone.

Possible signs

No single sign will indicate for certain that a person is being bullied, but watch out for:

- belongings getting 'lost' or damaged
- physical injuries, such as unexplained bruises
- being afraid to go to school or work or being mysteriously 'ill' each morning
- not doing as well
- asking for, or stealing, money (to give to whoever is bullying them)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

Action

- Contact the local Social Services (or out of hours or emergency team)
- In the case of very serious assault contact the police
- Keep information on a “need to know” basis.

Appendix 2: Life Kids/The Noise Adult Volunteer Application Form

Thank you for expressing an interest to serve with Life Kids/The Noise; to impact children and young people with the good news about Jesus and equip them to do the same!

Your name
Email address
Home Address
Phone number

Skills and Experience

- Please tell us a bit about yourself, how you spend your time, where you work etc.
- Briefly outline your reasons for volunteering as a Life Kids / The Noise Leader.
- What experience (if any) do you have of working with or delivering activities for children or young people?
- What do you feel you can bring to Life Kids / The Noise?
- In terms of your own development, how do you wish to benefit from this role?
- Please share with us how Jesus has impacted your life.
- Life Church Lancashire offers training and support to all our leaders, have you previously attended any relevant courses? If so, please provide details.
- Do you require any reasonable adjustments in order to complete the volunteer role? If so, please provide details.

References

We require two references, a personal and professional one. At least one should have known you for more than 3 years.

Professional Reference

Name
Job Title
Organisation
Address
Email address
Has this person known you for more than 3 years?

Personal Reference

Name
Job Title
Organisation
Address
Email address
Has this person known you for more than 3 years?

Appendix 3: Pastoral/Women's Refuge Team Volunteer Application Form

Thank you for expressing an interest to serve with the Pastoral/Women's Refuge Team.

Your name
Email address
Home Address
Phone number

Skills and Experience

- Please tell us a bit about yourself, how you spend your time, where you work etc.
- Briefly outline your reasons for volunteering for the Pastoral/Women's Refuge Team.
- What experience (if any) do you have of pastorally supporting people and running activities for children/adults?
- What do you feel you can bring to the Pastoral/Women's Refuge Team
- In terms of your own development, how do you wish to benefit from this role?
- Please share with us how Jesus has impacted your life.
- Life Church Lancashire offers training and support to all our volunteers, have you previously attended any relevant courses? If so, please provide details.
- Do you require any reasonable adjustments in order to complete the volunteer role? If so, please provide details.

References

We require two references, a personal and professional one. At least one should have known you for more than 3 years.

Professional Reference

Name
Job Title
Organisation
Address
Email address
Has this person known you for more than 3 years?

Personal Reference

Name
Job Title
Organisation
Address
Email address
Has this person known you for more than 3 years?

Appendix 4: DBS Self Declaration Form

In accordance with GDPR, the data given will be stored securely. The purpose of this data is to ensure children and young people are safeguarded in accordance with UK law. Unless otherwise stated, this data will only be used to determine your suitability for the role for which you have applied. No information will be shared with third parties without prior agreement.

Your name
Last name
Email address

Conviction history

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning, then please select 'No'.

If you have been convicted of a criminal offence or received a caution, reprimand or warning that is now spent according to DBS filtering rules* then please select 'No'.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes'.

For exceptions to this legislation or for more information, please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution? Yes/No

If yes, please give details including the nature of the offences and the dates. Please give details of court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s).

* links can be found at thirtyoneeight.org/dbs-links

Police investigation

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction? Yes/No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and the disposal(s) if known.

To your knowledge, have you ever had any allegations made against you, which has been reported to, and investigated by Social Services/Social Work Department (Children's or Adult Social Care?) Yes/No

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults?*

Please provide details of any disciplinary action taken by an employer in relation to your behaviour with adults.

Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the following statements and complete the declaration below.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecution, previous convictions, cautions or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services (Children's Social Care or Adult Social Services)/Social Work Department Investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Please enter your FULL NAME and ADDRESS to give your consent and agreement to the statements above.

Appendix 5: Life Kids/The Noise Adult Volunteer Reference Form

Your name

Email address

Applicant's name

How long have you known the applicant and in what capacity?

Please could you share some highlights of the applicant's character?

Do you have any concerns about the applicant's suitability for the role?

Can you share any examples of the applicant understanding or following protocol?

Please could you share what you think the applicant will bring to the role?

Appendix 6: Life Kids Young Leader - Volunteer Application Form

Thank you for expressing an interest to serve with Life Kids; to impact children with the good news about Jesus and equip them to do the same!

Your name
Last name
Email address
Phone number

Skills and Experience

Please tell us a bit about yourself, what you enjoy and how you spend your time.

Why do you want to volunteer as a Life Kids Young Leader?

What experience (if any) do you have of helping children?

What do you feel you can bring to Life Kids and how would this help you too?

What faith stories are you excited to share with the children?

You could share a personal story about how Jesus has impacted your life, a miracle you've experienced or a Bible story.

I have read and understood the important information below

A parent/guardian will be asked to provide consent for you to serve in Life Kids and we will check they feel you would enjoy this role.

We will also ask the Life Kids leaders if they have seen you listening to the adults, being kind to the children and looking after the church building.

Please be aware of the expectations:

1. No mobile phones are to be used in Life Kids - this includes not taking photos or showing other people any content on your phone.
2. Minimise physical contact - try to stick to high fives and fist pumps, if a young child wants to sit with you encourage them to sit next to you rather than on your knee.
3. Taking children to the toilet is the responsibility of the adult leaders and so this isn't something that you should be asked to do.

Appendix 7: Life Kids Sundays - Young Leader Consent Form

This form must be completed by the parent/guardian of any child participating in Life Kids Sundays as a Young Leader.

Parent/Guardian Details

Your name
Email address
Relationship to young person
Phone number
Address

Child's Details

The following information is collected to help us involve and support your young person.

Name
Birthday
Gender
School
Is this young person a Looked After Child?

Does your young person have any medical needs (including known allergies) that we need to be aware of?

Does your young person have any behavioural or emotional needs that we need to be aware of?

Does your young person have any dietary needs we need to be aware of?

Anything else we should know?

Consent

I consent for my young person to participate in Life Kids Sundays as a Young Leader.

I consent for photographs and videos of my young person to be taken and used for publicity purposes.

I consent that in case of emergency or if I am not contactable, I am willing for my young person to receive necessary medical treatment including anesthetic.

I consent for my child to join Planning Centre Services in order to be scheduled on the Life Kids rota.

I understand that the following information is collected for the safety of my young person and will be stored securely until they reach the age of 18 or cease to serve as a Young Leader.

Appendix 8: Code of Conduct

Workers should:

- ensure the safety of any individual who engages with the work of Life Church Lancashire
- respect every individual's dignity, privacy and appropriate confidentiality
- value diversity and promote inclusion
- treat everyone with honesty and respect, valuing all individuals
- report incidents to the appropriate bodies
- be accountable within their role
- understand that Life Church Lancashire does not tolerate inappropriate, discriminatory, offensive or harmful behaviour towards or about any person, including online.

Appendix 9: Guidelines for Online Engagement

General Principles

1. Workers will never expect a child to engage with them on a social media platform for which they are below the minimum age limit.
2. Workers will never ask children to post content that is publicly viewable unless they are comfortable with this.
3. Workers will never use social media platforms that automatically shares a child's contact details with others.
4. Workers will never share their mobile number with a child.
5. Where it is considered necessary, for a worker to communicate with a child by direct message this may only be done on Instagram or Facebook Messenger provided:
 - The child is old enough to use those social media platforms
 - The worker is the same gender as the child
 - There is written consent for this communication from a parent or carer
 - There is a second worker included on all of the messages
 - Communication does not take place during school hours or between 9pm – 7am
 - In-depth conversations of a pastoral or personal nature are avoided via messages
 - Any conversations with a safeguarding concern should be forwarded to the Safeguarding Coordinator
6. WhatsApp may be used for the purpose of serving on a Sunday team once a child reaches 16 but only if the safeguarding team agree and have permission in writing from a parent/carer with an agreed understanding of how this will be used

Appropriate Use of Technologies

The table below outlines the required appropriate use

Platform	Appropriate Use	Required	Minimum Age	Use with Team	Use with Parents	Use with Young People
Facebook	Public page for promoting the work of the team to supporters	Yes	13	Yes	Yes	Yes
Instagram	Public page for publishing content and inviting comment	Yes	13	Yes	Yes	Yes
Zoom	Delivering interactive ministry with young people	Yes	16	Yes	Yes	Yes **
Twitter	Public page for promoting the work of the team to supporters	No	13	Yes	Yes	Yes
YouTube	Public page for publishing content and inviting comment	No	13	Yes	Yes	Yes
WhatsApp	Sharing information with adults	No	16	Yes	Yes *	No
Snapchat	None	No	13	No	No	No
TikTok	None	No	13	No	No	No

*With permission to share contact details in the group

**If the young person is under 16, a parent/guardian account must be used and the parent/guardian must remain in ear-shot of the conversation for the duration of the call

Good practice

- All adults involved in any form of online interaction with children, including engaging in a Zoom session or responding to a social media post, must be subject to Safer Recruitment process. All live sessions must have two approved adults present at all times. If “breakout rooms” are used, there must be two approved adults in each “room” and they should be the last to leave the breakout room.
- If a safeguarding issue arises in an online setting, follow the procedures in the Safeguarding Policy. Report any information as soon as possible to the Safeguarding Coordinator. Do not encourage the sharing of the safeguarding issue in the public forum. If appropriate arrange to speak to the person separately, with another adult present.
- Permission must be obtained for all children. If the child is under the required age to use the platform, a parent/guardian account must be used. The parent/guardian must be present and within ear-shot of the conversation throughout.
- Live meetings or sessions involving children must not be recorded. The record function must be disabled to prevent other participants recording the session.

The context of live sessions are important:

- Sessions must be run at an appropriate time of day. Do not schedule an event at a time when participants may be expected to be doing school work.
- Sessions must take place in a public space, e.g. not a bedroom. Children must be instructed to do the same.
- The leader is responsible for watching through all links and videos before sending/sharing them with children to ensure that everything is age appropriate.
- Keep a good written record of what happens in every live session, including date, time, who was present, headlines of the subjects covered.

How to do online ministry

Here are the steps that need to be taken to present live online ministry using Zoom:

1. Use the Personal Meeting Room code for your meetings. Ensure that meetings are secure and password protected.
2. Ensure that your camera and microphone are working correctly.
3. Gain permission from parents/guardians beforehand for children (for consent form see Appendix 10).
4. Before the meeting starts, the leader should make sure they understand how to use all the necessary functions.
5. Use the “waiting room” to vet the participants and only allow in those that you know.
6. Ensure you “end meeting” so the group is not left unsupervised after you have left.

Rules for Children

- Without written consent, you will not be able to participate in the call.
- Arrive on time for live sessions. If you are late, you may be locked out of the session.
- Be appropriately dressed (clothing must be worn that covers the top and bottom half of the body).
- Parent/guardian accounts should be used when the age requirement set by the platform is not met and be responsible for signing the child into the session.
- All members of the household must be aware of the call and be using appropriate language and behaviour when in the background or nearby.
- Do not attempt to contact leaders using online tools outside of pre-arranged calls.

Personal Social Media Platforms

- As in person, Workers represent Life Church Lancashire online and should take this responsibility seriously and act with integrity.
- Workers must not “follow” or become an online “friend” of any child or share their social media posts.
- Workers are advised to keep online accounts on social media platforms set to private.
- Workers should also consider their public profile on social media accounts and ensure profile pictures, cover photos and online avatars do not cause embarrassment, do not encourage unwanted attention or disclose any personal details. This includes the articles, pages and accounts that they “follow” or “like” on social media platforms.
- Workers must remember that they represent Life Church Lancashire, and when sharing about Life Church Lancashire they do not divulge any information that would enable children to be identified.
- Workers must be positive Christian role models online, remembering that everything posted will remain online for a long time.

Appendix 10: Consent Form for Online Engagement for Young People

This form must be completed by the parent/guardian of any child participating in The Noise online activities. If Life Church Lancashire does not hold the parent's contact details to seek consent the child will be asked to provide the following basic information to assist in seeking consent: young person's name and educational establishment attending; parents/guardians name, email and phone number.

Your name

Email address

Relationship to child

Phone number

Child's Details

The following information is collected to help us plan our sessions and activities.

Name

Birthday

Gender Female/Male/Prefer not to say

Is this child a 'Child Looked After'? Yes/No

Does your child have any medical needs (including known allergies) that we need to be aware of?

Does your child have any behavioural or emotional needs that we need to be aware of?

Anything else we should know?

I consent for my child to participate in The Noise online activities

I understand that the following information is collected for the safety of my child and will be stored securely whilst my child is of The Noise age.

We will ensure:

- There will be a minimum of two appropriate adults present throughout the video session (in possession of a DBS certificate)
- Videos and links are checked by leaders before being shared with children and young people
- Adults on the call will use appropriate language, behaviour and dress throughout the call
- All adults will ensure that they are in a communal living space throughout the call

In signing this form, you are confirming that (please tick all that apply):

- You have read, understood and agree to your part in the above requirements
- You give consent for your child to be part of online sessions with The Noise
- You give photo and video consent for your child
- You understand that if your child is under the age limit for a specified online platform used and considered safe for the intended activity by The Noise, you will log your child on to your account and monitor their engagement.

Signed _____ Parent/Guardian

Name of Child _____

If in doubt about anything relating to online engagement and safeguarding, speak to the Safeguarding Coordinator.

Appendix 11: Life Kids Sundays Consent Form

This form must be completed by the parent/guardian of any child participating in Life Kids Sundays.

Your name
Email address
Relationship to child
Phone number
Address

Child's Details

The following information is collected to help us plan our sessions and activities.

Name
Birthday
Gender
School
Is this child a 'Child Looked After'?

Consent

Does your child have any medical needs (including known allergies) that we need to be aware of?

Does your child have any behavioural or emotional needs that we need to be aware of?

Does your child have any dietary needs we need to be aware of?

Anything else we should know?

I consent for my child to participate in Life Kids Sundays.

I consent for photographs and videos of my child to be taken and used for publicity purposes.

I consent that in case of emergency or if I am not contactable, I am willing for my child to receive necessary medical treatment including anesthetic.

I understand that the following information is collected for the safety of my child and will be stored securely whilst my child is of Life Kids age.

Appendix 11: The Noise Consent Form

Young Person's Details

Full Name:

Age:

Date of Birth:

Gender:

School:

Does your child have any behavioural/educational needs?

Does your child suffer from any medical conditions or is taking regular medication?

Does your child have any allergies or dietary requirements?

Do you give consent for your child to leave the building unaccompanied?

Would you like to be contacted if your child is saying they need to leave The Noise early?

Is the child a looked after child?

Is there any further information about your child that we need to be aware of? (optional)

Are you registering more than one child for The Noise?

Parent/guardian - Name:

Parent/guardian - Phone Number:

What is the relationship to the child?

Would you like to be added to the 'The Noise - Parents/ Guardians' WhatsApp group?

Parent/guardian – Email:

Can we email you about events and to keep in touch with you?

Parent/guardian - Home address:

Second Parent/Guardian's Details

Contact details of a second parent/ guardian, in case we can't get hold of the first contact in an emergency. This can also be a trusted friend or family member.

Second parent/guardian's name:

What is their relationship to the child?

Second parent/guardian phone number:

Your Permission

In an emergency, do you give permission for us to give First Aid to your child/ren?

Do you give permission to take photos/ videos of your child/ren and to publish them on 'The Noise' and 'Life Church' Social Media Accounts?

I give permission for a youth leader to contact my child/ren, according to Life Church's Safeguarding policies, through the following (you can tick multiple):

Email/Mobile/Facebook Messenger/Instagram Direct Message/A parent or guardian only

Declaration:

I give permission for my child/ren to attend/ participate in The Noise activities (excluding excursions and residential trips, for which there are extra forms).

I confirm that the information I have provided is truthful to the best of my knowledge.

I agree for the information to be stored until no longer necessary or upon my request to delete it.

I understand that this information might be shared with vital agencies e.g. NHS, track and trace, emergency service.

Signature for Declaration:

Any questions/comments: (optional)

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: Bryony Baker Position: Chair of the Board of Directors & SLT Rep

Signed by: Dan Randall Position: Director & SLT Rep

Date: 31st January 2023

A copy of this policy is also lodged at: Life Church Reception