



# ICCM: Safeguarding Children & Young People

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# **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Version 10.0, February 2018

## **Place of Worship / Organisational Details**

This policy covers all congregations that operate under the charity of ICC Missions (hereafter, “The Church”), ICC Missions, Tower Bridge House, St Katharine’s Way, London, E1W 1DD, registered charity number 1092123.

A “child” is defined as anyone who has not yet reached their 18<sup>th</sup> birthday. They are referred to as children, young people or teen(s) throughout this document.

A “congregation” is defined as a church and / or for the London church, the local region within the church.

“Children’s Ministry” generally covers the children prior to entering the Teen Ministry.

## **Church Statement**

The Church has a growing children and young people’s ministry. The Trustees take seriously the Church’s responsibility to protect and safeguard the welfare of children and young people entrusted to the Church’s care.

As part of the church’s mission, the Trustees are committed to:

- Endorsing and following international, national and local safeguarding legislation and procedures.
- Maintaining good links with statutory childcare authorities.
- Effective engagement with children and young people whilst ensuring their protection within Church activities.
- Ensuring that Children’s Ministry / Teen Ministry workers are given support and training in any action they may need to take in order to protect children and young people.
- Encouraging and supporting parents / carers.
- Having a system for dealing with concerns of possible abuse.
- File a copy of the policy at the ICCM church office and as required make it available upon request.

## **Areas Of Policy**

The Trustees recognise that many children and young people today are the victims of neglect, physical, sexual and emotional abuse. Accordingly, the Trustees have adopted the policy contained in this document, (hereafter “the policy”). The policy sets out agreed guidelines relating to the following areas:

- Recognising and responding appropriately to an allegation or suspicion of abuse
- Prevention
- Pastoral care
- Practice guidelines



The Trustees recognise the importance of building constructive links with the child care agencies. Accordingly, these guidelines have been prepared in consultation with the Churches Child Protection Advisory Service (CCPAS).

The content of the policy forms the basis of all training workshops for Children's / Teen Ministry workers in the Church which can be run internally under the direction of Michael Farrell, ICCM Safeguarding Lead at the request of the local congregational leadership. Training is also available externally through CCPAS at various nationwide seminars, details of which can be found on their website [www.ccpas.co.uk](http://www.ccpas.co.uk). The Trustees are committed to an on-going programme for all such workers.

The implementation and application of this policy is to be carried out by those fulfilling the roles of full-time ministry staff and congregational leadership teams, Director of Children's Ministry, Safeguarding Lead, Assistant Safeguarding Lead, Safeguarding Officers, Congregational Children's Ministry Co-ordinators and Teen Ministry Co-ordinators, and ICCM Trustees.

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

### **Definitions of Abuse**

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance and are as follows:

### **ENGLAND**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

#### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of 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 the child's developmental capability, as well



as overprotection 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. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **WALES**

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000).

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or



corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **SCOTLAND**

In 1998 and 2000 The Scottish Office, now the Scottish Executive, published a guide to interagency co-operation 'Protecting Children – A Shared Responsibility'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

### **Categories of Abuse**

For recording all cases, the following are standard categories of abuse. Although these are represented as discrete definitions, in practice there may be overlap between categories. In such cases local authorities should enter the name on the Child Protection Register under one main category of abuse although for the purposes of individual case management, the case conference may identify combinations of abuse which the child protection plan will need to address. It may also become necessary to change the category of abuse under which a child is registered as the case progresses.

### **Physical Injury**

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

### **Sexual Abuse**

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or no the child is said to have initiated, or consented, to the behaviour.

### **Non Organic Failure to Thrive**

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.



### **Emotional Abuse**

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

### **Physical Neglect**

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child.

## **NORTHERN IRELAND**

The following definitions of child abuse are recommended as criteria in Northern Ireland by the Department of Health, Social Services and Public Safety in the document 'Co-operating to Safeguard Children (2003).

### **Types of Abuse**

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional setting by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. Physical Abuse Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways\*.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include non-organic failure to thrive.

### **Significant Harm**

The legislation defining the circumstances in which compulsory intervention in family life is justified in the best interests of children is based on the concept of 'significant harm'. The relevant Articles in



the Children Order are Articles 2(2) and 50(3). There are no absolute criteria for judging what constitutes significant harm. However, they may include the degree, extent, duration and frequency of harm.

Sometimes a single traumatic event may constitute significant harm e.g. violent assault, sexual assault, suffocating or poisoning. More often, significant harm is a series of events, both acute and longstanding, which interrupt, change or damage the child's physical and/or psychological development. Some children live in family and social circumstances where health and development are neglected. For them, it is the corrosiveness of long term emotional, physical and/or sexual abuse that causes impairment, sometimes to the extent of constituting significant harm.

\*Sexual activity involving a child who is capable of giving informed consent on a matter, while illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category is a sexual relationship between a 16 year old and her 18 year old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police.

## **Recognising And Responding To Abuse**

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 an explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games etc.,
- Injuries which 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, fracture etc., which do not have an accidental explanation.
- Cuts / scratches / substance abuse.
- Any bruises in an immobile infant

### Indicators of possible sexual abuse

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

#### **What to do if you suspect that abuse may have occurred:**

You must report concerns as soon as possible to your local Safeguarding Officer. The local Safeguarding Officer is responsible in the first instance for obtaining guidance from the Safeguarding Lead and if further assistance is required to contact CCPAS. The specifics of each case will then determine if the allegation or suspicion of neglect or abuse is to be referred to the statutory authorities. Suspicions must not be discussed with anyone in the Church before contacting the local Safeguarding Officer and the Safeguarding Lead. Thereafter you should follow their guidance on any appropriate further communication.

Whilst allegations or suspicions of abuse will normally be reported to the local Safeguarding Officer, the absence of the local Safeguarding Officer should not delay referral in the first instance taking advice from the Safeguarding Lead, then CCPAS which may in turn result in contacting Social Services or the Police. It is of course, the right of any individual to seek advice from CCPAS and/or make direct referrals to the child protection agencies, although we hope that members of the Church will use the procedure outlined above. If however, you feel that the Safeguarding Officer has not responded appropriately to your concerns, you should contact the ICCM Safeguarding Lead or Deputy. If you still believe your concerns have not been appropriately responded to then it is open to you to contact Social Services or Police direct.

The role of the local Safeguarding Officer is to collate and clarify the precise details of the suspicion. The next step is to contact CCPAS to obtain guidance before passing the information on to the statutory agencies that have a legal duty to investigate. A written record of the concerns should be made in accordance with this policy and kept in a secure place. The ICCM Safeguarding Lead must be informed when any situations are referred to CCPAS, Social Services or the Police. In addition, the Congregational Ministry should also be advised of any safeguarding situations referred to CCPAS, Social Service or police

They may also be required by conditions of the Church insurance policy to immediately inform the insurance company.

If the suspicions in any way involve the local Safeguarding Officer, then the report should be made to ICCM Safeguarding Lead, Michael Farrell on 07505 158094 or the Deputy Safeguarding Lead Judie Vasey on 07957 975281.

If the suspicions in any way involve both the ICCM Safeguarding Lead and the Deputy ICCM Safeguarding Lead, then the report should be made in the first instance to the CCPAS, on their 24 hour helpline 0845 120 4550 or 01322 517817. Alternately contact your local Children's Social

Services team.

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

In the event of an allegation of physical injury, neglect or emotional abuse, the Safeguarding Officer must be informed, who will consider taking the most appropriate course of action as follows:

- Contact in order: the Safeguarding Lead, CCPAS and / or Social Services for advice in cases of deliberate injury or where concerned about the child's safety. Contact with parents should be left to Social Services or the Police. The parents should not normally be informed by the Church in these circumstances.
- Where emergency medical attention is necessary it will be sought immediately. The Safeguarding Officer will inform the doctor of any suspicions of abuse.
- In lesser circumstances or for minor issues speak with the parent / carer and suggest that medical help / attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
- If appropriate the parent / carer will be encouraged to seek help from the Social Services Department.
- Where the parent / carer is unwilling to seek help, if appropriate the Safeguarding Officer will offer to arrange for somebody to go with them. If they still fail to act, the Safeguarding Officer should, in cases of real concern, contact Social Services for advice.
- Where the Safeguarding Officer is unsure whether or not to refer a case to the Social Services, then advice from the CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- The ICCM Safeguarding Lead must be informed when any situations are referred to CCPAS, Social Services or police.
- In addition, the Congregational Ministry should also be advised of any safeguarding situations referred to CCPAS, Social Service or police.

### **Allegations of sexual abuse**

In the event of allegations of sexual abuse, the Safeguarding Officer must be informed, who will:

- In the first instance contact CCPAS before then contacting the Social Services duty social worker for children and families or Police Safeguarding team directly. The Safeguarding Officer will NOT speak to the parent. It is the normal operating procedure of CCPAS to confirm in writing in case this is needed for reference purposes in the future.
- Under no circumstances will the Safeguarding Officer attempt to carry out any investigation into the allegation or suspicion of sexual abuse. The role of the Safeguarding Officer is to collect and clarify the precise details of the allegation and to provide this information to the Social Services department, whose task it is to investigate the matter.
- Whilst allegations or suspicions of sexual abuse will normally be reported to the Safeguarding Officer, this step or his/her absence should not delay referral to the Social Services department.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Safeguarding Officer as to the appropriateness of a referral to the Social Services department, that person retains a responsibility as a member of the public to report serious matters to the Social Services department, and should do so without hesitation.
- The ICCM Safeguarding Lead must be informed when any situations are referred to CCPAS, Social Services or the Police.



- In addition, the Congregational Ministry should also be advised of any safeguarding situations referred to CCPAS, Social Service or the Police.
- The Trustees will support all Safeguarding roles 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.

### **Allegations of abuse against a person who works with children**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children's Board (LSCB) procedures will need to liaise with Children's Social Services in regard to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). The ICCM Safeguarding Lead must be informed when any situations are referred to CCPAS, Social Services or the Police. In addition, the Congregational Ministry should also be advised of any safeguarding situations referred to CCPAS, Social Service or police.

### **How to respond to a child wanting to talk about abuse**

It is not easy to give precise guidance, but the following may help:

- 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 that 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.

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says)
- Thank you for telling 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.
- 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 the Social Services or the police to prevent a child or young person returning home if you consider them to be at risk of further abuse).



- Contact the Safeguarding Officer or contact an agency such as CCPAS for advice or go directly to Social Services / Police / NSPCC.
- Consider your own feelings and seek pastoral support if needed.

### **What to do once a child has talked to you about abuse**

#### The Procedure

1. Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when she / he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Include dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.
2. Report your discussion as soon as possible to the Safeguarding Officer. If the Safeguarding Officer is implicated, report to ICCM Safeguarding Lead. If both are implicated, report to the CCPAS or to the Social Services if preferred.
3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
4. Once a child has talked about abuse the worker / Safeguarding Officer should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and / or police to discuss putting into effect safety measures for the child so that they do not return home.

*Please see Appendix 1.*

## **PREVENTION**

### **Safe Recruitment / Roles within Children's Ministry**

There are generally eight roles within our Children's Ministry and Teen Ministry. They may involve some overlap but are defined as follows:

#### **1. Director of Children's Ministry**

The primary function of this role is to manage, coordinate and provide training and support for the congregations within ICC Missions. This includes key areas such as safeguarding the wellbeing of all children and young people, assisting with recruitment, providing administrative and training support for the local leadership and Children's Ministry volunteers. In addition the role includes direct supervision of Children's Ministry for cross-congregational events such as church-wide services and conferences. Responsibility for retreats, for example, the Father & Son and the Mother & Daughter retreats etc. will come under the direct responsibility of the Director of Children's Ministry or be delegated to the oversight of ministry staff. The Director of Children's Ministry is accountable to the Trustees.

#### **2. Director of Teen Ministry (London only)**

The Director of Teen Ministry is responsible for developing the Teen Ministry and working with congregational Teen Ministry Leaders and Teen Ministry Workers. They will provide resources and pastoral support for parents and Teen Workers in conjunction with local congregational ministry leaders. The Director of Teen Ministry is accountable both to the congregational lead minister and the Trustees.



### **3. ICCM Safeguarding Lead / Deputy ICCM Safeguarding Lead**

The ICCM Safeguarding Lead & and Deputy Safeguarding Lead are responsible for managing all aspects of safeguarding for ICC Missions from providing training support for local congregations to managing the administration of recruitment procedures and enhanced disclosures, providing safeguarding advice and when necessary specific direction to local congregational ministry leaders. The ICCM Safeguarding Lead is also responsible for ensuring that situations where abuse is suspected and disclosures of information are made are handled correctly and that the necessary support is provided. The congregational ministry leader is responsible for communicating about all such issues with the ICCM Safeguarding Lead and following any direction given. The ICCM Safeguarding Lead is accountable to the Trustees.

### **4. Congregational Safeguarding Officer**

The Congregational Safeguarding Officer is responsible for ensuring the application of this policy at a congregational level. They will monitor compliance with this policy and notify the ICCM Safeguarding Lead of any non-compliance. When not delegated to the DBS – ANI – DScot Recruiter, they will conduct administration procedures for enhanced disclosures through the DBS-ANI-DScot process for their local congregation, in accordance with CCPAS recommendations. They are accountable to the Director of Children’s Ministry and also to their local church leadership.

### **5. Congregational DBS-ANI-Disclosure Scotland Recruiter**

They will conduct administration procedures for enhanced disclosures through the DBS (England & Wales), ANI (Northern Ireland) or DScot (Scotland) process for their local congregation, in accordance with CCPAS recommendations. They are accountable to the Safeguarding Officer.

### **6. Congregational Children’s Ministry Co-ordinator / Preteen Co-ordinator / Teen Ministry Leader**

These would be people who oversee the Children’s / Preteen / Teen Ministry work at congregational level. Their key responsibilities are to manage the Children’s / Preteen / Teen Ministry teaching programmes, activities, rotas and observance of operational guidelines and policies. They would also identify training needs and facilitate the provision of discussion and training relating to roles and responsibilities.

### **7. Children’s Ministry Class Lead Teacher / Preteen Lead Teacher / Teen Ministry Worker**

These would be people who have sole charge of a Children’s Ministry / Preteen Ministry / Teen Ministry class / activity and manage the day to day running of the class / teen group and pastoral situations that arise within. This would include supervision and delegation of responsibilities to Class Assistants (Children’s / Preteen Ministry) and communication with parents as well as identifying areas of need and support and communicating this to the congregational Children’s Ministry Co-ordinator / Preteen Co-ordinator / Teen Ministry Leader.

### **8. Children’s Ministry Class Assistant Teacher / Preteen Class Assistant**

These would generally be people who provide classroom support for a fixed period of time on a rota system. The length of service will vary from congregation to congregation but usually will be between three and six months.

*Please see Appendices 2a and 2b for flow chart.*



## **Appointment of Workers**

Congregational leadership groups should appoint Children's Ministry Co-ordinators, Preteen Ministry Co-ordinators and Teen Ministry Leaders. When required, appointments are made in consultation with the Director of Children's Ministry and / or Director of Teen Ministry.

The procedure for appointment of Children's Ministry, Preteen Ministry and Teen Ministry Workers narrated in roles one to seven above will be:

A local pastoral interview should take place between the volunteer and a member of the congregation who is an appointed leader. This interview will involve finding out about the applicants past background, spiritual and sin struggles, as well as the person's spiritual gifts and character strengths. This could have been done in the context of a personal Bible Study that is commonly carried out on becoming a member of the Church or a local pastoral interview when a member moves from one congregation to another.

Each volunteer must complete a Disclosure and Barring Service enhanced disclosure form in accordance with church process and according to the role they will be undertaking.

Each volunteer fulfilling role 6, 7 and 8 narrated above will also receive two copies of the form, "A-E's of Serving in Children's Ministry". One copy should be signed and returned to the Children's Ministry Co-ordinator and one copy retained by the volunteer (*please see Appendix 3*).

Children's Ministry / Preteen Ministry volunteers will work under the supervision of the local Children's Ministry / Preteen Ministry Co-ordinator and / or Class Teacher for their age group. Teen Workers will work under the supervision of the local congregation's Teen Ministry Leader.

### **Training**

The Church will provide ongoing training and support for all Children's Ministry and Teen Ministry workers by way of training workshops, various resources and ongoing Children's Ministry / Teen Ministry meetings. One on one feedback and training will be provided on an ongoing basis by the local Children's Ministry Co-ordinator, Preteen Ministry Co-ordinator and Teen Ministry Leader respectively.

Local Children's Ministry Co-ordinators, Preteen Ministry Co-ordinators and Teen Ministry Co-ordinators will receive training and support facilitated by the Director of Children's Ministry and Director of Teen Ministry (London only) as well as being made aware of useful external courses and resources.

### **Criteria for appointments**

The criteria for not appointing Children's Ministry and Teen Workers for any of the above roles will be:

1. Congregational leaders are advised not to appoint anyone who has been a member of the local congregation for less than six months in any capacity within children's ministry and teen work.



2. Previous criminal convictions or other issues that are brought to light as a result of an enhanced disclosure check will disqualify an individual from serving if they are considered to pose a risk to the safety and security of children.
3. If there is any reason to doubt an individual's suitability to work with Children's Ministry or Teen Ministry which may arise from an individual's personal history, behaviour, lifestyle, attitudes or spiritual commitment the individual concerned should not be appointed to work in this capacity. Where deemed necessary, a risk assessment is to be carried out to assess the risk of harm that an individual might pose if they were to work with children. The risk assessment should be carried out by the Safeguarding Officer and Safeguarding Lead in collaboration with the ministry leader.
4. Non completion of an enhanced disclosure application form or incomplete / unsatisfactory supporting documentation will automatically discount any individual from being able to serve in Children's Ministry or with the Teen Ministry in roles 1-7.
5. If it is perceived that an individual's spiritual gifts are best used elsewhere in the congregation then it may be appropriate to decline an application to serve in this capacity.

**Children's Ministry and Teen Ministry workers' suitability for the roles will remain under continual review, and the same criteria for not appointing may also be used to remove an individual from a particular role. Enhanced disclosures will also be under regular review and further disclosures will be requested periodically.**

## **Pastoral Care**

### **Working with offenders with a criminal conviction relating to children**

Where someone who is attending or wishes to attend Church has been convicted of a criminal offence in relation to a child, the Trustees in their commitment to the protection of all children will ensure that a meeting between a member of the local leadership team, the Congregational Safeguarding Officer and the individual will take place to discuss the extent to which the individual will be able to be part of the fellowship and if so, boundaries that the person will be expected to keep. This may require a written undertaking from the individual concerned to the local leadership to address these matters and incorporate any legal restrictions resulting from any conviction(s). All decisions of this nature will take place in consultation with the CCPAS.

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

As a Church we are committed to offering pastoral care and supporting those who have been affected by abuse. The individual(s) designated with the responsibility of providing pastoral support should do so in consultation with the ICCM Safeguarding Lead, who will in turn seek appropriate advice from the CCPAS or another appropriate recognised professional organisation.



## **Practice Guidelines**

### **Ratios**

The following ratios are recommendations for each age group. There are certain situations where this may not be practical or the best use of resources. Any variance with these recommendations should be discussed with the ICCM Safeguarding Lead or the deputy ICCM Safeguarding Lead.

2-3 years	1 Adult: 3 children
4-5 years	1 Adult: 4 children
6-7 years	1 Adult: 5 children
8-9 years	1 Adult: 6 children
10-12 years	1 Adult: 8 children
13-17 years	1 Adult: 10 children

Where possible there should be a minimum of two adults present in every classroom and at every activity. If this is not possible an open door policy should be practiced in the classroom and / or a classroom with a glass-viewing panel should be used.

### **Individual Appointments**

Where a young person is being seen on their own (e.g. Teen Ministry appointment) this should occur in a public place or in a location where others are present. If confidentiality is important and a level of privacy is necessary the appointment where possible should be undertaken by someone of the same sex in a building where others are present and a group leader, the parent or member of the congregational leadership group should be informed that such a meeting is taking place.

### **Boundaries**

All Children's / Teen Ministry workers should treat children and young people with dignity and respect in attitude, language used and actions. The following guidelines should be considered.

- The level of personal care, e.g. toileting must be appropriate and related to the age of the child whilst also accepting that some children have special needs. Where possible with younger classes two adults should escort the children to the toilet and the children should be encouraged to do as much as possible for themselves. Girls should only be escorted to the toilet by women.
- Physical contact with children should be kept public. A hug in a group is very different to a hug behind closed doors.
- Touch should be related to the child's needs and not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything, which could be misconstrued. Concerns about abuse should always be reported.
- If you invite a child or young person to your home, ensure that this is with the full knowledge of their parent(s) / carer(s) and the Children's Ministry or Teen Ministry leaders.
- Ensure that arrangements for transporting children / young people and travelling with children / young people are done in full consultation with the parent(s) / carer(s) and that you have parental permission.



### **Under 18's working in Children's Ministry**

No person under the age of 18 should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time. When under the supervision / remit of an adult, persons between the ages of 16 to 17 may supervise / lead activities. Class Teachers and Teen Ministry Leaders must be 18 or over.

### **Registration and Record Keeping for Children's Ministry Classes**

A register of young people attending Children's Ministry classes should be kept along with a register of helpers. You should also note if someone other than the parent / guardian is to be collecting the child / teen. This should be kept for an indefinite period by the Children's Ministry Coordinators.

Each congregation should maintain a log book reporting any untoward incidents. One log book can cover both the Children's Ministry and Teen Ministry. Workers should record unusual events with each leader recording what they witnessed. This can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. Logbooks should include records of incidents such as fights or extreme behavioural issues and what action has been taken by the leaders. As the information in a logbook is likely to be very sensitive, the logbook should be kept separate from the accident book, which is used to record any accidents or injuries. Logbooks should be kept for an indefinite period by the Children's Ministry Coordinators / Teen Leaders.

Each congregation should have an accident book and at least one adequate First Aid kit. All accidents and injuries should be recorded and in the case of children, parents should be asked to sign the accident book. Older children should also be asked to sign the book next to the entry relating to their accident / injury. Accident books should be kept for an indefinite period by the local Children's Ministry Co-ordinator / Teen Leader.

### **Daytrips and Residential activities**

All daytrips and residential activities should take place in consultation with the ICCM Safeguarding Lead or Deputy ICCM Safeguarding Lead. They will advise on best practices, risk management, child protection and insurance and provide parental consent forms where applicable and also with reference to the ICC Missions Events Policy. Day trips and residential activities organised by and sponsored by ICCM are covered by this policy. For events organised by parents e.g. a preteen activity to a climbing centre / sleepovers, safeguarding is the responsibility of the parents and adults involved.

### **Safe Working Practice Audit**

The Safeguarding Lead or Deputy Safeguarding Lead may carry out or request that a safe working practice audit is carried out at any time.

### **Miscellaneous situations**

Situations that are unclear or not covered in this policy document should be dealt with in consultation with the Safeguarding Lead or Deputy Safeguarding Lead who will seek external advice and direction if necessary.

### **Using Images of Children**

ICC Missions take the issue of child safety very seriously, and this includes the use of images of children. We occasionally include images of children on our website and social media pages. We have a duty of care which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.



**Safeguarding statement**

For a statement giving a synopsis of the Safeguarding policy given above please see *Appendix 4*. This is to be used instead of the full policy when venues ask for a copy of our policy or if you wish to upload a policy to your church / region website.

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