

ENFIELD VINEYARD CHILD PROTECTION POLICY

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Introduction

The information in this document is based on the written advice of the Churches Child Protection Advisory Service (CCPAS), plus relevant Government documents.

This document is made freely available (through the church office or via the website) to all members of the church so that they can be aware of the basics of child protection.

This document will be reviewed every three years or in the event of changes to regulations. This will be instigated by the Child Protection Co-ordinator, hereinafter “the Co-ordinator”.

Various roles are referred to throughout this document. Contact details for each role can be found at **Appendix A**.

1. Our Duty of Care

- 1.1. Enfield Vineyard (EV) is a Christian church and a voluntary organisation that has an active and growing ministry amongst children and young people and takes seriously its responsibility to protect and safeguard the welfare of those children and young people participating in its activities and events.
- 1.2. This document states EV’s understanding and practical application of our legal responsibilities for, and duty of care towards, the children and young people we work with in church activities.
- 1.3. This document is a working policy, not a safety net in case a problem arises. All those working with children and young people at EV must be aware of its content and ensure that its guidelines are followed. We owe it to our children to ensure that, in so far as we are able, we have always taken responsibility to put into practice the guidelines relating to the activities we are involved in.
- 1.4. Under The Children Act 1989, we do not have parental responsibility for the children and young people in our care. Parental responsibility means having the authority to make decisions on behalf of a child.

- 1.5. However, we do have the legal duty of care at all times when working with children and young people. This means that we have the duty to act as a careful parent would and requires us to do whatever is 'reasonable' to ensure the safety of our children and young people. The test of 'reasonableness' relates to the information we have available about the children and young people, the activity, the venue and any relevant external factors.
- 1.6. If anything were to go wrong, a parent has to prove that we have not fulfilled our duty to reasonable care if they want to pursue it as a case of negligence. In an age of litigation we need to take this responsibility seriously. However, more importantly, our desire should be to see our children and young people have safe opportunities to explore more about God, themselves and the world they live in.

2. Becoming a Worker (Volunteer or Paid) with Children and Young People

2.1. JOB APPLICATION

Any volunteer wishing to work with children and young people must have been attending the church regularly for six months. Volunteer and paid workers will need to complete the appropriate application form, available from the Lead DBS Recruiter. All sections must be completed in full and no 'allowances' are to be made – the procedure must be applied consistently to anyone in the church applying to work with children or young people. Once this form is completed it should be returned to the Lead DBS Recruiter.

2.2. REFEREES

Anyone wishing to start work with children and young people must provide the name of one referee from outside of the church who can vouch for either their ability to work with children or their character in a work situation. In the case of a paid worker EV will request an additional reference from a current/previous employer.

2.3. INTERVIEW

Anyone wishing to work with children and young people will be interviewed by the appropriate people. Prior to the interview the applicant should be given a copy of this policy and its content will be explained and discussed at the interview. Applicants must declare that they have read it and will abide by it.

2.4. DBS CLEARANCE

DBS clearance will be applied for before the person becomes a worker. No one may work with children or young people until the DBS check is completed and clear. The person dealing with the DBS check must comply with all the regulations and EV will follow all the guidelines concerning the information received from the DBS. A DBS clearance from another organisation is not acceptable. The only exception to this is if a Stable DBS Recruiter runs a check for a person for another organisation (eg. The n:flame youth Trust). This DBS can then be used while awaiting EV DBS check. Checks should be re-made after any break of six months or more from children's and youth work within the church, or otherwise as appropriate.

2.5. DBS TRAINING

Anyone becoming a worker is recommended to take a basic training course within a year of starting to work with children and youth e.g. CCPAS Facing the Unthinkable. Training and instruction is given of what is expected of a children's worker at the interview and a job description is discussed.

2.6. APPOINTMENT OF WORKERS

The criteria for NOT appointing workers or volunteers are:

- A person who is a known convicted offender who has committed acts of violence or sexual offences against children or adults.
- A person who, by their behaviour, lifestyle, attitudes or spiritual commitment, is deemed to be a risk to young people.
- A person whose references show them to be unsuitable.
- A person who is deemed not suitable on the grounds of calling, gifting, etc.

In the event that an applicant is unhappy about not being appointed, they should discuss this with a member of the Leadership Team.

3. General Child Protection Issues

3.1. INTRODUCTION

EV recognises that many young people today are victims of neglect and physical, sexual and emotional abuse.

Anyone working with children and young people must be aware of the following guidelines and comply with them if they are involved in any way with any child where abuse may be a possibility – either they suspect it or the child discloses something.

3.2. WHAT IS ABUSE?

The phrase 'child abuse' has become highly emotive. This can cloud our thinking and actions. A helpful approach is to begin with what children need in order to have the best chance of growing up well:

- Love, affection and encouragement.
- Physical care and nurture; protection from physical dangers.
- Security and control which is firm, clear, consistent and kind.
- Nurture of their minds and their spiritual and faith development.

These needs vary with the age of the child. 'Good parenting' will adjust to this.

Most child abuse is committed by someone known to the child and trusted by them, either within the family, among their friends or in the local community. A child is very rarely abused by a stranger. A child

or young person under 18 years of age is regarded as abused where he or she has suffered from, or is believed to be at risk of one of, or a combination of, the following:

- (i) 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.

- (ii) Sexual Abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) 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.

- (iii) 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, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

- (iv) 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 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 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.

3.3. WHAT ARE THE SIGNS OF ABUSE?

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

- (i) Physical Signs of Abuse
 - Any injuries not consistent with the explanation given for them.
 - Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.
 - Injuries 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, fractures etc. which do not have an accidental explanation.
 - Cuts/scratches/substance abuse. ▪ Changes in routine.

- (ii) Indicators of Possible Sexual Abuse
 - Any allegations made by a child concerning sexual abuse.
 - Child with an excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play.
 - Sexual activity through words, play or drawing.
 - Child who is sexually provocative or seductive with adults.
 - Inappropriate bed-sharing arrangements at home.
 - Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
 - Eating disorders - anorexia, bulimia.
 - Bed wetting and soiling.

- (iii) Emotional Signs of Abuse
 - Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. 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.

4. Incidents of Possible Abuse

This may take two forms:

- As a worker you suspect that abuse may have occurred.
- As a worker a child tells you about an alleged abuse (called disclosure).

4.1. WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED

General Guidelines for Workers

- You must report concerns as soon as possible to the Child Protection Co-ordinator, who is nominated by EV to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Co-ordinator, matters should be brought to the attention of the Deputy Child Protection Coordinator, hereinafter “the Deputy Coordinator”.
- If the suspicions in any way involve the Co-ordinator then the report should be made to the Deputy Co-ordinator. If the suspicions in any way implicate both the Coordinator and the Deputy Co-ordinator, then the report should be made to a member of the Leadership Team on a confidential basis and Social services will be informed.
- If the allegation arises while working with another organisation (school, church, parachurch group, etc.), the involved organisation’s Co-ordinator should be immediately informed and any report should be made in conjunction with them and the procedures of the Child Protection Policy of that organisation should be respected.
- Suspicions will not be discussed with anyone other than those nominated above.

4.2. WHAT THE CO-ORDINATOR MUST DO IF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE IS REPORTED

If a child has a physical injury or symptoms of emotional abuse and neglect, the Co-ordinator will:

- Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child’s safety. The parents should not be informed by EV in these circumstances.
- Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- In other circumstances speak with the parent/carer and suggest that medical attention is sought for the child. The doctor 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 Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

4.3. WHAT THE CO-ORDINATOR MUST DO IF ALLEGATIONS OF SEXUAL ABUSE ARE REPORTED

In the event of allegations of sexual abuse, the Co-ordinator will:

- Inform a member of the Leadership Team.
- Contact the Social Services Duty Social Worker for Children and Families or Police Child Protection Team directly. The Co-ordinator will not speak to the parent (or anyone else). Someone from EV Children’s and Youth team will remain with the young person whilst these conversations are taking place.
- If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect

and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task is to investigate the matter under Section 47 of the Children Act 1989.

- Whilst allegations or suspicions of sexual abuse will normally be reported to the Coordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay any referral to the Social Services Department and a member of the Leadership Team.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy Co-ordinator 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.
- EV will support the Co-ordinator or Deputy Co-ordinator 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.

4.4. WHAT TO DO IF A CHILD OR YOUNG PERSON MAKES A DISCLOSURE

A disclosure occurs when a young person tells you that they have been, or are at risk of being, abused.

It is not easy to give precise guidelines but the following may help in responding to a child or young person wanting to talk about abuse:

(i) General Points

- Show acceptance of what the young person says (however unlikely the story may sound).
- Keep calm.
- Look at the young person directly.
- Be honest.
- Tell the young person you will need to let someone else know - don't promise confidentiality.
- Even when a young person has done something wrong they are not to blame for the abuse.
- Be aware that the young person may have been threatened or bribed not to tell.
- Never push for information. If the young person decides not to tell you after all, then accept that and let them know that you are always ready to listen.

(ii) Helpful Things You May Say or Show

- I believe you (or showing acceptance of what the young person says).
- Thank you for telling me.
- It's not your fault.
- I will help you.

(iii) 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 any statements such as, 'I am shocked, don't tell anyone else'.

(iv) Concluding

- Again reassure the young person that they were right to tell you, and show acceptance.
- Let the young person know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a young person returning home if you consider them to be seriously at risk of further abuse).
- Contact EV Child Protection Co-ordinator or Deputy Co-ordinator, or the person in the church or organisation you are working with responsible for coordinating child protection concerns. They can then contact an agency such as CCPAS for advice or go directly to Social Services/Police.
- Consider your own feelings and seek pastoral support if you need it from a member of the Leadership Team or another person who knows about the incident so as not to break confidentiality.

4.5. WHAT TO DO ONCE A YOUNG PERSON HAS TALKED TO YOU ABOUT ABUSE

(i) Procedure

- Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the young person said, what you said in reply to the young person, when s/he said it and what was happening immediately before hand (e.g. description of activity). Record dates and times of these events and when you made the record. Sign and date all notes. Keep all hand written notes securely, even if these have been typed subsequently. A proforma is available at the back of this document to act as an aide-memoir.
- Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated then report to the Deputy Co-ordinator. If both are implicated then advise a member of the Leadership Team and report to CCPAS or to Social Services. If the allegation arises while working with another organisation (school, church, para-church group, etc.) any report should be made in conjunction with that organisation's Co-ordinator and the procedures of the Child Protection Policy of that organisation should be respected.
- You should not discuss your suspicions or allegations with anyone other than those nominated in the previous paragraph. Once a young person has talked about abuse the worker/Co-ordinator 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 the Police to discuss putting into effect safety measures for the child so that they do not return home.

(ii) What Happens Next

This may vary depending on the details of the situation but the process of professional involvement in cases of sexual abuse to those under 18 years will usually follow this course:

- A strategy discussion involving Social Services, Police Child Protection team, other significant professionals and the Co-ordinator will take place.
- A decision will be taken as to whether an investigation is warranted; if so it will then be planned.
- The investigation may include:-
 - an informal talk with the young person,
 - a formal police video recorded interview (with or without social services) following disclosure,
 - medical examination,
 - preliminary family assessment.
 - If there is any significant concern, a child protection conference will be held to decide the best course of action to protect the child and help the family.
 - There may be criminal prosecution of the abuser.

4.6. KEY NUMBERS RELATING TO ADVICE AND EMERGENCY

See Appendix A.

The above procedure is reflected in the flowchart at **Appendix C**

5. Helping Victims of Abuse

EV is committed to supporting victims of abuse as far as it is able. EV acknowledges that counselling for abuse is complex, requiring a great deal of skill and training.

As a general rule counselling will not be offered until after any court proceedings unless agreed by Social Services and/or Crown Prosecution Service/Police. Where professional counselling is needed before a court case the Church will help to find an organisation which can provide this.

Pastoral support can often be useful in helping the survivor to deal with the situation, acknowledge feelings and pray about the situation, and this support will be made available through the Leadership Team.

6. Guidelines for the Prevention of Abuse

6.1. EV should ensure that:

- As far as possible a worker is not alone with one young person where their activity cannot be seen. This may mean leaving doors open, or two groups in one room.
- In a counselling situation with a young person, where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. If possible another adult should be in the building and the young person should know they are there. In some cases it may be appropriate for counselling to take place in a public place which may enable the young person to feel more relaxed.
- Ensure that the building is safe and well lit.

6.2. The worker should:

- Treat all young people with respect and dignity befitting their age; watch language, tone of voice and your body language.
- Not engage in any of the following:
 - rough physical or sexually provocative games,
 - make sexually suggestive comments about or to a young person, even in fun.
 - inappropriate and intrusive touching in any form,
 - any scapegoating, ridiculing or rejecting a child or young person.
- Ensure that control and discipline occur without using physical punishment, although physical contact may be appropriate.
- Never smack or hit a young person.
- Not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature.
- Not invite a young person to your home alone.
- Not give lifts to young people on their own, if possible, other than for short journeys, when you should ring a parent or carer to say they are on the way home.

See also Section Seven – Discipline.

6.3. CONFIDENTIALITY

When having conversations with young people, workers must ensure that they do not promise confidentiality if anyone is at risk, otherwise they should keep any confidential information to themselves. Workers should keep their own record of any significant conversations for their own protection and future reference securely and also provide a copy for filing securely in the office.

6.4. CONTACTING & MEETING

(i) Telephone Calls to Minors

When conducting a phone call as a youth/children's worker of EV to a minor please follow the guidelines below:

- Introduce yourself to the child and parent as a youth worker from the church where their child attends (group name) at EV and give your name.
- If arrangements are made, make sure that the parent is notified of these.

- If a home visit is going to be made this must be logged by e-mail with the Coordinator. The Co-ordinator will then record this and file in the church office in case required for future reference.

(ii) Home Visits to Minors

When making a home visit on behalf of EV to a minor please follow the guidelines below:

- Ensure that a parent or carer will be present at the time of the visit. If a parent or carer is not present when you arrive then inform the child that you will come back at another time. Ensure the Co-ordinator is informed when the revisit takes place so that this can be recorded on file.
- Introduce yourself to the child and parent as a children's or youth worker from the church where their child attends (group name) at EV and give your name.
- If arrangements are made make sure that the parent is notified of these.
- If a further home visit is going to be made inform the Co-ordinator as above.

6.5. PHOTOS

Consent should be obtained from parents to use photos in any public context including church services or internet. Photos of children and young people should be stored on church premises or on a church computer rather than at a worker's home or on their own equipment.

6.6. ELECTRONIC COMMUNICATION

Electronic communication (mobiles, texting, emailing, social networking sites etc) should be used cautiously and wisely at all times when communicating with young people. All workers should adhere to the following guidelines:

- Parents should be aware that leaders are in communication with their child through mobile phones and email.
- Leaders should restrict times of texting/emailing children/young people (e.g. not late at night - "*Late into the night*" is specified as any time after 8pm). If leaders receive texts late at night they should respond the following day unless it is an emergency.
- If a leader receives an inappropriate text/email from a youth, they should let the Coordinator or Deputy Co-ordinator know and not continue correspondence with that person. They should approach the subject with the young person and a parent/carer present and another leader and discuss the in/appropriateness of sending certain messages.
- Social networking sites should be used with caution and communication should remain in a transparent, open forum.
- Avoid ambiguous language and inappropriate terms like 'luv' and 'lol'.

6.7. GOOD PRACTICE WITH COLLEAGUES

If you see another worker acting in ways which might be misconstrued, be prepared to speak to them or to the Co-ordinator or the Deputy Co-ordinator about your concerns.

Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

6.8. RECORDING OF DATA

- All programme leaders (both Sunday morning and mid-week activities) are responsible for keeping a record of who leads which groups and a register of all children attending. At the end of each term these should be passed to the Lead DBS Recruiter who will file them in the church office.
- Application forms, references and DBS forms are filed in a lockable cabinet in the church office and only the DBS Recruiters have access to these.
- Children & Youth consent forms are filed in a lockable cabinet in the church office. The DBS Recruiters and Children's and Youth Workers have access to these.
- Contact details of children and young people may be kept electronically if consent has been obtained for this (ref. GDPR Policy)

6.9. HEALTH & SAFETY

Everyone working with children should be familiar with the Health and Safety Policy and the use of the accident book. The Health & Safety Policy states where the First Aid Kit and accident book are stored. A copy of the Health & Safety Policy will be given to new workers at their interview and any queries should be referred to the Health & Safety Co-ordinator.

7. Discipline

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

7.1. GENERAL GUIDELINES

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- Never smack or hit a child and don't shout. Change voice tone if necessary.

- Discipline out of love, never in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows, therefore, each child should be dealt with on an individual basis.

7.2. GUIDELINES FOR DEALING WITH DISRUPTIVE CHILDREN

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate, if they are disruptive, as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them. If available, It may be possible to have an additional person to provide one to one support with some individuals if necessary.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they are not to be sent outside the room at any time
- If a child's behaviour continues to be disruptive despite measures taken above, they are to be sent back to their parent, guardian, or carer. Wherever possible the leader is to text or call the parent and have them come and collect the child from the group so as not to affect the leader/child ratio.
- Pray with the other workers before the session and take time to debrief before you leave.

7.3. GUIDELINES AND ACTION WHEN THERE IS A RISK OF HARM TO ANY INDIVIDUAL

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care. The following guidelines can be adopted by churches providing services to children and young people. If a child/young person is being disruptive:

- Ask them to stop.
- Speak to the child to establish the cause(s) of upset.
- Inform the child that they will be asked to leave if the behaviour continues.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.

If a child/young person is harming him/herself, another person or property then other children/young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to stop. If your request is ignored, you might need to warn the individual that you will consider calling for additional help (e.g. Police), if they do not stop. In exceptional

circumstances, and with assistance, you might need to restrain the child/young person to prevent them harming themselves, others or property whilst you wait for the Police.

The workers involved should always record what happened as soon as possible after the incident on the Incident Report Form at Appendix B or the Safeguarding Report Form in Appendix D

A copy should be retained by the worker and a copy given to the Lead DBS Recruiter who will file in the church office.

8. Counselling and Prayer

When you are praying for a young person or child we would ask you to follow the guidelines for your own benefit and for the safety of the young people:

8.1. PREPARATION

- Spend time in prayer yourself if this is possible before praying with a child or young person.
- Always make sure you have the child's permission.
- Always pray in an open area where other leaders, and/or children are around.
- Always involve another leader, parent, guardian or carer.
- If the need arises to pray another time outside of a Sunday group this should be arranged with the parent, guardian or carer, and involve them or another leader.

8.2. PRAYING

- Ask the child what they are requesting prayer for and remember to listen to their reply.
- Speak quietly and calmly, never shout or raise your voice.
- Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly).
- If they do not have specific needs or requests then simply ask God to bless them.
- As you are talking and praying:
 - keep your eyes open,
 - watch what they are doing as well as what they are saying,
 - listen for God's guidance,
 - if you are out of your depth get help immediately from another leader.
- If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.

8.3. IF A CHILD OR YOUNG PERSON BECOMES DISTRESSED DURING PRAYER

- Stop praying.

- Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate.
- Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues?
- If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance.
- Then talk to the child's parents/carers, assuming you have no child protection concerns.

8.4. PRACTICALITIES

- Consider your body language, particularly in relation to things like your height and the height of the child/young person.
- Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.
- Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening.
- If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like before doing so.
- If you wish to anoint a child or young person with oil when praying for healing, bear in mind that they may feel uncomfortable with this, so it is important to take care with this and only go ahead with the child and parents' agreement.
- Remember also that a child/young person may not, for example, understand the use of 'tongues' and it is important therefore not to do anything that may cause confusion or distress.

8.5. LANGUAGE

- Use clear uncomplicated language.
- Reflect back what the child has said to you, to show you have understood their prayer request.
- If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that".
- Keep the prayers simple and short so you can then be confident your prayers have been understood.

8.6. GIVING ADVICE

- Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed.
- Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader.
- Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

8.7. CONFIDENTIALITY

- Never promise total confidentiality.

- Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to the Co-ordinator (see Section 4).
- You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

8.8. DELIVERANCE/EXORCISM

- If you believe this kind of prayer is needed for a child or young person you should refer this to a member of the Leadership Team.
- The following also needs to be taken into consideration:
 - Parental permission and the permission of the child must always be sought before carrying out any form of deliverance.
 - Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc. A child should never be told they are demonised, possessed or oppressed by the devil, evil spirits or such like.
 - It is important not to miss problems arising from behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours.

8.9. FOLLOW UP

- If you want to follow-up ask them how they are when there are other adults nearby in case they would like more prayer in which case you can follow guidelines as above.
- If the follow-up is by phone call or home visit follow guidelines in Section 6(d).
- If you need prayer yourself tell another leader, or someone you trust, and receive appropriate ministry.

9. Activities

Everyone working with children and young people, whether on Sunday mornings or during other church activities should be aware of the relevant sections of the Health and Safety Policy.

Refer to Appendices B and C for additional information regarding off-site activities, including day and residential trips and activity consent forms.

9.1. PARENTAL CONSENT FORMS

Parents/carers of all children attending groups within the church, except Sunday mornings, should complete parental consent forms.

9.2. FIRE

Be sure that you know the escape route from the room(s) you are working in, and that the relevant doors can be opened.

9.3. FIRST AID

All premises used by children should have a properly equipped first aid kit. All workers should make themselves aware of the location of the first aid kit as detailed in the Health & Safety Policy. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents. A list of First Aiders in the church is provided at Appendix A.

9.4. INSURANCE

Always check that you are covered by insurance before doing something 'unusual' e.g. taking children out to the park or a play area.

Be careful to follow the conditions of the Church/organisation's insurance company policy to ensure there is appropriate cover against any claims. For more specific information about the Church's insurance policy you should speak to a member of the Executive Group (EG).

9.5. CRECHE

EV runs a "self serve" creche. A safe, age appropriate space is provided, but children remain under the care of their parent, guardian or carer at all times.

9.6. RATIOS

It is good practice for each group to have at least two adults and it is recommended that where possible a gender balance between workers is maintained.

(i) Children Under the Age of Eight

Good practice recommends the following ratios:

- One adult for every three children aged two years and under.
- One adult for every four children between the ages of two and three.
- One adult for every eight children between the ages of three and eight.

(ii) Children Over the Age of Eight

There is no official guidance. However, a suggested ratio is one adult to every ten children.

Following a risk assessment, this ratio would need to be increased for outdoor activities and more so if that activity is considered high risk or dangerous, or when catering for children with disabilities/special needs.

9.7. TRANSPORT

The Church is not responsible for transporting children to church activities. Parents should take their own children or make arrangements between families.

10. Adoption of this policy

10.1. The trustees of **Enfield Vineyard & Youth Centre** formally accepted this policy at the **trustees** meeting held on **4th April 2019**.

10.3 The trustees of Enfield Vineyard (1191391) formally accepted the updated policy on 22 July 2021.

APPENDIX A: Key Contacts for Advice and Emergency

<p>Child Protection Co-ordinator</p> <p>Nicky Routledge, CAP Debt Centre Manager</p> <p>07599 282715 - work 07956 061913 - out of hours.</p> <p>nicky@enfieldvineyardchurch.com</p>	<p>thirtyone:eight PO Box 133 Swanley Kent BR8 7UQ</p> <p>Tel : 0303 003 1111</p>
<p>Deputy Child Protection Co-ordinators</p> <p>Megan Mariou, Children and Families Leader</p> <p>07515 691733 meganm@enfieldvineyardchurch.com</p> <p>Beverley Knights, Growbaby Leader</p> <p>07930 683455 bev@enfieldvineyardchurch.com</p>	<p>Enfield Social Services</p> <p>Charles Babbage House 1 Orton Grove EN1 4TN</p> <p>Office hours : 020 8379 2507 Out of Office hours: 020 8379 1000 / opt 2</p>
<p>First Aider</p> <p>Nicky Routledge, CAP Debt Centre Manager</p>	<p>Health & Safety Co-ordinator</p> <p>Ben Collins, Senior Pastor ben@enfieldvineyardchurch.com</p>
<p>First Aider</p> <p>Megan Mariou, Children and Families Leader</p>	<p>First Aider</p> <p>Beverley Knights, Growbaby Leader</p>
<p>First Aider</p> <p>Jamie Parnell, Associate Pastor</p>	

APPENDIX B: Accident and Incident Form

ACCIDENT AND INCIDENT FORM

This form should be completed immediately after any accident or significant incident. The worker should discuss with the Leadership Team what follow up action is necessary.

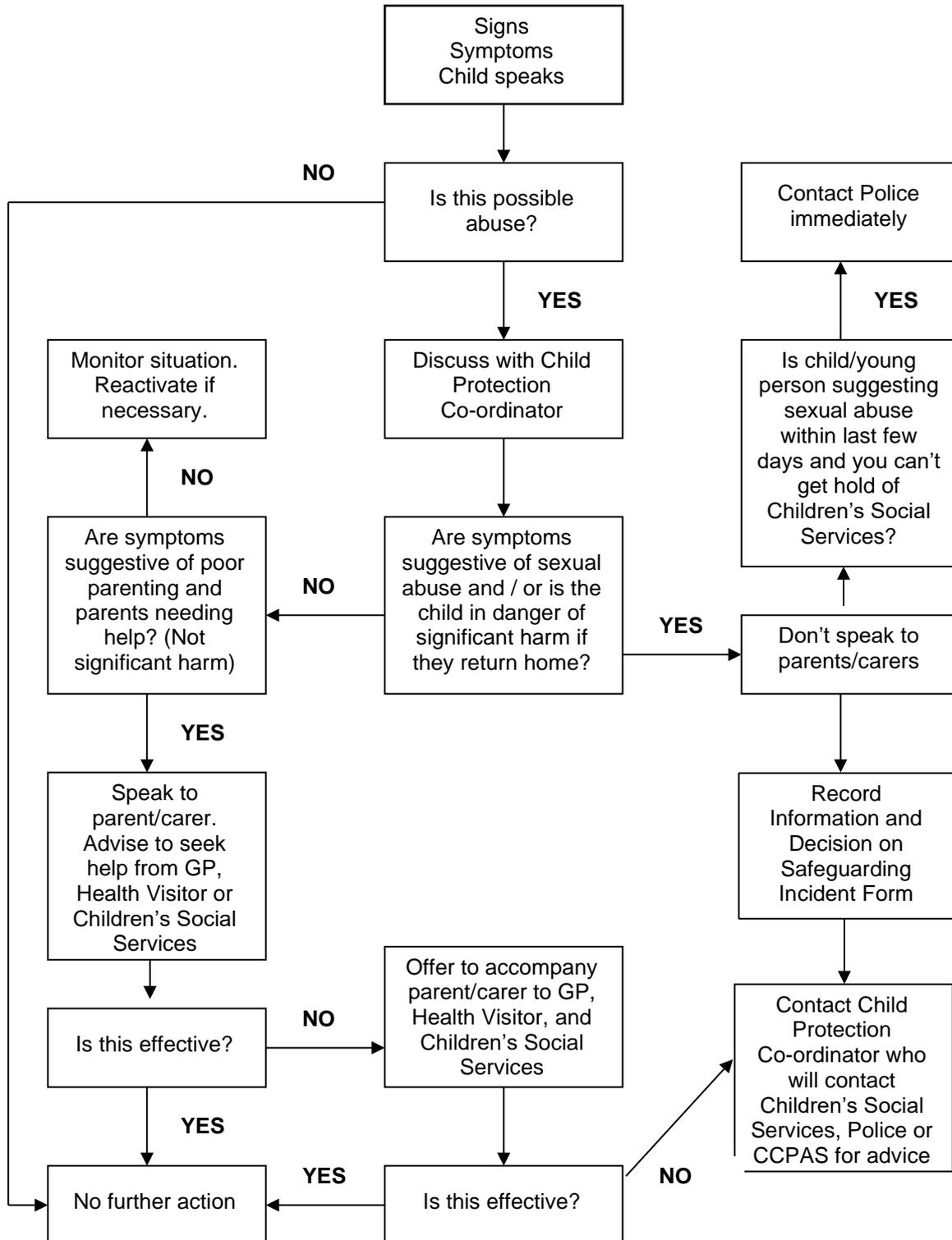
DAY, DATE & TIME OF THE INCIDENT	
DETAILS OF THOSE INVOLVED IN THE INCIDENT	
Full Name	Full Name
Address (<i>inc. postcode</i>)	Address (<i>inc. postcode</i>)
Age	Age
Full Name	Full Name
Address (<i>inc. postcode</i>)	Address (<i>inc. postcode</i>)
Age	Age
WHERE DID THE INCIDENT TAKE PLACE?	
NAME OF CHURCH/ORGANISATION	
NAME OF THE GROUP	
WHO IS NORMALLY RESPONSIBLE FOR THE GROUP?	
Full Name	
Address (<i>inc. postcode</i>)	
Contact No.	
WHO WAS RESPONSIBLE FOR THE GROUP AT THE TIME OF THE INCIDENT? (<i>if different from above</i>)	

Full Name	
Address (<i>inc. postcode</i>)	
Contact No	
WHICH OTHER WORKERS WERE SUPERVISING THE GROUP AT THE TIME OF THE INCIDENT?	
Full Name	Full Name
Address (<i>inc. postcode</i>)	Address (<i>inc. postcode</i>)
Age	Age
Full Name	Full Name
Address (<i>inc. postcode</i>)	Address (<i>inc. postcode</i>)
Age	Age
WHO WITNESSED THE INCIDENT? (<i>normally only two witnesses would be needed</i>)	
Full Name	Full Name
Address (<i>inc. postcode</i>)	Address (<i>inc. postcode</i>)
Age (<i>if under 16</i>)	Age (<i>if under 16</i>)
DESCRIBE THE INCIDENT (<i>include injuries received and any first aid or medical treatment given</i>)	
HAVE YOU RETAINED ANY DEFECTIVE EQUIPMENT?	
Yes No None involved	
If the answer to the above is yes, where is it being kept and by whom?	
WHAT ACTION HAVE YOU TAKEN TO PREVENT RECURRENCE OF THE INCIDENT?	

Yes	No	Is the site or premises still safe for your group to use?
Yes	No	Is the equipment still safe for your group to use?
Who else do you need to inform?		
Yes	No	Have they been informed?
If so, when and by whom?		
Signature of person in charge of group at time of accident/incident		
Signed		Date
Print name		
Form seen by Leadership Team		
Signed		Date
Print Name		

ENSURE THIS FORM IS SIGNED BY A MEMBER OF THE LT AND A COPY GIVEN TO THE ADMINISTRATOR FOR FILING IN THE OFFICE

APPENDIX C : Flowchart for Dealing with Suspected or Disclosed Abuse



APPENDIX D: Safeguarding Incident Record Form

This Form is for recording an incident. Should you require immediate advise or support then contact the Police or Enfield Social Services, details in **Appendix A**.

Name (Child)	
Date of Birth	
Gender	
Ethnicity (Not mandatory)	
School Name	
School Address	
Contextual Information: Is there anything that you have observed that might assist in understanding the concerns?	
What action, if any, has been taken internally?	
Have the parents/ carers been informed?	Y / N
Has the young person given consent for you to share the information?	Y / N
If they have not consented, state why a decision has been taken to override this.	
Which external agencies (if any) have been informed?	
If a referral has been made to Children's Social Care, has a copy of this report been sent within 24 hours?	Y / N
Has the incident been recorded and the report stored safely?	Y / N
Name (Reporter)	
Date	