



COMMUNITY CHURCH
Safeguarding policy for children, youth and vulnerable adults.

Version Log				
Version	Date	Author/Amendment By	Amendment Audit	Next Review Date
1.10	Revised July 2023	Katie Bassett	New document incorporating feedback from: Leadership team Safeguarding Team	May 2026
1.20	21.09.25	Phil Baldock	Ad-hoc amendments: - Correct specific names and details in Organisation details section. - Update summary of activities	May 2026

The Rock Community Church,
King's Centre, New Road, St Sampson, Guernsey,
GY2 4QE
Tel: 01481 242282; email: office@rock.gg
Website: www.rock.gg

Introduction

Safeguarding is everyone's responsibility

Safeguarding in this context means the action the Church takes to promote a safer culture. As an organisation that works with children, young people and adults in need of care and support; we recognise our responsibility to ensure that they are properly cared for and protected.

The purpose of this policy is to set out how we will work with these vulnerable groups safely and how we will respond to any allegations or concerns about abuse should they arise.

This policy has been created in alignment to the principles stated in the New Ground Churches Safeguarding Policy; Guernsey Committee *for* Health & Social Care (HSC) guidelines on safeguarding; the UK Care Act 2014 and the Children Law 2008 Guernsey & Alderney.

CONTENTS

Page 4	Organisation details
Page 5	Main Activities
Page 6	Overall Safeguarding Aims
Page 8	Prevention
Page 9	Safer recruitment
Page 11	General Guidelines
Page 14	Responding to and reporting allegations of abuse
Page 17	Pastoral care Supporting those affected by abuse Working with offenders and those who may pose a risk
Page 18	Adoption of the policy
Page 19	Appendix 1 Signs and symptoms of possible abuse in children
Page 21	Appendix 2 Indicators of abuse and self-neglect for adults
Page 23	Appendix 3 General Guidance for: Transporting Children and Young People Praying for Children and Young People Keeping Records If an incident occurs First Aid Procedures Fire Alarm Procedures
Page 26	Appendix 4 Good Practice Guidelines for Working with Children Physical contact Youth work and the internet Permissions and consent
Page 28	Appendix 5 How to handle a disclosure
Page 29	References Further Information

ORGANISATION DETAILS

The Rock Community Church

King's Centre, New Road, St Sampson, Guernsey, GY2 4QE

Tel No: 01481 242282

Email Address: office@rock.gg

Website: www.rock.gg

The Rock Community Church is part of the New Ground family of churches (part of New Frontiers). www.newgroundchurches.org

The Rock Community Church is a Guernsey registered charity. We operate as a company limited by guarantee (LBG) with registration details below:

Rock Community Church LBG

Registration number: CMP71960

The Rock Community Church has public and employers liability insurance provided by:

Ansvar Insurance, a business division of Ecclesiastical Insurance Office plc. Policy number CHP 2062263.

Team Coordinator: Phil Baldock.

Leadership Team: Rosy Corbin, Phil Baldock, Jesufemi Ayoola, Toyosi Ayoola, David Roussel, Chloe Roussel.

Safeguarding Coordinator: Katie Bassett.

Deputy Safeguarding Coordinators: Brenda Munro, Chris Munro

Premises: King's Centre, New Road, St Sampson was previously a Methodist Chapel, it has undergone much work since purchased. There is good access for people with limited mobility at ground level, including the main meeting area and toilet facilities, but access to the first floor is by stairs only.

MAIN ACTIVITIES – The following is a brief description of the type of activities we undertake with children and adults.

Sunday meetings provide an opportunity to meet with God, to meet with God's people, and to be inspired and equipped to live out the mission God has given us. Visitors and newcomers are welcome at every meeting and we try to ensure that the content is relevant and accessible to both established followers of Jesus and others who may be exploring. Other activities include; Life Groups (small groups meeting in homes and other locations), courses, prayer ministry and a number of outreach projects intended to serve the surrounding communities. **Regular activities provided specifically for children and adults in need of care and support, or where they are particularly likely to be present, operate to written guidelines that have been agreed with our Safeguarding Team.**

These activities include (but are not limited to):-

Crèche – No supervised creche is provided on a Sunday. For all children ages 0-2 we require parents/carers to remain responsible and in charge of their child(ren) for the entirety of the Sunday morning.

RockKids – Alongside our main Sunday meetings, a team of enthusiastic children's workers provide engaging teaching activities for children aged 2-11. Parents/carers are encouraged to leave their children in the care of our team but are required to remain on the premises at all times.

RockYouth – Activities are arranged for those aged 11-18 by the Rock Youth team on some Sunday mornings and also on Tuesday evenings. Some young people attend independently of their parents/carers and all young people are left in the custody of the youth team during these activities.

RockTots – This is a popular parent/carer, toddler and baby group operating at The Rock Community Church on Thursday morning. Parents/carers must remain with their children throughout these activities.

One off events – from time to time we run one off family events for parents/carers and children to attend together.

OVERALL SAFEGUARDING AIMS.

Our commitment

As the church leadership team we recognise the need to provide a safe and caring environment for children, young people and adults with additional care and support needs.

An adult with additional care and support needs (vulnerable adult) is hereafter defined as the following, according to the Care Act 2014 (1) statutory guidance: 'Any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.'

Care and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent including older people, people with a disability [cognitive/physical] or long-term illness, people with mental health problems, and carers.

The church leadership is committed to promote the welfare of children, young people and adults by:

- Working to prevent abuse from occurring.
- Seeking to protect those who are at risk of being abused and respond well to those who have been abused.
- Take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The church leadership recognises the guidance of the Children Law 2008 Guernsey & Alderney. (2)

To fulfill this objective the Church leadership is committed to:

- a) provide a safe and comfortable environment where a child and adults physical, emotional and spiritual well-being is fostered and protected.
- b) listen to, relate effectively to and value children, young people and vulnerable adults.

- c) encourage and support parents and guardians.
- d) ensure that children's/youth workers and workers supporting vulnerable adults are given support and training.
- e) support the Safeguarding team in their work and in any action they may need to take in order to protect children and adults with additional care and support needs
- f) create procedures designed to ensure staff and volunteers can raise concerns about wrongdoings without fear of victimisation.

The policy sets out agreed objectives relating to the following areas:

- a) Prevention, which includes education of all within the church as to understanding what abuse is
- b) appointing children's and youth workers
- c) general guidelines
- d) responding to and reporting allegations of abuse.

A) PREVENTION.

The UN Universal Declaration of Human Rights Article 5 states:

“No one shall be subjected to torture or to cruel, inhuman or degrading treatment or Punishment.”

As a church organisation we have a responsibility to respect and promote human rights.

To do this we need to understand what abuse is.

Understanding abuse

Abuse and neglect can take many different forms. Both children (hereafter a child is anyone under the age of 18) and adults can experience abuse;

Children can experience:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Medical neglect/abuse

Adults can experience:

- Physical abuse
- Domestic violence
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse

(See appendix 1 for more detail as to what constitutes abuse)

B) SAFER RECRUITMENT.

The leadership team will ensure that all volunteers are appointed, trained, supported and supervised appropriately. This will include ensuring that each potential volunteer will have an initial meeting with the group leader, who will explain the expectations of being a team member and that the below process is followed:

- There is a written job description / person specification for the post (if appropriate).
- An application form needs to be completed.
- Those short listed have been interviewed.
- Safeguarding has been discussed at the interview or application stage.
- Written references have been obtained and followed up where appropriate.
- Qualifications where relevant have been verified.
- An Enhanced DBS form has been completed, checked by a verifier (Liz Grantham) and submitted to the Guernsey Vetting Bureau – Note: before receipt of the completed DBS check the volunteer will not be counted in the adult/child ratio and must not be unsupervised.
- Suitable training is provided for volunteers
- The applicant has completed a probationary period
- The volunteer is given a summary of our safeguarding policy and knows how to report concerns
- Attempts will be made to obtain a good conduct certificate from any applicants working for the organisation, either paid or unpaid, who have come from abroad. This will be obtained from the police, or other agency or institution where the person has been involved. Guidance from the 'Safe and Secure' manual, provided by Thirtyone:eight, will be followed. (4)
- Should the church run any projects or activities which involve children or young people staying with a host family, any occupants of the household will need to be subject to a DBS check.

Safeguarding training.

Each volunteer will complete the appropriate Safeguarding Course within 6 months of volunteering and will undertake recognised safeguarding training on a regular basis, developing an awareness of safeguarding issues to help protect everyone.

Volunteer leaders will undertake a level 1 and level 2 safeguarding course specific to the area of ministry they are involved in.

Volunteer helpers will undertake a minimum of a level 1 safeguarding course specific to the area of ministry they are involved in.

C) GENERAL GUIDELINES.

All those who work with children/young people and vulnerable adults should work, and be seen to work, in an open and transparent way and should continually monitor and review their practice. They are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Safe ratios and gender representation

There should always be a minimum of two adult leaders at every session, ideally one male and one female.

Activities that include more than one church

Activities organised by individual churches will operate under the provisions of their own Safeguarding Policy. However, where The Rock organises activities which include volunteers from other churches, these workers/volunteers will be subject to this policy. Additionally, references and DBS checks will be required, and need to be provided from the church or organisation from which each individual worker/volunteer comes from.

Guidelines for Youth and Children's Workers

The church leadership team undertake to follow the principles found within the Guidance for Preventing Abuse of Trust issued by the UK Home Office.

An abuse of trust can occur in relationships which are unequal, namely between a leader and young person. A young person is defined as any persons between the ages of 16-18.

"It is important for all those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship"¹⁴.

Therefore, it is unacceptable for any worker or volunteer to enter a romantic and/or sexual relationship with a young person. This applies to all, irrespective of sexual

orientation. While those over the age of 16 can legally consent to sexual activity the power imbalance between a leader and a young person makes it an abuse of trust. If this circumstance should occur the leader will be expected to either cease the relationship of trust or the romantic and/or sexual relationship with the young person.

To ensure the safety of children, young people and vulnerable adults, and to protect those working with them and the Church from allegation or suspicion, workers must:

1. Treat all children/young people/vulnerable adults with dignity and respect in attitude, language and actions.
2. Respect the privacy of children/young people/vulnerable adults, avoiding questionable activity or comments.
3. Ensure that the level of personal care (e.g. assistance to use the toilet) is age appropriate – accepting that some children/young people may have special needs. Consult a group leader before providing personal care to any child.
4. Avoid being alone with a child/young person/vulnerable adult. Make sure that you can be seen by others at all times. (NB This “golden rule” also applies to social media and all other forms of digital communication – keep everything in the open!).
5. Where confidentiality is important (e.g. talking or praying with a child/young person/vulnerable adult) make sure you are still visible to others. It may be advisable to ask a third person, preferably the same sex as the child/young person/vulnerable adult, to join you.
6. Ensure that arrangements for transporting children/young people are with the knowledge of a team leader and have parental approval. Avoid being alone in a vehicle with a child/young person/vulnerable adult.
7. If you invite a child or young person to your home, ensure that it is with the knowledge of the team leader and has parental approval.

8. Keep to the following guidelines on touching:

- Keep everything in public. A hug in the context of a group is very different to a hug behind closed doors.
- Touch should be related to the child/young person/vulnerable adult's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child/young person/vulnerable adult rather than the worker.
- Avoid any physical activity that is, or may be construed as sexually stimulating or provocative by the child /young person/vulnerable adult.
- Children/young people/vulnerable adults are entitled to determine the degree of physical contact with others except in exceptional circumstances i.e. when they need medical attention.

9. Never physically restrain a child/young person unless it is to protect them, yourself or others nearby, from immediate risk of harm. Any such restraint must be minimal and reported to the group leader as soon as possible.

10. Never use physical punishment.

D) RESPONDING TO AND REPORTING ALLEGATIONS OF ABUSE.

If a child, young person or vulnerable adult is in immediate danger call 999/112 and ask for the police – in other cases the following process should be followed)

See appendix 1 for more detail as to what constitutes abuse.

If any sort of abuse is alleged by a child/young person/vulnerable adult or suspected by a worker:-

- Listen and keep listening
- Don't ask questions
- Don't promise confidentiality
- Accept what you hear without passing judgement
- Tell the child/young person/vulnerable adult what you are going to do.
- Make notes as soon as possible afterwards – note the circumstances, what was said by them and you. Include date and time when the child spoke to you.
- Sign your note followed by the date and time that the note was made. Keep the note safe.
- Under no circumstances should a team member carry out their own investigation into an allegation or suspicion of abuse.
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible by completing an Initial Concern Form and submitting to **The Rock Community Church office or directly to the Safeguarding Coordinator or Deputy. The Safeguarding Coordinator or Deputy will then be responsible for any further action.**

<u>Safeguarding Coordinator</u>	<u>Deputy Safeguarding Coordinator</u>
Katie Bassett	Brenda Munro or Chris Munro
Email: safeguarding@rock.gg	Tel: 01481 242282

The Safeguarding Coordinator is nominated by the leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse.

The role of the Safeguarding Coordinator/Deputies is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the relevant agencies.

Step 1) They will document the disclosure and information gathered which will be retained by The Rock Community Church.

Step 2) For children/youth the Safeguarding Coordinator/Deputy will call the Children's Social Work team on **01481 223182**.

Out of office hours, contact the Emergency Duty Team on **01481 222222**

Safeguarding coordinator/Deputy to complete a MASH (Multiagency Support Hub) enquiry form online via the gov.gg website.

https://eforms.gov.gg/forms/showForm.asp?nc=F11V&fm_fid=75

Step 2) For vulnerable adults the Safeguarding Coordinator/Deputy will call the Adult Safeguarding Unit as soon as possible on **01481 226923**. **Safeguarding coordinator/Deputy to raise the safeguarding alert by using the 'Raising a Concern' form from gov.gg.** The form can also be e-mailed to **PerruqueHouseAdmin@gov.gg** with 'Safeguarding adults concern' as the subject.

If the suspicion or allegation is against the Safeguarding Coordinator or a Deputy Coordinator then the completed form should be forwarded to:-

Rosy Corbin via the church office Tel: 01481 242282

Step 3) Follow up

Where a volunteer or worker are implicated, they will immediately relinquish responsibility for any part of this process and will be suspended from their duties pending completion of any investigation. It must be stressed that this is for the protection of all parties, including the team member, and is not a presumption of guilt.

The Safeguarding Coordinator/Deputy will refer this to the appropriate authorities when needed and make a referral to the DBS if needed.

The Safeguarding Coordinator/Deputy may need to inform in relation to a child/ young adult the duty social work team or in relation to a vulnerable adult the Adult Safeguarding Unit depending on the circumstances and/or nature of the concern.

PASTORAL CARE.

Supporting those affected by abuse

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

In the first instance individuals are encouraged to engage with primary avenues of care and support provided by the church, such as regular attendance at our main Sunday Meetings and joining a small group.

Working with offenders and those who may pose a risk

When someone attending The Rock Community Church is under investigation or is known to pose a risk to children/young people/vulnerable adults, a person from the Leadership team will supervise the individual concerned at all times whilst attending the church and offer pastoral care.

The church will not permit a known sex offender to have contact with children/young people/vulnerable adults at an event or meeting for which it is responsible. All known offenders attending the church will be personally supervised by a person within the leadership team.

Adoption of the policy

This policy has been agreed by the leadership and will be reviewed triennially:

Signed by:

Position:

Signed by:

Position:

Date:

All of the Children's and Youth work is under the responsibility of The Rock Community Church.

Address: The Rock Community Church, King's Centre, New Road, St Sampson, Guernsey GY2 4QE

Telephone: 01481 242282

E-mail: office@rock.gg

Website: www.rock.gg

Leaders of the Church: Members of the Leadership Team

Team Coordinator: Phil Baldock

Administrator: Liz Grantham

APPENDIX 1

Signs and symptoms of possible abuse in children

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies.
- Bites, burns, fractures etc which do not have an accidental explanation.
- Cuts/scratches.
- Substance abuse.

Sexual

- Any allegations made concerning sexual abuse.
- 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 e.g. anorexia, bulimia.

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- 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.

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food.
- Untreated illnesses, inadequate care, etc.

APPENDIX 2

Indicators of abuse and self-neglect for adults,

Physical abuse

- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps.
- No explanation for injuries or inconsistency within the account of what happened.
- Frequent injuries.
- Subdued or changed behaviour in the presence of a particular person.

Domestic Violence

- Physical evidence of violence such as bruising, cuts, broken bones.
- Verbal abuse and humiliation in front of others.
- Fear of outside intervention.
- Isolation – not seeing friends and family.

Sexual Abuse

- Bleeding, pain or itching in the genital area.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships.

Psychological or emotional abuse

- Withdrawal or change in the psychological state of the person.
- Insomnia.
- Low self-esteem.
- Uncooperative and aggressive behaviour.
- A change of appetite, weight loss/gain.
- Signs of distress: tearfulness, anger.

Financial or material abuse

- Missing personal possessions.
- The person allocated to manage financial affairs is evasive or uncooperative.

Modern slavery

- Always wearing the same clothes.
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers.
- Fear of law enforcers.
- Signs of physical or emotional abuse.
- Appearing to be malnourished, unkempt or withdrawn.

Discriminatory abuse

- The person appears withdrawn and isolated. Expressions of anger, frustration, fear or anxiety.

Organisational or institutional abuse

- Public discussion of personal matters.
- Unnecessary exposure during bathing or using the toilet.
- Absence of individual care plans.
- Lack of management overview and support.

Neglect including self-neglect

- Very poor personal hygiene.
- Unkempt appearance.
- Malnutrition and/or dehydration.
- Non-compliance with health or care services.
- Inability or unwillingness to take medication or treat illness or injury.

APPENDIX 3

GENERAL GUIDANCE FOR:

Transporting Children, Young People and Vulnerable adults.

- Medical consent forms must be used for **all** trips (for children and youth).
- Unless previously arranged with a parent/guardian, **never agree** to take a young person home without contacting the parent/guardian first.
- **Never take** someone of the opposite sex in your vehicle alone.
- If you've arranged to take a male and a female back to their houses, then **ensure you** drop off the person of the opposite sex first.
- **Always** go direct to their house.
- When dropping off the child, **ensure you wait** until they enter their house before driving off.

Praying with Children, Young People and Vulnerable Adults needing care and support.

- **Never** pray on your own with someone of the opposite sex.
- If placing hands on the young person/vulnerable adult whilst praying, **ensure you** only place your hands on an area not leaving you open to being accused.
- **Try and ensure** you have another team member praying with you.

Keeping Records

- If you experience any problems regarding dealing with a child or young person or vulnerable adult, then speak to the person leading the group.
- **Never** walk away thinking that everything will be okay.
- If you're involved in any negative situation, then write down exactly what happened.
- Never write down how you personally felt, (i.e. felt like hitting the young person back, etc.), write it as a story stating the events that happened and facts of the situation this information will be kept on a permanent record.

If an incident occurs

- Depending on the seriousness of the incident, the team member or the young person/people/vulnerable adult may be asked **not to attend** the group until the incident has been fully investigated and resolved.
- All incidents are to be reported on the Initial concern form available from the office or the rock.gg website safeguarding page. Contact the Safeguarding Coordinator who will be kept informed and may refer to the leaders of the Church when necessary.
- The Rock Community Church will provide support to you during any investigation.
- Don't worry! Although this policy sounds very exhaustive, the policy is here to protect not just the children, young people and vulnerable adults in our care, but to provide clear instructions and protection for church workers/volunteers as well.
- If in any doubt, speak to the person leading the activity.

First Aid Procedures

- In the event of an injury occurring only qualified first aiders or the child's parent/guardian may administer treatment.
- The appointed first aider must fill out the details of any injury and treatment in the accident book that is located in the first aid box. The parent/guardian should read and sign the book.
- The parent/guardian should be sent for if the child or young person is distressed or if the group leader thinks that the injury requires their immediate attention.
- If an accident of a more serious nature occurs i.e. such as would require a child to be taken to hospital then, as well as following the above procedures, a member of the Leadership Team or the Team Coordinator should be informed immediately.
- In all cases group leaders should be sensitive to the other children in the group and keep their involvement to a minimum except for prayer.

Fire Alarm Procedures.

Actions in the event of the Fire Alarm being sounded or an alarm being raised

- Assemble and account for all the children in your care to ensure that none are left in the building – check toilets etc.
- Leave the building **immediately** taking registers with you.
- Usher the children out in an orderly manner through the nearest available fire exist, which will be clearly marked, one leader at the front and one leader at the rear.
- Walk, **do not run**.
- The assembly point is located in the car park at the rear of the “London House”.
- Check your register, if anyone is missing inform the team leader immediately but do not re-enter the building yourself.
- Only release children from your care to their parents. Ensure you know who has been collected.

APPENDIX 4

Good practice guidelines for working with children.

Physical contact.

A no touch approach for adults who work with children is often impractical. Every child is different and every situation is unique therefore adult leaders should maintain self-awareness of the dynamic of each situation and judge what is appropriate based on the needs of the individual child. Any such contact will need to be age and gender appropriate and of limited duration. Where a child seeks out or initiates physical contact with an adult leader, the situation should be handled with sensitivity and must never be exploited. Physical contact should never be secretive or for the gratification of the adult.

For example, with nappy changing and toileting for young children, parents or guardians should always be asked to change nappies. Children should be taken in groups for toilet trips and privacy maintained at all times. If help is needed with toileting, it should always be at the request of the child.

Physical restraint should, where possible be avoided. If an individual is being disruptive it is important to first, ask them to stop the disruptive and/or dangerous behaviour and use a warning that if they do not, they may be asked to leave the area. If harmful behaviour continues the individual should be escorted away. Two workers should be present and should request the individual cease the behaviour. Physical restraint is a last resort. The scale of any such intervention must be proportionate to the behaviour and the nature of the harm they may cause. The minimum necessary force should be used. Where physical restraint is used the workers involved should write an incident report and parents must be notified. If one worker uses restraint which another feels was not proportionate and/or appropriate, then a discussion should be had between them and the Safeguarding Coordinator.

Youth work and the internet

When the youth/children's group uses the internet as part of their work, there should be a policy and clear guidelines on how it is to be used and there should always be adult supervision. The Codes of Practice have clear guidelines on the use of texting or social media. **No youth helper has any reason to contact under 18s outside of the planned meetings.** The youth team may need to do so, but should follow guidance given by thirtyone:eight, and only with the knowledge and permission of parents.

Permissions and consent.

Up to date relevant information (including any additional or medical needs or allergies), and obtaining consent is a vital part of safeguarding children and young people.

A register of up-to-date information and contact details must be kept for the children/young people you work with. It is also recommended that up-to-date information and contact details of the staff is also kept. All must be stored safely. It is good practice to keep an incident/accident book where incidents or accidents can be recorded for future reference if required.

For any activities away from the normal meeting place; ensure that parents/guardians know where the group is going, and that they have signed and returned the relevant consent form. Also that a risk assessment has been completed and any advice followed.

Consent will also need to be obtained if leaders are going to take photographs or videos of children/young people, especially if they are for public viewing. These images should be deleted from any private digital storage device.

Appendix 5

How to handle a disclosure.

- **Do** reassure the young person that you believe them.

- **Do** reassure the young person that they were right to tell you.
- **Do** make clear and concise records of what was said to you and when.
- **Do** inform the young person what you are going to do next.
- **Do** speak immediately to the Safeguarding Coordinator and the leader of the group leading the activity.
- **Do not** ask leading questions such as “was it your mother or father?”
- **Do not** promise to keep it secret but explain you will need to tell the safeguarding team or the church leader
- **Do not** ask investigating questions such as Why? Where? When? or What?

REFERENCES.

1. The Care Act 2014 <http://www.legislation.gov.uk/>
2. Children Law 2008 Guernsey & Alderney. [Children Law - Child Protection Guidelines \(iscp.gg\)](http://www.iscp.gg)
3. [The Baptist Union of Great Britain : Abuse of Trust](http://www.baptistunion.org.uk)
4. [Thirtyone:eight home page \(thirtyoneeight.org\)](http://www.thirtyoneeight.org)

FUTHER INFORMATION

www.iscp.gg
www.safer.gg