

Word Alive Safeguarding Policy

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Introduction

Word Alive is an independent charity and therefore operates under requirements issued by the Charity Commission, Disclosure and Barring Service and other UK legislation. Word Alive is absolutely committed to safeguarding. Word Alive trustees have implemented policies based on guidance from the Charity Commission for England¹ and Wales and in their Strategy for Dealing With Safeguarding Vulnerable Groups Including Children Issues in Charities. Word Alive trustees acknowledge their responsibility as stated in this strategy paper that:

‘Trustees of charities which work with vulnerable groups and children have a duty of care to their charity which will include taking the necessary steps to safeguard and take responsibility for those children and adult at risks. They must always act in their best interests and ensure they take all reasonable steps to prevent any harm to them.’²

The trustees ensure that all who use services provided by Word Alive are kept safe by:

- Specifying appropriate policies;
- Implementing procedures;
- Monitoring activity to ensure policies and procedures are followed;
- Holding the director to account for the running of the activities of the charity;
- Allocating sufficient resources to safeguarding activity; and
- Maintaining a culture at the annual event which promotes excellence in safeguarding.

Defining Safeguarding

Safeguarding is the action that is taken to protect the health, wellbeing and human rights of children, young people, and adult at risks; allowing them to live free from harm, abuse, and neglect. The safeguarding of children, young people and adults at risk is a collective responsibility.

Child

The definitions Word Alive works to is that the term ‘child’ refers to anyone up to the age of 18 years.

¹ Safeguarding Duties For Charity Trustees, <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>, (Charity Commission of England and Wales, March 2019)

² Strategy for Dealing With Safeguarding Vulnerable Groups Including Children Issues in Charities, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/406885/Safeguarding_strategy.pdf, (The Charity Commission for England and Wales, Accessed Feb 2022), p5.

Safeguarding a child is defined in Working Together to Safeguard Children 2018³ as:

- Protecting children from maltreatment;
- Preventing impairment of children's health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Adult at Risk

A adult at risk is someone aged 18 or above who may need community care services for reasons like mental health issues, disability, age, or illness. They may not be able to take care of themselves or protect themselves from harm or exploitation.

Safeguarding a adult at risk means making sure their lives are free from neglect and abuse, encouraging or helping them make decisions about their own lives and care, and creating a risk-free environment.

Word Alive is committed to the highest standards of care for children, youth, and adult at risks.

Policy

This policy applies to all staff, the Board of Trustees, volunteers, or anyone working on behalf of Word Alive. The purpose of this policy is:

- To protect children and adult at risks who receive Word Alive' services.
- To provide our staff and volunteer team leaders and team members with the overarching principles that guide our approach to safeguarding and child protection.

Trustees have a responsibility to promote the welfare of all children, young people, and adult at risks to keep them safe. They are committed to ensure that this responsibility is fulfilled. The trustees recognise that every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a

³ Working Together to Safeguard Children, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf, (UK Government, Accessed Feb 2022), p6.

duty to value all people as bearing the image of God and therefore to protect them from harm.

Word Alive seeks to keep children, young people, and adult at risks safe by:

- Valuing them, listening to them, and respecting them.
- Appointing:
 - A Safeguarding Officer and Deputy Safeguarding Officer for the Word Alive Event.
 - A Word Alive trustee with designated safeguarding responsibility.
- Adopting child and adult at risk safeguarding practices through procedures and guidance for staff and volunteer team members.
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely and sharing information about safeguarding and good practice with children, their families, staff, and volunteer team members.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, adult at risks, parents, families, and carers appropriately.
- Using our procedures to manage any allegation against staff and volunteers team members appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, adults, staff, and volunteer team members, by applying health and safety measures in accordance with the law and regulatory guidance.

Types of Abuse and Prevention of Abuse at Word Alive

Everyone has a responsibility to identify and prevent abuse. Abuse may be found in many forms, physical, sexual, mental, financial, emotional or discriminatory, and more than one type of abuse may be present in any incident.

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

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

Abuse type	Definition	Prevention	Possible signs/indicators of abuse
Physical	Where actual or attempted physical harm is done to a child or adult at risk, or knowingly not prevented from being done.	<p>The level of physical contact must be appropriate to the needs and age of the Word Alive Event attendees. As far as possible everything needs to be done in public.</p> <p>Touch should generally be initiated by the Word Alive Event attendees and not the Word Alive team member or staff member. Team members and staff may use reasonable force to restrain a Word Alive Event attendee, either to protect them from themselves or to protect other Word Alive Event attendees from harm.</p> <p>Play fighting between team members/staff and Word Alive Event attendees should be avoided.</p>	Injuries that are unexplained, unusual or untreated.
Sexual	Involves forcing or enticing a child or adult at risk to take part in sexual activities, whether or not the child/adult at risk is aware of what is	The Bible is clear that all leaders work within a relationship of trust. All should strive to give true dignity and respect to	Excessive, inappropriate preoccupation with sexual matters or detailed knowledge of adult sexual behaviour, evident in words, play or drawings.

	<p>happening, has initiated the act or given consent. The activities may involve physical contact, non-penetrative acts and may also include non-contact activities, such as looking at, or in the production of sexual images, or sexualised messaging, or grooming a child.</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p> <p>Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate, or deceive a child under the age of 18 into sexual activity (as defined above)</p>	<p>Word Alive Event attendees, protecting them from any forms of sexual embarrassment. Great care should be taken to safeguard the privacy of Word Alive Event attendees.</p> <p>Avoidance of sexual embarrassment should include the avoidance of innuendo and include wearing modest clothing. Sexualised behaviour which can be misconstrued should be avoided. Such behaviour is unhelpful for children and may place team members/staff at risk.</p> <p>Any sexual act (as defined) is deemed to be abusive and must be avoided. Any allegation of abusive behaviour will result in suspension during the investigation. If the allegation is proven true the Word Alive team member or staff member will be removed from the site.</p>	<p>Being sexually provocative with adults.</p>
<p>Emotional</p>	<p>Where emotional ill treatment of a child may have an adverse effect on the child's emotional development. Ill treatment may involve threats, conveying to a child/adult at risk they are worthless, unloved, inadequate, or only valued if they meet the needs of another person. It may include silencing or 'making fun' of a child or adult at risk. It may involve bullying (including cyber bullying).</p>	<p>Team members and staff should value all Word Alive Event attendees as God values life. All should strive to give true dignity and respect to Word Alive Event attendees. Care should be given to the language and tone in which Word Alive Event attendees are spoken to and all should be given an opportunity to be listened to. Team members/staff should take care to show value to all Word Alive Event attendees and encourage respectful interactions between Word Alive Event attendees.</p>	<p>Changes or regression in mood or behaviour, especially withdrawal, depression, aggression or extreme anxiety. Obsessions or phobias, sudden under achievement, or attention seeking. Various forms of abuse or self-harm can be present in someone who has been bullied.</p>

		Team members/staff should be alert to signs of bullying and act to stop this.	
Neglect	Where there is persistent failure to meet a child or adult at risk's basic physical and/or psychological needs, or to protect them from any form of harm or danger, likely to result in the serious impairment of the child or adult at risk's health or development.	<p>The physical and mental welfare of all those at Word Alive event should always be a matter of the greatest priority for team members and staff. For this reason, children and adult at risks should be safeguarded at all times to ensure they are safe and secure.</p> <p>Appropriate Risk Assessments should be undertaken, where a risk is observed this must be immediately acted upon.</p> <p>The individual needs of each Word Alive Event attendees must be considered and met e.g..physical disability.</p>	When a child or adult at risk is not able to fulfil that which would be expected of their age or development stage, or there is maladaptation – socially, physically, and emotionally. Possibly evident absence in basic care of the child/adult at risk and they may look malnourished or unkempt.
Financial	This includes the theft or mishandling of a person's finances, borrowing from Word Alive Event attendees, and any pressure with regard to wills or financial transactions, or misappropriation of a person's benefits or possessions.	<p>No team or staff member should agree to look after money for a Word Alive Event attendees. They should avoid making any suggestions on how their money should be spent which may be guided by selfish intentions.</p> <p>Team members/staff should not lend money to Word Alive Event attendees nor should they borrow money from them.</p>	<p>A reluctance to spend money. An expression of anxiety related to finances.</p> <p>If a child has no access to their own money. If a child is threatened with punishment for spending their own money.</p>
Discrimination	Discrimination is any form of racist, sexist or ageist verbal abuse or verbal abuse with regards to a Word Alive Event attendees sexual orientation or physical disability. It also includes withholding of any reasonable service to any Word Alive Event attendees because of	Word Alive recognises the need for each Word Alive Event attendee to be treated as an individual. The need to realistically take into account the specific needs of a person, including any factors that may make an activity unsafe for them. It will never be the case that all those at an event	Withdrawal, isolation and anxiety are all potential signs of discriminatory abuse. Concerns relating to lack of freedom or choice may also be signs of discriminatory abuse.

	their race, sex, age, sexual orientation or disability.	can be treated in exactly the same way, but an effort should be made as far as is reasonable practicable.	
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Safeguarding Team and Contact Details	
Email for all confidential records: safeguarding@wordaliveevent.org	
Safeguarding Officer: Melanie Lacy	07813988172
Deputy Safeguarding Officer: Nigel Beynon	07854681762
Safeguarding Trustee: Dave Gobbett	07904239517
Thirtyone:eight ⁴	0303 003 11 11

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

Safer Recruitment

Team Recruitment

Word Alive is responsible for ensuring that all team leaders and team members working with children and adult at risks have gone through appropriate vetting procedures to ensure that they are suitable to work with and have unsupervised access to children and adult at risks.

When considering people to fulfil all these roles, Word Alive looks for qualifications, skills, and experience relevant to the age group the individual will be serving in. In addition, as a Christian organisation we are also looking for Christian faith, experience and maturity and for those that have sympathy with the aims and objectives of Word Alive.

⁴ Thirtyone:eight are an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. Their vision is a world where every child and adult can feel, and be, safe, and to achieve this vision we work together with a network of thousands of organisations across the UK helping them to create safer places. <https://thirtyoneeight.org/>

Team Leaders

Word Alive appoints team leaders who are responsible for the running of the Under 4s, 4-5, 6-7s, 8-11s, 11-14s, 15-18's and Count Everyone In programmes. They are expected to be experienced leaders in their appointed ministry area. Team Leaders must complete an application process; they are asked to give details of their skills and experience of working with children and young people in a Christian setting. They must also disclose any history of criminal offenses.

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

- There is a written job description / person specification for the post
- Safeguarding has been discussed with each new Team Leader
- Written references will be obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Team Members

Team Leaders are also responsible for selecting team members from applications received, vetted, and processed at the Word Alive Office. Once all parts of the application process have been completed these online applications are forwarded onto team leaders for their approval and selection.

All children/youth/CEI team members must complete an application process, they are asked to give details of their skills and experience of working with children and young people or adult at risks in a Christian setting. They must also disclose any history of criminal offenses.

New applicants who have not served in any capacity with Word Alive before are also required to supply 2 independent written references. These referees are asked to comment

on the applicant's suitability to carry out the intended role at Word Alive. All new team members are required to obtain a satisfactory Enhanced Disclosure from the Disclosure & Barring Service.

Team Members who have served at Word Alive before are asked to provide one written reference to confirm their continued suitability to carry out a role at Word Alive each year. They are also required to obtain a satisfactory Enhanced Disclosure from the Disclosure & Barring Service every 3 years if they are in continual service. If they have a break in service, then they must obtain a satisfactory Enhanced Disclosure on resuming their service with Word Alive and a second reference if their first referee has not known them for a greater length of time than their break in service.

Word Alive Referee's criteria are as follows:

- The referee should know the applicant well and for at least 2 years.
- They must be over 18.
- They must not be related to the applicant.
- They should be the leader of the church the applicant attends, for example Minister, Vicar or Pastor.
- If it cannot be the leader of the applicant's church, then it can be someone else who holds a senior leadership role.
- If the referee is not the leader of the applicant's church, the applicant must give the contact details of the leader of their church as well, so the reference can be verified if necessary.
- Second referees must be all the above apart from being the applicant's church leader.

Use of the Disclosure & Barring Service

As an organisation using the Disclosure process to assess applicant's suitability to serve on the team, Word Alive fully complies with the DBS Code of Practice and copies of our policy on the Recruitment of Ex-offenders for the Position of Team Member and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Disclosure Information are made available to all applicants.

Team Members from Overseas

Word Alive occasionally receives applications from people whose primary residence is outside the United Kingdom⁵. If they have been resident in the UK for less than 6 months Word Alive will not apply for an Enhanced Disclosure from the Disclosure & Barring Service for them but will seek to obtain a Criminal Records Check from their home country. On receipt of a satisfactory CRC⁶ the person will be invited to join a Word Alive team, but they are not presumed to be clear for unsupervised access to children or adult at risks. Word Alive also checks the visas of all overseas applicants to ensure their conditions of entry into the UK allows them to serve at the Word Alive Event. Serving at Word Alive cannot be the reason an applicant uses to apply for a visa, they must be coming or in the UK for another purpose, such as to study, to do missionary or other voluntary work.

Under 18 Team Members

Each of the Under 4s, 4-5s, 6-7s and 8-11s programmes have 2 positions each week that can be fulfilled by team members who are 17 or 18 years old. They must be always supervised and are not to be counted in the team numbers or child/team ratios. They must also go through an application and vetting procedures like other team members.

Under 18 team members must send in a completed consent form (provided by Word Alive) signed by their parent/guardian. If their parent/guardian is not going to be at the Event with the Under 18 team member, then the parent/guardian must specify who will be responsible for the Under 18 team member whilst they are at the Event.

Team Leaders must ensure that a full risk assessment is carried out for each of their Under 18 team members (form to be supplied by Word Alive). This risk assessment should include the following;

- Appropriate children protection procedure for the under 18 team member;
- A clear role description;
- A plan of supervision for in each venue and during the programme;
- A declaration of who will be responsible for the under 18 team member during the Word Alive Event;

⁵ Such as students studying at universities in the United Kingdom for a short period of time.

⁶ If it is not possible to get a CRC then the person is unable to serve on a Word Alive team.

- An appropriate record of any pertinent medical details for the under 18 team member.

Safeguarding Training

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

Recruitment of Ex-offenders

Word Alive will not accept as a team member anybody who is known to have harmed children or adult at risks, or who is listed as barred from such work by the Disclosure and Barring Service (DBS) and will take all reasonable steps to ascertain the background of potential volunteers. However, a criminal record will not necessarily prohibit the appointment of an individual as a volunteer. With regard to certain specific areas, the policy is as follows:

- Team members will not be accepted on a Word Alive team if they have any previous convictions or cautions for offences against children or adult at risks, offences of domestic abuse where children were affected, or if they are barred by the Disclosure and Barring Service;
- Team members with any offence involving possession, supply or use of drugs, where the conviction took place within three years prior to the individual's application will not be accepted. After three years have elapsed since the conviction, the Word Alive Safeguarding Officer will review each individual application supported by a new DBS check indicating no new convictions within that three year period.
- Team members who have used drugs or any other substances leading to a change of behaviour (e.g. petrol, legal highs, glue), which doesn't appear as a conviction on their DBS certificate but has been highlighted in a self-disclosure or a reference, for example, will be considered by the Word Alive Safeguarding Officer on a case-by-case basis.

Other offences and issues will be considered on an individual basis by the Word Alive Safeguarding Officer, in discussion with each individual Team Leader, with specialist advice

where appropriate. In particular, we will consider the following points in terms of a risk assessment:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Photography and Video

The Data Protection Act of 1998, demands that great caution must be exercised when taking photographs or film footage of people, and how those images are used. This does not mean that photographs should not be taken, or filming prohibited but there are certain protocols that must be followed to comply with legislation as well as safeguarding children and adult at risks. It may be appropriate to inform parents, guardians, or care givers that photographs will be taken in the Word Alive Event venues and request permission for their child/children to appear in them. Consent must be received from attendees of the Count Everyone In programme, in the person's preferred communication method to ensure they fully understand. If an adult at risk is not able to express consent their consent then photographs of them should not be taken. No one should be identified by name or address in any photograph taken by team members or staff at the Word Alive Event without written permission to do so.

Team members should not take photographs during the programme, nor should they upload any images or videos to social media. Official photographers and videographers should be the only people taking photos and videos in the children's programmes and Count Every One In.

Electronic Communication and Social Media

Team leaders and team members should not communicate with children or adult at risks during or after the Word Alive Event via electronic means or social media. If a team member receives such communication from a child or adult at risk, they should report it to their team

leader. The team leader should then discern whether it needs to be passed on to safeguarding@wordaliveevent.org or not.

How to Respond to a Safeguarding Revelation

- Do not promise confidentiality. Be clear that you will need to share the information with others on a need-to-know basis.
- Remain calm and do not appear shocked.
- Listen carefully to what the child or adult at risk is saying, they should be allowed to speak freely without fear of interruption or of being overheard.
- Utmost care must be given to ensure that the child or adult at risk is cared for and is never left in a state of distress.
- Do not ask leading questions and do not press for information. A simple invitation of 'would you like to tell me about it' is satisfactory.
- Reassure the child or adult at risk that you are there to listen and that they have done the right thing. BUT avoid judgement statements e.g. 'I believe you' or 'are you sure'.
- Ensure the child or adult at risk is safe and that they do not have to return to a dangerous place at the end of the programme. If there is any immediate risk to them, the team leader should then ensure that they do not leave their group.
- As soon as possible, the team member should involve their team leader who will follow the reporting process.
- A written record of action taken, and information shared should be made by the team member as soon as possible after the disclosure is made. This record should be given to the team leader who will pass it onto the Safeguarding Officer.
- The team member should ensure that the strictest confidentiality is maintained. They should not discuss the matter with anyone except the team leader and Safeguarding Officer (if necessary) or take any independent action without the permission of the team leader.
- Should a team member or leader need personal pastoral care because of the revelation, Word Alive will seek to provide the appropriate care.

In the event of a team member observing signs of possible abuse in the behaviour of a child or adult at risk, the team member should immediately share their concerns with the team leader. They should not try to get the child or adult at risk to talk, unless information is volunteered. If further action is required, the team leader should follow the reporting process.

The Reporting Process

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

It is the responsibility of the team leader to receive information from a team member and to consult with the Safeguarding Officer (or Deputy Safeguarding Officer) regarding the reporting process and to keep written records.

- The Word Alive Safeguarding Officer should be informed; otherwise confidentiality should be maintained: details should not be discussed with any other person except representatives of Thirtyone:eight, the relevant Social Services department, (<https://www.denbighshire.gov.uk/en/health-and-social-care/safeguarding/safeguarding-children.aspx>) the police if necessary, and the Word Alive Safeguarding Trustee. A Pontins manager, designated by them, may need to be informed of alleged incidents that have taken place on site, but disclosure of details should be kept to a minimum, to protect confidentiality.
- Word Alive makes use of the specialist advisory service provided by Thirtyone:eight. The Safeguarding Officer should call a Thirtyone:eight specialist on 03030031111 to confirm that the situation is being dealt with correctly and that it merits reporting to the relevant authorities.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services
- The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church
- At this point it may be necessary to make a call to a duty social worker in the relevant Local Authority Social Services department and/or the Police Safeguarding Team.

The course of action from that time on will be determined by the social worker concerned.

Concerns or Allegations Made About Team Leaders

Unfortunately, experience has shown that children and adult at risks can be subjected to abuse by those who work with them, sadly this could include team leaders. Team leaders have a significant position of trust with the children and team members in their care. Word Alive takes allegations of misconduct relating to team leaders extremely seriously.

- Any team member who has concerns about inappropriate behaviour by their team leader towards children or a team member should notify the Safeguarding Officer immediately.
- The team leader will immediately be suspended pending an investigation.
- An experienced team member will be appointed as an interim team leader and will be supported to lead the programme in the absence of the team leader.
- The person concerned should be notified in a non-specific way that concerns have been raised or allegations made; they should be offered pastoral support.
- The Safeguarding Officer will contact Thirtyone:eight for advice on how to proceed. Should an investigation occur it is understood to be the responsibility of the relevant Police and Social Services departments; this task should be left entirely to them.

Concerns or Allegations Made about Team Members

Unfortunately, experience has shown that children and adult at risks can be subjected to abuse by those who work with them. It is important that team members avoid putting themselves in situations that may lead to allegations being made against them.

- Team members are not allowed to spend time alone with children or adult at risks without the agreement of their team leader. It is important that team leaders do not permit any situation where a child is vulnerable to any form of abuse by a team member (even a team member who may be highly trusted), as a team member may be vulnerable to an accusation of abuse.
- Any team member who has concerns about inappropriate behaviour by another team member towards children or adult at risks should notify their team leader immediately.
- Team leaders dealing with these reports should immediately suspend the team member pending an investigation. They will be returned to the team if the allegation is proven to unfounded.
- The person concerned should be notified in a non-specific way that concerns have been raised or allegations made; they should be offered pastoral support.
- The referral of the allegation is the responsibility of the Safeguarding Officer. The investigation is the responsibility of the relevant Police and Social Services departments.

Concerns or Allegations Made About Other Persons Onsite who are not Team Members or Members of the Child or Adult at risk's Family

- Any team member who has concerns about inappropriate behaviour by a person on site (e.g. another Word Alive Event guest) towards children or adult at risks should notify their team leader. Any team member who is made aware of concerns raised by a guest should introduce the guest to their team leader or the Safeguarding Officer.
- Those dealing with these reports should immediately contact the Safeguarding Officer or Deputy Safeguarding Officer.
- The Safeguarding Officer together with the Safeguarding Trustee will ensure that the parents, guardians or carers of the child or adult at risks are made aware of the situation and will work in partnership with the parents, guardians, or carers in taking further action.
- The Safeguarding Officer shall support the parents or guardians should they wish to contact Thirtyone:eight, the Police or Social Services.
- Word Alive makes use of the 24 hour specialist advisory service provided by Thirtyone:eight who may be called for advice. Where the parents or guardians do not wish to inform the Police or Social Services, or where it proves impossible to

contact the parents or guardians, the Safeguarding Officer should call a Thirtyone:eight specialist on and follow their professional advice.

- A written record of action taken and information shared should be made by the team leader as soon as possible and sent to safeguarding@wordaliveevent.org, in case it is needed in future by Social Services or the Police.

N.B.

It is of course the right of any individual to make direct referrals to Social Services, Police Child Protection teams, or to seek advice from Thirtyone:eight - although we hope team members will follow the Word Alive Event procedure. If a team member feels that Word Alive leadership has not responded appropriately to his or her concerns, then it is open to them to contact one of these agencies direct.

If an Allegation is Made Against the Safeguarding Officer

If an allegation of abuse is made against the Safeguarding Officer it should be brought to the Deputy Safeguarding Officer or the Safeguarding Trustee. The Safeguarding Officer will immediately be suspended pending an investigation and the Deputy Safeguarding Officer will assume the lead responsibility for the safeguarding of the Word Alive Event.

N.B.

The Safeguarding Officer may also be required by conditions of the Charity Commission to immediately inform the Charity Commission if a Word Alive Event team leader, member, or staff member has an allegation of abuse made against them. This constitutes a serious incident and as such the Charity Commission should be informed if the investigation leads to action being taken by the Social Services and/or Police Safeguarding Team. Advice on this will be available from the Safeguarding Officer or Trustee

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

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

Signed by: Position:

Signed by: Position

Date:

A copy of this policy is also lodged with: Thirty One Eight

Appendix

Ratios

To supervise and run activities safely you need to have a sufficient number of workers.

There should be at least **TWO** adult workers for each activity or group that is run. If one needs to respond to an issue, then the other can remain with the group. This also offers support to the worker in case an accusation is made.

All workers should be recruited according to the Word Alive safer recruitment policy and have received a sufficient level of safeguarding training.

More workers may be needed depending on the group size. There are legal requirements to follow for certain activities involving children aged 8 and under.

Ratios:

- Children aged 0-2 years - 1 adult to 3 children
- Children aged 2-3 years - 1 adult to 4 children
- Children aged 3-8 years - 1 adult to 8 children
- Children aged 9-12 years - 1 adult to 8 children
- Children aged 13-18 years - 1 adult to 10 children

Following a risk assessment of the activity you may need to reassess the number of workers that are needed.

Record keeping

Organisations need to keep records of their activities for management and accountability purposes. These records should be proportionate and purposeful and personal data should only be kept when there is a good reason for doing so.

When a person becomes a member of an organisation or becomes involved in an activity run by an organisation, it is important that a general information and consent form is completed giving contact details for them or if a child of their Parents/Carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.

Accident Book

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book

Physical contact

Everyone is entitled to personal privacy and the right to decide how much physical contact they have with others. It is important to have guidelines on physical contact and issues of touch so that workers are clear on where the boundaries are and what's acceptable.

Any physical contact or touch should be related to the needs of the person being cared for, not the worker, and should be with the persons consent where possible.

Workers should monitor one another in the area of physical contact, and the culture of the organisation should encourage workers to feel comfortable to constructively challenging each other on anything which could be misunderstood, misconstrued or that isn't in line with the organisations code of conduct or guidance.

All physical contact SHOULD be:

- In public (a hug in the context of a group is different from a hug behind closed doors).
- Age-appropriate.
- Initiated by the person rather than the worker.

Workers should avoid any physical contact, touch, or activity that may be sexually stimulating or seen as potentially sexualised or provocative.

Concerns about abuse should always be reported.

Things to consider

When giving first aid or applying sun cream workers should encourage the child or adult to do what they can themselves, giving appropriate help where necessary.

Intimate or personal care should only be provided by those workers who are authorised by your organisation to do so and who have the relevant level of criminal record check and training.

Prayer

Prayer should be done sensitively, responsibly, and only by those appointed by the leadership to do so.

It is important to make people aware, especially Parents/Carers of any children or young people who attend your activities, that prayer is part of your activities and that sometimes you may pray together as a group or with individuals at their request.

All those involved in prayer ministry should know how to respond to any safeguarding concerns.

When praying you SHOULD:

- Get the persons permission before you pray with them (or from a Parent/carer).
- Pray in an open area where other leaders are around.
- Be aware of safeguarding concerns and don't delay in taking action.
- Reflect back what the person has said to show you have understood their prayer request.
- Use clear uncomplicated language and keep prayers simple so they can be understood.
- Avoid giving specific advice about problems involving decisions and never advise someone to stop taking medication or receiving professional support for their care or welfare.
- Stop if the person becomes distressed.
- Never pressure someone into receiving prayer.
- Never promise total confidentiality.

Praying with children and young people

Where there is a general invitation to receive prayer as part of a service or event, have children's workers available to pray with the children/young people.

If someone requests that their child doesn't participate in prayer, this must be respected.

It can be helpful to write down what you have prayed about and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.

Don't put 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 first.

Things to consider

Think about your body language, particularly in relation to things like your height and the height of the person you are praying for. Try to ensure you are on their level rather than standing over them e.g. by both of you sitting.

Disabilities

People with disabilities or care and support needs are more vulnerable to abuse and may also face barriers to getting help and support.

Some disabilities, especially physical disabilities, may make it more difficult for a person to defend themselves and escape from abuse, or limit their ability to understand and recognise potential signs of abuse.

Workers should be aware that any person with a disability or care and support needs may need extra help with communicating and accessing your services and any support.

You SHOULD:

- Ask the person and their Parents/Carers how their needs can be met and ensure all workers are aware of the expectations
- Be realistic about what needs can and can't be met and communicate the reasons why.
- Have a sufficient number of workers to assist with each activity and ensure these are reviewed and updated in line with a person's needs where appropriate.
- Ensure your buildings are accessible internally as well as externally e.g. step free access, accessible parking and toilet facilities, hearing loop system, reserved seating, good lighting etc
- Publicise any alternative communication formats and methods that are available and how these can be accessed e.g. Where to get large print versions of documents.
- Use appropriate language and terminology

- Develop disability awareness with your workers through training and ensure everyone is aware of the accessibility support your organisation can offer.

Things to consider:

Displaying the International Symbol of Access (ISA) on documents and display boards is a good way to show that facilities are provided for people with accessibility needs.

Don't assume that any changes you may see in a person with a disability are connected to or part of their disability. As well as recognising and identifying the signs and indicators of abuse, you should also raise your concerns whenever you see sudden changes in their usual behaviours e.g. sudden resistance to usual routines, or increased sexualised language or behaviours above what may be age-appropriate. If you're not sure speak to your safeguarding coordinator.

A child or adult with certain disabilities may behave in a non-age appropriate way, so it is important to set appropriate boundaries that take their needs into account, but also protect workers from false accusations.