



St Helen's
Bishopsgate

Safeguarding Policy Part C: Youth (ages 11-18)

ST HELEN BISHOPSGATE AND ST PETER-UPON-CORNHILL

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SECTION A

Guidelines for recognising and responding to potential child abuse

Child abuse is serious. All caregivers need to know how to respond to signs of abuse or allegations of abuse. The following guidelines are in place to meet that need.

Definitions

Who is a child?

Any person under the age of 18 years.

What is abuse?

'Working together to safeguard children' states:

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

There are 4 categories of abuse. All abuse falls into one or more of these categories. There are also types of abuse which seek to identify areas of risk that may harm in one or more of the categories. Please see the appendix for definitions and signs of abuse.

Categories of abuse

1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect

In addition to the categories of abuse, there are a range of identified risks, which for the sake of this policy will be referred to as types of abuse. These all fit within one or more of the categories of abuse. These are sometimes referred to as 'current themes' or 'hot topics' and include, but are not limited to:

1. Domestic Abuse
2. Child exploitation
 - a) Child sexual exploitation
 - b) Child criminal exploitation includes Criminal, gang related, county lines
 - c) Child financial exploitation includes **Modern Slavery and forced servitude**
 - d) **Extremism and Radicalisation**
3. Bullying, cyberbullying, online abuse and other technology based abuse
4. Abuse related to faith or belief includes forced marriage and so-called honour based abuse
5. Violence against women and girls includes Female Genital Mutilation, breast ironing and labia stretching
6. Peer abuse
7. Abuse of a position of trust
8. Fabricated or Induced Illness

Guidelines for when a child tells us they have been abused

As a church, we seek to create and maintain a safer environment for all. This includes being open and responding appropriately to concerns and allegations raised by children and young people. Caregivers should avoid intentionally instigating a meeting with a child or young person to receive a disclosure or take a statement from them – that is the role of local authorities' children's social care services or the police. However, if a child or young person directly discloses about abuse happening to them, the following general guidelines should be followed:

Respond

Remain calm.

Listen to the child or young person carefully and in a manner that conveys they are being heard and taken seriously. Give the child or young person the opportunity to tell their story in their own time.

Ask questions only for clarification.

Reassure the child or young person they have done the right thing by disclosing and that the Church will work with statutory services to safeguard them.

Do not make promises that cannot be kept – for example, that the disclosure will be kept secret.

Explain to the child or young person what will happen next – ie that you will inform your ministry area leader or parish safeguarding officer who will progress the disclosure.

Record

Make an accurate record of the disclosure (preferably within one hour, but always within 24 hours)

Record dates and times of these events and when you made the record. Record what was said and when, what you said in reply and what was happening immediately beforehand (eg a description of the activity/situation).

The safeguarding concern form is available to staff members on Trellis for this purpose.

Keep all handwritten notes, unless scanned and stored on St Helen's servers, even if subsequently typed. Such records should be kept securely and retained in line with the Church of England data retention guidelines.

Report

Emergency: If you believe a child or adult is in immediate danger of significant or serious harm, contact the police. Ring 999.

Non-emergency: Contact your ministry area leader as soon as possible. If the allegation is against your ministry area leader, contact the PSO. If neither are available, contact the DSA directly. Contact details are at the end of this document. The ministry area leader/PSO will then seek advice from the Diocesan Safeguarding Advisor (DSA) within 24 hours. The ministry area leader and PSO will act upon all directions given by the Diocese in the timescale given. They will also consider whether any additional action is required.

You retain the right to report serious matters directly to Social Services or the police. Even so you must also contact either your ministry area leader or the PSO.

If you are not sure whether this is a concern that needs reporting or not, it is always best still to check with your ministry area leader or the PSO. You don't need to mention names initially unless advised to do so.

Apart from telling your ministry area leader/PSO, the information must be treated as confidential and not shared with other church members.

Do not investigate the concerns of abuse yourself. Do not contact anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.

Consider your own feelings and ask your ministry area leader for pastoral support if needed.

SECTION B

The youth ministry at St Helen's consists of various regular meetings on Sundays and midweek for those aged 11 to 18. Regular meetings typically run during school term dates. There are also additional occasional formal and informal events throughout the year, such as a weekend away and socials.

'Young people' or 'Young person' in this document refers to all those aged 11 to 17 on 1 September of the current academic year

Safeguarding children as they arrive and depart – for Bridge, Junction & Youth RML

Transfer of responsibility for young people from their parents/guardians to the caregivers

The St Helen's Church safeguarding policy is applied during the time period a young person is in the care of the leaders of the advertised activity. This will include formal times of ministry (Sundays, midweek, weekends away and organised social events) and informal ministry (eg small group Bible studies in homes and informal social activities)

Registers

A register must be kept of all young people and leaders present at each youth ministry group. Completed registers must always be returned to the safeguarding administrator at the end of each academic year and will be kept secure for an indefinite period. If any allegation of abuse is made in years to come about events happening now the church can immediately find who was present on any given date

A child registration form must be filed for each young person in a youth group. These forms should be filled out by a parent/guardian. Information such as health issues, allergies and contact information is available on Elvanto/Church Suite (The church is currently in the process of migration from Elvanto to Church Suite). Leaders should familiarise themselves with any health issues of the young people in their specific group.

Safeguarding young people whilst they are in our care

Caregiver Ratios

Two caregiver rule: Two caregivers must be present in each room at all times.

It is not necessary for the two caregivers to be of opposite genders. In an emergency setting the emergency takes priority over the ratios. However, young people should not be left unattended in a room. At other times with some planning this scenario need not occur.

In addition to always having two caregivers present, we have adopted the Church of England's **minimum** requirements which are:

Age of children	Number of Adults	Number of Children
9-12	1	8
13-18	1	10

Where more than one group meet in the same venue, and the groups can be seen by others, the total number of adults to children within the room should be within the ratio suggested but the individual group may have fewer adults.

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Caregiver ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

If not enough caregivers turn up on the day, the caregivers must either:

- find another DBS-screened individual to help, or
- meet in the same venue as other screened caregivers, in full view of those caregivers.

For all groups and activities:

- Undertake a health and safety risk assessment.
- A registration form must be completed for every child or young person who attends groups or activities which should include information on parents' contact numbers, medical information (eg allergies) and any special needs.
- An attendance register must be kept and be available at all group meetings • □ A First Aid kit must be available on any premises that are used by children.

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- An online accident and incident report form is available, and all accidents and incidents must be recorded and sent to the facilities manager
- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed.
- Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken. Consent can be given electronically as well.

In addition, when taking children offsite:

- The ministry area leader must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with someone in the church.
- Details of the activity and arrangements must be given to the incumbent and/or PSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
- A leader must be designated to take responsibility for First Aid.

Discipline

All caregivers are responsible for providing a loving, respectful, and orderly atmosphere. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

Caregivers should never hit a young person. If a young person becomes uncontrollable and their behaviour is a danger either to themselves or those around them, appropriate and proportional physical restraint may be used. Caregivers should never yell at a young person except in circumstances where the young person is in danger or is at risk of causing danger to others.

Appropriate contact and conversation

Caregivers need to be above reproach in all that they do, and wisdom is often required to know what that looks like in different situations. Two good questions to ask in any situation are 'What is the worst that could happen?' and 'What is the worst way this could be perceived?' Team members should monitor one another in the area of physical contact. They should help and support each other by pointing out anything that could be misconstrued. Concerns about abuse must always be reported.

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and young people as part of their coming to understand human relationships. However, there are reports of some people who have decided to avoid having anything to do with children or young people and who avoid all occasion of touching or encouraging them. This is an understandable but regrettable response. It also conveys unhelpful messages to them. Caregivers should follow the following guidelines:

- Always avoid being alone in a room with a young person. Keep everything in public.
- Conversations should be appropriate for the age of the young person.
- Avoid unnecessary physical contact with young people. Touch should be age-appropriate and generally initiated by the young person rather than the caregiver.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the young person.

Acceptable touch

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- Always ask permission.
- Be mindful of your body position.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to a child's needs and not related to the caregiver's needs. It should be age appropriate, welcome and generally initiated by the child, not the caregiver.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.

- Allow the child to determine the degree of physical contact with others except in exceptional circumstances (eg when they need medical attention).

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Can I play rough and tumble games with young people?

Yes, you may, as long as you are in public and there is no way your actions could be misconstrued by a third party. Bear in mind that the chummier you are with young people in this way the less likely you are to have any authority in their eyes. Remember too that they are not as strong as you. These games should always be kept fun and should be appropriate for the situation. Leaders should take the initiative to end such games if they are becoming inappropriate. Leaders should not initiate, encourage or participate in cross-gender rough and tumble, whether between two young people or between a leader and a young person.

Can I ever physically restrain a young person?

Yes. If a young person is being a danger to themselves or to another person restraint may be necessary if used in proportion to the situation. Outside these scenarios physical restraint should seldom be required.

If there are only two caregivers present, must one of them be female?

No, this is not compulsory.

What should I do if there are only two caregivers in a room with young people and the other one has to leave in an emergency?

In an emergency setting, the emergency takes priority over the ratios. However, young people should not be left unattended in a room. At other times with some planning this scenario need not occur.

Can I take a picture of a child in my care?

All those working with young people must not take photographs on personal phones or cameras as this means that images are stored on personal devices. For the avoidance of doubt, caregivers must also never post any pictures of the children in their care on personal social media platforms including but not limited to Instagram, Facebook, WhatsApp, TikTok, BeReal or Snapchat. In the event that any photographs or videos are to be taken, shown, displayed or stored, the written consent of the parent / guardian must first be obtained.

Guidance on communicating electronically with young people

What you should do:

- Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The PSO should be able to access this and review conversations where applicable, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named persons of your exchange when required.
- Have your eyes open and be vigilant.
- Maintain the upmost integrity. Honesty, transparency, consistency and accountability are key. Treat online communication with children/young people as you would with face-to-face communication. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to the PSO.
- Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church accounts and profiles separate from your personal social

media accounts eg only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.

- Always ask parents/carers for written consent to:
- Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
- Use telephone, text message, email and other messaging services to communicate with young people.
- Allow young people to connect to the church's social media pages.
- Avoid one-to-one communication with a child or young person.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the PSO.
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

What you should not do:

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (ie dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (eg Skype, Facetime, Zoom) for one-to-one conversations with young people – use only in group settings.

In particular, do not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child/young person, or which may bring the gospel into disrepute or compromise its reputation.

Except for in exceptional circumstances, no communication should occur between 10pm and 8am.

Risk management, illness and accidents

Children/young people with infectious illnesses must be kept at home and not join the youth groups.

If a young person appears ill whilst in the church's care, caregivers will use their discretion to determine whether the young person should be isolated from other young people by a caregiver (who will remain with them) and whether parents/guardians should be contacted to collect their child.

Caregivers should consider the health and safety of all children and caregivers when organising activities or planning games.

A basic first aid kit must be readily available at all times. All caregivers should be familiar with its location. In the event of a life threatening illness or injury, emergency medical services will be called first and the parents will be located and informed immediately. Caregivers will report all injuries, whether major or minor to the Facilities manager, Jonathan Pilcher (facilities@st-helens.org.uk)

Caregivers should be familiar with evacuation procedures, including where the fire exits are located and where the meeting point is in case the fire alarm sounds.

Safeguarding young people with special education needs and disabilities (SEND)

Safeguards for young people with special education needs and disabilities (SEND) are essentially the same as for all young people. Young people with SEND have exactly the same human rights as any other children to be safe from abuse and neglect and to be protected from harm.

However, research suggests that young people with SEND may be generally more vulnerable to significant harm through physical, sexual, emotional abuse and / or neglect than other children. Young people with SEND can be abused and neglected in ways that other children cannot, and the early indicators suggestive of abuse and neglect can be more complicated that.

They face an increased risk of abuse and neglect, including bullying, for a variety of reasons including:

- Greater dependency on parents/ carers for practical assistance in their day to day lives, such as feeding or personal care.
- Impaired capacity to recognise, resist or avoid abuse, or feeling too scared to report abuse/ bullying.
- Speech, language and communication needs/ barriers which can make it more difficult to tell other adults what is happening and get them to understand.
- Increased likelihood of social isolation, with fewer outside contacts than non-disabled young people, resulting in less access to someone they trust to disclose abuse to.
- An embedded cultural/ societal assumption that abuse and neglect does not happen to disabled young people, leading to a lack of vigilance, spotting of the signs of abuse and reporting of concerns;
- Empathy on the part of professionals/ practitioners with parents/ carers, who are felt to be under considerable stress, leading to certain behaviour/ treatment being accepted by other adults rather than concerns being raised.
- Behavioural/ physical indicators, such as (self-)injury or withdrawal, can be interpreted as part of the young person's disability or condition rather than as the result of abuse/ neglect (or vice versa), and therefore abuse/ neglect can be missed and go unreported.
- Being perceived as physically or behaviourally different from others, and therefore more likely to be the victim of bullying or intimidation.

Where the participants in a group/ activity at St Helens includes a young person with SEND, caregivers must be especially vigilant to the potential increased risk of abuse and neglect, and the additional action that will be needed to ensure this policy and procedure is enacted for that young person as it would be for any other young person.

Caregivers must be additionally aware of the following possible indicators of abuse or neglect for a young person with SEND:

- A bruise in a site that might not be of concern on a non-disabled young person, such as the shin, might be of concern on a non-mobile young person.
- Malnourishment, potentially due to not getting enough help with feeding.
- Force feeding.
- Unjustified/ excessive use of restraint.
- Rough handling/ extreme approaches to behaviour modification (eg withholding of liquid, food, medication, clothing).
- Poor grasp of a young person's means of communication.
- Ill-fitting equipment, eg callipers, sleep boards, inappropriate splinting.
- Misappropriation of a young person's finances.
- Invasive procedures that are unnecessary or carried out against the young person's will.
- Misuse of medication, or deliberate failure to follow medication or therapeutic programmes.
- Age or culturally inappropriate care and support

Even subtle changes in behaviour may be a young person communicating that something is wrong and/ or that they are being abused.

It is vital caregivers for young people with SEND are aware of changing patterns of behaviour and potential causes.

Where there are concerns about the welfare of a young person with SEND, caregivers should act upon them in accordance with this policy as they would for any other child. Where a young person with SEND has communication needs, special attention should be paid to gaining a clear understanding of the child's perception of events, wishes and

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feelings. This may require the involvement of young people's social care or speech and language clinicians for non-verbal young people.

Supplementary information for specific groups

1. Friday Bridge in St Andrew Undershaft

Friday Bridge is for young people in school years 7 to 9. It meets during school term-time on Friday evenings from 7–9pm in St Andrew Undershaft.

It is the responsibility of parents to arrange safe travel to and from St Andrew's. Usually, confirmation is required in advance from parents that young people are allowed to travel unaccompanied.

2. 10am Sunday Bridge in St Michael's Cornhill

Bridge for young people in school years 7 to 9 meets during term time during the Sunday 10am service. Bridge takes place in St Michael Cornhill. It is the responsibility of parents to arrange safe travel to and from St Michael's.

3. 10.30am Sunday Bridge in St Michael's Cornhill

Bridge for young people in school years 7 to 9 meets during term time during the Sunday 10.30am service in St Michael Cornhill.

The young people meet with leaders at the back of St Helen's Bishopsgate before the service starts. Parents, if unaware, should be told when and where young people will be accompanied to at the end of the service. During a break in the meeting the young people will walk over with the leaders to St Michael's Cornhill. The leaders must walk the young people to and from St Michael's via Leadenhall Street. This route has minimal road traffic on a Sunday. At the junction with Cornhill, caregivers must keep the young people waiting together until the pedestrian crossing turns green. The young people will only begin walking across the road when there is a green man and one of the leaders has given permission to cross. At the end of Bridge, the young people are accompanied back to St Helen's Bishopsgate.

This marks the official end to the leaders' responsibility for the young people.

4. 4pm Sunday Bridge in St Michael's Cornhill

Bridge for young people in school years 7–9 meets during term time during the Sunday 4pm service. Bridge takes place during part of the 4pm service in the vestry of St Michael's Cornhill.

The young people meet with leaders at the back of St Helen's Bishopsgate before the service starts. Parents should be made aware of when and where young people will be accompanied to at the end of the service. During a break in the meeting the young people will walk over with the leaders to St Michael's Cornhill. The leaders must walk the young people to and from St Michael's via Leadenhall Street. This route has minimal road traffic on a Sunday. At the junction with Cornhill, caregivers must keep the young people waiting together until the pedestrian crossing turns green. The young people will only begin walking across the road when there is a green man and one of the leaders has given permission to cross. At the end of Bridge, the young people are accompanied to St Andrew Undershaft.

This marks the official end to the leaders' responsibility for the young people.

5. Junction in St Peter's Cornhill/St Michael's Cornhill

Junction is for young people in school years 10 to 13. It runs from around 5.30pm, following the 4pm service, and finishes by 7.15pm. Junction meets in St Peter's Cornhill or St Michael's Cornhill. The young people, under their parents' authority, are responsible for travel to and from Junction.

6. Youth RML in St Peter Cornhill

Youth RML is for young people in school years 10–13. It usually meets in St Peter upon Cornhill on a Wednesday evening from 6–8pm. Undergraduate students and other adults will be present in the same building. Young people, under their parents' authority, are responsible for travel to and from Youth RML.

Weekends away

The following weekends provide a youth track: The Brunton weekend, the 10.30 weekend, the City weekend, the 10am weekend, the 4pm weekends, and the Long weekend. Special care should be taken when planning weekends away to ensure that young people have a safe and enjoyable time.

If any weekend away advertises childcare, or if provision is made for volunteers to help in addition to parents or designated guardians, then the childcare for that weekend must be treated in the same way as other weekends that provide childcare. It comes under our safeguarding policy and must be run accordingly, following the same procedures as weekly youth groups as detailed in this policy. All caregivers must be screened as outlined in the main policy, and the same regulations concerning ratios, registration, discipline, food and accidents must be followed as in weekly youth groups, with the following alterations/additions:

Registering

For the Brunton weekend, where parents will not be present on the weekend away, leaders should obtain written consent from parents for each young person attending the weekend. Along with this consent leaders need to obtain:

- Emergency contact details for parents
- Relevant medical information
- Relevant information about special educational needs
- Any further consent where required by an external organisation providing activities.

For weekends where parents are also present, caregivers are not responsible for any children (ie under 18s) outside the advertised times of the children's or youth programmes. In all such times, children remain the sole responsibility of their parents or a designated guardian.

A register must be kept of all young people and leaders present at each weekend. Completed registers should be returned to the Safeguarding Administrator for safe filing and will be kept secure for an indefinite period. If any allegation of abuse is made in years to come about events happening now, the church can immediately find who was present on any given date.

Driving

All those working with young people must not give lifts to children under their supervision on their own unless there are exceptional circumstances eg in an emergency, for medical reasons, or when parents fail to collect a child and no other arrangements can be made to take the child home. In such situations, the circumstances and decision must be recorded and shared with an appropriate person at the earliest opportunity.

Any leader driving to, from or at the venue with young people in their car should take special care. Leaders should obey speed limits and not drive in convoys. There should always be more than one leader or more than one young person in the car. If this is not possible the leader should ask the young person to sit on the back seat.

General Principles

- Leaders should never be alone in a room with a young person.
- Leaders should not go into rooms of young people of the opposite gender except in an emergency situation.
- Leaders should not sleep in the same rooms as young people.
- Leaders should familiarise themselves with the weekend away site, so they are aware of where fire exits are located. Leaders should inform the young people of where fire exits are located and where the assembly point is should the fire alarm sound.
- Leaders should consider the health and safety of all young people and leaders when organising activities or planning games.

City Summer School

The youth group at City Summer School comes under our safeguarding policy and must be run accordingly, following the same procedures as weekly youth groups as detailed in this policy. All caregivers must be screened as outlined in

the policy above, and the same regulations concerning ratios, registration, discipline, food and accidents must be followed as in weekly groups, with the following alterations/additions:

Caregivers are not responsible for any children (ie under 18s) outside the advertised times of the children's or youth programmes. In all such times children are the responsibility of their parents or a designated guardian. This should be made clear at the introductory meeting to all adults at the beginning of each week of the City Summer School.

Any excursion offsite or any activity onsite organised outside the advertised times for the children or youth programmes are not part of the safeguarding arrangements. Throughout such activities children and young people remain in the care of their parents or designated guardians. Caregivers are free to join in with these excursions or activities but do not do so as caregivers.

Trips and socials

During organised group occasions:

- Leaders should set an example in following basic road safety when taking young people out on trips.
- For driving guidelines, please see the relevant section under weekends away
- Activities should be appropriate. In particular leaders should consider the age-appropriateness of films that are shown.
- Leaders should give clear instructions about meeting and pick-up points and times.
- Socials should be listed on the youth work term card or clearly communicated to parents via email beforehand. On these occasions leaders are acting in an official capacity.

For the avoidance of doubt, all those working with young people must not arrange social occasions with children and young people (other than events which also include adult family members / carers) outside of organised group occasions described above.

Personal work

Personal work is not a formal part of the weekly meetings and not expected with young people attending any of the Bridge groups. However, with those at Junction and Youth RML there may be the opportunity to study the Bible during informal meetings. When meeting outside of regular fixed activities, leaders should seek to meet with more than one individual. A leader may meet on a one- to- one basis with a young person in school years 12 and 13.

These informal meetings may be arranged with the following conditions:

- There is consent from the young person's parent or guardian.
- The overall youth leader has been consulted on the appropriateness of meeting and has been informed that meeting(s) will happen.
- Whenever possible meetings should be pre-arranged and not happen 'on demand'.
- A record should be kept of when and where meetings have taken place (eg in a diary).
- If possible, meetings should take place within the parent or guardian's home in a room with an open door when a parent or guardian is present.
- If this is not possible meetings should take place in a public place, such as a coffee shop.
- One-to- one meetings should never take place in a leader's home.

Other events / activities

From time to time, Sunday congregations will organise extra events which include young people such as: **Occasional seminars/training days** (E.g. Marriage Enrichment, Parenting Day, Central Focus training)

If childcare is required for children, then it must be requested in advance. All caregivers must be screened in accordance with the Church safeguarding policy. Caregiver ratios must be maintained.

Where events are being held at St Helen's but run jointly with another Church of England church, care givers can be volunteers from that other church, so long as they have been safely recruited by that church according to Church of

England policy. Volunteers from the other church must be familiar with the St Helen's safeguarding policy and the safeguarding procedures relevant to the event being held.

A parent/guardian must drop off and collect their children at the pre-arranged venue. This marks the official start and end of caregiver responsibilities for these children.

6pm service

No provision is made for children during the 6pm service. Children are welcome in our midst but remain in the care of their parents/guardians. The children may mingle freely with any adults in the building at the discretion of their parents/guardians.

Midweek small groups

No provision is made for children during the small group evenings. Children are welcome in our midst but remain in the care of their parents/guardians. The children may mingle freely with any adults in the building at the discretion of their parents/guardians but remain in the care of their parents/guardians throughout.

Informal gatherings

Occasionally other social meetings may be engaged on a friendship basis outside normal youth structures, where leaders are not acting in a capacity as caregiver. Whilst not specifically covered by this supplement and the St Helen's safeguarding policy, the above guidelines should be adhered to where possible.

APPENDIX

Definitions Of Abuse

Taken from Church of England Safeguarding e-manual <https://www.churchofengland.org/safeguarding/safeguarding-emanual/safeguarding-children-young-people-and-vulnerable-adults/2>

1. Physical abuse

What it is

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.

Signs you may see

Bumps and bruises don't always mean someone is being physically abused. Although there isn't just one sign or symptom to look out for, it's important to be aware of the signs.

If someone regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Symptoms may include: bruises, flinching away from others, wearing clothes that cover up, even in warm weather, burns or scalds, broken or fractured bones, bite marks.

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs may include: Swelling, bruising, fractures, being extremely sleepy or unconscious, breathing problems, seizures, vomiting, unusual behaviour, such as being irritable or not feeding properly.

2. Domestic Abuse

What it is

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse.

It's important to remember domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites

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- can happen in any relationship and can continue even after the relationship has ended and that both males and females can be abused or abusers

Signs you may see

The Domestic Abuse Act 2021 now recognises that children are victims of domestic abuse as well as their parents. It may be harder to detect in children, but signs you might see include:

- aggression or bullying, anti-social behaviour, like vandalism
- anxiety, depression or suicidal thoughts
- attention seeking
- bed-wetting, nightmares or insomnia
- constant or regular sickness, like colds, headaches and mouth ulcers
- drug or alcohol use, eating disorders, problems in school or trouble learning
- tantrums
- withdrawal.

3. Neglect

What it is

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

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

The NSPCC adds: Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

- Physical neglect: A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.
- Educational neglect: A parent doesn't ensure their child is given an education.
- Emotional neglect: A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- Medical neglect: A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

Signs you may see

Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children and young people who are neglected might have:

- Poor appearance and hygiene: being smelly or dirty, being hungry or not given money for food, having unwashed clothes, having the wrong clothing, such as no warm clothes in winter, having frequent and untreated nappy rash in infants.
- Health and development problems: regular illness, infections or dental issues, missed medical appointments, such as for vaccinations, poor language or social skills, tiredness, repeated accidental injuries, often caused by lack of supervision, skin issues, such as sores, rashes, flea bites, scabies or ringworm.
- Housing and family issues: living in an unsuitable home environment, such as having no heating, being left alone for a long time, taking on the role of carer for other family members.
- Change in behaviour: becoming clingy, becoming aggressive, being withdrawn, depressed or anxious, changes in eating habits, displaying obsessive behaviour, finding it hard to concentrate or take part in activities, missing school, showing signs of self-harm, using drugs or alcohol.

4. Emotional abuse

What it 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- age or developmentally inappropriate expectations being imposed on children, interactions that are beyond a child's developmental capability
- overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction.
- seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber 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.

Signs you may see

There might not be any obvious physical signs of emotional abuse. A child or young person might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child or young person is acting. As children grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused. But children who are being emotionally abused might:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

Babies and pre-school children who are being emotionally abused or neglected might:

- be overly affectionate to strangers or people they don't know well
- seem unconfident, wary or anxious
- not have a close relationship or bond with their parent
- be aggressive or cruel towards other children or animals. Older children/young people might:
- use language you wouldn't expect them to know for their age
- act in a way or know about things you wouldn't expect them to know for their age
- struggle to control their emotions
- have extreme outbursts
- seem isolated from their parents
- lack social skills
- have few or no friends.

5. Sexual abuse

What it is

"Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs you may see

Knowing the signs of sexual abuse can help give a voice to children and young people. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know.
- Having nightmares or bed-wetting.
- Self-harm.
- Changes in eating habits or developing an eating problem
- Alcohol or drug misuse.

If a child is being or has been sexually abused online, they might:

- a) spend a lot more or a lot less time than usual online, texting, gaming or using social media
- b) seem distant, upset or angry after using the internet or texting
- c) be secretive about who they're talking to and what they're doing online or on their mobile phone
- d) have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.
- e) Children and young people might also drop hints and clues about the abuse.

6. Exploitation

a) Child sexual exploitation

What it is

Occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually **exploited even if the sexual activity appears consensual**. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. Exploitation can take place between a child and an adult as well as 'peer on peer' (for example between one young person and another).

The NSPCC adds, when a child/young person is sexually exploited online they might be persuaded or forced to send or post sexually explicit images of themselves, film or stream sexual activities or have sexual conversations. Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation to exert power and control, for initiation or to use sexual violence as a weapon. Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

b) Child Exploitation – Criminal, gang related

What it is

As set out in the [Serious Violence Strategy](#), published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence.

The victim may have been criminally exploited **even if the activity appears consensual**. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

This includes 'County Lines', a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal lines'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Exploitation can take place between a child and an adult as well as 'peer on peer' (for example between one young person and another).

Signs you may see

- frequently absent from and doing badly in school.
- Going missing from home, staying out late and travelling for unexplained reasons.
- In a relationship or hanging out with someone older than them.
- Being angry, aggressive or violent.
- Being isolated or withdrawn.
- Having unexplained money and buying new things.
- Wearing clothes or accessories in gang colours or getting tattoos.
- Using new slang words.
- Spending more time on social media and being secretive about time online.
- Making more calls or sending more texts, possibly on a new phone or phones.
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes like shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.
- Carrying weapons or having a dangerous breed of dog.

7. Modern Slavery

What it is

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Signs you may see

- Shows signs of physical or psychological abuse and untreated injuries
- Looks malnourished or unkempt, or appears withdrawn and neglected
- Seems under the control or influence of others
- Wears the same clothes every day
- Wears no safety equipment even if their work requires it
- Living in dirty, cramped or overcrowded accommodation
- Living and working at the same address
- Appears unfamiliar with their neighbourhood or where they work
- Rarely allowed to travel on their own
- Collected and dropped off on a regular basis early in the morning or late at night
- In a crowded minibus with other workers
- Has no control of their identification documents such as their passport
- Reluctant to seek help and avoids eye contact
- Appears frightened or hesitant to talk to strangers
- Fear of police, don't know who to trust or where to get help
- Afraid of deportation, and risk of violence to them or their family.

8. Extremism and Radicalisation

What it is

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

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Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. This can include harmful minority religions (“cults”)

Signs you may see

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

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

9. Bullying, cyberbullying and online abuse

What it is

Bullying can include many different forms of abuse, including physical and emotional abuse, and typically (but not exclusively) takes place between peers.

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home, online, at work or in church. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Cyberbullying can include:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games
- shaming someone online
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- revenge porn
- trolling.

Signs you may see

- being afraid to go to school or youth groups (or work or church), being mysteriously 'ill' each morning, or skipping school/youth group
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- belongings getting 'lost' or damaged
- spending a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone •
physical injuries, such as unexplained bruises
- not doing as well at school
- asking for, or stealing, money (to give to whoever's bullying them)
- bullying others.

10. Female Genital Mutilation

What it is

Female genital mutilation (FGM) is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names. The practice is not required by any religion and is medically unnecessary, painful and has serious health consequences at the time it is carried out and in later life.

The procedure is typically performed on girls of any age but is also performed on newborn infants and on young women before marriage/ pregnancy.

FGM may be practised illegally by doctors or traditional health workers in the UK, or girls may be sent abroad for the procedure. FGM is illegal in the UK, under the Female Genital Mutilation Act 2003 (as amended)

Signs you may see

Signs FGM might happen:

- A relative or someone known as a 'cutter' visiting from abroad
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school
- A girl struggles to keep up in school
- A girl runs away – or plans to run away - from home. Signs FGM might have taken place:
- Having difficulty walking, standing or sitting
- Spending longer in the bathroom or toilet
- Appearing quiet, anxious or depressed
- Acting differently after an absence from school or college
- Reluctance to go to the doctors or have routine medical examinations
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.