



**Mowbray**  
Community Church

**Policy, Guidelines and Procedures  
for  
Safeguarding the Welfare  
of  
Children, Young People and Vulnerable  
Adults**

**Revised July 2018**

This document should be reviewed, and if necessary revised,  
no later than July 2020

## GLOSSARY OF TERMS

<b>ASSOCIATED MINISTRIES</b>	Any ministry involving children or young people up to age 18 years, which is not officially deemed part of the Youth Ministry.
<b>CCPAS</b>	The Churches' Child Protection Advisory Service with whom MCC is registered and which acts as MCC's umbrella organisation thus as MCC's intermediary with the DBS.
<b>DBS</b>	The Disclosure and Barring Service previously known as the Criminal Records Bureau (CRB). The DBS is a public body that helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
<b>JUNIOR HELPER</b>	Any workers between the ages of 15 and 18 years.
<b>MCC</b>	Mowbray Community Church
<b>SAFEGUARDING LEADER</b>	The person in MCC's Leadership Team who has overall responsibility for the Safeguarding Policy and its implementation.
<b>SAFEGUARDING OFFICER</b>	The person appointed by the leadership of MCC to ensure that vulnerable people who attend MCC are protected from harm. The Safeguarding Officer executes the administrative tasks involved in the implementation of the Safeguarding Policy and implements policies and practices that, as far as is possible, provide the necessary protection. The Safeguarding Officer has a Deputy to assume this responsibility in their absence.
<b>SAFEGUARDING DEPUTY</b>	The Deputy's responsibilities are the same as those of the Safeguarding Officer and will be assumed when that person is not available. The Deputy will take responsibility for some of the administrative tasks as agreed. In all matters of authority and function, the Deputy has the same powers and responsibilities as the Safeguarding Officer.

<b>TEAM LEADER</b>	The leader of any ministry covered by the Safeguarding Policy. All Team Leaders must complete the MCC appointment procedure to work with children, young people or vulnerable adults and must ensure that their team members have also completed the process.
<b>TEAM MEMBER</b>	Any person who has completed the MCC appointment procedure to work with children, young people or vulnerable adults.
<b>YOUTH LEADER</b>	The person appointed to lead or co-ordinate the Youth Ministry at MCC.
<b>YOUTH MINISTRY</b>	All MCC ministries and activities amongst children and young people up to age 18 years.

## Section 1

Organisation	Mowbray Community Church Westmoreland Street Harrogate HG1 5AT
Phone	01423 501821
Email	reception@harrogate-mcc.com
Website	www.harrogate-mcc.com
Company registration number	07286282
Charity registration number	1136824
Insurance Company	Congregational & General Policy number RC01002523

### **Main activities undertaken by Mowbray Community Church.**

The vision of Mowbray Community church (MCC) is to “*build a community of God’s people to love and to serve*”. This vision encompasses all ages and within this all-age community there are likely to be people who are potentially vulnerable to abuse.

The church conducts worship and teaching sessions for all ages. Young people are encouraged to join with others of their age group to engage in ways that are suited to their respective stages of development. This means that some of the church’s activities are conducted in large groups (more than 200) while others can be in smaller, age-specific groups (10 or fewer). Crèches are provided for the very young. In addition to worship and teaching, MCC holds social functions, sometimes for all ages but more often for specific age-groups.

Most of the children’s activities take place on the church’s property at Westmoreland Street but, on occasions, children either meet or are taken off-site for various activities that might span part of a day or several days. Activities for adults are also mainly held on-site but there are occasions when off-site events are organised.

### **MCC’s commitment**

MCC’s leadership recognises the importance of providing a safe and caring environment for children, young people and vulnerable adults. For further information refer to the Leadership Safeguarding Statement in Appendix 1. It is understood that vulnerable people can be the victims of physical, sexual and emotional abuse and neglect and MCC concurs with the aspiration in the UN Convention on the Rights of the Child that children should be able to develop their full potential, free from hunger, want, neglect and abuse. Children and vulnerable adults should be protected from all forms of physical or mental violence, injury, abuse, neglect, negligent treatment and exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has the care of the child. In furtherance of these aims, the church’s leadership has adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. The church is committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Policy and attached Practice Guidelines are based on the ten Safe and Secure Safeguarding Standards published by the Churches' Child Protection Advisory Service (CCPAS).

MCC's leadership undertakes to:

- Follow all national and local safeguarding legislation and procedures.
- Provide on-going safeguarding training for all those in the church who work with vulnerable people and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation and that MCC is welcoming and inclusive of all.
- Support the Safeguarding Officer and the Deputy Safeguarding Officer in their work and in any action they may need to take in order to protect children and vulnerable adults. For further information refer to the Duties of the Safeguarding Officer in Appendix 2.
- File a copy of the Policy and Practice Guidelines with CCPAS and the Local Safeguarding Children's Board of North Yorkshire County Council and any amendments subsequently published. The church leadership agrees not to allow the document to be copied by other organisations or placed on their website due to copyright restrictions imposed by CCPAS.

## **Section 2**

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

#### *Understanding abuse and neglect.*

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 is in a trusted relationship with the child or vulnerable adult.

The abuse of children and vulnerable adults, be it physical, emotional, sexual or spiritual, is a sensitive issue. As an organisation providing activities for children, young people and adults, our concern is with making sure that by exercising accepted good practice, we provide a safe environment in which they can freely enjoy their activities.

#### *Definitions and Examples of Abuse*

### **Physical Abuse**

- Hitting
- Shaking
- Throwing
- Poisoning
- Suffocating
- Kicking
- Drowning
- Burning or scalding
- Fabricating the symptoms of, or deliberately inducing illness, in a child or vulnerable adult.

### **Neglect**

- Unresponsiveness to basic emotional needs.
- Failure to protect from physical and emotional harm or danger.
- Failure to ensure adequate supervision.
- Failure to ensure access to appropriate medical care or treatment.
- Persistent failure to meet basic physical and/or psychological needs likely to result in serious impairment of health or development.
- Failure to provide adequate food, clothing and/or shelter including exclusion from home or abandonment.
- Maternal substance abuse during pregnancy.

### **Sexual Abuse**

- Forcing or enticing a vulnerable person to take part in sexual activities.
- Physical contact, including penetrative and non-penetrative acts.
- Involving children and vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging people to behave in sexually inappropriate ways.

### **Emotional abuse**

- Persistent emotional ill-treatment of a vulnerable person that is likely to cause severe and persistent adverse effects on that person's emotional development or stability.
- Causing a vulnerable person to see or hear the ill-treatment of another.
- Preventing a person participating in normal social interaction.
- Causing a person to frequently feel frightened or in danger.
- The exploitation or corruption of children or adults.

- Conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Interacting in a way that is beyond a person's developmental capability.
- Overprotection and limitation of exploration and learning.
- Ill-treatment of a person by any means in as much as all ill-treatment is likely to involve emotional abuse, though emotional abuse may also occur on its own.

### **Spiritual Abuse**

- Mistreatment resulting from manipulation, domination or control by a spiritual leader within a framework of spiritual belief or practice.

### **Signs and Symptoms of Abuse**

Vulnerable people who are victims of abuse do not always make a disclosure of abuse. The signs listed below are those common to people who have been abused, but this does not mean that someone displaying any of these characteristics has actually been abused; many could have an innocent explanation. The role of church workers is not to search out abuse but they should be vigilant and observant for any signs that may indicate that abuse may be occurring.

The following may be signs of abuse:

- Bruises, cuts or burns particularly if these are on parts of the body not normally injured by accidents, for example, the backs of legs.
- Unexplained injuries or those that have needed, but not received, medical attention.
- Behavioural changes such as becoming quiet and withdrawn, nervousness, sudden under-achievement, regression.
- Loss of self-esteem, depression, aggressive behaviour (particularly with friends), severe tantrums.
- Loss of weight (sudden or gradual) not linked to illness or dieting.
- Inadequate or inappropriate clothing, signs of neglect.
- Preoccupation with sexual matters; sexual activity through word, play or drawing; showing an awareness that is inappropriate for a child's age; being sexually provocative with adults.
- The person seems happy only with you.
- The person is kept away from social activities and has few friends.
- Lack of attachment or lack of trust towards parents, other family members or carers.
- Strange secrets, telling lies, attention seeking or running away.
- Persistent self-comforting behaviour such as rocking.
- Eating problems including over- or under-eating and loss of appetite.
- Severe sleep disturbances with fears and phobias, nightmares, bedwetting.
- Soreness or itching in the genital area, pain on urination or difficulty in walking.

## **Responding to a person wishing to disclose abuse**

### *Effective Listening*

The physical environment should be welcoming, giving opportunity for the child or vulnerable adult to talk in private, but others should be made aware that the conversation is taking place.

- Time and space should be made available for the person to talk.
- Listening should be done without interrupting.
- Full attention should be given to what is being said and eye contact should be maintained whilst the person is speaking.
- Acceptance and acknowledgement of what the person says (however unlikely the story may sound) should be shown by reflecting back words or short phrases they have used.
- No emotions should be shown, even if the report is upsetting.
- Promises should not be made that cannot be kept e.g. that the matter will be kept confidential.
- If the person decides not to say what had been on their mind, their decision should be accepted but they should also be assured that they can raise the matter on another occasion.
- Language that is appropriate for the level of mental development of the person should be used and, for those with disabilities, someone who has the appropriate skills e.g. sign language, should assist.

### *Helpful responses*

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you

### *Don't say*

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## **Safeguarding Awareness**

The MCC 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 receive induction training and undertake

safeguarding training on a regular basis, at least every three years, either through in-house or online.

Information is made available to children and vulnerable adults on where to get help and advice in relation to abuse, discrimination, bullying or any other matter about which they may be concerned.

### **Responding to allegations of abuse**

Workers must not carry out their own investigation into an allegation or suspicion of abuse. The following procedures should be adopted:

- The person in receipt of allegations or suspicions of abuse should report their concerns as soon as possible to the Safeguarding Officer (see Appendix 3 for contact details) who is nominated by the MCC leadership to act on their behalf in dealing with allegations or suspicions of neglect or abuse. The Safeguarding Officer is authorised by the leadership to refer the matter to the statutory authorities.
- In the absence of the Safeguarding Officer, the report should be made to the Deputy Safeguarding Officer (contact details in Appendix 3). If the report implicates both the Safeguarding Officer and the Deputy, the report should be made to the Safeguarding Leader. If none of these people is available, the report should be made to the Churches' Child Protection Advisory Service (CCPAS). A final alternative is to make the report to North Yorkshire's Customer Service Centre for Children's Social Care in the case of a child or North Yorkshire's Customer Service Centre for Safeguarding Adults in the case of an adult or, if there is an emergency and a child or vulnerable adult is in imminent danger, the police (see Appendix 3 for all contact details).
- If there are doubts on how to proceed on becoming aware of a concern, advice can be sought from the Assistant Children's Care Team Manager (contact details in Appendix 3) on whether or not and, if appropriate, how to progress any concerns staff may have on a child's welfare. The manager will advise the Safeguarding Officer or Deputy on the next steps to be taken.
- Where the concern is regarding an adult in need of protection, the North Yorkshire Customer Service Centre for Safeguarding Adults (contact details in Appendix 3) should be contacted or advice could be taken from CCPAS.
- Suspicions should not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to one of the alternatives noted above.
- The MCC leadership supports the Safeguarding Officer and Deputy in their roles and accepts that any information they may have in their possession will be shared with them in a strictly limited way on a need-to-know basis.
- Any individual has the right, as a citizen, to make a direct referral to the safeguarding agencies or seek advice from CCPAS. However, the MCC leadership hopes that the church members will respect the procedure outlined in this document. If, however, the individual with the concern feels that the

Safeguarding Officer and/or Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officer and/or Deputy as to the appropriateness of a referral, they may make direct contact with one of the outside agencies.

- The role of the Safeguarding Officer and Deputy is to collate and clarify the details of the allegation or suspicion and pass this information on to the statutory agencies that have a legal duty to investigate.

### **Procedures where there is a concern about a child**

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

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer or Deputy will:

- If concerned about a child's safety or if the child is afraid to return home, contact the Assistant Children's Care Team Manager (contact details in Appendix 3) for advice if necessary or North Yorkshire's Customer Service Centre for Safeguarding Children.
- Not tell the parents or carers unless advised to do so, having contacted one of the above.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, e.g. poor parenting, encourage the parent or carer to seek help but only if this does not place the child at risk of significant harm.
- Where the parent or carer is unwilling to seek help, offer to accompany them to a source of help or, in cases of real concern, if the parent or carer still fails to act, contact the Assistant Children's Care Team Manager directly for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Care.

#### *Allegations of sexual abuse*

In the event of allegations or suspicions of sexual abuse the Safeguarding Officer or Deputy will:

- Contact North Yorkshire's Customer Service Centre for Safeguarding Children or the police's Protecting Vulnerable Persons Unit directly (contact details in Appendix 3). They must not speak to the parent or carer or anyone else.
- Seek and follow advice given by CCPAS if they are unsure whether or not to contact Children's Social Care or the Police. CCPAS will confirm its advice in writing for future reference.

### **Procedures where there is a concern about an adult**

#### *Suspicions or allegations of physical or sexual abuse*

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Officer or Deputy will:

- Discuss their concerns with the individual giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is perceived to be in immediate danger or has sustained a serious injury, contact the appropriate emergency service informing them of any suspicions.
- If needed, refer for advice to North Yorkshire's Customer Service Centre for Safeguarding Adults (contact details in Appendix 3) which has responsibility under the government's guidance 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

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

If an allegation is made against an MCC worker (whether a volunteer or a paid member of staff), the Safeguarding Officer or Deputy, in accordance with the Local Safeguarding Children Board (LSCB) procedures, will refer the matter to the Local Authority Designated Officer (LADO) for North Yorkshire within one working day (contact details in Appendix 3). On receipt of any allegations made against an individual, the LADO is responsible for liaising with the relevant professionals across North Yorkshire and the co-ordination and monitoring of subsequent actions.

The Safeguarding Officer or Deputy will inform the Pastor of MCC or, in his absence, the Chairman of the Leadership Team, immediately after (and not before) the LADO has been contacted and he will not interfere in the course of the subsequent investigation.

## **Section 3**

### **Prevention**

#### **Appointing Team Leaders and Team Members**

While the Children Act (1989) states that the welfare of the child is paramount and MCC respects this, the role of Team Leaders and Team Members is also recognised and the church has a duty of care towards them. It is not good practice to put a Team Leader or Team Member in a position of vulnerability or weakness and a careful recruitment and appointment procedure is therefore followed. MCC has two procedures and each Team Leader and Team Member must go through the appropriate appointment procedure.

- for UK citizens, the Disclosure and Barring Service (DBS) process is followed under the umbrella of the Churches' Child Protection Advisory Service (see Appendix 4).
- for non-UK citizens, MCC's internal procedures are followed because the DBS process has limited access to non-European databases and records.

The Safeguarding Officer will initiate the appointment procedure following a recommendation by the Youth Leader or a ministry leader that an individual join a Youth Ministry team or a ministry serving vulnerable adults. A person can only become a Team Leader or Team Member after successfully completing the appropriate appointment procedure detailed below.

## Appointment Procedure

In consultation with one or more members of the Leadership Team, the Youth Leader or a Ministry Leader will consider potential new team members and, if after interview considered suitable, will ask the prospective team member if they are interested in joining the ministry. If so, the name of the prospective new team member will then be passed to the Safeguarding Officer to begin the appointment procedure.

A prospective team member will be allowed to visit the ministry once, with supervision. During this visit they must not be given any responsibility for children, young people or vulnerable adults and must work alongside an approved Team Leader or Team Member at all times. They must start the application process immediately after this visit and until the process has been **completed**, they will not be allowed to help in that ministry.

The Youth Leader, or for adults the Ministry Leader, will provide the candidate with:

- the Safeguarding Policy
- a Job Description
- a Disclosure Application Form (UK citizens)
- a Self-Declaration Form

An e-Bulk Guide for Applicants (UK citizens) will be emailed on request.

The candidate must read and understand the Safeguarding Policy and Job Description.

The self-declaration form must be completed and submitted to the Safeguarding Officer, who will then give the candidate the instructions for completing the on-line application process. All candidates who are UK citizens must complete the Disclosure Application Form on-line. This may be done, if necessary, with the assistance of the Safeguarding Officer. They must then provide original identification documents that are used to confirm the candidate's identity on-line. Candidates must not send any forms or identification to CCPAS or the DBS office.

Following the on-line identity confirmation, candidates receive a hard copy of their DBS certificate. The Safeguarding Officer will receive an email from CCPAS to confirm that the candidate has been sent their DBS certificate. To avoid the need to regularly renew DBS certificates, MCC expects that everyone will give their approval to the Safeguarding Officer to carry out on-going online checks of their certificates through the DBS Update Service. On receiving their DBS certificates, candidates are therefore required to join the DBS Update Service online at [www.gov.uk/dbs](http://www.gov.uk/dbs) (no cost for volunteers) **within 30 days from the date of issue of their DBS Certificate**.

If the candidate is approved, they will receive induction training, a copy of our agreed Code of Conduct, and two copies of their job description. The candidate should sign both, retain one and return the other to the Safeguarding Officer who will store it securely in accordance with Data Protection Law.

## Registration Renewal

Each registered, MCC-approved Team Leader and Team Member will have their registration renewed after three years of service. Those who have given their approval to the Safeguarding Officer to carry out on-going online checks of their certificates through the DBS Update Service will not be required to provide a new DBS certificate. Another interview will not be necessary as it is assumed that regular contact will have been maintained with the candidate throughout their previous three years of service.

People who have not signed up to the online update service will be required to make a further online application for a new certificate.

Non-UK citizens should undergo a DBS check after 3 years living in the UK.

## Section 4

### Pastoral Care

#### *Supporting those affected by abuse*

MCC's leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those who have been affected by abuse and who have contact with, or are part of, the church.

#### *Working with Ex-offenders*

### Policy Statement

- No person who has been convicted of an offence of abuse against a child or vulnerable adult, or named in civil proceedings, will be allowed to work with children, young people or vulnerable adults.
- Any such person wishing to attend the church will be subject to a frank discussion with the Safeguarding Officer with a view to establishing open communication and clear boundaries.
- Any such person will agree to appropriate officials (e.g. Probation Officers, the ex-offender's family if attending the church) being contacted with a view to assisting in the formulation of an agreement.
- Any such person will agree with the church in writing the main terms on which their attendance is accepted by the church to ensure the protection of all children, young people and vulnerable adults attending the church (see Appendix 5).
- Consideration will be given to the extent to which appropriate persons in the church will be made aware of the ex-offender's background and the details of the agreement. If the ex-offender's family attends the church they shall be made aware of the agreement.
- Any ex-offender not agreeing to this process will be advised that their attendance and church activities will be closely monitored by the Safeguarding Officer and the Safeguarding Leader and will be informed of any further action that may be agreed upon by the Safeguarding Officer and the Safeguarding Leader. The Safeguarding Officer will have the right, subject to the agreement of the Safeguarding Leader, to prevent and circumscribe the attendance of the ex-offender at the church and to pass any information to any other church or Probation Officer if, in their view, the welfare of children, young people and vulnerable adults is at risk.

## Section 5

### Practice Guidelines

As an organisation working with children, young people and vulnerable adults, MCC operates and promotes good working practice. This enables workers to run activities safely, develop good relationships and minimise the risk of false accusation.

The number of children supervised by team members conforms to ratios that differ according to the ages of the children. In the case of children up to 2 years of age the ratio is in accordance with the statutory framework for the Early Years Foundation Stage and for 3 and over the ratio is according to good practice.

#### Ratios

<i>Age Group</i>	<i>Adult Team Members</i>	<i>Children</i>
0 - 1 years	1	3
2 years	1	4
3 - 8 years	1	8

Although there are no legal requirements for children over 8, MCC has a target of 1 adult for the first 8 children, then 1 adult for each additional 12 children, but there must be no less than two adults for any group. Junior Helpers are not adults and are not DBS checked and must therefore be included in the number of children.

It is also recognised that it is good practice to have an appropriate balance of male and female leaders for each activity. If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, providing the staffing ratios are adhered to, depending on the nature of the activity.

#### *Good Practice for Team Members*

For the protection of children, young people, vulnerable adults, Team Leaders, Team Members and Junior Helpers, the following guidelines should be adhered to. Team Leaders, Team Members and Junior Helpers are also encouraged to monitor each other in regard to compliance with the practices listed below and to constructively challenge a colleague if necessary.

- Team Leaders and Team Members should never be alone with an individual child, young person or vulnerable adult unless in public places. Junior Helpers must never be left alone with an individual child or young person (unless in public places) or be responsible for the supervision of a group of children or young people.
- No group of children or young people under the age of 18 should be left unattended at any time.
- Physical contact with children, young people and vulnerable adults should be kept to a minimum and, when necessary, given with extreme care and always in the presence of another Team Member.
- A Team Leader, Team Member or Junior Helper should under no circumstances (including when disciplining) inflict violence on a child. Physical restraint should only be used to stop a child injuring themselves or others.
- At no time should casual visitors have access to children without the presence of a registered, MCC-approved Team Leader or Team Member who has a responsibility for the group.
- Access points to the building should be monitored at all times to prevent children from leaving unnoticed and to intercept any unexpected or unknown

visitors. Due to the unlocked fire exit adjacent to the children's toilets, all children in Pebbles, Gems or Rocks needing to use the toilet should have an adult stationed in the corridor by the craft cupboard to ensure the child does not leave the building. No adult should enter the toilet with the child.

- If private cars are used for transport, drivers must complete our vehicle usage form. In line with good practice, drivers should be escorted by a non-driving adult when transporting children, young people or vulnerable adults. If, in an emergency, a driver has to transport one child on his or her own the child must sit in the back of the car and the Safeguarding Officer must be contacted.
- Parental or guardian approval will be obtained before any child or young person is accepted for any off-site trip or activity (see Appendix 6).
- Team Leaders are responsible for ensuring the safety of the children, young people and vulnerable adults in their care and therefore must assess the risks involved in the activities they organise. A Risk Assessment must be completed for all off-site activities and for any on-site activities where there is a risk that participants could be seriously harmed. The Team Leader must evaluate how likely and severe the risk is, and then decide what measures should be in place to effectively prevent or control the harm. The Team Leader must pass the completed risk assessment to the Safeguarding Officer for approval at least 2 weeks before the planned activity. In the absence of the Safeguarding Officer, the Deputy Safeguarding Officer or Safeguarding Leader will approve the activity.

### Child Registration

- All children regularly attending MCC children's ministries must be registered on Church Suite prior to attending the event. The child's parent or guardian can register the child via their own log-in to Church Suite and by completing the child registration form. If the child's parent or guardian does not have access to Church Suite, then they must complete and sign the paper registration form "Mowbray Community Church – Child / Young Person Data Collection Form." This form must then be passed to the Children and Youth Leader for manual entry into Church Suite. The original form should then be scanned, saved in a secure location and shredded OR The original form should then be stored securely in a locked receptacle.
- Visiting children should be registered as a visitor for each session using Church Suite. The visitor registration is only valid for one visit, so would need to be completed again if the child returned. The child's parent or guardian should be encouraged to complete a full registration (as above) if the child is regularly attending.
- All children in Baby Creche, Toddler Creche, Pebbles and Gems must be collected in person by their parent, guardian or other delegated responsible adult at the end of the activity. When the child is dropped off at the beginning of the activity, the parent or guardian will be issued with a token. This token must be handed back by the parent, guardian or delegated responsible adult when the child is collected in order for the child to be released.

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- Children in Rocks must also be collected in person by their parent, guardian or other delegated responsible adult at the end of the activity. The parents and guardians of children in Rocks may sign an opt-out for collection if they so wish (Opt-out for collection of Children from Rocks). In signing the opt-out, parents and guardians are aware that their child/ren will be released unaccompanied at the end of the activity and will no longer be the responsibility of MCC.
- There is no requirement for children in Reaction to be collected in person. At the end of the activity, all children in Reaction will be released and will no longer be the responsibility of MCC.

#### *Child Safety*

- Each ministry must have an agreed fire drill procedure. The fire safety of the building should not be compromised in any way, for example, by obstructing fire exits or moving fire extinguishers.
- The First Aid kit must be available at all times. Any accidents must be recorded in the accident book and parents notified by means of an accident slip. Any care or treatment must be given in the presence of another Team Member.
- The building should be well maintained and safe. Anything which renders the building unsafe should be reported immediately to the Team Leader who should report it to the member of the MOT responsible for maintenance of the premises.

#### *Training and Evaluation*

Team Leaders should incorporate into their planning, at least annually, a review and evaluation of their application of this Safeguarding Policy. This should be done under the guidance of, and in co-operation with, the Safeguarding Officer.

All Team Leaders and Team Members working with children, young people and vulnerable adults will be expected to attend safeguarding training organised by MCC at least every three years. This could be in-house or online training.

#### *Working in Partnership*

The diversity of organisations who might use the MCC premises means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We will discuss with all partners our safeguarding expectations and it is our expectation that any organisation using our premises will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed:

Date:

Name:

Position in MCC's Leadership Team :

## Appendix 1

### Leadership Safeguarding Statement

The Member of the Leadership Teams of Mowbray Community Church, hereinafter referred to as the Leadership, recognise the importance of the church's work with children, young people and adults in need of protection, and its responsibility to protect everyone entrusted to MCC's care.

The following statement was agreed by the Leadership Team on July 13th 2018.

This church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we have a responsibility to help prevent abuse especially the physical, sexual, emotional abuse and neglect of children, young people (those under 18 years of age) and vulnerable adults and to report any such abuse that we discover or suspect.
- We believe every child should be valued and kept safe. We want to ensure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people should be treated with respect, listened to and protected from all forms of abuse.
- We recognise that we have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse of vulnerable adults and will ensure all our policies and procedures reflect this.

- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to take proper care in the appointment and selection of those who wish to work with children and vulnerable adults.

We are committed to:

- Following the requirements in relation to safeguarding children and vulnerable adults in UK legislation.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Officer in his or her work and in any action they may need to take in order to protect children or vulnerable adults.
- Ensuring that everyone agrees to abide by the MCC's recommendations and guidelines.
- Supporting parents and families.
- Nurturing, protecting and safeguarding children, young people and vulnerable adults.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake work with children, young people and vulnerable adults.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures at least every 2 years.

Anyone with a concern for a child or vulnerable adult linked with MCC or wishing a copy of the Safeguarding Policy should speak to one of the following:

Safeguarding Officer Helen Leslie, 01423 772216,  
Mobile 07722 196086  
Email: safeguarding@harrogate-mcc.com

Deputy Safeguarding Officer Tim Lewis, 01423 501821  
Mobile 07951 132418  
Email: pastor.tim@harrogate-mcc.com

Safeguarding Leader Stuart Jamieson, 01423 501821

Signed:

Name:

Position in MCC's Leadership Team:

Date:

*This Leadership Safeguarding Statement is displayed on MCC's website.*

## **Appendix 2**

### **Duties of the Safeguarding Officer**

#### **MCC's Safeguarding Officer**

The officer is appointed by MCC's Leadership Team. The officer must have received training and be competent in safeguarding vulnerable people.

The responsibilities of the Safeguarding Officer are to:

- Ensure that MCC has an effective Safeguarding Policy and that its practices and procedures are implemented.
- Oversee child protection procedures relating to the appointment of Youth Ministry Team Leaders and Team Members.
- Be the first point of contact if abuse is suspected or if an accusation is made and to advise on the appropriate course of action.
- Advise the church as well as the Youth Ministry Team Leaders and Team Members on the protection of children and vulnerable adults.
- Identify and implement changes to MCC's Safeguarding Policy and practices that could reasonably be expected to improve children's safety and welfare, in the light of changes in legislation or Home Office guidelines or in their considered judgment.

- Visit all regular ministries within the Youth Ministry framework and any associated ministries, at least once a year.
- Ensure that a Child Protection poster advertising the Childline telephone number (0800 1111) is displayed in a way and in place(s) that makes it obvious to all children attending MCC youth ministries.
- Be the DBS recruiter on behalf of CCPAS for MCC and to be the administrator for the recruitment and approval of all Team Leaders and Team Members.

### **MCC's Deputy Safeguarding Officer**

The Deputy's responsibilities are the same as those of the Officer and will be assumed when the Safeguarding Officer is not available. In all matters of authority and function, the Deputy has the same powers and responsibilities as the Officer. The Deputy, in agreement with the Officer will also take on some of the administrative tasks when required.

## **Appendix 3**

### **Contact details**

#### **Safeguarding Officer**

Helen Leslie  
 01423 772216  
 07722 196086  
 safeguarding@harrogate-mcc.com

#### **Deputy Safeguarding Officer**

Tim Lewis  
 01423 501821  
 07951 132418  
 pastor.tim@harrogate-mcc.com

#### **Safeguarding Leader**

Stuart Jamieson  
 01423 501821

#### **Churches' Child Protection Advisory Service (CCPAS)**

PO Box 133  
 Swanley  
 Kent  
 BR8 7UQ.

0845 1204550

**Assistant Children's Care Team Manager**

01609 536993

This person will only give advice on whether a concern should be reported. This is not the person to whom a report is submitted.

**North Yorkshire Customer Service Centre for Safeguarding Children**

Open Monday to Friday 8.00am to 6.00pm;  
Saturday 9.00am to 12.00pm.

0845 872 7374

social.care@northyorks.gov.uk

Emergency Duty Team (all other hours) 0845 034 9417

**North Yorkshire Customer Service Centre for Safeguarding Adults**

Open Monday to Friday 8.00am to 6.00pm;  
Saturday 9.00am to 12.00pm.

0845 034 9410

social.care@northyorks.gov.uk

Emergency Duty Team (all other hours) 0845 034 9417

**Child Protection and Safeguarding Manager/LADO**

Rosemary Cannell 01609 534974

Susan Crawford 01609 532152

**North Yorkshire Police**

101 then Option 1

Ask for control room and the Protecting Vulnerable Persons Unit

For URGENT EMERGENCIES 999

The police should only be called where there is immediate danger to a young person. If it is believed that there is no immediate danger, contact should be directed towards NYCC's Customer Service Centre.

## **Appendix 4**

### **About DBS Disclosure Certificates**

The Disclosure and Barring Service (DBS) helps organisations make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

The DBS is responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

Disclosure and Barring Service certificates are issued by the DBS upon successful completion of the application procedure. The candidate receives the original copy, which should be retained and carefully stored for future reference. The recruiting body is shown a copy by the candidate and this is recorded on their file. No copy is retained by MCC.

Candidates should subscribe to the DBS Update Service once they have received their new Certificate. Once subscribed the individual can take their Certificate with them from role to role where the same level and type of check are required. The status can be regularly checked by MCC or another church or employer so there is no further need to apply for fresh disclosures when renewing them. With the individual's permission, MCC will go online for a free and instant check to find out whether the Certificate is still up-to-date.

The subscription is free for volunteers but employed people must pay an annual subscription fee of £13 annum to the DBS. A worker joins online at <https://secure.crbonline.gov.uk/crsc/apply> but this must be done **within 30 days** from the date of issue of their DBS Certificate.

By this means, a single DBS Certificate can be used with several employers or churches so long as the work that a volunteer is doing is the same in each organisation. For example, a DBS Certificate issued after an application to work with children in the local Scout group can be presented for work in a local church youth group. MCC must, however, be shown the DBS Certificate and the worker must give MCC permission to check the current status of the Certificate on-line.

A DBS Certificate that was issued for a volunteer or paid worker to work with people of one age range e.g. youth work, cannot be used to support their work among a different age group e.g. the vulnerable elderly.

## Appendix 5

### Agreement with Ex-Offender Attending MCC

Name of Ex-Offender .....

#### Undertaking by Mowbray Community Church

MCC undertakes to give prayerful support, pastoral care and advice insofar as it can do so without the welfare of children, young people and adults being compromised.

Signed .....  
Safeguarding Officer

.....  
Named Member of the Leadership Team

Date .....

**Undertaking by the Ex-offender**

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults.
- I understand that the Safeguarding Officer and Safeguarding Leader will carefully monitor my involvement in church life.
- I agree that, in consultation with the Safeguarding Officer and Safeguarding Leader, my involvement in church life will be restricted to activities in which children, young people and vulnerable adults are not involved.
- I understand that any concerns will be taken seriously and reported to my Probation Officer and/or statutory agencies.
- I understand that this agreement will be reviewed at least every 12 months and will last for an indefinite period.

Signed ..... Date .....

**Appendix 6**

**MOWBRAY COMMUNITY CHURCH  
YOUTH MINISTRY**

**EXAMPLE OF AN OFF-SITE TRIP CONSENT LETTER**

Dear Parent / guardian

..... (name) is planning an off-site trip on

..... (date) to

..... (place)

In order for us to comply with the spirit of the Children Act (1989) and MCC's Child Protection Policy, we require you to give consent for your child to be taken on the off-site trip by the team. **Without this completed consent form, your child will not be permitted to take part in the trip.**

More information about the trip may be attached with this form or may be provided by the Team Leader. Please complete the attached form and return it to the Team Leader as soon as possible (in any event, before the date of the trip).

Thank you for your co-operation,

Yours faithfully

**MOWBRAY COMMUNITY CHURCH  
YOUTH MINISTRY**

**EXAMPLE OF AN OFF-SITE TRIP CONSENT FORM**

One form to be completed for each child by the parent or guardian.

Name of child / young person .....

Address .....

.....

.....

.....

Please give details of any medical conditions affecting your child (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) that the organisers of this off-site trip need to be aware of:

.....  
.....  
.....

Telephone numbers in case of an emergency:

Day .....

Evening .....

I give permission for my child to be taken on the trip, by car if necessary.

I give consent for any medical treatment that may be necessary in an emergency.

I have read the above information and give permission for my child, .....  
..... (name of child) to take part in this off-site trip.

Signed ..... (parent or guardian)

Name .....

Date .....