

# SAFE AND SECURE

CALVARY PENTECOSTAL CHURCH

SAFEGUARDING POLICY

VERSION 6

DEC 2020

## CONTENTS

Calvary Pentecostal Church – Protection of Children and Adults Policy Statement... 2	2
Policy Document – Children at Risk (Child Abuse) .....	4
Policy Document – Discipline in Children’s and Youth Work.....	12
Policy Document – Anti-bullying in Children’s and Youth Work.....	13
Policy Document – Safeguarding Adults with Care and Support Needs .....	19
Policy Document – Confidentiality .....	22
Policy Document – Safe recruitment .....	24
Appendix 1 – Roles within CPC Relevant to Children’s and Youth Work .....	26
Appendix 2 – Basic checklists for staff and volunteers working with children and youth .....	27
Appendix 3 – Useful Contact Information .....	30
Appendix 4 – Safeguarding Poster.....	32
Appendix 5 – Anti-bullying Poster .....	33

# CALVARY PENTECOSTAL CHURCH – PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

## OUR COMMITMENT

---

The Church Council of Calvary Pentecostal Church [CPC] recognise the importance of its ministry/work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care. As the Church Council we have therefore adopted the procedures set out within this policy in accordance with statutory guidance. The policy is based on Safe and Secure safeguarding standards published by **thirtyone:eight**, formerly Churches Child Protection Advisory Service (CCPAS).

## CHURCH COUNCIL SAFEGUARDING STATEMENT

This church is committed to the safeguarding of children and adults with care and support needs ensuring their well-being.

### **Specifically:**

- We recognise we all have a responsibility to prevent the physical, sexual and emotional abuse of children and young people and to report any such abuse we discover or suspect.
- We believe every child with whom we have contact should be nurtured and valued. We aim to create an environment where they feel safe and happy and able to tell us if they are suffering harm.
- We believe all children and young people should be treated with respect, to be listened to and be protected from all forms of abuse.
- We respect the rights of all those with disabilities.
- We recognise we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report such abuse we may discover or suspect.
- We believe all adults should enjoy and have access to every aspect of church life unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the recruitment and appointment of those who work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.
- We will ensure that workers adhere to agreed safety procedures outlined in our safeguarding policy.
- We will support the safeguarding co-ordinator in their work and in any action that they may need to take to protect children/adults with care and support needs.
- We will support parents and families.
- We will support, resource and train those who undertake this work.
- We will support those affected by abuse including those who undertake this work and are the subject of unfounded accusations.

- We will ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any matter where they have a concern.
- We will develop and maintain good policies and practice in relation to safeguarding.

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

When someone attending CPC is known to have abused children or is known to be a risk to children with care and support needs, the Church Council will organise supervision and pastoral care to the individual concerned.

In its commitment to the protection of children and adults with care and support needs, they will set boundaries which the person will be expected to keep.

**We recognise:**

- Local Authority Social Services have lead responsibility for investigating all allegations or suspicions of abuse.
- Where allegations that a criminal offence may have been committed the Police should be contacted as a matter of urgency.

This statement, policies and procedures will be reviewed annually.

**Operational Date:** December 2019

**Review Date:** December 2020

If you have concerns for a child or adult with care and support needs, please speak to one of the following who have been approved as safeguarding co-ordinators for this church.

Marguerite Dike - **Safeguarding Coordinator**

Kenwyn Williams - **Chair of the Church Council**

Name of place of worship	Calvary Pentecostal Church.
Minister's name	K J M Williams
Address	Cromwell Road, Parkstone, BH12 2NS
Email	info@cpcparkstone.org.uk
Web Page	www.cpcparkstone.org.uk
Membership of Denomination	Assemblies of God
Charity No	1050247
Insurance Company	Ansvar
Insurance Type	Church combined (including public liability)
Type of work with Children	Sunday school Kidzone Children's club Kids and youth camps

## PURPOSE OF DOCUMENT

The purpose of this document is to inform those working with children about child abuse, and to advise them of the procedure to be carried out if abuse is disclosed to them, or if abuse is suspected. This will assist us in providing a secure environment to children.

First and most important - Whether it is your first contact with suspected child abuse or not:

- a) Ensure the welfare of the child.
- b) Talk to someone.

Should you encounter any situation involving a child which gives you cause for concern; make a written note of the conversation, observation, dates, times, names, etc. Pass on this information immediately to your designated safeguarding co-ordinator.

Do not be afraid to be wrong.

### 1. WHAT IS A CHILD?

Any person under the age of 18 years.

### 2. WHAT IS ABUSE?

- a) Physical abuse - includes hitting, shaking, squeezing, burning, biting, administering poisonous substances, suffocating/drowning, excessive force.
- b) Neglect - a failure to meet basic essential needs of a child, or if a child is left unsupervised at a young age.
- c) Emotional abuse - children harmed by constant lack of love and affection, or threats, verbal attacks, taunting or shouting.
- d) Sexual abuse - involvement of dependent, developmentally immature children or adolescents, in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent, or which violate the social taboos of family roles. (A child may suffer more than one category of abuse)

NB See NSPCC website for further information on signs of abuse

### 3. WHO ABUSES CHILDREN?

- a) Very rarely a stranger
- b) Often someone close to a child, e.g. parent, carer, babysitter, sibling, relative or friend of the family
- c) Sometimes, someone in authority such as a teacher, youth leader, children's worker, or, very sadly, a church worker/leader
- d) Sometimes, paedophiles and others who set out to join organisations (including churches) to obtain access to children

#### 4. HOW MIGHT WE RECOGNISE ABUSE?

**Warning signs:** They are only a guide, they are not necessarily proof of abuse, but may be an indication of:

- a) Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- b) Nervousness/watchfulness.
- c) Sudden under-achievement or lack of concentration.
- d) Changed or inappropriate relationships with peers and/or adults.
- e) Attention seeking behaviour.
- f) Persistent tiredness.
- g) Running away/stealing/lying.

#### OTHER AREAS WHERE LEADERS SHOULD BE VIGILANT

- a) Any injuries not consistent with the explanation given for them, or where differing explanations have been received.
- b) Injuries, which occur to the body in places, which are not normally exposed to falls, rough games, etc.
- c) Injuries and illnesses, which have not received medical attention.
- d) Instances where children are kept away from the group or school inappropriately.
- e) Reluctance to change for, or participate in, games or swimming.
- f) Any signs of neglect, under nourishment or inadequate care.
- g) Any allegations made by a child concerning sexual abuse.
- h) Child with excessive preoccupation with sexual matters, and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play.
- i) Sexual activity through words, play or drawing.
- j) Child who is sexually provocative or seductive with adults.
- k) Inappropriate bed sharing arrangements at home.
- l) Severe sleep disturbance with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotation.

NB See NSPCC website for Information Booklet "What can I Do? – protecting your child from sexual abuse".

#### ONE OR MORE WARNING SIGNS MAY BE EVIDENT

Many symptoms of distress in a child can point to abuse, but there are other explanations too. This (together with conflicting medical opinion) has sometimes been the reason for falsely accusing parents of sexual abuse. **It is important that the above signs are not taken as indicating that abuse has taken place, but that the possibility should be considered far more than in the past. They should make us stop and think - not jump to conclusions inappropriately!**

## 5. WHAT TO DO IF ABUSE IS SUSPECTED

As a Faith Community we have an obligation to safeguard all the children and young people in our care. Where abuse is suspected, or allegations of abuse made, we have a duty of care and a responsibility, when deemed necessary, to refer concerns to our Local Authority Children's Social Services. Our role except in the case of a medical emergency, is essentially to collect and clarify the precise details of the allegation. **Our role is not an investigative one.**

- Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.
- The person in receipt of an allegation or suspicion of abuse should report concerns as soon as possible to the Safeguarding Co-ordinator who is nominated by the Church Council to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring matters to Statutory Authorities. The Church Council will be kept informed.
- If suspicions relate to the Safeguarding Co-ordinator, the Chair of the Church Council should be informed.

## 6. RESPONDING TO ABUSE

### ACTION TO BE TAKEN IF CONCERNED ABOUT THE WELFARE OF A CHILD INCLUDING PHYSICAL AND SEXUAL ABUSE

Contact your designated Safeguarding Co-ordinator.

If the child is not at risk of significant harm, the Safeguarding Co-ordinator will consider:

- Alternative forms of support or help, child/family access these.
- These could include GP, CAMHS, Counselling, Health Visitor and Children's Services.
- Continue and observe concerns where possible and re-activate process if concerns remain.

If the child is at risk of significant harm:

- Contact the Local Authority Children's Social Services to make a referral.
- If by phone, follow up with written confirmation within 24 hours.

If the Safeguarding Co-ordinator is unsure whether concern warrants an official referral, the Safeguarding Co-ordinator will:

- Contact the Local Authority Children's Social Services to discuss concerns and seek advice.
- Alternatively, contact thirtyone:eight (CCPAS) for advice on 0303 0031111.

In an emergency situation, if there is concern for a child's safety or they are afraid to return home:

- Contact Police or the Local Authority Children's Social Services, see Appendix for contact details including out of hours.
- Don't discuss with parents/carers as this could jeopardise an investigation.

The Safeguarding Co-ordinator will ensure that accurate records have been maintained relating to the safeguarding concerns.

#### FURTHER GUIDANCE IN RESPONDING TO ABUSE

Whilst the church worker will normally consult with their designated safeguarding co-ordinator before reporting incidents/suspicious of child abuse to the Local Authority Children's Social Services, the absence of the designated Safeguarding Co-ordinator should not delay referral to the Local Authority Children's Social Services. Exceptionally, should there be any disagreement between the designated Safeguarding Co-ordinator and church worker as to the appropriateness of such a referral, the church worker nevertheless retains the right as a member of the public to report serious matters to the Local Authority Children's Social Services Team.

All children's workers should be aware that any allegations or suspicions are covered by pastoral confidentiality, and that therefore church members have no rights to this information. The sharing of information is therefore limited to a need to know basis. This will protect the interests of all the parties concerned.

**N.B. - Church leaders will often experience difficulty in making appropriate judgments. Professionals (e.g. Family doctors) are advised that they should discuss their suspicions with a specialist colleague first, with a view to then informing the statutory agencies. Similarly, Calvary Pentecostal Church Council will seek the advice of thirtyone:eight (CCPAS) and the Local Authority Children's Social Services team.**

#### 7. THIRD PARTY /ANONYMOUS REFERRALS / ALLEGATIONS

##### FAMILIES NOT KNOWN TO THE CHURCH

- a) In cases where allegations are made by a third party, the role of the church worker is to elicit as much information as possible from the referrer. Unless the person wishes to remain anonymous this should include the referrer's details (name, address, telephone number) and as much factual detail as possible about the child and family concerned (names of family members, address, name /date of birth of subject child, ethnic origin, etc). Information as to the cause of concern/nature of injuries/observations should be included.
- b) The church worker must inform the referrer that information relating to any child at risk, will be shared with their church leader and may result in referral to the Local Authority Children's Social Services, Child Protection Team and in this event, they may wish to interview the referrer (if known) as part of the child protection investigation.
- c) The church worker will then report the above information to the Safeguarding Co-ordinator and the latter will then seek the advice from the umbrella organisation thirtyone:eight (CCPAS) and then if there are sufficient concerns to make a referral to the Local Authority Children's Social Services.

##### FAMILIES KNOWN TO THE CHURCH

- a) In cases known to the church where the church suspects from either direct observation, third party, from the child or from a parent/carer, that the child is/has suffered **sexual**

**abuse**, the matter must be reported immediately to the designated Safeguarding Co-ordinator with a view to referral to Local Authority Children's Social Services or directly to the authorities if the church leaders are implicated.

- b) Should a child allege sexual abuse, the parents should not under any circumstances be informed. Where a parent/carer alleges sexual abuse by another person of their child, the parent/carer should be advised not to inform the alleged perpetrator. Should the church worker by direct observation suspect sexual abuse, they should discuss this immediately with the church leader, with a view to discussion with Local Authority Children's Social Services as to how the matter will be dealt with.
- c) In cases of **physical, emotional abuse or neglect** where the church worker, by observation considers that such concerns exist. The church worker should suggest to a parent that they should seek medical help. Approaching the doctor is less threatening and its then up to the medical practitioner to decide whether there is a question of abuse, which needs to be referred to Social Services. If a parent is reluctant, then the worker could consider going with them or, if they fail to co-operate, then the matter should be immediately discussed with the church leader, who will refer to the Local Authority Children's Social Services if appropriate. Of course, in cases of serious injury the church worker should summon medical help immediately.

## 8. HOW SHOULD WE REACT IF A CHILD TELLS US HE/SHE HAS BEEN ABUSED?

Children's workers are in a unique position and your relationship with children cannot be underestimated. Your group may be providing a safe haven, and perhaps the only place where a child feels comfortable and able to talk to adults. It is therefore possible that a child may approach you to talk about abuse.

### GOOD PRACTICE GUIDELINES

Treat the child or young person with dignity and respect.

- a) General points – **Listen carefully**
  - i. Accept what the child says.
  - ii. Keep calm, do not appear to be shocked.
  - iii. Look at the child directly.
  - iv. Be honest.
  - v. Let them know that you will need to tell someone else - don't promise confidentiality.
  - vi. Even when a child has broken a rule they are not to blame for the abuse.
  - vii. Be aware the child may have been threatened.
  - viii. Make notes as soon as possible, writing down exactly what the child said, including the child's name, age, address, relevant family information, and details of the situation and the activity that preceded disclosure (use form Responding to abuse – workers action sheet). Preferably within one hour, or at least on the same day.
  - ix. Never push for information or question the child.
  - x. If in doubt, refer to someone with more experience or expertise.
  - xi. Always follow policy guidelines.

b) Helpful things to say

- i. I believe you.
- ii. I am glad you have told me.
- iii. It's not your fault.
- iv. I will try to help you.

c) Avoid saying

- i. Why didn't you tell anyone before?
- ii. I can't believe it.
- iii. Are you sure this is true.
- iv. Why? How? When? Who? Where?
- v. Never make false promises.
- vi. Never make statements such as "I'm shocked, don't tell anyone else"

d) Concluding

- i. Again, reassure the child they were right to tell you and that you believe them.
- ii. Let the child know what you are going to do next, and that you will let them know what happens.
- iii. Immediately refer to your designated Safeguarding Co-ordinator.  
(Even if abuse is no longer happening it is still important to report the matter, as the adult may be abusing other children. Also, it may be that the child will need guidance and help in overcoming the effects of the abuse, plus the police may wish to prosecute).

## 9. ALLEGATIONS OF ABUSE AGAINST A CHURCH CHILD OR YOUNG PERSON WORKER

If an accusation is made against a worker (whether a volunteer or paid member of staff) the Safeguarding Co-ordinator will immediately inform the Church Council. They will refer the case to the Local Authority Children's Social Services for further guidance regarding suspension of the worker/volunteer involved.

## 10. PRACTICALITIES FOR MUTUAL PROTECTION OF LEADERS AND CHILDREN INVOLVED IN CHILDREN'S WORK.

### GUIDANCE

- a) Avoid being on your own with any child. This may mean groups working in one large room, or adjoining rooms.
- b) Never take a child home on your own - preferably have another helper with you, or else ensure that the last two children are dropped off together.  
**(Remember an allegation could also be made against you!)**
- c) Be wise in your physical contact with children.
- d) Be wise with your relationship with the children - do not be over friendly with some at the expense of others. No favourites.

- e) Male helpers need to be particularly careful in what they say, and in being around forward young females. Female helpers similarly need to be careful with forward young male children.
- f) Never smack, hit or physically discipline a child except by "holding" which may be used if there is an immediate danger of personal injury to the child or another person.
- g) If you feel that a child may have a "crush" on you, pray about it and talk to your Church Council for advice and guidance.
- h) In order to help children, we need to develop healthy relationships by listening to them and respecting them.
- i) We must be mindful of the safety of the children at all times and in all circumstances.
- j) Whenever possible have two or more adults present with a group, particularly when it is the only activity taking place on the church premises. A parent may want to accompany their child, however, because of our policy they should only help their own child and will always be under the supervision of the Church's Children's Leader.
- k) Children should not be taken on trips or away from the premises without permission of parents and church leadership.
- l) Where confidentiality is important (e.g. counselling a young person) ensure that others know that the interview is taking place and that someone else is around in the building.

## BOUNDARIES

- a) The level of personal care (e.g. toileting) appropriate and related to the age of the child - accepting that some children have special needs
- b) Guidance on touch. For example, physical contact between adults and children can be quite healthy and to be encouraged in public places, but should be discouraged in circumstances where an adult/child are on their own.
- c) Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- d) Respect the privacy of children, avoid questionable activity (e.g. rough/sexually provocative games or comments)
- e) If you invite a child to your home, ensure another adult is present and the parent is aware
- f) If transporting a child on their own, then it is better that the young person is seated in the back seat. Best practice is to receive parental permission in advance however we recognize this is not always possible.

## FEEDBACK

- a) It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the designated Safeguarding Co-ordinator about the concern.
- b) Workers should regularly review procedures to ensure common approach, sharing concerns and identifying other matters which may need clarification and guidance.
- c) Encourage report back to such a meeting when departure from guidelines becomes necessary - this provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.

- d) Keep brief records of issues/decisions discussed at workers' meetings.

#### HELPING CHILDREN TO PROTECT THEMSELVES BY

- a) Teaching safety generally/strangers/good and bad secrets and touches, etc.
- b) Help children develop common sense rules.
- c) Talk about suspicions or situations where they feel uncomfortable.
- d) Examine the way in which we present Christian truths, eg children obeying parents. This can be a real problem for a child who is being abused - are we telling the child to accept the abuse? Tell children that if they feel uncomfortable or that something may be wrong, they can always check things out with another adult.

#### 11. CONFIDENTIALITY

No children's worker is permitted to divulge any information concerning a child, or his/her family or anything a child may tell them to anyone other than the designated people previously mentioned. This is in order to protect the interests of the child. This confidentiality is a requirement at all times and is required when workers are "off duty" or no longer involved in the work.

Calvary Pentecostal Church has a Confidentiality Policy that is included in the Safe and Secure document to provide help in the way Children's Workers should treat any confidence entrusted to them.

## PURPOSE OF DOCUMENT

---

The purpose of this document is to inform those working with children/youth about discipline and behavioural issues that they may encounter in their work, and to provide guidance on how to deal with those issues.

### 1. WHAT IS DISCIPLINE?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

### 2. WHY DISCIPLINE?

It brings security, produces character, prepares for life, is evidence of love and is God's heart. Hebrews 12:6 and Proverbs 22:6.

### 3. DO'S AND DON'TS OF DISCIPLINE IN CHILDREN'S WORK

- a) We need to be insistent, consistent and persistent.
- b) **NEVER** smack, or hit a child.
- c) Discipline out of love **NEVER** anger. (It is better to let a matter pass than discipline in anger - you may say something you regret, and that damage cannot be repaired).
- d) Do not shout in anger or put down a child.
- e) Lay down ground rules e.g., no swearing, racism, or calling each other names, a respect for property.
- f) Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not kept.
- g) Talk to a child away from the 'group', not publicly. (Explain what they have done wrong, encourage remorse and leave them on a positive note).
- h) Never reject a child, just the behaviour. (Encourage the child that you want them, but you are not willing to accept the behaviour).
- i) Each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to ask ourselves: -
  - i. Why is the child behaving like that?
  - ii. Ask God for wisdom, discernment and understanding.
  - iii. What is the best method for disciplining and encouraging that child?
  - iv. What encourages and builds children up?
  - v. Work on each individual child's positives, do not compare them to each other.
  - vi. Work on relationships.
  - vii. Be a good role model and set a good example. (Don't expect children to do what you don't do and vice-versa).
  - viii. Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.

- ix. Don't say something you don't mean, and do stick to what you say, (otherwise we are implying negative teaching to the children). (Think before you speak).
- x. Pray for the children and with the children.

#### 4. PRACTICAL GUIDANCE FOR DEALING WITH BEHAVIOURAL ISSUES

- a) Change voice tone.
- b) Separate children who have a tendency to be disruptive when together. (These children are often friends, don't separate them straight away, give them a chance, perhaps warn them and only separate if they are disruptive).
- c) Have the child sit right in front of you.
- d) Get a helper to sit next to the child.
- e) Pay no attention to them.
- f) Be proactive and encourage helpers to be proactive and not wait to be told to deal with a situation.
- g) Take the child aside and talk to them, challenging them to change, whilst encouraging them on their strengths.
- h) Warn a child that you will speak to their parents and do so if necessary. Be wise when approaching the parents of non-church children.
- i) If a child's behaviour is constantly disruptive, seek advice and guidance from the leadership.
- j) Don't be afraid of discipline.
- k) Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your Oversight and ensure parents are advised in case of banning).
- l) Encourage good behaviour.
- m) Remember each child is individual and unique. We need God's wisdom and love to encourage each one to reach their potential and to recognise their needs.

## PURPOSE OF DOCUMENT

---

Safeguarding children and young adults who attend any of our activities is a priority and we as a church community take this responsibility seriously. We aim to nurture and protect them in a safe and caring environment which will ensure their well being and enable them to develop physically, intellectually and spiritually.

The purpose of this document is to confirm the church's stance on bullying and provide guidance to those working with children/youth on how to deal with issues relating to bullying that they may encounter and advise them of the procedure to be carried out if bullying occurs or is suspected.

## CHURCH STATEMENT ON BULLYING

We believe that all people are made in the image of God and are unconditionally loved by God. Everyone is equal, and we treat each other with dignity and respect. Our church is where everyone should be able to flourish in a loving and hospitable community.

## AIMS AND PURPOSE OF THE POLICY

- To ensure a secure and happy environment free from threat, harassment, discrimination or any type of bullying behaviour.
- To create an environment where all are treated with dignity and respect and where all members of the church community understand that bullying is not acceptable.
- To ensure a consistent approach to preventing, challenging and responding to incidents of bullying that occur.
- To inform children and parents of the church's expectations and to foster a productive partnership which helps to maintain a bullying-free environment.
- To outline our commitment to continuously improving our approach to tackling bullying by regularly monitoring and reviewing the impact of our preventative measures.

### 1. DEFINITION OF BULLYING

Bullying is hurtful, unkind or threatening behaviour which is deliberate and repeated. Bullying can be carried out by an individual or a group of people towards another individual or group, where the bully or bullies hold more power than those being bullied. If bullying is allowed it harms the perpetrator, the target and the whole church community and its secure and happy environment.

The nature of bullying can be:

- Physical (e.g. hitting, kicking, pushing or inappropriate/unwanted physical contact).
- Verbal (e.g. name calling, ridicule, comments).
- Cyber (e.g. messaging, social media, email).
- Emotional/indirect/segregation (e.g. excluding someone, spreading rumours).
- Visual/written (e.g. graffiti, gestures, wearing racist insignia).
- Damage to personal property.
- Threat with a weapon.

- Theft of extortion.
- Persistent bullying.

Bullying can be based on any of the following things:

- Race (racist bullying).
- Sexual orientation (homophobic or biphobic)
- Special educational needs (SEN) or disability.
- Culture or class.
- Gender identify (transphobic).
- Gender (sexist bullying).
- Appearance in health grounds.
- Religion or belief.
- Related to home or other personal circumstances.
- Related to another vulnerable group of people.

## 2. REPORTING BULLYING

If a child feels they are being bullied, they should report to the senior children/youth worker present. The child should explain the situation verbally or in writing immediately a situation occurs.

### REPORTING – ROLES AND RESPONSIBILITIES

- All workers/volunteers have a duty to challenge bullying, report bullying, be vigilant to signs of bullying and play an active role in the prevention of bullying. Anti-bullying leads for children are John and Jan Dike and for the youth, David and Kate Williams.
- Parents and carers also have a responsibility to look out for signs of bullying (e.g. distress, feigning illness, lack of concentration). Parents and carers should support their child to report bullying. This report should be in verbal or written form.
- Children should not take part in any kind of bullying and should watch out for signs of bullying among their peers. Children should never be bystanders to incidents of bullying – they should offer support to the victim and encourage them to report it.

## 3. RESPONDING TO BULLYING

When bullying has been reported, the following actions will be taken:

- Workers/volunteers will record the bullying incident on an incident reporting form and also inform the safeguarding Co-ordinator.
- Support will be offered to the target of the bullying from the senior children/youth worker present.
- Workers/volunteers will proactively respond to the bully who may require support.
- Workers/volunteers will assess whether parents and carers need to be involved.
- Worker/volunteers will assess whether any other authorities (such as police or local authority) need to be involved, particularly when actions take place outside of the church.

#### 4. DEROGATORY LANGUAGE

Derogatory or offensive language is not acceptable and will not be tolerated. This type of language can take any of the forms of bullying listed in our definition of bullying. It will be challenged by staff and recorded and monitored on the incident log and follow up actions and sanctions, if appropriate, will be taken for children and staff found using such language.

#### 5. PREJUDICE BASED INCIDENTS

A prejudice based incident is a one-off incident of unkind or hurtful behaviour towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. All prejudice based incidents are taken seriously and recorded. This not only ensures that all incidents are dealt with accordingly, but also helps to prevent bullying as it enables targeted ant-bullying interventions.

#### 6. STRATEGIES TO PREVENT AND TACKLE BULLYING

We use a range of measures to prevent and tackle bullying including:

- Our church vision is at the heart of everything we do and ensures that all members of the church community are revered and respected as members of a community where all are known and loved by God.
- We use a child friendly anti-bullying policy to ensure that all children/youth understand the policy and know how to report bullying. This policy is explained regularly to the children/youth and child friendly information is posted on the church notice board.

#### 7. TRAINING

The designated Safeguarding Co-ordinator is responsible for ensuring that workers/volunteers receive training on all aspects of the anti-bullying policy.

The anti-bullying lead is responsible for monitoring policy on a day-to-day basis. They are also responsible for monitoring and analysing the recorded data on bullying. Any trends should be noted and reported to the designated Safeguarding Officer.

#### CYBER BULLYING

This is a modern phenomenon. Cyber bullying or bullying via digital technologies such as mobile phones or computers, is a different threat to children and young people and can be harder to spot than traditional bullying.

What is different about Cyber bullying?

- It can occur anytime, anywhere – the victim can even receive bullying messages or materials at home.
- The audience to the bullying can be large and reached very quickly and easily if messages are passed around or things are posted on line.

- It can be unintentional – people may not think about the consequences of sending messages or images.

#### Characteristics of Cyber bullying.

- Anonymous – Cyber abusers can use the internet using pseudonyms.
- Accessibility – Cyber bullies can approach their victims at any time.
- Loss of inhibition – the anonymity of the internet can encourage Cyber bullies to commit acts which they might otherwise do in person.

#### Ways of Cyber bullying.

- Video chat apps, chat rooms, blogs and forums.
- Text messaging on mobile phones.
- Abusive or prank phone calls on mobile phones.
- Picture and video clip messaging – offensive images sent to mobile phones.
- Email used to send offensive messages and images.
- Social networking and messaging apps (like Omegle, Facebook, Kik messenger, WhatsApp) – offensive or humiliating messages and images can be posted.
- Identity theft – fake profiles can be set up with the aim of bullying others.
- Instant message services allow users to have real time conversations.
- Web cams can be used to send abusive images or encourage to act in an inappropriate way while being filmed.
- Video chat apps (like ooVoo) – children and young people can be accidentally exposed to pornographic images.
- Gaming sites, consoles and virtual worlds where chat within the game may become bullying.

#### Protecting children and young people from Cyber bullying.

As with other types of bullying it is important for workers or volunteers to listen to children and react with sympathy. They should let children know that bullying is always wrong, and that seeking help is the right thing to do. It is important for them to learn to respect and look after their friends online and to think before they post or text. To help keep children and young people safe:

- Encourage them to talk to you or another adult about anything that is upsetting them.
- Watch out for them seeming to be upset after using the internet or their mobile phone.
- Ask them to think about how their actions affect other users.
- Suggest that they only use moderated chat rooms.
- Encourage them to show you any abusive or offensive emails or messages they have received and keep a record of them.
- Help them report any abuse to their internet service provider, the website manager/moderator, the mobile phone company or the Police.
- Tell them never to respond to any abusive messages or calls.
- Discuss keeping their passwords safe and avoiding giving their name, email address or mobile phone number to people outside their circle of friends or family.
- Change email address or telephone number if abuse continues.

- Turn on in-built internet safety features and install computer software to ensure that you only receive emails from people you have chosen and to block unwanted images.
- Tell them about places where they can go for help or support like ChildLine, ThinkuKnow and Childnet International, BullyingUK.

Reporting Cyber bullying and Responding to Cyber Bullying see Anti- Bullying above.

## PURPOSE OF DOCUMENT

The purpose of this document is to inform those working with adults in need of care and support about safeguarding awareness and to advise them of the procedure to be carried out if abuse is disclosed to them or if abuse is suspected. This will assist us in providing a safe and secure environment for those adults in need of care and support who attend any of the activities run by Calvary Pentecostal Church.

### 1. DEFINITION OF ADULTS IN NEED OF CARE AND SUPPORT

A person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves. Similarly, someone who is unable to protect themselves against harm or exploitation because of the aforementioned reasons.

### 2. WHAT IS ABUSE?

Abuse should be taken to include not only ill treatment but also the impairment or avoidable deterioration in physical or mental health and the impairment of physical, behavioural, social or emotional development.

Types of abuse:

Physical	Hitting, slapping, physical restraint
Psychological	Any act or emission that causes severe emotional distress e.g. shouting
Financial	Taking money or property without consent, misuse of asset
Sexual	Sexual act without consent, non - contact or contact
Neglect	Failure to provide care, protection from hazards
Institutional	Mistreatment or abuse by a regime of individuals within an institution
Discriminatory	Racist, sexist, cultural, disability or abuse because of lifestyle preferences

### 3. WHAT IS NOT ABUSE

Random violence	that is by someone with whom they have had no previous contact or likely future contact
Self-Neglect	other assessments can be made by NHS or Social Services

#### 4. HOW CAN POSSIBLE ABUSE BE RECOGNISED?

##### INDICATORS OF ABUSE

Physical abuse	history of unexplained falls and injuries, bruising, burns, marks on skin, weight loss, fractures, drowsiness
Psychological abuse	unkempt, unexplained paranoia, confusion, agitation, inappropriately dressed, insomnia/ sleep deprivation or excessive need to sleep
Sexual abuse	Self-inflicted, injury, difficulty in walking or sitting, 'love bites', withdrawal, change in usual behaviour, overt sexual behaviour, pregnancy
Financial abuse	unexplained or sudden inability to pay bills, excessive interest by others in vulnerable person's assets
Institutional abuse	insufficient knowledge base of care needs of adults in need of care and support
Discriminatory abuse	oppressive attitudes motivated by gender, race, disability, religion, culture or sexual orientation

#### 5. RECORDING AND REPORTING ABUSE

Suspicious or allegations of abuse or harm, including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery and domestic abuse, should be reported and recorded as soon as possible, preferably within one hour or at least on the day of the incident being reported. It is important that a clear and accurate record is kept.

##### a) Recording incidents.

Remember to treat everyone with dignity and respect.

- The date and time of the incident.
- The victim's view and description of what occurred using their own words as far as possible.
- Appearance and behaviour of the victim.
- Any injuries observed.
- If allegations reported by a third party, record what they have said and their relationship or role.
- Details of the outcome the adults in need of care and support wants.
- Any questions that may have been asked.
- All records should be signed and dated.

##### b) Reporting incidents.

- The Safeguarding Co-ordinator should be informed in the first instance. If they are not available, a member of the Church Council. If there is a concern the Safeguarding Co-ordinator will:

- Will contact the Local Authority Social Services who have a responsibility to investigate allegations of abuse. Alternatively, thirtyoneeight can be contacted for advice.
- If the adult is in immediate danger, or has sustained a serious injury, contact Dorset Police informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:

- Identify support services for the victim, i.e. counselling or other pastoral support. Thirtyoneeight can be contacted for advice and support.

Allegations of abuse against a person who works or volunteers with adults who have care and support needs.

- The Care Act places a duty on Adult Social Services to investigate situations of harm to adults with care and support needs, therefore, any allegations need to be passed to the Local Authority Adult Social Services Team.

## 6. GOOD PRACTICE GUIDELINES

- a) It is important to recognise a change in a person's behaviour which may lead you to think there is possible harm.
- b) Listen and keep on listening.
- c) Don't question.
- d) Keep calm.
- e) Avoid passing judgement.
- f) Never promise confidentiality.
- g) Explain what you intend to do and don't delay in taking action.
- h) Contact the safeguarding Co-ordinator or in their absence, a member of the Church Council. Remember, as a member of the public, you are entitled to report abuse to the authorities yourself.
- i) Make notes of what you have seen and heard, sign and date.
- j) Do not contact the alleged abuser.

## 7. CONFIDENTIALITY

See Confidentially Policy Document.

## 8. USEFUL CONTACT INFORMATION

See Useful Contact Information Appendix 3.

---

## PURPOSE OF DOCUMENT

---

The purpose of this document is to inform those working with children/youth on the relevance of confidential information and how this information is to be managed by the church.

Proverbs 11: 13 -"A gossip betrays a confidence, but a trustworthy man keeps a secret. "

### 1. WHAT IS CONFIDENTIAL INFORMATION?

The definition of confidentiality is, "the act of keeping private or secret, information or material entrusted", whether this is spoken or written. Information entrusted does not become the property of the confidant, but remains the property of the one who confides. However, the practice of confidentiality in a truly caring community is more complicated and requires explanation.

### 2. CHURCH GUIDELINES ON CONFIDENTIALITY

Calvary Pentecostal Church Council will seek to provide a private, warm and caring environment for people, who may need to speak about things that are sensitive and/or personal. Calvary Pentecostal Church believes that those in the ministry have a duty of confidentiality to the confider. The confider who seeks advice or counsel has, in the act of asking, given their implicit consent for any information to be shared within the team structures of the church.

The different ministry teams working in Calvary Pentecostal Church will only share confidential information on a "need to know" basis. On receiving confidential information, team members are required to "debrief" with one of the leadership. Any information shared with a leader will be discussed with other leaders on a need to know basis. The leadership will act as one for the well-being of the church and to promote effective prayer.

If any written information is kept it will be stored in a locked file in a secure church office and the confider shall be allowed access to any such information, upon request.

The duty of the church to preserve a confidence is a prima facie duty but one that can be overridden by other more compelling duties which the confidant should recognise within the principle of "paramountcy". In these cases, a confidence may be shared with others, including outside agencies.

### 3. GROUNDS FOR OVERRIDING THE DUTY OF CONFIDENTIALITY

- a) The protection of the confider from harm, whether emotional, physical or spiritual.
- b) The protection of an identified second party from harm, whether emotional, physical or spiritual.
- c) The protection of non-identified individuals or society at large from harm, whether emotional, physical or spiritual.
- d) The protection of the church community from harm, whether emotional, physical or spiritual.

The confidant should believe that there are reasonable grounds to override the duty of confidentiality but he or she is not required to be certain, or provide proof or evidence that the belief is justified. Before such a sharing of information takes place, it may be appropriate to discuss the matter with a leader of the church. This would apply only where the information is shared outside of the normal debriefing policy operated by the church.

It is important to clearly state how this policy statement will work within the church. Two of the pillars of the policy are "paramountcy" and "need to know", and these are explained below, together with the necessity of "debriefing".

#### 4. PARAMOUNTCY

This is the basis by which it may be decided whose interest is of paramount importance. For instance, a client of the Ministry Team may, in confidence, share that they are abusing a child. By the simple application of the rules for overriding the duty of confidentiality, one can see that the duty to the child is paramount to the duty of confidentiality.

#### 5. NEED TO KNOW

This is the basis for deciding the detail of the information that is being shared, either through the usual debriefing requirements or where it is believed that there are reasonable grounds to override the duty of confidentiality (paramountcy). The question one should ask is: does this person need to know this detail of the situation?

However, when dealing with statutory agencies, every assistance should be given.

#### 6. DEBRIEFING

The confider should be aware that debriefing to the Church Council is in their best interest. It means that the Church Council is able to offer their experience and provide the ministry team members with the means of discharging their responsibility within the jurisdiction of the church.

This policy is in place for the protection of everyone in the church environment. If the policy guidelines are not followed in a given situation, it should be understood that this falls outside the covering and responsibility of the church.

Any questions or concerns regarding this policy should be addressed to the Church Council.

---

## PURPOSE OF DOCUMENT

---

The purpose of this document is to demonstrate that the Church Council of Calvary Pentecostal Church (CPC) is committed to good practice in the recruitment of staff and volunteers working in the Church environment. We recognise that safeguarding of children, young people and adults in need of care and support is a priority. The processes that we follow are designed to prevent unsuitable or dangerous individuals gain access to young people of adults in need of care and support.

## RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

When seeking to recruit and select staff and volunteers to work with children, young people and young adults, we will ensure that all applicants will be treated equally and with respect. This includes all those working or volunteering in the following positions:

- Anyone working with children as defined in 'Work with Children' document
- Sunday School teachers
- Children's' Club workers
- Youth Workers
- Those working with adults in need of care and support

### 1. STAFF

The Church Council will ensure all paid staff working with children, young people and adults will be appointed, trained and supervised according to Government guidance on safe recruitment.

Accordingly:

- Each paid post will have a written job description and person specification.
- The post will be advertised.
- Applicants will have completed and application and self-declaration form.
- Short listed candidates will have been interviewed.
- Safeguarding will have been discussed at interview.
- Written and/or verbal references will have been obtained.
- A DBS (Disclosure and Baring Service) will have been completed.
- Where there is a blemished disclosure, i.e. conviction, cautions, etc. advice on suitability for appointment will be sought from thirtyoneeight (CCPAS).
- Qualifications, if relevant, will have been verified.
- Training is provided for the successful applicant.
- The applicant will have completed a successful probationary period.
- The applicant will have been given a copy of thirtyoneeight's (CPC) Safeguarding Policy 'Safe and Secure' and knows how to report concerns.

Applicants will be unable to commence work until this recruitment process has been successfully completed.

CPC will have regard to thirtyoneeight's (CCPAS) guidelines on:

- Job Roles.
- Advertisements.
- Application forms.
- Self-declaration forms.
- Interviews.
- References.
- DBS checks.
- Equal Opportunities Policy.
- Written contracts.
- Probationary period.

## 2. VOLUNTEERS

The Church Council will ensure all volunteers working with children, young people and adults will be appointed, trained and supervised according to Government guidance on safe recruitment.

Accordingly, volunteers:

- Will be valued as a person and for the role for which they are volunteering.
- Should have the same level of professionalism as paid staff.
- Should be given information about their role in writing including the tasks they are expected to undertake.
- Should complete a basic application form.
- Will be required to successfully complete DBS checks, self-declaration forms and references.
- Should be given basic training commensurate with the role.

## 3. MANAGEMENT OF WORKERS AND VOLUNTEERS

As a Church Council we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. We aim to foster a culture of mutual respect in order to prevent situations which may be perceived as coercive or controlling.

- All workers in Kidzone and Sunday School are volunteers.
- A working rota for each of the activities is produced in advance of future sessions advising which of the volunteers is involved in a particular week's activity.
- No session is longer than ninety minutes.
- Regular volunteers are DBS checked by the Safeguarding Co-ordinator.
- All volunteers are made aware of the Church's Anti-Bullying Policy, Fire Safety Policy, risk assessments, accident and incident register and first aid facilities.
- Opportunities for feedback and training are given regularly.

All workers and volunteers shall be made aware that John and Janet Dike are the senior children's workers.

---

APPENDIX 1 – ROLES WITHIN CPC RELEVANT TO CHILDREN’S AND YOUTH WORK

Church Council	Pastor Ken Williams
	Nicky Williams
	Allan McGregor
	Enid McGregor
	Richard Elms
	Carolyn Elms
	Alistair McGregor
	David Williams
	John Vatcher
Youth leaders	David Williams
	Katherine Williams
Sunday School leaders	John Dike
	Jan Dike
Kidzone leaders	John Dike
	Jan Dike
Safeguarding Co-coordinator	Marguerite Dike
Safeguarding Team	Judy Freeman
	David Williams
	Ceri McGregor

---

## APPENDIX 2 – BASIC CHECKLISTS FOR STAFF AND VOLUNTEERS WORKING WITH CHILDREN AND YOUTH

### KIDZONE AND SUNDAY SCHOOL

---

- Parental consent must be obtained for all children attending Kidzone.
- Emergency contact details for children should be acquired from parents/guardians.
- Parents should complete medical conditions form to alert staff to any condition which may affect a child whilst in the church’s care. Brief information and care needs should be noted.
- A Register should be kept in which each child is recorded on arrival at Kidzone and Sunday School.
- An “Accident and Incident” book should be kept in which all accidents, illnesses or Child Protection issues are recorded.
- A First Aid Kit must be available. First Aid Training will be provided for Leaders.
- An evacuation procedure should be in place and practices undertaken. All emergency exits should be kept free from obstruction.
- Risk assessments will be undertaken for activities at Kidzone. Child – Adult staffing levels must be considered in all activities.
- Written permission should be obtained from Parents/Guardians if photos of children are to be taken by staff.
- Basic Safeguarding Training will be made available for all staff and volunteers working with children. All helpers will be expected to be familiar with CPC’s Safe and Secure safeguarding policy.

### RESIDENTIAL TRIPS AND OUTINGS – PLANNING CONSIDERATIONS

---

Government guidance from 2018 requires faith communities to ensure safeguarding arrangements are in place for all residential trips and outings.

To consider beforehand:

- Child numbers
- Staffing
- Transport
- Disseminating information
- Venue
- Written risk assessment

<b>Child numbers.</b>	How many can you safely take.
	Are there any particular issues with any of the children, i.e. medical, that need to be considered?
<b>Staffing.</b>	All staff and volunteers need to have current DBS checks.
	Leaders require a higher-level check as do drivers.
	Volunteers i.e. parents, will need DBS checks and complete a reference form.
	Staffing ratios must be agreed and observed at all times.
	Gender ratios need to be considered.

<b>Transport.</b>	Minibuses must be safe for use.
	Minibus drivers must have appropriate licences or training.
	Private cars must be safe for use and have appropriate consents.
	Route planning, stop offs, emergency procedures, etc.
	Vehicle insurance, tax, etc.
<b>Disseminating information</b>	Meeting to disseminate information to parents.
	Gain permission slips, medical information, contact details from parents and for parents.
<b>Venue</b>	Check venue/ organisation has appropriate safeguarding policies in place.
	Are the organisation's staff appropriately trained for the activities on offer?
<b>Risk assessment</b>	A written risk assessment should be undertaken covering the all above using the CPC template provided.

### **Residential Trips and Outings – Planning Considerations - Additional Help Notes**

CPC has a range of forms that can be used when organising your trip which can be obtained from the Safeguarding Co-ordinator.

#### **Child Numbers and Staffing**

- Suggested staff ratios – Minimum 2 Adults when supervising children and young people (consider genders),
  - 4 to 8 years x1 adult per 6 children,
  - 9 to 12 years x 1 adult per 8 children,
  - 13 to 18 x 1 adult per 10 children.
- Suggested toilet ratios - If the group has both boys and girls, there should be at least 1 male and 1 female helper.
- No-one without DBS check should accompany a child to toilet unsupervised.
- Large groups of children – Encourage them to take a comfort break together.
- With a ratio of 2 adults to 10 children, 1 adult supervises hygiene duties and the other, safety and head count.
- To be considered as a leader or helper, a DBS certificate will be needed before going.
- Leaders will need an enhanced DBS certificate as will drivers of cars and minibuses.
- Volunteers (parent helpers) will need to complete a CPC reference form as well as a DBS check (Safeguarding Co-ordinator can arrange).

#### **Transport**

- Vehicles used for transport must be road worthy e.g. current MOT and have appropriate insurance.
- Seat belts will be worn at all times by all occupants of the vehicle.

- Drivers must have an appropriate level of experience or training to drive a minibus.
- In private cars there should be a minimum of one adult driving and one adult to supervise children.
- In a minibus there should be a minimum of one adult driving and a relevant number of adults to children to supervise.
- Plans should be put in place to cover accidents and emergencies enroute, e.g. First Aid kit, warning triangles, high visibility tabards/jackets.
- Parents should be provided with a Consent for Transporting Children Form which should be completed and returned to the organisers.
- During comfort breaks, head counts must be made.

### **Disseminating Information**

Meeting with parents – Outline:

- The trip, details of venue/destination/activities.
- Staffing including ratios and DBS checks.
- Travel arrangements.
- Emergency planning, risk assessments, etc.
- Expectations of children and young people, e.g. use of mobile phones, social media.
- Information on policies for discipline and bullying, phoning home, home sickness, remote supervision of free time.
- Housekeeping arrangements, i.e. clothing, pocket money, sleeping arrangements.
- Assessment of safety issues and what has been done to reduce risks.
- Issuing of permission forms, contact details and medical information.
- Contact details for leaders to be provided for parents.
- See CPC Safeguarding templates.

Meeting with children and young people – Outline:

- Code of conduct for timing of meals, etc.
- Dress and appearance.
- Contact details for leaders.
- Respect for property and expectation of behaviour towards others.
- Accommodation rules.
- Medication.
- Sanctions.
- Sleeping arrangements.

More detailed guidance can be found in the CCPAS booklet for camps and residential. This is available from thirtyoneeight.

---

## APPENDIX 3 – USEFUL CONTACT INFORMATION

### 1. NSPCC: [WWW.NSPCC.ORG.UK](http://WWW.NSPCC.ORG.UK)

NSPCC protects children across the UK providing support, advice and help for children and families, parents and communities. Information available online includes "Keeping Your Child Safe", positive parenting tips and guides / leaflets containing advice and guidance for parents on a range of child safety issues.

For children under 18 who need to talk NSPCC runs **CHILDLINE** helpline:

Tel: 0800 1111

For anyone worried about a child NSPCC runs a helpline:

Tel: 0808 800 5000

### 2. THIRTYONEEIGHT (CCPAS): [WWW.THIRTYONEEIGHT.ORG](http://WWW.THIRTYONEEIGHT.ORG)

Thirtyoneeight- Creating safer places. Together.

This is an independent Christian safeguarding charity. It provides a helpline for people hurting from abuse or the consequences of abuse.

Tel: 0303 0031111

CPC is a member of thirtyoneeight and uses it as the umbrella organisation for processing DBS checks and for help and advice on safeguarding issues.

### 3. BOROUGH OF POOLE: [WWW.POOLE.GOV.UK](http://WWW.POOLE.GOV.UK) (CHILDREN AND YOUNG PEOPLE'S SOCIAL CARE)

Provides information on child abuse and protection. They are working with families locally to enable children to live safe from harm within their family and in the community wherever possible.

If you need advice or have concerns regarding a child's safety, contact:

Tel: 01202 735046 (working hours),

Tel: 01202 738256 (outside opening hours), or,

Email: [mash@poole.gov.uk](mailto:mash@poole.gov.uk)

**BOROUGH OF POOLE: CHILDREN AND YOUNG PEOPLE'S SOCIAL CARE,**  
[WWW.POOLEFAMILYINFORMATIONDIRECTORY.COM](http://WWW.POOLEFAMILYINFORMATIONDIRECTORY.COM)

Protecting children: offering advice and support on issues such as bullying, drugs, e-safety, keeping your child safe and domestic violence.

**BOROUGH OF POOLE: ADULT SOCIAL CARE**

Provides emergency response for adults in need of community care and support in crisis or in need of urgent help.

Tel: 01202 657279 (emergency line), or Tel: 01202 633902 (day time)

### 4. BOURNEMOUTH AND POOLE LOCAL SAFEGUARDING CHILDREN'S BOARD [WWW.BOURNEMOUTH-POOLE-LSCB.ORG.UK](http://WWW.BOURNEMOUTH-POOLE-LSCB.ORG.UK)

Is the key statutory mechanism for agreeing and ensuring that local organisations within Bournemouth and Poole work together to safeguard and protect the welfare of children and young people, effectively. The website provides information for anyone concerned about a child or young person.

If you have concerns about a child:

Tel: 01202 458873 or click on their website portal.

5. **DORSET POLICE**

When concerned over a child, young person or adult with care and support needs,  
Tel: 999 or 101.

6. **BULLYING UK**

Helpline for advice and support on bullying whenever you need it.  
Tel: 0808 8002222.

# SAFEGUARDING IS A PRIORITY HERE



We work to a formal safeguarding policy and it can be seen on request from:

-----

If you have any concerns regarding the safety or welfare of a child you can speak to:

----- or -----

If you have any concerns regarding the safety or welfare of an adult at risk you can speak to:

----- or -----

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of the Leadership*

Call us with your Safeguarding questions:

# 0303 003 11 11

We are committed to following government and CCPAS guidelines on safeguarding children and adults at risk (with care and support needs) and good working practice, including safer recruitment of workers.

[www.ccpas.co.uk](http://www.ccpas.co.uk)  
0303 003 11 11  
[info@ccpas.co.uk](mailto:info@ccpas.co.uk)

**CCPAS**   
setting standards in safeguarding

No matter  
**WHERE**  
you are...

**WHO**  
you are...

Or **WHAT**  
you do...

It's  
**NEVER**  
ok to  
**BULLY**

**Bullies Out**<sup>®</sup>  
[www.bulliesout.com](http://www.bulliesout.com)

EDUCATION • TRAINING • AWARENESS • SUPPORT