



Charity details: Guisborough Christian Centre  
Charity Registration No. 702049

Church: Guisborough Christian Fellowship

Meeting at: Prior Pursglove College,  
Church Walk  
Guisborough

Elder: D R Bickham  
8 Berkley Drive  
Guisborough  
TS14 7LX

### **Policy Statement : Safeguarding Children and Young People**

Guisborough Christian Fellowship is committed to ensuring the well-being of all children and young people in its care, including physical, emotional and spiritual well-being. We recognise the risks of abuse to our children and young people, and seek to safeguard them in all our activities.

Our policy covers:

- Managing children's and young people's activities.
- Safely Recruiting.
- Job descriptions.
- Recognising and responding to signs of abuse.
- Working with offenders /ex-offenders.

#### **Managing Children's and Young People's Activities**

Good management is a key factor in ensuring that children's and young people's work is conducted safely.

Leaders are appointed to head up each aspect of the church's work with children and young people. These leaders have prime responsibility to ensure that work is conducted in accordance with this policy, to respond to any suspicion or allegation, and involve external agencies such as Social Services or Police if necessary.

The designated Leaders are :

Loftus  
Crèche, Sunday School and Youth Church  
Youth Groups

Dai Bickham  
Tony Quantrill  
Lesley Iredale

Overall management of this policy is the responsibility of the policy administrator, who is responsible for maintaining records of all individuals authorised to work with children and young people, including retaining copies of application forms and declarations, see Appendix 4 and Appendix 5.

The policy administrator is

Nick Wells

The policy becomes effective from 9 June 2005

In general, children's and young people's work will be conducted in such a way as to avoid 'one to one' encounters between a teacher and a child or young person in private environments e.g. in cars or a room with the door closed.

However, recognising the particular requirements of youth work with teenagers, this policy may be relaxed at the discretion of the youth leader (e.g. when children belonging to church families visit after school.)

Children's and young people's workers meet with the Crèche, Sunday School and Youth Church leader and, occasionally, church leaders at intervals of approximately six months to review progress, explore concerns, agree on teaching materials, etc. The appointment of new workers will be reviewed at this meeting. Conformance with this policy will also be reviewed and corrective action initiated where necessary.

All children's and young people's worker's are required to complete an application form, and to sign a declaration of conformity with this policy

### Recruiting Safely

Success in children's and young people's work depends critically on recruiting the right people who combine commitment and enthusiasm for Christian truth with the highest standards of moral integrity. It is therefore imperative that we recruit workers with care, and due consideration. Our recruitment policy is outlined in Appendix 1.

### Job Descriptions

Job descriptions exist for each identified role working with children and young people.

These are :

- Crèche / Sunday School / Youth Church worker
- Youth Leader
- Loftus Christian Club leader

Job descriptions are attached in Appendix 2.

### Recognising and Responding to Signs of Abuse

Our policy is to safeguard the well-being of children and young people in our care at all times. However, we recognise that allegations of and instances of abuse can occur, not least from situations completely outside our control. We will provide our workers with guidance on recognising signs of abuse and guidance on how to respond to allegations or suspicions of abuse. See Appendix 3 and 4

### Working with Offenders / Ex-offenders

Our policy is not to allow anyone with a previous offence against children to work with children or young people.

All applicants working with children and young people will sign a declaration of no criminal convictions, see Appendix 5.

Checks will be carried out to corroborate this declaration, see Appendix 1.

## **Appendix 1 : Recruiting Safely**

Each applicant will be interviewed by a designated leader (or church Elder) prior to appointment.

As a general policy, we will not appoint someone new to the Christian faith to a teaching role (although they could assist an appointed worker, remaining under his or her direction at all times.) We look for a track record of consistent Christian living before an individual is considered to work with children or young people. Although the exact length of track record can be varied at the discretion of the designated leader, it will normally not be less than 1 year.

For established Christians applying to work with children or young people, our policy is to take up references from a referee able to vouch for the integrity and suitability of the applicant, and corroborate their declaration of no criminal convictions relating to children (see Appendix 5.) This shall cover at least the previous 5 years, and preferably 10 years. Where this is not possible, alternative checks shall be carried out. These shall include enhanced Criminal Records Bureau checks.

Each applicant to work with children or young people will

- Complete an application form, including signing a declaration of disclosure of criminal convictions (see Appendix 5).
- Receive a copy of the job description relating to their work (see Appendix 2)
- Read and understand this policy
- Agree to comply with this policy by signing the declaration (see Appendix 6)

## **Appendix 2 : Job Descriptions**

### Crèche, Sunday School teacher and Youth Church leader job description

Crèche leaders, Sunday School teachers and Youth Church leaders teach an allocated group of children in a given age range (normally 0-5, 5-7, 8-11, 11-14 or some other combination within this overall range depending upon numbers of children involved). Guisborough Christian Fellowship Crèche, Sunday School and Youth Church occurs during the GCF main Sunday morning service, typically from 10:45 (part way through service) to 11:30.

Crèche, Sunday School and Youth Church is taught in classrooms and other rooms within the Prior Pursglove College campus. Normally, these are within the same building as the Guisborough Christian Fellowship Sunday morning service. Classes are sometimes taken outside the building, and exceptionally, off-site, for practical lessons related to the main subject being taught.

The purpose of Crèche, Sunday School and Youth Church is to teach Christian truth from the Bible and other agreed supporting teaching material, including practical application, with the objective of helping children to understand and apply Christian teaching in their lives.

All teaching shall be consistent with Guisborough Christian Fellowship's Statement of Faith. (Attached, see Appendix 7)

Occasionally the Youth Church will go on a Church holiday specific for their age range.

Refreshments may be provided.

The Leader is part of the Church Leadership team which meets every other month; this enables progress, concerns and other relevant matters to be reviewed.

Crèche leaders, Sunday School teachers and Youth Church teachers also meet as a team to agree policy and coordinate activities.

### Loftus Christian Club Worker Job Description

The purpose of Loftus Christian Club is to provide a positive Christian environment for the young people of Loftus in a meeting place in the centre of Loftus (currently the Loftus Coffee Shop). The group meets from 19:30 hrs to 21:00 hrs on Wednesdays during school terms, and is a 'large group' event led by a team of workers from Guisborough Christian Fellowship.

Workers conduct quizzes, games, bible readings, etc, with the main body of the group or with small groups within that body. Workers will engage in 'one to one' discussions, within the general group setting, looking to provide encouragement, a positive Christian input, and general interest and concern.

The Leader is part of the Church Leadership team which meets every other month; this enables progress, concerns and other relevant matters to be reviewed.

Refreshments are provided.

## **Appendix 2 (continued) : Job Descriptions**

### Job description for the Christian Youth Leader

#### OBJECTIVE

To formulate and effect a programme to teach and develop the 11 to 18 year old young people connected with Guisborough Christian Centre in the Christian faith and to undertake evangelical youth outreach activities in the area.

#### MAIN RESPONSIBILITIES AND DUTIES

1. To be responsible for the encouragement, care and support, along with others, of the young people in Guisborough Christian Centre.
2. To plan and organise Sunday night Youth Group activities.
3. To plan and organise at least one holiday in the year for the young people; for example, Harvest
4. To initiate other activities, as deemed appropriate, which will lead to the development of our young people and involve reaching out to others.

The numbers in the Youth Group age range are such that there is often a combined Youth Group with the local Methodist Church on Sunday evenings.

The Leader is part of the Church Leadership team which meets every other month; this enables progress, concerns and other relevant matters to be reviewed.

### **Appendix 3 : Dealing with an allegation/concern of Child Abuse**

Allegations/concerns may be made/expressed by a member of the team about a child or about the behaviour of another member of the team. A child may make an allegation about a member of the team or about someone outside of the group, for example a parent, a family member, another child.

Allegations should be made/ concerns expressed to the designated people. If you are not the designated person and a child makes an allegation, you should follow the procedure below and then speak to the named person who will decide what action to take.

The procedure for dealing with such allegations and concerns is:

#### From a child\*

- Stay calm and listen carefully to what is said, don't over react
- Do not promise to keep secrets - explain that such information will need to be shared but offer reassurance that they have done the right thing
- Allow the child to continue at his/ her own pace
- Ask questions only for clarification
- Avoid any questions which may suggest a particular answer
- Tell them what you are going to do next and who you are going to share the information with
- Record in writing as soon as possible what was said, using the child's words if possible. Note time, date, any names mentioned. Sign and date the record.
- Inform the designated person unless it is inappropriate to do so or the designated person is not available, in this case make contact with Social Services

*\*From a child' has been taken mainly from NSPCC Stopcheck-a step by step guide for organisations*

#### From a team member

- Make a written record of the observations or the information received
- Sign and date the record
- Inform the designated person unless it is inappropriate to do so, or the designated person is not available; in this case, make contact with Social Services
- Seek advice from Social Services

#### Making a referral to Social Services

- All referrals should be made by telephone
- Referrals should be followed up in writing within 24 hours
- Social Services should acknowledge the written referral within 1 working day of receiving it. **If** you do not receive acknowledgement within 3 working days, contact Social Services again.

## Appendix 4 : Recognising and responding to the signs of abuse

### Recognition of signs which might indicate child abuse

There are many factors that indicate that abuse of some form is taking place. Some of these factors may not be worrying in isolation but in combination should be taken seriously.

Identification of abuse is often difficult. It is useful to consider the following:

- Is there a pattern of unexplained injury or illness?
- Any inconsistent explanations?
- What has the child said spontaneously?
- Any sudden changes in behaviour?

#### **Indicators of Physical Abuse**

##### *Bruises:*

- To the eyes, mouth or ears
- Fingertip bruising (grasp mark)
- Bruises of different ages in the same place
- Outline bruises (i.e. Of a shoe, belt)
- Bruises without obvious explanations
- Bruising to non mobile babies

##### *Burns, bites and scars:*

- Clear impressions of teeth
- Burns or scalds with clear outlines
- Small round burns (cigarettes)
- Large number of different aged scars
- Scars that indicate a child did not get medical treatment
- Unusual shaped scars

##### *Fractures*

- Fractures in children under 1 year
- Alleged unnoticed fractures

##### *Other injuries*

- Poisoning, injections, ingestion or other applications of damaging substances including drugs and alcohol
- Signs of shaking including any bruising to a young baby
- Facial petichiae (small blood spots)

#### **Indicators of Neglect**

##### *Children who are:*

- Not receiving adequate food
- Exposed through lack of supervision to injuries
- Exposed to inadequate, dirty and/or cold environments
- Abandoned or left in circumstances without appropriate adult supervision
- Prevented by their carers from receiving appropriate medical advice/treatment

#### **Indicators of Sexual Abuse**

- Sexual transmitted diseases
- Recurrent urinary infections
- Genital and rectal itching and soreness
- Bruising in the genital region
- Sexual play/ masturbation that is inappropriate to a child's age, development and circumstances
- Sexually explicit behaviour
- Young children with an inappropriate level of sexual knowledge
- Sexual abusive behaviour to other children, especially younger children

## Appendix 4 (continued) : Recognising and responding to the signs of abuse

### Indicators of Emotional Abuse

- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders ego Faecal smearing
- Severely delayed social and speech development
- Excessively nervous behaviour such as rocking
- Low self esteem

### General Indicators

- Onset of enuresis - day or night Sleeping and eating disturbance Recurrent abdominal pains
- Social withdrawal
- Restlessness and aimlessness
- Poor trust and secretiveness
- Running away
- Self harm
- Hysterical fits, faints etc

The general indicators may occur in any child being abused but are particularly important in cases of sexual and emotional abuse where outward signs may not be present.

### When symptoms are recognised - responding to concerns

- Speak to the designated person and follow the procedure
- Parents should normally be contacted and their agreement should be given to Social Services being contacted
- Parents need not be contacted if to do so would put a child at increased risk of harm or would interfere with criminal enquiries
- Parents also need not be contacted if to do so would place a member of the team at risk
- Any doubts about whether a referral should be made-speak to Social Services for advice
- Telephone Social Services in the first instance
- Any notes made should be signed and dated. Do not destroy original notes even if a subsequent write up is made.

## Appendix 5 : Application Form

Confidential

To be completed by all workers with children and young people.

### Guisborough Christian Fellowship

#### Application form for voluntary workers with children and young people

The Church Leadership is responsible for the acceptance and, where applicable, the accreditation of all workers with children and young people. Every worker should fill in a copy of this form which should be retained by the policy administrator. The form is confidential and will be seen only by the designated Leader, the policy administrator and, if necessary, by Elders of the Church.

Name :-

Maiden or former name :-

Date of Birth:-

Home address:-

How long have you lived at the above address?

If less than 12 months, please supply the following information:-

Previous address

How long there?

Church attended

Name of Pastor/Elder/Senior Leader

Please give details of previous experience of looking after or working with children or young people :-

Please give details of Relevant qualifications or training :-

Reference. Please give the name, address, telephone number and position or relationship of someone who has known you well for at least five years

#### Declaration (See note below)\*

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?

Yes/No

If 'Yes', Nature of Offence

Date of offence

\* Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and, in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people in the church

I declare that all the information contained in this application is true, accurate and complete.

Signature

Date:

## Appendix 6 : Declaration

### Declaration :

I acknowledge that I have received the following documents relating to my role working with children and young people at Guisborough Christian Fellowship:-

- a. A job description
- b. A copy of the 'Policy : Safeguarding Children and Young People'

I understand the provisions of this policy. I also understand what action should be taken in the event of allegations or suspicions of abuse.

I undertake to observe these guidelines in all aspects of my work with the church.

Signed : .....

Name (block capitals) : .....

Date : .....

## **Appendix 7 : Statement of Faith**

### **GUISBOROUGH CHRISTIAN FELLOWSHIP STATEMENT OF FAITH**

It is believed that salvation is not by human merit or achievement but by faith alone in the Lord Jesus Christ; such faith involving not only mental assent but personal trust in the Saviour.

It is accepted that the triune God is revealed in the Scriptures of the Old and New Testaments of the Bible and confession is made to the historic faith of the gospel therein set forth.

The following doctrines are held as fundamental to the understanding of the faith :

- (a) The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgement.
- (b) The divine inspiration of the Holy Scripture and its consequent entire trustworthiness and supreme authority in all matters of faith and conduct. The universal sinfulness and guilt of fallen man, making him subject to God's wrath and condemnation.
- (c) The substitutionary sacrifice of the incarnate Son of God as the sole and all-sufficient ground of redemption from the guilt and power of sin and from its eternal consequences.
- (d) The justification of the sinner solely by the grace of God and through faith in Christ crucified and risen from the dead.
- (e) The illuminating, regenerating, indwelling and sanctifying work of God the Holy Spirit and His Gifts.
- (f) The priesthood of all believers, who form the universal Church, the Body of which Christ is the Head, and which is committed by His command to the proclamation of the Gospel throughout the world.
- (g) The expectation of the personal, visible return of the Lord Jesus Christ, in power and glory.