

SAFEGUARDING POLICY



NOVEMBER 2023

bourne christian centre
ROOTED IN CHRIST GROWING IN LOVE

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Introduction

The Bourne Christian Centre (BCC) is a Charitable Incorporated Organisation (CIO). This Safeguarding Policy and procedures have been divided into five sections covering all 10 Thirtyone:eight Safe and Secure safeguarding standards. Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following:

1. Organisation Details (Safe and Secure – Standard 1)
2. Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse (Safe and Secure – Standards 2 and 7)
3. Prevention (Safe and Secure – Standards 3 and 4)
4. Pastoral Care (Safe and Secure – Standards 8 and 9)
5. Practice Guidelines (Safe and Secure – Standards 5, 6 and 10)

Section 1 - Organisation

Details

Name of Organisation:	Bourne Christian Centre
Address:	Waters Road, Kingswood, Bristol, BS15 8BE
Telephone number:	0117 9478441
Email address:	admin@bournechristiancentre.org
Leadership Team:	Ben Mitchell Joanna Mitchell Mark Payton Victoria Payton Jonathan Pike Julia Pike Mark Southall Karen Southall Jonathan Steer
Leadership email address:	leadership@bournechristiancentre.org
Trustees Team:	Clare Cox Simon Edwards (Chair) Rachel Finlayson Stephanie Lee Mark Southall
Trustees email address:	trustees@bournechristiancentre.org
Safeguarding Coordinator	Joanne Edwards
Safeguarding Coordinator telephone number:	0117 9478441
Safeguarding Coordinator email address:	safeguarding@bournechristiancentre.org
Membership of Organisation:	Evangelical Alliance (member 300084)
Charitable Incorporated Organisation Number:	1161520

Insurance

BCC holds insurance with Ansvar (CHW 2083095 - 25/10/2022 to 24/10/2023) that includes public liability insurance, employers liability insurance and legal protection.

Activities

The following is a brief description of our place of organisation and the type of work/activities we undertake with children and adults who have care and support needs:

BCC is a CIO and uses the names:

Bourne Christian Centre,
Bourne Family Project, and
Bourne Relief

for the various parts of its work.

Gathered Church

Meetings are a very useful forum to preach the gospel and to help people grow in their relationship with God, and are a fundamental part of the church. As well as the Sunday morning meetings, the church holds a number of groups throughout the week:

Bourne Toddlers - a parent/minder and toddlers group for pre-school children
Young People Fellowship – homegroup for school years 5-8
Friday Youth - for school years 6-13 (Youth Club and Fusion Homegroup)
Silver Singers - a social singing group
Bourne Community Club - a social club
Homegroups - church gathering at various home locations
Men's Group - a social gathering for men

BCC is particularly active in establishing links with the community around its premises and the midweek groups are attended by both members of the local community and the church.

Bourne Family Project

The project continues to help families in the local area by providing support through play therapy and counselling and it is our intention to continue to impact our local area through this project. The church contributes towards the salary costs of the project, the remaining costs met by donations and external grants. BCC has links with a variety of local health centres, children centres and schools that enables us to reach as wide a section of the local community as possible.

Bourne Relief

Bourne Relief was established as a fundraising section of the BCC. The fundraising is done by means of general donations and sponsored events, such as fun runs and marathons.

Storehouse

A signposting provision for those in need, including clothing and direction to places such as Foodbank.

Grants

Grants are paid to individuals and charities at the discretion of the Trustees. These include both one-off and on-going grants, which are paid on a monthly basis. The Trustees review on-going grants on a regular basis and no long term commitment exists. These grants are for the furtherance of the gospel or to support the poor.

Volunteers

BCC is very grateful for the volunteers who work within the church. Without them the church would not function. The volunteers are involved in all the areas of the church particularly:

- Running the various Sunday and midweek gatherings.
- Outreach into the community.
- General maintenance and renovations of the buildings.
- Working as missionaries.

All volunteers will receive relevant safeguarding training.

Foodbank

The South and East Bristol (Kingswood) Foodbank outlet operates three days a week from our Office premises. The outlet is run by volunteers and is managed by inHope (Charity Number: 298528).

Our Commitment

As a CIO we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a CIO we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build 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 (Thirtyone:eight).

The CIO undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers/volunteers at appropriate levels and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults with care and support needs.
- the CIO agrees not to allow the document to be copied by other organisations.

Section 2 - Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse

Understanding Abuse and Neglect

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or 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.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

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

Definitions of Abuse - see Appendix 2

Signs and Symptoms of Abuse - see Appendix 3

How to Respond to a Child Wishing to Disclose Abuse - see Appendix 4

Safeguarding Awareness

The CIO is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training including the on-line training

through Thirtyone:eight and undertake recognised safeguarding training on a regular basis via internal training, Thirtyone:eight or Local Authority courses. Details of the training pathway for the various groups of workers is included in Appendix 5.

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

The CIO have appointed a Safeguarding Coordinator whose role is to:

- Act as an advocate for and on behalf of children and adults with care and support needs.
- Act independently in reporting concerns of abuse to the statutory authorities or the police
- Oversee the preparation and implementation of the safeguarding policy, ensuring it is regularly reviewed.

More details of this role can be found in the Thirtyone:eight guidance 'Help... I'm a Safeguarding Coordinator'. Deputies have also been appointed to support the coordinator in their role and deputise in their absence, the deputies have a special interest in either the church or Bourne Family Project.

Responding to Allegations of Abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Joanne Edwards (hereafter the "Safeguarding Coordinator")
Email: safeguarding@bournechristiancentre.org
Telephone: 0117 9478441

who is nominated by the CIO to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to either:

Julia Pike (primarily Bourne Family Project)
Email: manager@bournechristiancentre.org
Telephone: 0117 9478441

Mark Payton (primarily church)
Email: mark@bournechristiancentre.org
Telephone: 0117 9478441

(hereafter the "Deputies"). If the suspicions implicate both the Safeguarding Coordinator and the Deputies, then the report should be made in the first instance to:

Thirtyone:eight
PO Box 133
Swanley
Kent
BR8 7UQ

Telephone: 0303 003 1111

Alternatively contact Social Services or the police.

- Where the concern is about a child the Safeguarding Coordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirtyone:eight as above. Please note, the CIO comes under the jurisdiction of Bristol City Council, however, individuals of concern may reside in South Gloucestershire or another council area, the agencies will advise you if you need to contact a different council.

Bristol City Council

Children's Safeguarding

First Response: 0117 903 6444
(out of hours Emergency Duty 01454 615165)

Adult Safeguarding

Care Direct: 0117 922 2700

A Bristol City Council Safeguarding Adults referral form can be completed and submitted from www.bristol.gov.uk/residents/social-care-and-health/adults-and-older-people/report-suspected-abuse

South Gloucestershire Council

FIRST POINT

Children's Safeguarding

First Point: 01454 866000
(out of hours Emergency Duty 01454 615165)

Adult Safeguarding

First Point: 01454 868007
(out of hours Emergency Duty 01454 615165)

- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern:
 - Chair or Trustee responsible for safeguarding, who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated Officer or LADO (Local Authority Designated Officer), if the allegation concerns a worker/volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures using an initial Cause for Concern form by either the reporting individual or a person responsible for safeguarding in the CIO. All initial Cause for Concern forms will be held centrally at the main office and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight and individuals should contact directly.
- The CIO will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the CIO hope that members of the CIO will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator/Deputies as to the appropriateness of a referral they are free to contact an outside agency direct. The CIO hope by making this statement that the CIO demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed 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 Coordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.

- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, such as poor parenting, encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed Procedures (where there is a concern that an adult is in need of protection)

Suspensions or Allegations of Abuse or Harm, Including: Physical, Sexual, Organisational, Financial, Discriminatory, Neglect, Self Neglect, Forced Marriage, Modern Slavery and Domestic Abuse

If there is a concern about any of the above, the Safeguarding Coordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under Care Act to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Coordinator/Deputy will:

- Identify support services for the victim, such as counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of Abuse Against a Person Who Works With Children/Young People

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Designated Officer, formerly called a Local Authority Designated Officer (LADO).

Bristol City Council

Nicola Laird

Telephone: 0117 903 7795

South Gloucestershire Council

Telephone: 01454 866000

In addition, consideration should be given to whether a referral should be made to the Disclosure and Barring Service (DBS) which manages the list of those people deemed unsuitable to work with children or vulnerable adults. Where there is liaison with a Designated Officer their advice should be sought and followed. If a Designated Officer is not involved and if the nature of the concern leads us to end the employment of a worker or volunteer, or would have if they had not left voluntarily, then the DBS should be contacted.

Allegations of Abuse Against a Person Who Works With Adults With Care and Support Needs

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator/Deputy will need to contact Adult Services.

Bristol City Council

Care Direct: 0117 922 2700

South Gloucestershire Council

First Point: 01454 868007

(out of hours Emergency Duty 01454 615165)

In addition, consideration should be given to whether a referral should be made to the Disclosure and Barring Service, following the advice of Adult Social Services.

The Care Act places the duty upon Adult Services to investigate the concerns. This may result in a range of options, including action against the person or organisation causing the harm, increasing the support for carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the CIO.

Section 3 - Prevention

Safe Recruitment

The CIO will ensure all workers (the term workers applies to both paid and voluntary workers) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description/person specification for the post.
- Those applying have completed an application form and a self declaration form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A Disclosure and Barring Service check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications, where relevant, have been verified.
- A suitable training programme is provided for the successful applicant.
- The successful applicant has completed a probationary period.
- The successful applicant has been given a copy of the organisation's Safeguarding Policy and knows how to report concerns.

Details of the Safer Recruitment Process is included in Appendix 6.

Management of Workers - Codes of Conduct

As a CIO we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Code of Good Practice which includes expected levels of conduct towards children, young people and adults with care and support needs.

Code of Good Practice: Children's Work - Appendix 9

Code of Good Practice: Youth Work - Appendix 10

Code of Good Practice: Children's Groups Where Parents/Carers Stay - Appendix 11

Code of Good Practice: Adult Groups - Appendix 12

The CIO undertakes to follow the principles found within the 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust'. This guidance is intended to apply to those caring for young people and adults at risk of harm or abuse both in paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that there are clear boundaries in regards to the personal relationships which can develop.

Please note that the Bourne Family Project practitioners, as part of their contract of employment, have regular professional supervision and the Codes of Good Practice are dictated by their membership bodies and these are available from the respective bodies websites listed below.

Adult Counselling

British Association for Counselling and Psychotherapy (BACP)

www.bacp.co.uk

Association of Christians in Counselling and Linked Professions (ACC)

www.acc-uk.org

Creative Child Therapies

Play Therapy United Kingdom (PTUK)

www.playtherapy.org.uk

British Association of Play Therapists (BAPT)

www.bapt.info

Section 4 - Pastoral Care

Supporting Those Affected by Abuse

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

Pastoral care is available via the Leadership Team, Homegroup Leaders and Prayer Team. In addition trained counsellors can be accessed via the Bourne Family Project.

Working with Offenders

When someone attending is known to have abused children, is under investigation or is known to be a risk to adults with care and support needs, the CIO will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties and in consultation with Thirtyone:eight.

Section 5 - Practice Guidelines

As a CIO working with children, young people and adults with care and support needs we operate and promote good working practice. This enables workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Our good practice guidelines are incorporated with our Codes of Good Practice for every activity we are involved in and these are attached and will be developed as required for new activities. For further details please refer to Appendices 7 to 12.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards.

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

Signed: M.T. Southall
Name: Mark Southall
Position: Leader and Trustee
Date: 1 November 2023

This policy is reviewed annually - next review: November 2024

Appendix 1 - Bourne Christian Centre Safeguarding Statement



The Leadership (Ben and Joanna Mitchell, Mark and Victoria Payton, Jonathan and Julia Pike, Mark and Karen Southall and Jonathan Steer) and Trustees (Clare Cox, Simon Edwards (Chair), Rachel Finlayson, Stephanie Lee, and Mark Southall) recognise the importance of its ministries/activities with children and young people and adults in need of protection, and its responsibility to protect everyone entrusted to our care.

The following statement was reviewed and agreed by the Leadership and Trustees.

Bourne Christian Centre is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that 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 any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery 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 church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our Safeguarding Policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Following any Evangelical Alliance or Trustee guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Coordinator/Deputies in their work and in any action they may need to take in order to protect children/ adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
- Supporting individuals, parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Thirtyone:eight.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the Police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will also follow appropriate procedures for reporting concerns according to our country regulations.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Joanne Edwards - Safeguarding Coordinator

Email: safeguarding@bournechristiancentre.org

Telephone: 0117 9478441

Julia Pike - Safeguarding Deputy (primarily Bourne Family Project)

Email: manager@bournechristiancentre.org


Telephone: 0117 9478441

Mark Payton - Safeguarding Deputy (primarily church)

Email: mark@bournechristiancentre.org

Telephone: 0117 9478441

A copy of the full Safeguarding Policy and procedures is available from the Bourne Christian Centre office (Bourne Chapel, Waters Road, Kingswood, Bristol, BS15 8BE).

Signed: 

Name: Rachel Finlayson

Position: Trustee

Date: 1 November 2023

Appendix 2 - Definitions of Abuse

Statutory Definitions of Abuse (Children)

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance. The definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may be abused by an adult or adults or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment.

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

Statutory Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000). The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who:

- Has need for care and support (whether or not the local authority is meeting any of those needs), and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence - including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

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

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse - including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect - this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 3 - Signs and Symptoms of Abuse

Signs of Possible Abuse (children and young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation.*
- Cuts/scratches/substance abuse.*

Sexual

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Age-inappropriate sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia.*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food.
- Untreated illnesses.
- Inadequate care.

* These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Signs of Possible Abuse (adults)

Physical

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.

Neglect

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention.

Self-neglect

- Hoarding inside or outside a property.
- Neglecting personal hygiene or medical needs.

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infections or sexually transmitted diseases.
- Full or partial disclosures or hints of sexual abuse.
- Self harming.

Emotional or Psychological

- Alteration in psychological state, such as withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.

Domestic

- Unexplained injuries or 'excuses' for marks or scars.
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 years.

Financial or Material

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents.
- Sudden inability to pay bills.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.

Modern Slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance care.

Organisational

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 4 - How to Respond to a Child Wanting to Talk About Abuse

General Points

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.
- As soon as possible write down what has been shared.*

Helpful Responses

- "You have done the right thing in telling."
- "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."

Concluding

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
- Contact the person in your church/organisation responsible for co-ordinating child protection concerns.
- Consider your own feelings and seek pastoral support if needed.

Making Notes

Make notes as soon as possible, preferably within one hour of the child talking to you.

- Write down exactly what the child said and when they said it, what you said in reply and what was happening immediately beforehand, such as a description of the activity.
- Record dates and times of these events and when you made the record.
- Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

Appendix 5 - Safeguarding Training

The following details the training requirements for the various groups of workers within the organisation.

Leader/Trustee/Children-Youth Work Leader/Volunteers

- Complete Thirtyone:eight online training.
- Complete biennial (every two years) update provided by church.

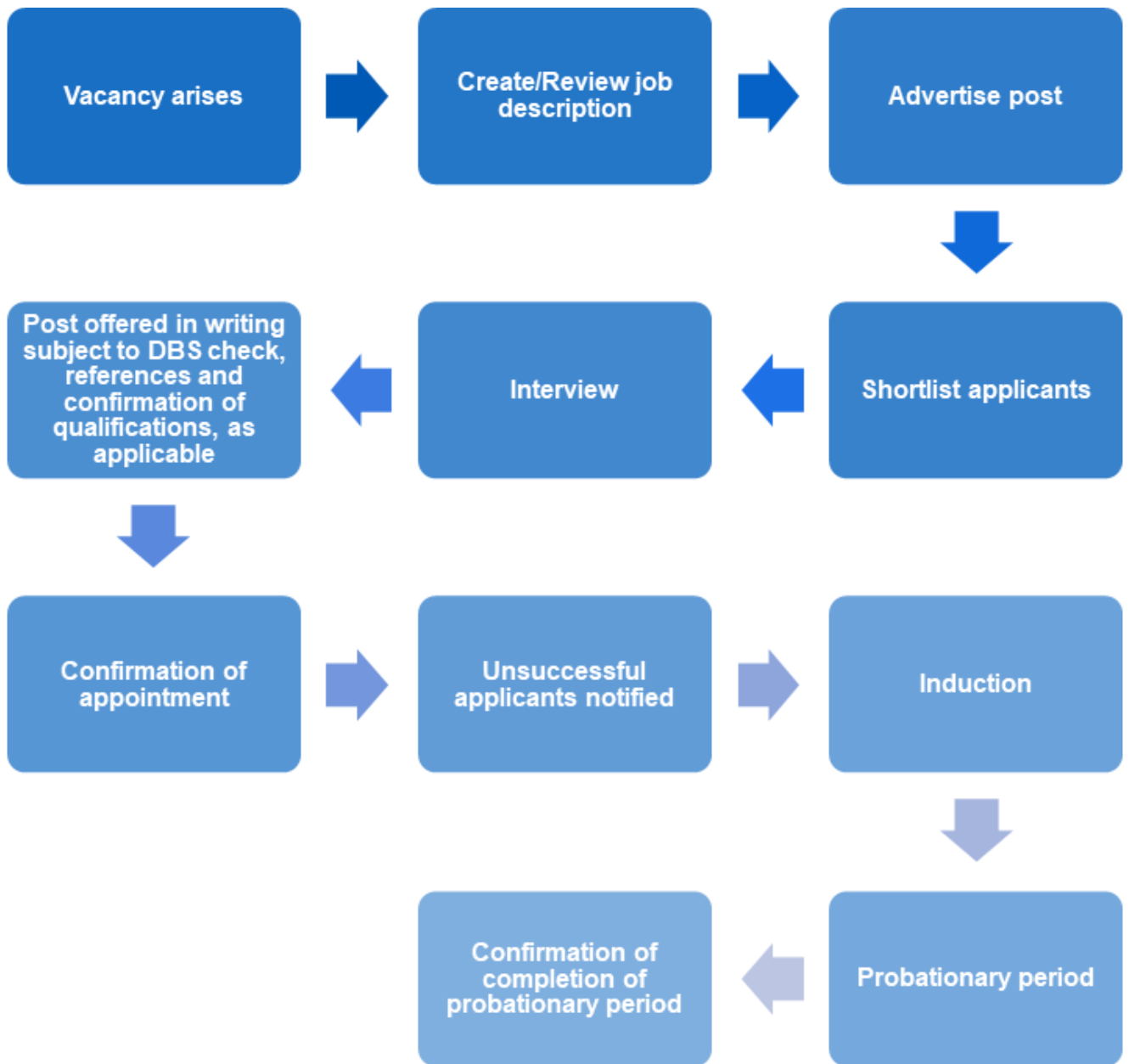
Bourne Family Project Worker/Practitioner

- All staff complete Initial Child Protection training provided by the Local Authority.
- Designated member of staff to complete Advanced Child Protection Training.
- Complete annual update provided by the Local Authority.

Safeguarding Coordinator and Deputies

- Complete Initial Child Protection training provided by the Local Authority.
- Complete Advanced Child Protection Training.
- Complete annual update provided by the Local Authority.

Appendix 6 - Safer Recruitment Process



For more details see the organisations Safer Recruitment Policy, which is available from the Bourne Christian Centre office (Bourne Chapel, Waters Road, Kingswood, Bristol, BS15 8BE).

Appendix 7 - Touching and Physical Abuse

(Bourne Family Project)

Touching

Any form of touching in the counselling room is discouraged to protect the client/practitioner working relationship.

At times of a client's significant distress during a session a small gesture of comfort may be extended if deemed appropriate - this may be hand on the knee or shoulder for example.

Client-led touching would be a subject of exploration during the session and openly discussed. If that is not possible and the practitioner is unable to reach a satisfactory boundary with the client the matter may be brought to the attention of the Bourne Family Project Manager.

Personal space is to be respected by both parties. Face-to-face embraces or intrusion of that personal space would not be appropriate unless the recipient is specifically asked for permission. This may be the case on a client's final session when they have reached the end of their counselling journey for example. Please also read the Safeguarding Policy.

Within Creative Therapy sessions, clients often initiate physical contact with the therapist. This client-led appropriate contact is an important part of building trust and positive relationships within Creative Therapy. Please also read the Safeguarding Policy.

Physical Abuse

Confidentiality is an integral part of the counselling/therapy relationship. It is discussed and explained carefully at the start of any new counselling/therapy relationship. Clients are informed that confidentiality cannot be upheld if they or anyone is at risk of danger or serious harm.

In the event of known physical abuse (the client has disclosed issues of a domestic violence nature for example) our first responsibility is to ascertain if any children under the age of 18 are witness to or subject to any abuse. If so, Social Services will be contacted immediately. The client will be informed.

If no children are present and the adult client chooses to return to that circumstance we will strongly advocate the involvement of an outside service (Survive for example). The client will be given contact details and encouraged to make contact direct. This matter would certainly be discussed in a supervision session and the care of the client would remain our utmost priority. Please also read the Safeguarding Policy.

Appendix 8 - Child Protection Policy: Child Creative Therapies (Bourne Family Project)

'Child Creative Therapies' refers to Play Therapy, Art Therapy and Dance Movement Psychotherapy. Hereafter the term 'Therapy' will be used to refer to all these interventions collectively.

Therapy takes place under the Bourne Family Project only with a qualified or trainee Therapist, who are under a suitable professional body. These specialised Therapies for children are carried out on a one-to-one basis.

- The values and ethical framework set by the Therapist's own governing body must be adhered to at all times, a copy of which will be available for the Therapist and the parent/carer on the premises, in the office downstairs.
- All parent/carer's permission, or the child's where appropriate, should be sought before discussing a concern with Children's Social Care (or any other agency), unless permission-seeking may itself place a child at increased risk of significant harm. If that is the case the Therapist must contact one of the Safeguarding Coordinators, Police, Social Services etc.
- The Therapist will have an enhanced DBS disclosure and appropriate child protection training, supervision etc.
- If the Therapist is told about abuse or suspects an abuse situation they will keep a confidential record of all that was said (by the child or adult) using the child's own words, and any other evidence leading to their suspicions of any abuse.
- All Therapists must have suitable insurance, a copy of which must be on site.
- Before Therapy begins, a consent form must be signed by parent/carer. Verbal consent must be sought from the child.
- The parent/carer must be made fully aware of the nature of the therapeutic work, particularly that it is on a 1-1 basis.
- Physical touch must always be appropriate within the context of the therapy.
- A confidential space must be provided and all steps must be taken to ensure this.
- Parent/carer must remain on site during the Therapy sessions.
- A child will always be made aware from the first session of the confidentiality restraints in regards to a disclosure being made.
- Should a disclosure be made the Child Protection Officer will be notified, and appropriate steps will be taken, as laid out in this policy.
- Appropriate boundaries will always be set with the child to minimise risk to child, therapist and room.
- Every accident must be recorded in the accident book and the parent/carer must be informed. The record book is kept in the first aid box located on the wall in the hall outside the lounge.
- Any particular incidents which occur within the room, for example a disclosure or an incident with a parent, must be logged separately on a form which will then be kept in either a secure Safeguarding electronic database or within the office fireproof safe.

Appendix 9 - Code of Good Practice: Children's Work



General compliances for all groups

Conduct

- All children in the care of Bourne Christian Centre (BCC) will be treated with respect, kindness and compassion and know they are much valued.
- All staff and volunteers will ensure their own behaviour, language, tone and body language is respectful and appropriate.
- Staff/volunteers should respond warmly towards a child who is upset and in need of comfort but this should not be offered in isolation of another member of staff or volunteer. If a child is excessively upset for a prolonged amount of time, say 5 minutes, a parent/carer should be informed.
- Physical touch should not be initiated by any adult unless in the context of offering comfort and even then should be child led. Touch should always be appropriate and welcome even when praying. A child should be asked. Tickling, lifting, wrestling, tossing in the air and sitting on laps are not to be encouraged.
- Behaviour of concern should be raised with another member of staff/volunteer, parent/carer or Safeguarding Coordinator. This would include persistent attention seeking of a particular adult for example.
- Behaviour and discipline - children in each group should be made aware of the expectation regarding their behaviour during their time in Children's Work. The consequences of unwelcome behaviour should also be made clear. It is not the responsibility of any children's worker to discipline/admonish the child without the consent of the parent to do so - this should be sought at point of original registration. Suitable consequences include:
 - Verbal warning of/carrying out of brief exclusion from activity.
 - Informing/fetching of parent.
- Young people will only be released to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Parental instructions are to be followed as far as possible regarding feeding/sleep times of babies if the parent is not remaining present.
- No person under the age of 18 will be left in charge of a group - 16/17-year-olds may help under the supervision of a group leader.
- Adults who are not regular church attendees and visit occasionally are not permitted to have an active role in Children's Work. If they wish to stay with their own child they will fall under the supervision of the group leader. Adults who are not on the rota or parents/carers are only allowed to attend the Children's Work with the express permission of the Children's Work Leader.
- There is zero tolerance of bullying and any incidents will be dealt with through the disciplinary procedure.

Registration

- Every child must be registered at their first visit to Children's Work and a parent/carer must complete a registration form before they can be left.
- Children must also be signed in at drop off and given a numbered ticket which must be presented when collecting the child.
- There should always be at least two workers on each group (see set ratios under 'First Aid and Health and Safety') and staff/volunteers should try and work within the sight of a fellow worker at all times.
- The gender of the children present should be reflected in the staff/volunteer allocated.
- Another staff/volunteer member should be informed of toilet visits and group toilet visits should be organised wherever possible.

First Aid and Health and Safety

- Every accident/incident must be recorded on an accident form and the Children's Work Leader and parent/carer informed. The record book is kept in the first aid box located on the wall in the hall outside the lounge. Any accident/incident must be signed and dated.
- Administer first aid in the presence of another.
- Staff/volunteers must adhere to Health and Safety protocol, a copy of which can be located in the church office.
- Staff/volunteers must be aware of what is going on and who is present.
- Adult:Child ratios are to be adhered to as set out by OFSTED. These are as follows:

Age 0-2	1:3 - 1 Adult to every 3 Children
Age 2-3	1:4 - 1 Adult to every 4 Children
Age 3+	1:8 - 1 Adult to every 8 Children

Signed: _____

Name: _____

Position: _____

Date: _____

Appendix 10 - Code of Good Practice: Youth Work



General compliances for all groups

Conduct

- All children in the care of Bourne Christian Centre (BCC) will be treated with respect, kindness and compassion and know they are much valued.
- All staff, volunteers and venue hosts will ensure their own behaviour, language, tone and body language is respectful and appropriate. While workers should be friendly it is important to keep the relationship professional.
- Staff/volunteers should respond warmly towards a young person who is upset and in need of comfort but this should not be offered in isolation of another member of staff or volunteer.
- Physical touch should not be initiated by any adult unless in the context of offering comfort and even then should be young person led. Touch should always be appropriate and a young person should be asked even when praying. Tickling, lifting, wrestling and sitting on laps in an adult/young person context are not to be encouraged.
- Behaviour of concern by a young person should be raised with another member of staff/volunteer, the parent/carer or Safeguarding Coordinator (as appropriate). This would include persistent attention seeking or flirting with a particular adult for example.
- Behaviour and discipline - young people in each group should be made aware of the expectation regarding their behaviour at youth meetings. The consequences of unwelcome behaviour should also be made clear. It is not the responsibility of any young person's worker to discipline/admonish the young person without the consent of the parent - this should be sought at point of original registration. Suitable consequences include:
 - Verbal warning of/carrying out of brief exclusion from activity.
 - Informing parent/carer.
- There is zero tolerance policy for smoking, alcohol, drugs, knives and illegal substances and none of these items should be brought to the youth meetings. This includes a ban on temporarily leaving the building to partake in any of the above.
- Young people will only be released to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- No person under the age of 18 will be left in charge of a group.
- Adults who wish to stay with their own young person for a youth session will fall under the supervision of the group leader.
- There is zero tolerance of bullying and any incidents will be dealt with through the disciplinary procedure.

Registration

- Every young person must be registered at their first visit to a youth meeting and a parent/carer must complete a registration form before they can be left.
- All young people must also be signed in at drop off and out at collection.
- There should always be at least two workers at each session; staff/volunteers and venue hosts should ensure that any one-to-one
- adult/young person time is kept to a minimum.
- The gender mix of the young persons present should be reflected in the staff/volunteer allocated.

First Aid and Health and Safety

- Every accident/incident must be recorded on an accident form and the young person's leader and parent/carer informed. The record book is kept in the First Aid box located on the wall in the hall outside the lounge or by the session leader if at a separate location. Any accident/incident must be signed and dated.
- If the youth meeting is held at a host venue the session leader should ensure that a First Aid box is available. A "Fusion" accident book should be kept with the session register.
- Administer first aid in the presence of another.
- Staff/volunteers must adhere to Health and Safety protocol, a copy of which can be located in the church office.
- Staff/volunteers must be aware of what is going on and who is present.
- Adult:Young Person ratios are to be adhered to as set out by OFSTED:

1:8(12) - 1 Adult for the first 8 Young People, then 1 extra Adult for every extra 12 young people

Meeting in Homes

- Venue hosts are not part of the adult ratios for "Fusion" sessions unless they are part of the BCC's Youth/Children's Work Team.
- A "Fusion" worker must be present while any "Fusion" attendees are at a host venue. Parents may need to wait with their young person on some occasions.
- Host venues with downstairs toilets should be used where possible to minimise the disruption to the household.
- Workers will not meet young person outside the meetings in either their own or the young person's home, any one-to-one mentoring must take place in a public venue for example a coffee shop.

Parental Permission for Trips

- Parental permission should be obtained, including a signed medical treatment authorisation form before taking minors on trips.
- Parental approval must always be obtained before permitting any minor to participate in athletic or other activities.
- Young people will only be released to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.

Signed: _____

Name: _____

Position: _____

Date: _____

Appendix 11 - Code of Good Practice: Children's Groups Where Parents/ Carers Stay



General compliances for all groups

Conduct

- All children and their parents/carers who come into any groups run by Bourne Christian Centre will be treated with respect, kindness and compassion.
- All workers will ensure their own behaviour, language, tone and body language is respectful and appropriate.
- All children are the responsibility of the parent/carer who brought them into the group. However, if workers see a child upset or in need of comfort, they should call out for the parent/carer to come and attend to the child. Should no parent/carer attend, workers should respond warmly to the child, but this should not be offered in isolation. Any immediate medical issue should be dealt with by a qualified first aider if applicable and the child should be reunited with the parent/carer as quickly as possible.
- Physical touch should not be initiated by any adult unless in the context of offering comfort and even then should be child led. Touch should always be appropriate and a child should be asked. Preferably lead the child by the hand rather than picking them up.
- Tickling, lifting, wrestling, tossing in the air and sitting on laps is not to be encouraged and any physical contact should be in the presence of the parent/carer.
- Any behaviour that concerns you regarding a child's welfare should be raised immediately with another member of the team or the Safeguarding Coordinator and a note should be made for future reference if necessary.
- Behaviour and discipline - anything said to a child regarding their behaviour should be said in front of their parent/carer.
- There is zero tolerance of bullying and any incidents will be dealt with through the disciplinary procedure.

Registration

- Carers must sign in and out at every visit on the Fire Safety Register.

All these things are put in place for the safeguarding of the child and also for your protection.

Signed: _____

Name: _____

Position: _____

Date: _____

Appendix 12 - Code of Good Practice: Adult Groups



General compliances for all groups

Conduct

- All adults who come into any groups run by Bourne Christian Centre will be treated with respect, kindness and compassion.
- All workers will ensure their own behaviour, language, tone and body language is respectful and appropriate.
- If adults are brought to the group by a carer they are the responsibility of their carer who should remain for the session. **(If for any reason the carer needs to go off site they must inform a responsible adult who is willing to take responsibility in their absence).**
- Physical touch should not be initiated by any worker unless in the context of offering comfort and even then should be visitor led. Touch should always be appropriate and the visitor should be asked.
- Any behaviour that concerns you regarding a visitors welfare should be raised immediately with another member of the team or the Safeguarding Coordinator and a note should be made for future reference if necessary.
- There is zero tolerance of bullying and any incidents will be dealt with through the disciplinary procedure.

Registration

- Visitors must sign in and out at every visit on the Fire Safety Register.

First Aid and Health and Safety

- Every accident/incident must be recorded on an accident form. The forms are kept in the first aid box located on the wall in the serving area. Any accident/incident must be signed and dated.
- Administer first aid in the presence of another.
- Staff/volunteers must adhere to Health and Safety protocol, a copy of which can be located in the church office.
- Staff/volunteers must be aware of what is going on and who is present. There should always be two staff/volunteers present at a session.

All these things are put in place for the safeguarding of the child and also for your protection.

Signed: _____

Name: _____

Position: _____

Date: _____

Appendix 13 – Safeguarding: Cause for Concern Form

Cause for Concern Form - Guidance Notes

Bourne Christian Centre (BCC) is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the "Working together to safeguard children and young people, 2018" and the "Care Act, 2014". Further information regarding BCC's safeguarding policy can be found at: www.bournechristiancentre.org/safeguarding

The Cause for Concern can be completed online at: <https://forms.office.com/e/mDTeRPEEek> or by scanning the QR Code below:



When completing a 'Cause for Concern' form the essential principles of recording the information received/disclosed/observed are:

1. Remember: do not investigate or ask any leading questions.
2. Make notes within the first one hour of receiving the disclosure or observing the incident.
3. Be clear and factual in your recording of the incident or disclosure.
4. Avoid giving your opinion or feelings on the matter.
5. Aim to record using the "4 Ws and 1 H": When; Where; What; Why, and; How.
6. Do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
7. Make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

What constitutes a safeguarding concern?

Any incident that has caused or likely to cause significant harm to a person can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, neglect, sexual, emotional). With regards to adults there are six further categorisations (self-neglect, domestic, financial/material, modern slavery, discriminatory, organisational). Whilst it may be helpful to record a specific category in the form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight (external independent safeguarding agency) at this stage.

Why do you need information regarding 'other household members'?

It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

Why is the view of the child/adult significant?

It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

Passing information to the Safeguarding Coordinator

Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within BCC and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies, if required. They will remain the most appropriate link between the organisation and external agencies.

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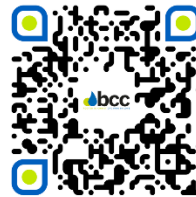


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