

6 SAFEGUARDING CHILDREN: POLICY AND PROCEDURES

Safeguarding *IMPACT* cares for the overall welfare of children and young people and operates a robust Safeguarding Policy. All trustees, employed workers and volunteers are required to work to this policy.

Lifestyle All *IMPACT* policies are written with reference to the Scripture Union Lifestyle document.

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Section A - Safeguarding Children Policy

The Trust is made up of trustees, employees and volunteers. We believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do.

Therefore:

- The Trust is committed to the nurture, protection, and safekeeping of all, especially children and young people. Keeping children safe is of paramount importance and the need to provide adequate care for children and young people is at the forefront of our activities.
- It is the responsibility of each one of us to protect children and young people from all forms of abuse including physical, sexual and emotional abuse and neglect, and to report any abuse suspected or disclosures of abuse
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children and young people. We will provide appropriate supervision and recognise mutual accountability. We will work, in partnership, as appropriate, with parents, carers, statutory agencies and other organisations.
- The Trust will abide by the procedures of DBS Disclosure application as contained in Disclosure Application Procedures for Impact Mission Partners.
- The Trust will abide by any decision taken by the police, the DBS and Impact from time to time regarding confidentiality and content of Disclosure information.
- All adults who work with children on behalf of the Trust will have had the appropriate DBS checks carried out before they are allowed to be the sole adult responsible for any child/children.

The Trust has adopted the above principles; all volunteers and staff will be presented with a copy and expected to follow the procedures and guidelines as set out in this document.

The Trustees shall appoint one of their number to be **Trustee nominated for Safeguarding Children** which will be Jane Spencer (DSGT)

The responsibility of the Trustee nominated for Safeguarding Children will be: -

- (1) to ensure that all Trustees, workers and volunteers are made aware of the Trust's Safeguarding Children Policies and Procedures;
- (2) to receive information about any disclosures or allegations of abuse made to or about workers or volunteers and to act on them in accordance with the Trust's Safeguarding Children Policies and Procedures;
- (3) to ensure that appropriate training in Safeguarding Children for workers and volunteers is up-dated
- (4) to keep abreast of the legislation and Impact recommendations in the area of Safeguarding Children;
- (5) to be responsible to arranging DBS checks on workers and volunteers as set out below;
- (6) Arrange for Impact workers to be given the updated Government guidance for schools (KCSIE at the start of the academic year) to read and sign that they have read it and understood the guidance. A record will be kept with the September Trustees minutes annually.
- (7) to report to the Trustees on issues arising from the application of the Trust's Safeguarding Children policy and procedures, and to make recommendations for revision of

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the policy;

It should be understood that where, in this document, “Trustee nominated for Safeguarding Children or the Chairperson or the Vice-Chairperson” are mentioned, **it is the Trustee nominated for Safeguarding Children who should be contacted or informed in the first instance** and the Chairperson or Vice-Chairperson contacted only if the Trustee nominated for Safeguarding Children is not available.

Practical guidelines for the implementation of the Trust’s Safeguarding Children policy are set out in two sections of this document: ***Safeguarding Children: Procedures, and in the Code of Conduct.***

Impact has adopted the above principles; all volunteers and staff are presented with a copy and expected to follow the procedures and guidelines as set out in this document.

The standards in this policy build on and incorporate legislation and government expectations for children and adults at risk of harm. This includes HM Government ‘Working Together to Safeguard Children (2018)’ and new safeguarding duties under the Care Act 2014. The guidance is for statutory agencies and voluntary organisations alike and covers all the expectations of government in relation to safeguarding children in England.

NOTE: In most instances, Impact’s activities and events which are covered by this policy relate to work conducted with children and young people (under 18 years of age). In some instances, this work includes young adults at risk of harm. Throughout this document safeguarding policy and procedures will be applied consistently to all cases unless otherwise stated. irrespective of the age of the recipients

We commit to the standard given in **Appendix A** below.

Section C Safer Recruitment

Note: Throughout this section Enhanced Disclosures are only undertaken in respect of the adults at risk of harm (vulnerable adults) workforce, when it is known that individuals will be entering into Regulated Activity

- The standards listed above are applied to our safe recruitment procedures, specifically standards 4,5,7,8,9,10,11 and 13. Impact is committed to undertaking careful recruitment and selection procedures as stated in this policy. Applicants are appointed (or excluded from service) at the discretion of the Person Responsible (see Appendix B) and, where appropriate, in communication with other parts of the Movement.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally and through our extensive system of supporters.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references.

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All potential employees and new event team leaders and new team members must complete an application form, which will include, but are not limited to questions on the following:

- motivations for applying
- details of any criminal record
- details of driving offences, and
- details of two referees.

Information for Applicants

All applicants will be provided with the following:

- A Job Description, outlining the duties of the post
- Person Specification
- An Application Form (CVs will not be accepted)
- A description of IMPACT
- the Safeguarding Policy which includes the Safer Recruitment process,
- an explanation that applicants will be required to request an Enhanced Disclosure from the Disclosure and Barring Service for all relevant roles (subject to Update Service registration status), the fact that Impact has a policy on Employing People with a Criminal Record and that the existence of a criminal conviction does not necessarily rule out acceptance of an applicant, and a commitment to the safeguarding policy.
- An outline of terms of employment including salary,
- The closing date for the receipt of any applications.

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if invited to interview.

All those who seek employment with Impact as paid staff or for those volunteers whose work is likely to involve face to face activity with children are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), unless they are registered with the update service (see below) For those who are expected to engage in regulated activity, a barring list check is also made. This will be carried out every three years thereafter, unless there is a significant change in an individual's circumstances.

Potential Trustees of Impact are required to apply for an Enhanced Disclosure before their appointment is confirmed.

On appointment Trustees DBS checks will be carried out every three years thereafter.

Any other staff whose work involves contact with children or in supervisory or selection roles of those working with children at Impact events will not be Impact employees and so will be authorised to be with children by the schools they attend and also required to apply for an Enhanced Disclosure at the time of appointment.

Those with criminal convictions, cautions, cases pending, reprimands or bind overs are not necessarily unable to take up positions with Impact, which abides by its policy on 'Employing People with a Criminal Record'. Individual cases will be considered on merit, but as general guidance convictions or cautions in the categories listed below exclude an

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applicant from an appointment that requires work with children and adults at risk of harm:

- any form of abuse involving children and adults at risk of harm
- any types of serious violence, and
- recent offences involving misuse of substances such as drugs or alcohol.

Impact asks new employees without a DBS to apply to <https://www.gov.uk/criminal-record-checks-apply> and appointments will only be made subject to DBS clearance.

All those with a DBS already will be registered for updates under the DBS update service <https://www.gov.uk/government/publications/dbs-update-service>.

Applicants from overseas or those living in England and Wales for a short time may not be eligible for a Disclosure from the DBS. Every effort will be made to take whatever measures are available according to the comparative methods in their own country, but where there is any doubt as to the availability of a thorough check the application will be refused.

Short Listing and Reference Requests

- The selection panel will shortlist applicants against the Person Specification for the post.
- The criteria for selection will be consistently applied to all applicants.
- The selection panel will agree the applicants to be invited to interview.
- Two references, one of which must be from the candidate's church, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process.
- Communication with referees will include a statement about the significance of the information being requested, the importance of the role of the team member and the paramount importance of the safety of children and adults at risk of harm, for all roles involving work with children.
- Candidates are entitled to see and receive copies of their employment references and should request these from their referees.
- References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies.
- Detailed written records will be kept of such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies.
- Detailed written records will be kept of such exchanges. If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving. Reference requests will ask the referee to confirm, in writing: The referee's relationship to the candidate,
- Details of the candidate's current work with children, the candidate's performance history and conduct, Whether the candidate has been subject to capability procedures and the outcome of this, Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this,
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children, Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate

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may be unsuitable to work with children),

- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS

All new event/activity volunteer applicants will be provided with a volunteers' pack which will include Impact's Safeguarding policy and guidance. They will meet with an Impact worker prior to going into a school and safer recruitment and safeguarding will be explained to them at that meeting. They will sign a volunteer form to show they have been given and have understood this policy and guidance. (see Volunteers pack)

This will occur for

- *a new applicant is one who has not worked on an event before.*
- *Team members who have had a break in service of more than one year who will be treated as new applicants (unless the event leader indicates that they have remained in sufficiently close contact to be assured that their personal circumstances remain unchanged).*
- *A break of two years would mean they would be treated as new applicants without exception*

Partners

Mission Partner staff and volunteers who have regulated or other face to face activity with children are also required to apply for Enhanced Disclosures (with Barring check regarding regulated activity), on appointment and every three years hereafter.

Impact recommends that Local Mission Trustees should apply for an Enhanced Disclosure on appointment and every three years thereafter.

Each mission partner body is required to sign a Statement of Intent to work consistent with Impact's safeguarding policy, This is signed on formation (before mission partner status is agreed) and again every three years.

Impact recommends that one trustee has responsibility for child protection on behalf of their mission body and as such is responsible for verification of the identity and the online processing of DBS checks for Mission Partner Staff Workers and volunteers for that body.

Update Service

- Those requiring Disclosures for work with Impact or its mission partners are required to apply to the DBS via Impact.
- Where an individual has registered a disclosure certificate with the DBS update service, Impact will accept registered disclosure certificates that comply with the following criteria:
 - The disclosure is for the 'Child Workforce' category and
 - It is an 'Enhanced Disclosure' and
 - There is a barred list check if the individual is expected to be in regulated activity.
- Where the online disclosure check contains information about cautions, convictions, reprimands or warnings or other relevant information the procedure below on handling disclosure information will be followed.
- For disclosures that are registered with the update service these will also be checked on a rolling 3-year basis.

Handling Disclosure Information

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- If a Disclosure contains information about cautions, convictions, reprimands or warnings or other relevant information, advice on how to proceed is sought by the Designated Safeguarding
Trustee member from the SU via one of two named managers at SU
Information recorded on the Disclosure may be shared by the DSGT only with those directly involved in that employment decision.
- Information recorded on the Disclosure is only shared if it is likely to affect the employment decision, which is then made in accordance with Impact's policy on Employing People with a Criminal Record.
- If additional information is received from a police force, action follows the procedure outlined in the letter and is not shared with the applicant or anyone other than those making the employment decision, and only with those people if the police letter received does not forbid it.
- The date and disclosure number of all checks are recorded on Impact's SG system.
- In extreme circumstances, when a disclosure check has not been successfully completed prior to the start of work, and the individual is not registered with the update service, a risk assessment must be completed to determine what role, if any, that individual may take. That risk assessment must be signed off by the DSGT.

Specific recruitment procedures applying to events run by Impact

Once the Disclosure has been processed and deemed satisfactory, the applicant's place on a team is confirmed.

1. Some forms of physical, emotional or mental illness may make a volunteer applicant unsuitable for the role for which they have applied.
2. Returning members of short-term teams will confirm online whether or not their circumstances have changed since their original application. If changes have occurred, the application may be reconsidered.
3. It is acknowledged that some team members may have little or no experience of working with children and adults at risk of harm, while others may have plenty. An agreed set of safety guidelines and expectations of team behaviour will be communicated by the leader prior to the event using the code of conduct advice.
4. Each event will designate an individual, who is appropriately trained to be the safeguarding lead person for the event. All team members will have received safeguarding training appropriate to their role (see above re guidance on volunteers).

Support team

On some events, a few people provide key supporting roles such as catering for the team.

If these people are not participating in the event on a residential basis, they will not require an Enhanced Disclosure check unless it is anticipated that, to enable the smooth running of the event, they will become engaged in face-to-face activity with children.

Junior helpers

Impact would not usually use Junior helpers for an event (Young people under 18 and who help on an event are 'junior helpers) however, if an event runs a junior helper scheme for a specific reason, training will be provided to this helper/group.

- Junior helpers would complete a junior helper application form online which includes any health issues and parental consent.

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- Those under 18 are not permitted to have unsupervised responsibility for the care of children on an event.

Visitors

At no time is an ad-hoc volunteer (e.g. parent, visitor) to be given unsupervised responsibility for a group of children. Ad-hoc volunteers are asked to sign a visitors' register or to sign in at schools when arriving to support Impact's work.

Impact workers are responsible for the safety and well-being of these visitors if they accompany them on to an event or school site.

Section D Safeguarding Procedures
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For Trustees

Impact require all trustees to obtain an enhanced disclosure from the DBS via Impact or their Church or their workplace if their day to day work involves working with children.

For Workers and other employees:

All will need an enhanced disclosure from the DBS via Impact. Safeguarding training for workers will be required as follows:

- On appointment as an Impact Schools Worker the worker will either have to show a certificate of safeguarding training that is less than one-year-old or
- Take appropriate training within the first term of appointment
- From then on each worker will be required to up-date their knowledge every three years with relevant and recent training.

Training for volunteers will be carried out by the workers.

For Voluntary helpers in schools and non-residential events

The Trust uses voluntary helpers on both a regular and occasional basis. The Trust has an obligation to both the children and young people and also to the DBS to ensure that it has procedures in place, which will protect the former from all forms of abuse from any who work under the name of the Trust.

The procedures stated in the Safer Recruitment volunteer guidance (09) must be followed.

Therefore, volunteers who contribute on a regular basis to the work of the Trust in a school, or schools, must have an enhanced disclosure from the DBS via Impact or their Church. If a leader of an activity they should first have forms 07 and 08 completed and hand them to the Worker who has oversight of the activity. If the person is a helper in an activity they should complete forms 05 and 06 and hand them to the worker who is in charge of the activity.

Note 1: Impact procedure requires that all enhanced disclosures should be renewed every 3 years. (Since Sept 2013 portability is allowed via the on-line DBS up-date service)

Note 2: When premises of a third party are used for a Trust event, and helpers are made available, i.e. to deal with lighting or to help with catering, and they do not have any specific responsibility for children/young people, they would not need an enhanced DBS disclosure. If, at any stage, they will have sole charge of a group of young people, then a disclosure would be needed.

Reporting allegation or disclosure of abuse in school situations

All school's workers, volunteers and trustees should be advised of the procedure for dealing with disclosure or allegation of abuse. The following procedure will be followed by the worker or volunteer to whom the pupil makes the allegation or disclosure of abuse:

- Confidentiality **must not** be promised.

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- It should be explained to the pupil making the disclosure or allegation of abuse, that the information may need to be shared with the Person Designated for Safeguarding Children in the school (or the Head Teacher). The Worker should find out who the designated person is when first entering the school.
- The pupil should be given an opportunity to talk freely. No further information should be sought except for clarification purposes.
- If at all possible, the pupil should not be left in a state of distress and in the school situation, including contact in the immediate environment of the school the following procedure will be followed
- The Person Designated for Safeguarding Children in the school (or the Head Teacher) should be informed immediately.
- A written report of what was said should be made *within twenty-four hours*, but not in the pupil's presence, and passed to the Person Designated by the School for Safeguarding Children.
- The worker should inform the Trustee responsible for safeguarding of the disclosure or allegation of abuse with the name of the school, date and time, but not the name of the child or the details of the allegation using the designated Impact Safeguarding email as soon as possible. If the Safeguarding Trustee is not available, then the Chairperson should be informed as soon as possible.
- If a Trust volunteer, in a school situation, receives a disclosure of abuse from a pupil they should inform the Trust schools worker who is responsible for the activity. The Trust school's worker will report the disclosure as above. If a school's worker is not present, the volunteer who received the disclosure or allegation of abuse should, not leave the school premises before informing the Person Designated by the School for Safeguarding Children (or the Head Teacher). If either of these is not available, information should be passed to a teacher. The responsible school's worker should be informed as soon as possible. The school's worker should then inform Trustee nominated for Safeguarding Children or the Chairperson or Vice-Chairperson.

At any non-residential event, away from a school, organised by the Trust and for which the Trust is responsible. For residential events the procedures of Impact will be followed.

The following procedure will be followed when a disclosure or allegation of abuse is made by a young person participating in the event to a worker or a voluntary helper

- Confidentiality **must not** be promised.
- The pupil should be given an opportunity to talk freely. No further information should be sought except for clarification purposes.
- If at all possible, the pupil should not be left in a state of distress.
- It should be explained to the participant making the disclosure or allegation of abuse that the information will need to be shared with the leader of the event who should be informed immediately.
- A written report of what was said should be made by the person receiving the disclosure or allegation of abuse at the earliest *within twenty-four hours*, but not in the participant's presence. This report should be given to the event leader.
- The event leader will inform the Trustee nominated for Safeguarding Children, or the Chairperson or Vice-Chairperson.
- If the Safeguarding Children Trustee receives the report of an allegation of abuse, he/she should inform the Chairperson or Vice-Chairperson. The Chairperson or Vice-Chairperson or, if they are not available, the Trustee nominated for Safeguarding Children must inform

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Social Services of the disclosure or allegation of abuse.

Allegation of abuse against a school's worker or a Trust volunteer in a school situation

Where an allegation of abuse is made against a schools worker or volunteer in a school situation, the person who received a disclosure or allegation abuse against a schools worker or volunteer or who witnessed the abuse which is the substance of the disclosure or allegation should inform the Person Designated for Safeguarding Children in the school (or the Head Teacher) in the first instance, and ensure that the Trustee nominated for Safeguarding Children or the Chairperson or Vice-Chairperson are informed.

- The Chairperson or Vice-Chairperson should consult the Local Education Authority or the police as to whether the worker or volunteer should be withdrawn from the school pending investigation of the disclosure or allegation of abuse.
- The Chairperson or Vice-Chairperson will seek advice from the Trust's parent body, Impact as soon as possible.
- The Chairperson and Vice-Chairperson will consult Trustees as to whether action is to be taken under the Trust's Code of Discipline. In consulting Trustees, the Chairperson and Vice-Chairperson should bear in mind that, if the Disciplinary code is invoked, Trustees will be needed to serve on a panel, and sufficient Trustees should not be consulted at this stage so that if on the panel they will approach the issue without prejudice of earlier consideration.

Allegation of abuse against a school's worker or a Trust volunteer at a Trust out of school event or situation

When an allegation of abuse is made against a school's worker or volunteer at an event or out of school situation, it should immediately be reported to the event leader

- If the disclosure or allegation of abuse is against the event leader, the person to whom it was made should report to a school's worker, or Trustee who is present. She/he should follow the procedures listed below
- The event leader should seek details of the disclosure or allegation of abuse and put them in a report.
- The school's worker or volunteer should be informed of nature of the disclosure or allegation of abuse and should leave the event immediately – without prejudice to the outcome of subsequent enquiries.
- The Trustee nominated for Safeguarding Children or the Chairperson or Vice-Chairperson should be informed as soon as possible of the disclosure or allegation of abuse
- The Chairperson or Vice-Chairperson will consult the Trustees as soon as possible to the action to be taken. Advice should be sought from the Trust's parent body, Impact. Advice may include referring the matter to the Social Services or the Police.
- The Trustees will consider whether action is to be taken under the Trust's Code of Discipline

Section E Code of conduct

- All those working with children and adults at risk of harm on behalf of Impact will treat them with respect and dignity, which should be reflected in attitude, behaviour and speech.

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- Impact acknowledges that it has a duty of care for a child or adult at risk of harm participating in an Impact event.
- Teams of event workers (volunteers and/or workers) on mixed gender events will include male and female members ,wherever possible, and the organisation of activities within the events will reflect this balance wherever possible.
- Teams will aim to work in groups and in public areas so that contact between participants and team members is in sight of others.
- All workers will avoid forming exclusive relationships or those which could be seen as showing favouritism to individual participants.
- Wherever a team member finds themselves involved in a potentially lengthy counselling situation, they should seek to involve another member of the team at an early stage. Promises of confidentiality will be avoided and items shared with leaders or adults with relevant experience.
- It is normally inappropriate for adults to initiate physical contact with participants, and team members should be cautious of contact initiated by participants, except in exceptional circumstances such as the need for medical attention or to prevent harm.
- The use of any corporal punishment is strictly prohibited i.e. any form of physical discipline is not acceptable.
- Any physical contact with children in the area of incident management will be purely in terms of an intervention which prevents the child exercising violent, or other inappropriate, behaviour and/or from hurting themselves or others. Minimal force will be used, for the minimum time necessary, and witnessed by another team member where possible. A record of any such intervention must be made.
- If it is necessary to send a child or adult at risk of harm home from an event early, they will either be collected by a parent/guardian/carer or accompanied home so that the responsibility for their welfare is clearly transferred, unless other arrangements are agreed with the child's parents/carers ideally in writing e.g. email.
- Team leaders and members are in a 'relationship of trust' with participants and must take care that an abuse of that trust does not occur. Any behaviour which might allow an intimate relationship (emotional, physical or sexual) to develop between a person in a position of trust and the individual(s) in their care must be avoided.
- This relationship of trust is also in place outside the actual event in any communication between team and participants Any communication or direct contact with a child will therefore be characterised by transparency and integrity and must operate within Impact's policy on safeguarding children.
- Team members will not communicate outside of the event with participants other than as directed by the event leader and be consistent with Impact's data protection requirements. Such communication would be limited to occasional postal contact, such as a post card/ Christmas card or moderated social media groups and would never take the form of spiritual mentoring.

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Online Events

- Leaders for online events should be recruited under the same safer recruitment policy as for face-to-face events.
- Session leaders should work from a 'public' space in a home and ask the children and young people to do the same. On a video call, the background should be appropriate to the meeting, using background effects to show a neutral setting.
- For any contacts made by email, Teams or Zoom, an Impact account should always be used.
- Manage all sessions actively with two adults running the session; similarly, two adult team members must always be present in any breakout room.

Guests

- All guests are expected to comply with any event's behaviour expectations. These expectations must be clearly communicated to all guests at the outset of the event. If a child's behaviour necessitates them being prevented from taking part in an activity, this will be the school /church /group attending's responsibility and be done in a way which considers their welfare.
- Behaviour expectations that are shared are to ensure the safety and wellbeing of all guests and team members and should be set by the event leaders, in consultation with the designated safeguarding lead, having considered this policy and the and having undertaken a risk assessment for their event.

Information and personal data relating to safeguarding matters will be gathered, recorded and stored in accordance with the Data Protection Act, 2018, and Impact's Data Protection Policy and Privacy Notice.

Responsibilities

The Impact Board of Trustees is responsible for the approval of Impact's Safeguarding policy.

For Impact a named trustee (currently Jane Spencer) is the designated lead person for safeguarding. This trustee reports to the Trustees to consider and support Impact on all matters relating to safeguarding policy and practice and to the making of referrals to the LADO or statutory agencies

Each Impact event will have a named and appropriately trained safeguarding lead which will usually be the trained worker leading that event.

For Scripture Union a named member of the Leadership Team is the operational lead for SU safeguarding matters and for reporting, as necessary, individuals to the DBS.

The SU Company Secretary is responsible for reporting notifiable cases to the Charity Commission.

- Approved by the Trustees 20 September 2001
- Additions were made on 28 May, 2002

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- Further revised and approved by the Trustees 9 December 2004
- Substantial revision approved by the Trustees 1 March 2007
- Reviewed and confirmed by the Trustees April 2010
- Revised and approved by the Trustees March 2014
- Further Revision made and approved by the Trustees April 2014
- Reviewed and confirmed by the Trustees March 2015
- Further additions approved and confirmed by the Trustees March 2016
- Reviewed and confirmed by the Trustees March 2017
- Revised and accepted by the Trustees March 2018
- Revised and accepted by the Trustees March 2019
- Reviewed and confirmed by the Trustees March 2020
- Reviewed and confirmed by the Trustees April 2021
- Reviewed and confirmed by the Trustees March 2022
- Reviewed and confirmed by the Trustees September 2023

APPENDIX A:

Statutory compliance standards

We commit to the following standards:

- 1) **Adopt a policy statement on safeguarding the welfare of children and young adults at risk of harm.** The policy statement included in this document has been adopted following approval by the Trustees of Impact. It is reviewed annually, and is available for public scrutiny on our website.
- 2) Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
We have established and will maintain and review clear procedures to fulfil this policy. They are set out in detail in this document and are under constant review, with any updates necessary given in writing at least annually.
- 3) Introduce a system whereby children may talk with an independent person.
Our procedures discourage the formation of exclusive relationships, and our activities are organised in such a way that children have access to a number of people in their schools. We are, though, committed to listening to children and giving them the opportunity to talk about any worries or concerns that they may have.
We publicise relevant contact numbers of independent organisations. *(See Appendix D)*
- 4) Apply agreed procedures for protecting children to all paid staff and volunteers.
We have established minimum procedures for all workers, and training and comprehensive procedures for workers in direct contact with children. All workers are required to comply with this policy. All volunteers are given clear guidance in their Volunteers pack
- 5) Make all staff and volunteers clear roles. All paid staff have a written job description and all

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volunteers are given a clear written role profile.

- 6) Use supervision as a means of creating a safeguarding culture across the organisation.
All workers plan and review their work with the person to whom they are accountable.
- 7) Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
We have comprehensive application and selection procedures for all workers (see below).
- 8) Gain at least two references from people who have experience of the applicant's paid work or volunteering **with children**.
We require a reference from at least two people (church leaders or equivalent) for each applicant, seeking information which includes character and relationship assessment. This includes applicants who work with children annually for short periods. We inform referees if work involves direct contact with children.

9) Explore all applicants' experience of working or contact with children in an interview before appointment. All staffs, and volunteers for leadership positions, are interviewed prior to appointment. General team members on short-term placements are not normally interviewed but see (11) below.

10) Find out whether an applicant has any conviction for criminal offences against children.

All workers are required to sign a declaration disclosing a criminal conviction or caution. Annual short-term volunteers with children are required to do so annually. This includes, subject to certain exceptions, disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)

11) Make paid and voluntary appointments conditional on the successful completion of a probationary period. While the short-term nature of much of our volunteer work makes probationary periods inappropriate, we are aware that many volunteers will have limited experience. Appropriate support is provided for each circumstance.

In practice, this may mean sharing of responsibility, rather than having unsupervised responsibility, for children. Team leaders have the authority to ask team members to leave an event if it is in the best interest of the children.

We have a system of specific and general induction for paid staff, leading into an initial six-month work review, and an on-going review process. The on-going review process applies to all workers with children and young people.

12) Issue guidelines on how to deal with a disclosure and/or concern of abuse.

Comprehensive guidelines are established and reviewed annually. They are held by the Trustees. Responsibility for ensuring they are implemented and reviewed lies with the lead member for safeguarding.

13) Train paid staff, Trustees and volunteers, and policy makers.

We ensure that training is provided regarding the safe care of children, including

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increasing understanding of the prevalence of abuse, along with the signs and indicators of abuse.

- 14) Find out whether an applicant has any conviction for criminal offences against children. All workers are required to sign a declaration disclosing a criminal conviction or caution. Annual short-term volunteers with children are required to do so annually.

This includes, subject to certain exceptions, disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)

Appendix B**Reporting Information Concerning the Welfare and Protection of a Child****Flow chart for reporting information the welfare and protection of a child**

Note: This may relate to a welfare concern occurring at an event, including the actions of children or adults or a concern regarding the welfare of a child outside of an event as well as in a school setting.

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Appendix C

GLOSSARY

Adult at risk of Harm	A person who is aged 18 or over and who has care and support needs defined by the Care Act 2014
Child	Anyone under the age of 18
DBS	Disclosure and Barring Service
DBS Processing Team (DPT)	Impact staff authorised to process online DBS applications.
Designated Safeguarding Lead	The appropriately trained person who is the designated lead for safeguarding for Impact in a school or for at an event, or the lead in the school where an Impact worker is working or at an event.
Event	Any event where Impact takes responsibility for participants who are, generally, under the age of 18 years.
First Aider	Person with current, appropriate qualification to administer first aid.
Junior Helpers	Those younger than 18 and who assist on an event but who will not have unsupervised responsibility for, or undertake regulated activity with, anyone under the age of 18 years.
Leaders	People who have been given overall responsibility for an event through an appointment procedure.
Participants	Those who attend an event.
Person Designated for Emergencies	The person on duty for emergency cover (including out of hours), who will usually be someone in a senior management role in the organisation
Person Responsible	Normally this will be one of the following, the nature of the post being recruited to <ul style="list-style-type: none"> ● Line Manager (worker appointments) ● Regional Mission Team Leader (Local volunteer appointments)
Regulated Activity	'Regulated Activity' (as defined by the Protection of Freedoms Act, 2012) involving a substantial degree of contact with children including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being (this applies to most people working with, or responsible for, children in a church situation, including the Church Leader, Pastor, Minister, Vicar).
Team	Event leaders, team members, support team and junior helpers.
Team members	Others over the age of 18 who are involved in the event.
Volunteer Workers	Anyone who helps at an event or in school but is not a paid employee of Impact Anyone who is a paid worker engaged in Impact's ministries as an employee (not a volunteer)

Appendix D

Information and Communications Technology Guidelines

Rationale

As IMPACT, we recognise that using the Internet (& other forms of technology) is an important part of the lives of the children and young people we work with. We understand that for many children and young people, using the Internet is a regular part of their lives and has a significant impact on their social development. In accordance with Impact's Safeguarding Policy, we recognise that we must take all possible steps to protect young people from significant harm or risk whilst using the Internet or any other form of technology. All leaders are responsible for reading policies regarding safeguarding and communication and expected to model and equip team to adhere to the current guidelines.

Reasons for contacting a young person via the Internet, email or social media

- It is not appropriate to have private non-work related contact in the form of electronic communication with the children and young people with whom we work.
- We recognise that there will be times when it is necessary and important to use electronic communication. However, we recognise the need for an appropriate response and always encourage face-to-face contact as opposed to a contact or reply via online methods of communication.
- Workers should only use electronic communication for reasons relating to work with children and young people, not for general socialising (see guidelines below).
- Workers should make team members and line manager aware when they are using electronic communication. This must be set up as part of a group communication and not individual.
- Email should only be used to communicate specific information (times and dates of events, for example). It should not be used as a relationship building tool.

Parental awareness and consent

- Parental consent for using electronic forms of communication is essential and should be included on your consent forms or by letter with a return slip agreeing to the use of this form of communication. You should outline what means you will be using for communication and what you will be communicating.
- It is important to explain this policy and practice to parents and careers and seek to ensure they are aware and are happy that we use electronic communication and what type of electronic communication we are using (e.g. email).

Specific definitions

- 'Internet' communication specifically refers to the use of social networking sites such as What's App, Bebo, Facebook, Instagram, Twitter and other websites of a similar nature.
- 'Email' communication specifically refers to the use of emails, including written text and/or pictures sent from personal or work accounts.

Email and accountability

As specified above, email should only be used to convey information and not used as a relationship tool. However, if a young person discloses information or anything of a concerning matter arises via email, the following procedure must be followed:

1. Read and follow the IMPACTS Safeguarding Procedures relating to disclosures.
2. Do not respond to the email. Make attempts to contact the young person via other methods of communication and where possible, arrange to meet face to face.

Language

- All language should be appropriate and where possible 'standard responses' should be used (e.g. if you have sent an email out containing event details and receive a reply asking for further details, create a standard response with additional details so that all young people receive the same information).
- Workers and volunteers should take great care over the language used to reduce the risk of misinterpretation.
- When sending emails, workers should not use informal language such as shorthand or 'text language' as this can often be misunderstood.

'Adding friends' on Facebook and similar sites

- You should not add children or young people on your personal social networking page who are part of any IMPACT event or group and who are under the age of 18. Workers should not use their personal social networking or instant messaging accounts for contact with children and young people.
- Workers are encouraged to ensure that their personal profiles on any social networking sites should be set to the highest form of security to avoid young people accessing personal information or seeing any

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pictures of a personal nature.

Chat facilities

Messenger and live chat

- Use of live chat facilities between workers and children or young people is not permitted as they lack transparency. Workers should refrain from engaging in conversation via these mediums. Live chat services and chat facilities cannot be kept on record and are therefore an unsuitable form of communication between workers, children and young people.

Skype and other visual methods

- Use of Skype and any other webcam or visual communication via the Internet e.g. Zoom or Teams on a one-to-one basis is not permitted. Workers should refrain from using such methods as they cannot be recorded.
- It can be used for conference call and is considered appropriate if a project or group uses a webcam/Skype in a group environment for project purposes and has clear aims and objectives for its use. Always seek to inform a line manager or group leader when this is taking place and keep a record of it.

General E-Safety Considerations

E- Safety considerations need to evolve as technology is constantly changing. Those with safeguarding responsibility may want support to understand the differing aspects of the potential dangers such technologies can present. Children and young people often appear to be more technologically savvy, but it is worth remembering that although children may be digitally competent at an early age they don't have the maturity to deal with and the understanding of the dangers being online can expose them to.

We can teach children to be safe both offline and online, as safeguarding principles apply equally in every environment. There is now a merging between the two, and therefore it's not helpful to draw a distinction where safeguarding is concerned.

Cyberbullying - Keep Children Safe Using IT

These days bullying doesn't just happen in the playground. Cyberbullying – or bullying via digital technologies like mobile phones and computers – is a different threat to children. It can be harder to spot and more difficult to stop than 'traditional' bullying, but understanding the dangers can help keep children safe.

What's different about Cyberbullying?

Cyberbullying is different to other forms of bullying because:

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

Ways of Cyberbullying

The most common ways of cyberbullying are through:

- chat rooms, blogs and forums – although many of these are moderated, people involved in discussions can be sent abusive responses
- text messaging – abusive and threatening texts can be sent to mobile phones
- abusive or prank phone calls – these can be made to a child's mobile phone
- picture and video clip messaging – offensive images can be sent to mobile phones
- email – new addresses can be set up in minutes and used to send offensive messages and images
- social networking and personal websites (like Facebook/Twitter/Instagram) – offensive or humiliating messages and images can be posted on these sites
- identity theft – in many cyber environments fake profiles can be set up pretending to be someone else with the aim of bullying others
- instant message services – quicker than email, these allow users to have 'real time' conversations, and offensive messages or content can be sent in this way
- webcams – usually used to view each other when chatting online, children can also be sent abusive images or encouraged to act in an inappropriate way while being filmed
- video hosting sites (like YouTube) – children may find themselves the subject of films being shown (e.g. what is wrongly called 'happy slapping') or be accidentally exposed to pornographic images
- gaming sites, consoles and virtual worlds (e.g. Habbo Hotel) – chatting is possible within many games, and name calling, abusive remarks and picking on particular players can occur

Bedford Area Schools Christian Support Trust**Protecting children from Cyberbullying**

As with other types of bullying it's important for you to listen to children and react with sympathy. You should let children know that bullying is always wrong and that seeking help is the right thing to do. It's 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 safe you can:

- encourage them to talk to you or another adult about anything that's upsetting them
- watch out for them seeming upset after using the internet or their mobile phone