

RE:GENERATION'S POLICY AND PROCEDURES FOR SAFEGUARDING CHILDREN

Glossary of terms

re:generation	re:generation trust- Harrow churches schools link (Registered charity number 1061200)
'The Trust'	
Trustee	Trustee of re:generation
Staff / Employee	Any individual employed on a paid basis by re:generation and working in any capacity
Volunteer	Any individual working with the re:generation in a voluntary capacity
Regular volunteer (multiple events)	Any volunteer who is regularly helping to deliver lessons and/or assemblies in schools, including representing the Trust without being accompanied by a paid member of staff
Occasional volunteer (single event)	Any volunteer who helps support Trust activities on an occasional basis but is always accompanied by a paid member of staff or trustee including for example, but not limited to 'Prayer Space' or 'It's Your Move'
Workers	Anyone engaged in paid activity on behalf of the Trust.
Child	Anyone under the age of 18
DBS	Disclosure and Barring Service (formerly CRB – Criminal Records Bureau)
DBS Processing Team (DPT)	Scripture Union staff authorised to process online DBS applications

A. Policy Statement

re:generation is a charity operated by paid staff 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:

- We commit ourselves to the nurture, protection and general welfare of children at risk of harm.
- It is the responsibility of each one of us to protect children at risk of harm from all forms of abuse and to report any disclosures of abuse in addition to suspicions or concerns.
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children. We will provide appropriate supervision, recognise mutual accountability and commit to an annual review of our safeguarding policy, procedures and practices.

- The Trust has adopted the above principles; all volunteers and staff are presented with a copy and are expected to follow the procedures and guidelines as set out in this document of expected codes of conduct. (See Appendix 1&2)

B. Statutory Compliance for re:generation

The standards in this policy build on and incorporate legislation and government expectations for children at risk of harm. This includes HM Government 'Working Together to Safeguard Children (2015)' 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.

1) Adopt a policy statement on safeguarding the welfare of children.

The policy statement included in this document has been adopted following approval by the Trustees of re:generation. It is reviewed annually, and is available on request for public scrutiny and is available 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. 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.

3) Ensure agreed procedures for protecting children are circulated and adhered to by all paid staff and volunteers.

We have established training procedures for workers and volunteers in direct contact with children. All workers and volunteers receive a copy of the policy statement (see Appendix 1&2).

4) Give all staff and volunteers clear roles.

- a) All paid staff have a written job description and are given a contract. They are instructed to read the Trust's Policy and Procedures for Safeguarding Children
- b) All Trustees are instructed to read the Trust's Policy and Procedures for Safeguarding Children and will review the policy on a yearly basis.
- c) 'Regular volunteers' are asked to read the Trust's Policy and Procedures for Safeguarding Children.
- d) 'Occasional volunteers' are briefed on the Trust's Policy and Procedures for Safeguarding Children and are given a summary to read. They are asked to sign their acknowledgement that this has been done. (The paid workers will ensure this is done for each event)

5) Use supervision as a means of creating a safeguarding culture across the organisation.

All paid workers plan and review their work and report to their Line Manager on a regular basis. The Line Manager will be a trustee with oversight of the worker's role.

6) Treat all would-be paid staff and regular volunteers as job applicants for any position involving contact with children.

All potential employees/volunteers will be fully DBS checked unless they are going into a school for a one-off visit accompanying a paid Trust staff member.

We have comprehensive application and selection procedures for all workers.

- 7) Obtain at least 2 references for potential employees/ from people who have experience of the applicant's paid work or volunteering with children.**
We require a reference from at least 2 people for each applicant, seeking information which includes character and relationship assessment. Explaining that the work involves direct contact with children.
- 8) Explore all applicants' experience of working or contact with children in an interview before appointment.**
All potential workers are interviewed prior to appointment.
- 9) Find out whether an applicant has any conviction for criminal offences against children.**
All employees are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.
- 10) Make paid appointments conditional on the successful completion of a probationary period.**
We have a system of specific and general induction for staff, leading into an initial 3 month work review, and an on-going review process. The on-going review process applies to all who work with children at risk of harm.
- 11) Issue guidelines on how to deal with a disclosure and/or discovery of abuse.**
Comprehensive guidelines are established and reviewed annually. These are to be read by staff and regular volunteers. Responsibility for ensuring they are implemented and reviewed lies with the Line Manager/Trustees.
- 12) Train paid staff and volunteers, their line managers or supervisors, and policy makers.**
We provide and give access to training for the safe care of children including increasing understanding of the prevalence of abuse, along with the signs, symptoms and indications of abuse.

C. Safer Recruitment

- 1) re:generation will undergo careful recruitment and selection procedures as stated in this policy. Staff, regular volunteers and occasional volunteers are appointed (or excluded from service) at the discretion of the Trustees.
- 2) All applicants must complete an application form, which will include questions on the following:
 - details of any criminal record
 - mental and physical state of health of the applicant
 - details of driving offences, and
 - details of two referees.
- 3) The application form will also contain two statements:
 - an explanation that applicants will be required to request an Enhanced Disclosure from the Disclosure and Barring Service

- the fact that the Trust 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.
- 4) Two references will be required for each applicant. If there are concerns from either of the references, a third reference will also be taken up. Communication with referees will include a statement about the significance of the information being requested, the importance of the role of the employee and the paramount importance of the safety of children at risk of harm.
 - 5) Once an application form has been received and the person deemed suitable for employment, a Disclosure will be requested from the DBS. Once the Disclosure has been processed and deemed satisfactory, the applicant's employment is confirmed.
 - 6) Individual cases will be considered on merit, but as general guidance convictions or cautions in the categories listed below exclude an applicant from appointment:
 - any form of abuse involving children at risk of harm
 - sexual offence involving children at risk of harm
 - any types of serious violence, and
 - recent offences involving misuse of substances such as drugs or alcohol
 - Hate Crime
 - Coercion
 - 7) Some forms of physical, emotional or mental illness may make an applicant unsuitable for service.
 - 8) 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.
 - 9) All those who seek employment with the Trust as paid staff or volunteers are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which will require renewal every 3 years.
 - 10) Potential Trustees of the Trust are required to apply for an Enhanced Disclosure before their appointment is confirmed. On appointment Trustees DBS checks will be carried out every 3 years.
 - 11) Those with criminal convictions, cautions, cases pending, reprimands or bindovers are not necessarily unable to take up positions with the Trust, which abides by its policy on 'Employing People with a Criminal Record'.

- 12) Scripture Union has a contracted agreement with a Registered Body (currently Atlantic Data) for all its DBS checks and all DBS checks for the Trust are done through Scripture Union (Atlantic Data).
- 13) Scripture Union has an authorised DBS Processing Team (DPT) who process all DBS checks for the Trust through the online system provided by the contracted Registered Body.
- 13)** re:generation abides by the Code of Practice established by the DBS.
- 15) Verification of identity and processing of applications is carried out by the Lead Verifier (or another specifically assigned Verifier).
- 16) We advise job applicants before they submit an application that, should they be successful, they will then need an Enhanced Disclosure.

Volunteers

All volunteers are required to apply for an Enhanced Disclosure on appointment and every three years thereafter.

Update Service

- 1) Those requiring Disclosures for work with the Trust are required to apply to the DBS via Scripture Union.
- 2) Where an individual has registered a disclosure certificate with the DBS update service, the Trust 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'.
- 3) 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.
- 4) The responsibility to renew a subscription to the update service is with the individual not with the Trust.

Handling Disclosure Information

- 1) Disclosures must be seen by the Lead Verifier.
- 2) If a Disclosure contains information about cautions, convictions, reprimands or warnings or other relevant information, advice on how to proceed is sought by the Lead Verifier from our Scripture Union Associate Co-ordinator.
- 3) Information recorded on the Disclosure may be shared by the Lead Verifier only with those directly involved in the particular employment decision.

- 4) Information recorded on the Disclosure is only shared if it is likely to affect the employment decision, which is then made in accordance with the Trust's policy on Employing People with a Criminal Record.
- 5) 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.
- 6) The date and disclosure number of all checks are recorded in the Trust's DBS file.
- 7) In extreme circumstances, when a disclosure check has not been successfully completed prior to the start of an event, and the individual is not registered with the update service, then the relevant School would need to be contacted to ask if they will allow the person onto the premises.

Renewal of Disclosures

- 1) Disclosures are normally renewed on a rolling five-year basis.
- 2) For disclosures that are registered with the update service these will be checked on an annual basis.
- 3) If, in the intervening years, declarations completed by those working with children suggest changed circumstances, a new Enhanced Disclosure is requested.

D. Code of Conduct

- 1) All those working with children on behalf of the Trust will treat them with respect and dignity, which should be reflected in attitude, behaviour and speech.
- 2) Work will take place in a public area so that contact between the workers and children is in sight of others.
- 3) Workers will avoid forming exclusive relationships or those which could be seen as showing favouritism to individual children.
- 4) The use of any corporal punishment is strictly prohibited i.e. any form of physical discipline is not acceptable.
- 5) Any physical contact with children in the area of discipline will be purely in terms of an intervention which prevents the one exercising violent, or other inappropriate, behaviour from hurting themselves or others. Minimal force will be used, for the minimum time necessary and witnessed by another team member or school staff member.
- 6) Any communication with individuals in the line of the work of re:generation will be done via the Trust's phone, email, text and NEVER on personal communication devices.

E. Understanding Abuse and Neglect (Children)

1. What is abuse and neglect?

ENGLAND

The four 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

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

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

Sexual abuse involves forcing or enticing a child 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

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); or
- ensure access to appropriate medical care or treatment.

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

2. Reporting suspicion of abuse

Whilst workers are in schools they may be told about various personal situations. In the majority of situations, being prepared to give the time to listen and care without being judgemental will be of great value and assistance. In some cases it may be possible and appropriate to offer advice and prayer. However, workers must understand the importance of safeguarding and understand that it is possible that the nature of our work may increase the likelihood of children disclosing an issue which puts them 'at risk' or suggest that they have been or are being abused. Such disclosures require more than a caring response and a sympathetic ear, and the following procedure must be following by all workers.

- 1) Give the person time to talk freely but without fear of being overheard. Treat them with respect and acceptance. Always accept what is being said at this stage. Do not ask questions other than to clarify what is being said. Never put words into the person's mouth and be careful with your tone of voice so as not to appear shocked or angry or to show disbelief.
- 2) Do not promise to keep the disclosure 'secret'. Explain that you must share this information with the School's Child Protection Officer.
- 3) Stay with the person until you feel they have said all they want to say. Try to avoid leaving them in a distressed state.
- 4) Inform the School's Child Protection Officer as soon as possible.
- 5) Make a written report of what happened on the safeguarding concern form provided as soon as possible (not in the person's presence). Do not interpret, only record what was said as verbatim as possible.

Once a disclosure or allegation of abuse is made, the safeguarding lead Trustee should be informed.

- 1) If an allegation is made against a worker, the same process must be followed except that it must exclude the individual who is the subject of the allegation. The worker will normally be asked to leave the school immediately until the investigation has been carried out. It cannot, though, be assumed that this is the course of action which it will be required to be followed in every circumstance.
- 2) Any worker who is concerned about the way an allegation or disclosure has been handled will contact the Lead Verifier who is the operational lead for safeguarding.
- 3) At every stage, procedures will show respect for people and will involve careful consultation, not hasty reaction.

F. Responsibilities

re:generation's Policy And Procedures For Safeguarding Children

The Board of Trustees is responsible for the approval of the Trust's safeguarding policy.

A named trustee Mr Chris Coyston is the designated lead person for safeguarding. He is responsible for reporting individuals to the DBS and reporting notifiable cases to the Charity Commission.

Useful Contacts

re:generation Trinity Church, Hindes Road, Harrow, HA1 1RX.

Telephone: 07539 878794

Chris Coyston Wealdstone Baptist Church, High Street, Wealdstone, HA3 5DL

Safeguarding Lead Trustee Telephone: 07498 205508

This policy was reviewed and updated 25th June 2020

It will be reviewed yearly and it's next review will be:

June 2021