

SAFEGUARDING & CHILD PROTECTION POLICY

CONTENTS

1. Introduction

- Who we are
- Safeguarding and Child Protection Policy purpose
- Adults at risk
- Organisation details
- Definitions of key terms used

2. Prevention

- Ethos
- Safe Recruitment
- Training and Supervision
- Feedback
- Activities that don't require a DBS check
- Blemished Disclosures

3. Safeguarding and Child Protection

- Code of Conduct
- 1:1 Mentoring
- Spotting abuse
- Concern about possible abuse
- Handling a disclosure
- Allegations of abuse against a person who works with children

4. Useful Contacts

5. Other available policies

6. Appendix

1. Online Safety Policy
2. Child's Emergency Information form
3. Definitions of abuse – Adults
4. Safeguarding Roles and Leadership Statement

1 INTRODUCTION

1.1 WHO WE ARE:

New City Church MK is a Bible teaching, Christ centred church in Milton Keynes. We are made up of people from a wide variety of nationalities and backgrounds who share a love for knowing and serving Jesus Christ. Above all, we want to listen to what the Bible has to say about Jesus and what it means for us today. Simply put, our aim is; 'to invite everyone to follow Jesus.'

1.2 SAFEGUARDING AND CHILD PROTECTION POLICY PURPOSE:

OUR AIM:

At New City Church Milton Keynes, we believe that all people (both children and adults) should be free from the fear of abuse of any kind. Our aim is for our church, and any groups associated with it, to be safe places for people to be, where they feel welcomed, looked after and supported and where they can seek help if needed.

HOW WE ARE ACHIEVING IT:

As such, the Trustees take safeguarding and child protection seriously and expect all staff and volunteers to do the same. Our Safeguarding and Child Protection Policy provides the day-to-day framework within which all our activities take place and also acts as a guide for any disclosures or allegations of abuse that are made. However, in addition to this, we want to create a culture whereby all staff and volunteers are fully invested in ensuring that all children and vulnerable adults are safe from harm. To help with this, we make sure that all staff and volunteers are appropriately trained, and we actively encourage an atmosphere of openness and a culture of excellence with regard to safeguarding and child protection. We recognise that, for our Safeguarding and Child Protection Policy to be effective, we need every member of staff and every volunteer to be committed to its aims and empowered in the area of safeguarding.

1.3 ADULTS AT RISK:

In order to be a safe, welcoming and helpful place for all people, we need to ensure we are protecting the weak and vulnerable amongst us. This includes children, but must also include adults who are particularly vulnerable or at risk. The general principles within this policy of transparency, proportionate action and genuine care apply to both adults and children, however for more specific guidance on safeguarding vulnerable adults, please refer to section 3.4. Safeguarding: Concern about possible abuse, and Appendix 5: Definitions of Abuse – Adults.

1.4 ORGANISATION DETAILS:

New City Church Milton Keynes

Address: c/o Richard Wardman, 1 Ripley Road, Broughton, MK10 7BE

Tel No: 07977 986358

Email address: richard@newcitychurch.co.uk

Membership of organisation: FIEC (Fellowship of Independent Evangelical Churches)

Insurance Company: Employers liability insurance and public liability insurance with Baptist Insurance Company.

Policy number: 31/BPG/9141748

1.5 DEFINITIONS OF KEY TERMS:

Elders: those responsible for running New City Church Milton Keynes on a day to day basis, both practically and with spiritual oversight.

Team Leader / Activity Leader / Ministry Leader: leader of a particular activity / group

Child / children: anyone under the age of 18. This includes 'young people'.

NCCMK: New City Church Milton Keynes. These terms are used interchangeably throughout.

DBS: Disclosure and Barring Service

MK MASH: Milton Keynes Multi Agency Safeguarding Hub

DSL: Designated Safeguarding Lead

2 PREVENTION

2.1 ETHOS:

Tragically, abuse does occur and, whilst we are not able to prevent all cases of abuse, we believe that our preventative measures do everything we reasonably can to ensure that we recruit the right people and to minimise the likelihood of anyone who would intend harm gaining a position of trust within NCCMK. These preventative measures are paramount to providing an atmosphere where people feel confident in our care of their children, where adults feel safe from harm and are able to access any help they need and are the very first steps to effective safeguarding.

2.2 SAFE RECRUITMENT:

For all roles that have direct contact with children (i.e. all children and youth ministries), or vulnerable adults, the following recruitment process will be followed (this includes both voluntary and paid roles):

- There is a written role description / person specification for the post which includes an explanation that a DBS check will be required as part of the recruitment process
- Those interested have been interviewed (formally or informally) by the Safeguarding Lead and / or the leader of the activity
- Safeguarding has been discussed at interview
- In normal circumstances, people will be members before they are able to work with children / vulnerable adults. In exceptional circumstances, where a person is not a member but would like to work with children / vulnerable adults, this will be communicated to the Safeguarding Team and a decision will be made jointly with the Trustees and Safeguarding Team as to whether they are able to work in this capacity.
- A DBS check has been completed with the appropriate level of check and a check of the barred lists if needed
- The applicant has been given a copy of the Safeguarding and Child Protection Policy and has signed to confirm they have read and understood it and agree to abide by the Code of Conduct
- The applicant has attended safeguarding training before beginning the role. Where this is not reasonably practicable, the applicant will not assume the full responsibilities of their role until they have completed their training. Any activities they carry out before their training will be subject to the discretion of the Team Leader and Safeguarding Lead / Deputy and will be appropriately supervised.
- Suitable training and support is provided for the individual over the next 6 months, after which the activity leader and / or Safeguarding Lead will confirm their role and will assess whether any further support / training is needed

2.3 TRAINING AND SUPERVISION:

- Anyone with a DBS check, or who is in a position of authority within NCCMK will attend regular safeguarding training, at a minimum, once every three years. These will also be open to any church members who wish to attend, even if they are not working with children or vulnerable adults
- Safeguarding will be highlighted at AGMs to emphasise its importance, make everyone aware of our procedures and to help the general membership understand that it is everyone's responsibility
- First Aid training will be provided by a qualified instructor where appropriate
- Those working with children or vulnerable adults will be supervised by their Team Leader, who will hold regular Team Meetings (a minimum of twice a year, ideally once a term). These meetings will provide workers with the opportunity to discuss any further training needed, any particular difficulties they are facing and will encourage an atmosphere of best practise and information sharing. For each ministry, an elder will be identified as being the 'overseer' of that ministry. This provides team members with another person to talk with, if it is difficult to talk to their Team Leader and also provides support for the Team Leader themselves if required.
- Workers will be actively encouraged to speak with their Team Leader, or the Safeguarding Lead at any point if they have a concern, a query or an idea for improving their particular activity / role. For Team Leaders, they are actively encouraged to speak to the rest of their team and to the Safeguarding Lead or overseeing Elder.

2.4 FEEDBACK

- It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to them or the Activity Leader about the concern.
- Regular meetings should review procedures to ensure a common approach, share concerns and identify matters which may need clarification and guidance.
- Departures from these guidelines should be reported at these meetings; this protects the individual and draws attention to shortcomings and problem areas.
- Brief notes should be kept of issues discussed or decisions made at workers' meetings.

2.5 ACTIVITIES THAT DON'T REQUIRE A DBS CHECK:

Some activities may involve contact with children / vulnerable adults indirectly and may therefore not be subject to a DBS check. For these activities, the Activity Leader will confirm that the activity does not involve direct contact with children and will check with the Safeguarding Lead that it does not qualify for a DBS check. Once this is confirmed, the following procedures will be followed:

- There is a written role description / person specification for the post

Those interested have been interviewed (formally or informally) by the Safeguarding Lead and / or the leader of the activity

Safeguarding has been discussed at interview

In general, people will be advised to wait until they are members of the church before becoming involved in any activities with children or vulnerable adults.

- The applicant has been given a copy of the Safeguarding and Child Protection Policy and have signed to confirm they have read and understood it and agree to abide by the Code of Conduct
- The applicant has attended safeguarding training before beginning the role
- Suitable training and support is provided for the individual over the next 6 months, after which the activity leader and / or Safeguarding Lead will confirm their role and will assess whether any further support / training is needed

2.6 BLEMISHED DISCLOSURES

The safety of our children, young people and vulnerable adults is paramount in our recruitment decisions, for both voluntary and paid roles. The existence of a blemished disclosure will not automatically mean an applicant is disqualified from all positions, however greater consideration will need to be given to the application and specific risk assessments will be undertaken to ascertain whether the role is appropriate for them or not.

Applicants will be asked to speak in confidence / provide written information to the Safeguarding Lead about any information which may appear on a background check before they apply, or at the start of the application process. This information will be seen on a 'need to know' basis only, as part of the recruitment process and will be treated in confidence.

3 SAFEGUARDING AND CHILD PROTECTION

3.1 CODE OF CONDUCT:

As we interact with children and vulnerable adults, we wish to operate and promote excellent working practices. This will enable workers to run activities safely, develop good relationships and minimise the risk of actual abuse occurring, or false accusations being made. This Code of Conduct is to be followed by all workers, regardless of the activity. It outlines the bare minimum standards and is not an exhaustive list of behaviours. Our expectation of all workers is that they would treat everyone with respect, dignity and love at all times.

Anyone observing or suspecting a breach in this Code of Conduct should speak with the Safeguarding Lead or Deputy (within a maximum of 24hrs).

BEHAVIOUR:

- Be mindful of safety at all times and in all circumstances. This includes the implementation of health and safety policies regarding the venues and risks of activities.
- Activity leaders must ensure that venues and activities are safe and fit for purpose.
- Avoid being on your own with one child wherever possible. This may mean groups working together in one large room or adjoining rooms.
- Consider whether it is appropriate to be on your own with a vulnerable adult on a case by case basis. If this has happened unexpectedly and is not appropriate, try to move to a more public place, or make a phone call to a fellow team member whilst you wait for others to arrive.
- It is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop, for as long as the relationship of trust continues.
- If you feel that a child may have a crush on you, talk to the Safeguarding Lead for advice and guidance.
- Do not be over-friendly with some children/vulnerable adults at the expense of others. Do not have favourites.
- Do not engage in intrusive touching or over-familiar contact e.g. older children sitting on your lap.
- Avoid language or subjects which are sexually suggestive, or may be interpreted as such.
- Respect the privacy of children/vulnerable adults; avoid questionable activity (e.g. rough or sexually provocative games or comments).

- Physical contact between children and adults can be normal and healthy in public places (e.g. caring for very young children), but discouraged in circumstances where an adult and child are on their own.
- In order to help children/vulnerable adults, we need to develop healthy relationships by listening to them and respecting them. Treat all people with dignity and respect in attitude, language used and actions.
- Any form of physical discipline is prohibited. Reasonable force may be used if there is an immediate danger of personal injury to the child or another person. In all cases a report should be made by the activity leader as to why such action was necessary. This should be recorded and given to the Safeguarding Lead as soon as possible and within a maximum of 24hrs.
- Where a child or vulnerable adult initiates a private conversation with an adult, aim to be within clear sight lines of another leader
- Where confidentiality is important and a discussion has been pre-arranged, always follow the rules set out in Section 3.2 (1:1 Mentoring and Meetings)
- At all times, adhere to NCCMK's Online Safety Policy (see Appendix 1) and ensure children/vulnerable adults in your care do the same.

MINISTRIES WITH YOUNG HELPERS

- Ensure you do not enter venues alone with a child, but wait outside for another adult
- Adhere to the relevant age restrictions for communicating with those under 18

RATIOS (BASED ON NSPCC GUIDANCE):

- 0 - 2 years
1 adult to 3 children
- 2 - 3 years
1 adult to 4 children
- 4 - 8 years
1 adult to 8 children
- 9 - 12 years
1 adult to 8 children
- 13 - 18 years
1 adult to 10 children

CONSENT:

- All parents / carers must fill out an 'emergency contacts and consent' form for their child to attend an activity. This will detail emergency contact numbers and any medical issues.
- Consent is requested regularly in line with our GDPR policy (usually once a year)
- If an activity runs outside the hours of a normal church service and children attend without their parent / carer, they must have a consent form from their parent / carer in order to attend.
- An additional consent form is required for any children attending NCK or church whose parent / carer is not in attendance at the church service
- All emergency contact and consent forms will be kept in a safe when not in use. The code for the safe will only be shared with Team members and not with children.

TRANSPORT:

Whenever possible, avoid taking a child or vulnerable adult home on your own; try to have another helper with you. Preferably ensure that the last two people are dropped off together. If this is unavoidable, have the child or vulnerable adult sit in the back seat.

- If inviting a child to your home, ensure another adult is present and the parent knows (and follow the rules in Section 3.2 regarding 1:1 Mentoring and Meetings at all times).
- Drivers are responsible for ensuring children wear seat belts / are in the appropriate car seat. Drivers should also ensure that their insurance covers them to transport children and they should never carry more than the vehicle is designed to carry.
- If a child is not collected from a group as planned, the leaders will stay with the child at their meeting place and try to contact the person responsible for collecting them. If they cannot contact anyone, they may move to a public venue (e.g. M^cDonalds or similar) if this is more appropriate. In the event that they cannot make contact with the child's parent / carers at all, they should inform the Safeguarding Lead, or the police if the Safeguarding Lead cannot be reached.

NEW CITY KIDS

(three groups, during the church service, for children from 0 years old – Yr 6, at Monkston Primary School)

- A register is kept of all children and adults in attendance
- Any injuries are noted down and their parent / carer informed of the incident
- Children in the youngest NCK groups are collected by their parent / carer and not allowed to leave the room until collected (the oldest group may leave on their own)
- All parents / carers have completed an 'emergency contacts and consent' form for their child which details emergency contact information and any medical issues
- Ratios as outlined above are observed

- 'Young Helpers' (those under 18years) are supervised by the team leaders at all times and remain in the room throughout the session. They are there to facilitate the session and do not have leadership responsibilities.

YOUTH GROUP

(alternate Thursday evenings, for children in school years 7-13, at various member's homes)

- A register is kept of all children and adults in attendance
- Any injuries are noted down and their parent / carer informed of the incident
- All parents / carers have completed an emergency contacts and consent form
- At least one Youth Leader in attendance is First Aid trained at each meeting
- Youth leaders are aware of the going home arrangements for each child and will check with the child if something is out of the ordinary and will not allow them to make their own way home, unless this is their usual arrangement agreed with parents / carers
- Ratios as outlined above are observed
- All homes have been visited by the DSL, deputy DSL or trustees prior to hosting taking place
- Excluding children of the host family, no other people (children or adults) are to be within the property except for members of the youth-group or youth team.
- Youth group members are only permitted access to downstairs of the house
- Facilities are clean and appropriate for meetings
- Ensure there is a clear fire exit route
- No household/private WIFI passwords or internet access is to be given to any member of the youth group.
- Two unrelated adults are always present.
- Appropriate First Aid kits are readily available at the property

DADTIME

(Saturdays, once a month, during term time, at Kents Hill Community Centre)

- A register is kept of all adults and children in attendance
- Children are the responsibility of their parent / carer at all times
- A separate health and safety inventory of the building has been completed
- There is an 'Appointed Person' at each meeting and a suitable First Aid kit available

KIDS CLUB

(Wednesdays during term time, 5-6pm, at MK Village Hall)

- A register is kept of all children and adults in attendance
- Any injuries are noted down and their parent / carer informed of the incident
- A Registration and Consent form is required for any children attending
- Ratios as outlined above are observed
- 'Young Helpers' (those under 18years) are supervised by the team leaders at all times and remain in the room throughout the session. They are there to facilitate the session and do not have leadership responsibilities.
- There is an 'Appointed Person' at each meeting and a suitable First Aid kit available

FAMILY EVENTS

(on an irregular basis, usually, but not exclusively, held at Monkston Primary School)

- Children are the responsibility of their parents / carers at all times and this is made clear at registration
- If food is available, parents are responsible for supervising their children with regard to allergies
- Toilets or any 'secluded' areas are regularly checked by a DBS checked adult
- There is an 'Appointed Person' and a suitable First Aid kit available

MISSING CHILD

- If it becomes apparent that a child is missing during a meeting, the leaders will gather together all remaining children and keep them in one place whilst organising a search for the missing child. An adult will be positioned at the main entrance of the building. If at Monkston Primary School, a responsible adult will be asked to go to the entrance gate outside and wait there until the situation has been resolved in order to speak with anyone leaving the premises.

3.2 1:1 MENTORING AND MEETINGS

Spending time with a young person on a 1:1 basis can be an excellent way of encouraging and building healthy relationships, whilst also specifically helping and guiding a young person who may be in need of particular support. Whilst most of our work with young people will be done in a group context, there are times when it is appropriate for them to meet on a 1:1 basis with a leader. For these instances, the following boundaries will be followed:

- In general, 1:1 meetings will only be for those children of secondary school age and upwards
- The time and location of meetings must be appropriate to the child's age and maturity

- Meetings will usually be in a public place appropriate to the young person’s age (such as a coffee shop), but may also take place in their home or a leader’s home if more appropriate, providing the parents are aware and have given oral consent and providing there is another adult present in the house when the meeting takes place. If meeting in a home, the meeting will take place in a communal room, with the door left open.
- Parents must always give their consent to a 1:1 meeting taking place (orally is fine) and they will be told where the meeting is taking place and at what time. This information will also be given to the team leader (or Safeguarding Lead if it is the team leader meeting 1:1 with a young person)
- An adult must not allow a relationship to develop into a romantic attachment in either direction. They must remain vigilant of a young person becoming over-dependent on them and speak with their team leader and / or Safeguarding Lead if they believe this is beginning to happen.
- General objectives and expectations for meetings will be set with the young person if the 1:1 meetings are going to be fairly regular. These will be shared with the parents for their consent.
- Safeguarding protocols must be followed at all times – for example, whilst discussions at a 1:1 meeting would be confidential, you must never promise absolute confidentiality, as you have a legal duty to pass on any disclosure or suspicion of abuse or harm. Make sure the young person knows this at the beginning.
- Adults will keep brief notes about what was discussed at each 1:1 meeting, including the time, date, location and who was present. These will be stored securely. Bear in mind that a young person has the right to see anything you write about them if they ask.
- Team leaders are responsible for periodically reviewing any ongoing 1:1 mentoring relationships and the adults involved must be able to comfortably justify their 1:1 interactions. Sometimes it will be appropriate to move a young person on from a 1:1 into a group context.
- Except in rare instances, adults will meet with young people of the same sex.

3.3 SPOTTING ABUSE

The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

Abuse	Potential sources
<p>Abuse is where a child is maltreated. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Babies and children with disabilities can be more vulnerable to suffering abuse. A child or young person may experience more than one type of harm or significant harm.</p>	<ul style="list-style-type: none"> • Within their family – there is greater risk where their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. • Institutional or community setting. • By those known to them (most common). • By a stranger, for example, via the internet. • An adult or adults. • Another child or children.

TYPES OF ABUSE & POSSIBLE SIGNS

There are four main ‘types’ of abuse under which all forms of abuse can be categorised – neglect, physical abuse, sexual abuse and emotional abuse. Emotional abuse will be a factor when any other type of abuse has taken place, but may also be considered abuse on its own.

- *The “Possible Signs” in the sections below could be indicators that abuse has taken place but should be considered in the context of the child’s whole life.*
- *(SH) = indicate the possibility that a child or young person is self-harming.*

Neglect	Possible Signs
<p>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:</p> <ul style="list-style-type: none"> • 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. • Respond to a child’s basic emotional needs. 	<ul style="list-style-type: none"> • Under nourishment, constantly hungry/thirsty • Failure to grow • Poor hygiene • Stealing or gorging food • Ill-fitting clothing or dress inappropriate to weather conditions • Untreated illnesses • Inadequate care, etc.

Sexual Abuse	Possible Signs
<p>Any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. 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 any of the following:</p> <ul style="list-style-type: none"> • Physical contact, including: <ul style="list-style-type: none"> ○ Assault by penetration (for example, rape or oral sex). ○ Non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. • Non-contact activities, including: <ul style="list-style-type: none"> ○ Involving children in looking at, or in the production of, sexual images ○ Exposing the child to sexual / indecent activities ○ Using sexual language towards a child ○ Encouraging children to behave in sexually inappropriate ways 	<ul style="list-style-type: none"> • 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 (SH)

<ul style="list-style-type: none"> ○ Grooming a child in preparation for abuse (including via the internet). <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<ul style="list-style-type: none"> ● Unexplained bruising around or bleeding from the genital area ● Stained or bloody underclothing ● Unexplained difficulties in walking. ● Overreaction to touch.
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Physical Abuse	Possible Signs
<p>Deliberately physically hurting a child, including hitting, shaking, throwing, poisoning, burning, biting, pinching, scalding, drowning, suffocating or using excessive force. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after (Fabricated Induced Illness - FII).</p>	<ul style="list-style-type: none"> ● 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 ● Finger marks or multiple bruising ● Flinching or pain/discomfort during normal activity ● Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation (SH) ● Cuts/scratches/substance abuse (SH) ● Being overly rough themselves

Emotional Abuse	Possible Signs
<p>The persistent emotional maltreatment of a child, causing severe and persistent adverse effects on the child's emotional development. It may involve:</p> <ul style="list-style-type: none"> ● Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. ● Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. ● 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. ● Causing children frequently to feel frightened or in danger, for example by witnessing someone else being ill-treated or domestically abused within the home. ● Serious bullying, including online bullying through social networks, online games or mobile phones. ● The exploitation or corruption of children. 	<ul style="list-style-type: none"> ● 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 ● Unexplained sleep loss or weight loss ● Inappropriate relationships with peers and/or adults ● Attention-seeking behaviour ● Persistent tiredness ● Running away/stealing/lying

<ul style="list-style-type: none"> Any abuse of power, including that done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	<ul style="list-style-type: none"> Signs of strain/tension or child acts differently when a particular person is present
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OTHER RISKS TO BE AWARE OF

Exploitation	Forms
<p>The intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. Exploitation can be sexual in nature.</p>	<p>Child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation.</p>

Child Sexual Exploitation / Grooming	Possible Signs
<p>When someone:</p> <ul style="list-style-type: none"> Pays for the sexual services of a child by giving them money, gifts or affection; Causes or incites child prostitution; Arranges or facilitates child prostitution; or, Controls a child prostitute. <p>It can occur online, face-to-face, one-to-one or in gangs.</p>	<ul style="list-style-type: none"> Frequently going missing from home or school Going out late at night and not returning until morning Being picked up in cars unknown to parents or leaders A significant older boyfriend, girlfriend or friend Unexplained money, possessions, mobile phone credit or a new mobile phone Behavioural changes – eg becoming secretive or aggressive Increased use of mobile phone / internet activity Involvement in criminal activity Regularly going out and drinking / taking drugs

Modern Slavery	Possible Signs
<ul style="list-style-type: none"> “Slavery”: where ownership is exercised over a person. “Servitude”: the obligation to provide services imposed by coercion. “Forced or compulsory labour”: work or services extracted from any person under the menace of a penalty and for which the person has not offered himself voluntarily. “Human trafficking”: arranging or facilitating the travel of another with a view to exploiting them. 	<ul style="list-style-type: none"> Physical appearance, inappropriate clothing Isolation, not being allowed to travel alone or restricted freedom of movement Poor living conditions, few possessions, no ID documents Unusual travel times – being dropped off early in the morning or late at night.

Domestic Violence		
What?		Who?
Any incident or pattern of incidents of <i>controlling, coercive or threatening behaviour</i> , violence or abuse (psychological, physical, sexual, financial or emotional)	... between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality

Definitions	
<i>Controlling Behaviour</i>	A range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
<i>Coercive Behaviour</i>	An act or a pattern of acts of assaults, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Domestic Violence includes the human rights abuses of forced marriage and honour-based violence

Female Genital Mutilation (FGM)	Possible Signs
<p>All procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.</p> <p>It is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged 4 to 13, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth. It is an offence for UK nationals or permanent UK residents to carry out or assist the carrying out of FGM in the UK or abroad, even in countries where the practice is legal.</p> <p>Girls living in communities that practise FGM are most at risk. It can happen in the UK or abroad. In the UK, the Home Office has identified girls and women from certain communities as being more at risk:</p> <ul style="list-style-type: none"> • Somali • Kenyan • Ethiopian • Sierra Leonean • Sudanese • Egyptian • Nigerian 	<p>That it may be about to take place...</p> <ul style="list-style-type: none"> • A relative or someone known as a 'cutter' visiting from abroad. • A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'. • A female relative, like a mother, sister or aunt has undergone FGM. • A family arranges a long holiday overseas or visits a family abroad during the summer holidays. • A girl has an unexpected or long absence from school. • A girl struggles to keep up in school. • A girl runs away – or plans to run away - from home. <p>That it may have already taken place...</p> <ul style="list-style-type: none"> • Having difficulty walking, standing or sitting. • Spending longer in the bathroom or toilet.

<ul style="list-style-type: none"> • Eritrean • Yemeni • Kurdish • Indonesian. <p>Children are also at a higher risk of FGM if it's already happened to their mother, sister or another member of their family.</p> <p>(Source: nspcc.org.uk)</p>	<ul style="list-style-type: none"> • Appearing quiet, anxious or depressed. • Acting differently after an absence from school or college. • Reluctance to go to the doctors or have routine medical examinations. • Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.
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<i>Forced Marriage</i>	<i>Possible Signs</i>
<p>A forced marriage is a marriage where one or both people do not consent to the marriage and pressure or abuse is used. This may happen in secret and can be planned by parents, religious leaders or family members. It is illegal in the UK. The victims are often taken abroad for the ceremony. Victims are more commonly female, but can also be male.</p> <p>Forced marriage is not the same as an arranged marriage (in which each person has a choice about going ahead with the marriage).</p>	<p>The pressure put on people to marry against their will may be:</p> <ul style="list-style-type: none"> • physical – for example, threats, physical violence or sexual violence • emotional and psychological – for example, making someone feel like they are bringing 'shame' on their family • Financial abuse, for example taking someone's wages, may also be a factor. • They may suddenly go away for an unexpected, long holiday

<i>Harassment</i>	<i>Examples</i>
<p>A person (A) harasses another (B) if:</p> <p>(a)A engages in unwanted conduct related to a relevant protected characteristic (age, sex, disability, gender, gender reassignment, race, religion or belief, pregnancy or maternity or sexual orientation), and</p> <p>(b)the conduct has the purpose or effect of—</p> <p>(i)violating B's dignity, or</p> <p>(ii)creating an intimidating, hostile, degrading, humiliating or offensive environment for B.</p>	<ul style="list-style-type: none"> • Verbal (eg sexual comments, jokes, spreading malicious rumours, etc) • Non-verbal (eg suggestive looks, etc) • Physical (eg brushing a hand against someone's body, etc) • Unfair treatment • Picking on or regularly undermining someone • Excluding someone from opportunities to participate in activities without cause. • Any of the above via the internet / social media.

<i>Extremism and Radicalisation</i>	<i>Possible signs</i>
<p>The UK Government defines extremism in their <i>Prevent</i> strategy as: “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”.</p> <p>Extremism and Radicalisation can take various forms, including Islamic extremism, far-right extremism, Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.</p> <p>As a church, we in no way countenance the promotion of faith through violence.</p> <p>(Source: nspcc.org.uk)</p>	<p>Signs that may indicate a child is being radicalised include:</p> <ul style="list-style-type: none"> • isolating themselves from family and friends • talking as if from a scripted speech • unwillingness or inability to discuss their views • a sudden disrespectful attitude towards others • increased levels of anger • increased secretiveness, especially around internet use. • embracing conspiracy theories • accessing extremist online content • changing online identity / having more than one • converting to a different religion • changing friends and appearance

<i>People targeting our Church</i>	<i>Examples</i>
<p>Churches are welcoming places and we want to ensure everyone who attends NCCMK feels welcome. This can however make NCCMK a particular target for people who would intend harm, either to children, vulnerable adults, or through exploiting the church as a charity.</p>	<ul style="list-style-type: none"> • Commercial exploitation • People looking to gain a position of power so that they can abuse it (through any means – physically, financially, sexually etc) • People looking to gain a position of trust so that they can abuse it (e.g. becoming a children’s worker to gain access to children) • People looking to get unjustified and unnecessary financial support from the church

<i>Someone abusing the position of trust they hold within the church</i>	<i>Examples</i>
<p>Those who hold positions of trust have a particular responsibility to use that position correctly and not to exploit their authority. Sadly, some people abuse this position. NCCMK must be vigilant at all times and encourages workers to discuss</p>	<ul style="list-style-type: none"> • Romantic relationships between workers and children developing • Using a position of trust for financial gain • Using a position of trust to exercise undue authority over someone

any suspected abuse of power immediately with the Safeguarding Lead.	
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PRIVATE FOSTERING:

Private Fostering is where a child under the age of 16, (or 18 if the child has a disability), is being looked after by someone other than a relative, (or someone who has parental responsibility for them) for 28 consecutive days or more. This is completely legitimate and may pose no risks at all, however we have a duty to inform the local authority if we become aware of a private fostering arrangement. If this happens, speak with the Safeguarding Lead straight away.

3.4 CONCERN ABOUT POSSIBLE ABUSE

Where the concern is about a child, the Safeguarding Lead should contact MK Multi Agency Safeguarding Hub (MASH). Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Christian Safeguarding Services. See Section 4 'Useful Contacts' for contact information.

The role of the Safeguarding Lead / 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.

CONCERN ABOUT A CHILD:

If a child has a physical injury, a symptom of sexual abuse or neglect or where there are concerns about emotional abuse, inform the Safeguarding Lead immediately (or Deputy in their absence). The Safeguarding Lead / Deputy will:

- Contact MK Multi Agency Safeguarding Hub (MASH) (or Christian Safeguarding Services) 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 MK Multi Agency Safeguarding Hub (MASH).
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. 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 MK Multi Agency Safeguarding Hub (MASH) for advice.
- Seek and follow advice given by Christian Safeguarding Services if unsure whether or not to refer a case to MK Multi Agency Safeguarding Hub (MASH).
- Only share details of the case internally on a need-to-know basis.

If a vulnerable adult displays symptoms or warning signs of abuse, or discloses abuse, the Safeguarding Lead/Deputy will:

- Discuss any concerns with the individual themselves, giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger, or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, Christian Safeguarding Services can be contacted for advice.

3.5 HANDLING A DISCLOSURE

If a child confides in you and alleges that abuse has taken place, follow the following procedure. Bear in mind that the child may or may not be telling the truth. In either case, they need care and help and must be taken seriously:

1. Listen – don't interrupt or ask leading questions

- Accept what they say and don't make judgements
- Accept that you are the person they have chosen to tell – do not try and find someone else for them to tell, even if you feel this would be more appropriate. Respect their choice in telling you
- Tell them that they were right to speak with you and that you will do all you can to help them

2. Don't promise confidentiality

- Make it clear that you will need to pass this information on to the Safeguarding Lead
- Explain that the information will only be passed to others on a need-to-know basis in order to help the child

3. Ensure that they will not return to a dangerous situation after talking to you

- Decide what precautions, if any, should be taken in view of the child's safety.
- Discuss and review this with the Safeguarding Lead (or MK MASH if the Safeguarding Lead / deputy are not available; alternatively speak with the Police if the child is in immediate danger)

4. Contact the Safeguarding Lead immediately

- The Safeguarding Lead must be informed as soon as possible.
- If they cannot be reached, or are implicated in the case, contact the Safeguarding Deputy. If the Deputy cannot be reached or is implicated in the case, speak with Christian Safeguarding Services or MK MASH for advice, or contact the Police if the child is in immediate danger

5. Write down the conversation and any actions you took as soon as possible

- You must make a written record within 24 hours of the event – preferably immediately after the child has been appropriately looked after and not by electronic means

- Write the date, time and context within which the allegation took place (e.g. when the children were waiting to go home after Youth Group)
- Write down what the child said word for word, as much as you are able
- Do not interpret what they said, even if it was ambiguous (you can add notes e.g. 'I interpret this to mean')
- Write down any signs of abuse, injury or neglect, even if you are unsure if they are genuine or self-inflicted
- Write down what actions you took
- Seal and give this to the Safeguarding Lead as soon as possible and within a maximum of 24hours

6. Do not tell anyone

- Do not tell anyone, including the child's parents unless you are specifically told to by the Safeguarding Lead (this includes sharing the matter for prayer).
- The Safeguarding Lead will be in contact with Christian Safeguarding Services and / or the Police and will be guided by them as to what should be shared and when.
- The Safeguarding Lead will keep the person who handled the disclosure informed, as the case develops, as much as they are able to

7. Seek advice for ongoing support

- Do not change your behaviour towards the child, but continue to provide a safe space for them within the original context of your relationship
- You are not responsible for any extra pastoral care that they may need and must not provide counselling, as this will be far better handled by professionals
- If you feel able, continue to be someone that the child can talk to, but if further information is divulged / disclosures made, ensure that you write these down and inform the Safeguarding Lead in the same way
- Seek support for yourself. To handle a disclosure of abuse is a traumatic experience and may leave you with a variety of emotions to work through. Speak with the Safeguarding Lead if you need help in finding someone to work through these issues with.

3.6 ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether an Office Holder, Employee or Volunteer) whilst following the procedure outlined above, the Safeguarding Lead will need to liaise with MK Multi Agency Safeguarding Hub (MASH) in regards to the suspension of the worker and will also make a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). See Section 4 'Useful Contacts' for contact information. As full information as possible must be obtained from the informant, including:

- The name of the alleged abuser
- The nature of the alleged abuse and the details of the child affected
- When it is thought to have occurred and how often

- How the informant knows about the incident/s

As soon as an allegation has been made, the Safeguarding Lead or Leader of the activity will:

- Take the person concerned to one side, away from the children and young people's activity, and inform them that an allegation has been made
- Not tell them the nature of the allegation at this point
- Inform the person that the church's policy on allegations is being followed by the Leader of the activity and by the Safeguarding Lead
- Inform the person that the LADO will be involved and that the church will be following the advice and guidance given by the LADO
- Inform the person that the Safeguarding Lead and Elders will make a decision on whether they can appropriately continue to work with children and vulnerable adults during any investigation
- The Safeguarding Lead and Elders will decide whether and when the parents/carers of the child are informed of the allegation. They will take advice from Children's Social Services or the LADO in making this decision.
- The local authority may request (via the LADO) that the church is represented at a strategy meeting (this might be called a "Position of Trust" meeting) that will be chaired by a senior child protection officer from the local authority. The purpose of the meeting is to bring together the appropriate professionals to agree an action plan. The Safeguarding Lead or Elder will represent the church at this meeting.
- New City Church Milton Keynes will cooperate with any investigation undertaken by the police or local authority.
- The Elders will be responsible for deciding whether the person against whom an allegation has been made should be suspended from involvement in the children and young people's work of the Church, and whether this person should continue to be present at other meetings of the church. The Elders will take into consideration the advice of the Police and LADO in making this decision. It is anticipated that any person against whom an allegation of abuse has been made will be suspended for the duration of the investigation. Such a suspension does not pre-judge the outcome of the investigation or imply guilt.
- The Safeguarding Lead or Safeguarding Deputy will be appointed by the Elders to be responsible for supporting the person against whom an allegation has been made whilst an investigation is underway.
- The Elders will arrange for the provision of appropriate support of the child and parents/carers of the child. The Elders will also consider and address the pastoral needs of other children and parents and of other people involved in the work with children or vulnerable adults within the church, arising from the allegation.
- The Elders will consider whether they are required to inform the Disclosure and Barring Service in relation to a member of staff against whom an allegation has been made. If a member of staff or volunteer is dismissed because they have harmed, or posed a risk of harm to a child or vulnerable adult, or who would have done so if they had not left, the Elders will refer this information to the DBS.

4 USEFUL CONTACTS

4.1 CHRISTIAN SAFEGUARDING SERVICES

Online: christiansafeguardingservices.co.uk **Phone:** 07960 751778

4.2 SAFEGUARDING LEAD

Name: Hannah Riisnaes **Email:** Hannah.riisnaes@gmail.com **Phone:** 07889 556 863

4.3 SAFEGUARDING DEPUTY

Name: Claire Townrow **Email:** claire.j.smith85@gmail.com **Phone:** 07814 322 875

4.4 MK MULTI AGENCY SAFEGUARDING HUB

For advice / to make a referral: 01908 253169 or 01908 253170

9am – 5pm Monday to Thursday and 9am – 4.30pm Friday.

Out of hours Emergency Social work team: 01908 265545.

4.5 LADO (LOCAL AUTHORITY DESIGNATED OFFICER)

Phone: 01908 254300

4.6 CHILDREN'S SOCIAL SERVICES

Phone: 01908 253169 or 01908 253170

4.7 FORCED MARRIAGE

<https://www.gov.uk/stop-forced-marriage>

fmf@fco.gov.uk

Telephone: 020 7008 0151

From overseas: +44 (0)20 7008 0151

Monday to Friday, 9am to 5pm

Out of hours: 020 7008 1500 (ask for the Global Response Centre)

4.8 FEMALE GENITAL MUTILATION

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/>

4.9 RADICALISATION AND EXTREMISM

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/protecting-children-from-radicalisation/>

4.10 ADULT SOCIAL SERVICES

Telephone: 01908 253772

Monday – Friday, 8.30am – 5.00pm

Emergency Out of Hours: 01908 725005

5:00pm - 9:00am Monday - Friday, weekends and bank holidays 24 hrs

4.11 CEOP

<https://www.ceop.police.uk/safety-centre/>

5 POLICIES

THE FOLLOWING POLICIES ARE ALSO AVAILABLE UPON REQUEST:

GDPR Policy

First aid policy

Whistle blowing policy

Bullying and harassment policy

Health and safety policy

Handling of DBS Certificate information policy

Appendix 1

ONLINE SAFETY POLICY

1 INTRODUCTION

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology (ICT). This means anything which involves the use of mobile communication devices (smart phones, mobile phones), computers (laptops, netbooks, tablets) and other electronic devices (including games consoles), to communicate and access the Internet, emails, text messaging services (SMS and Multimedia Messaging Services), Instant Messenger, along with communication through social media sites and social networking sites.

Workers is used to refer to any office holder, employee or unpaid volunteer.

At New City Church Milton Keynes, our aim is that, as technology progresses and changes, we will always use it to communicate in an open, respectful, appropriate and clear way with all people. We recognise that there are times when certain forms of communication are less helpful and may even be damaging. The aim of this policy is to avoid such situations by placing certain limits and expectations on our workers and the children for whom they care. We will at all times comply with GDPR legislation with regards to storing, using and deleting personal data.

2 CONDUCT OF WORKERS

- Be warm and friendly, but do not suggest or offer a special relationship.
- Only give personal contact details to children that are within the public domain of the church, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church and maintain a log of all electronic contact with individuals or groups including messaging and texting. Engaging online with children should be as an extension of a genuine face-to-face relationship, not a replacement for it.
- Generally, try to communicate in a group context (e.g. group chat or email if appropriate). However, there are times when it is appropriate to communicate one-to-one (see 'one-to-one communication boundaries' below).
- Consider carefully the personal information you share – do not share things online that you would not share in person
- Ensure the church domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of the church while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When communicating online / over the phone with children, it is advised that it should take place between the hours of 9am-8pm. Where working with children outside these hours, workers should seek advice from their leader, but there should be no online communication after 9pm.
- Those under the age of 18 are not to be given access to personal WIFI in a person's home.

- If using WIFI provided by the church, all children will have personal log-ins and will be expected to use these at all times. Appropriate content filtering software will be in place.

2.1 USE OF VIDEO CONFERENCING

Use of Skype, Zoom and any other web camera or visual communication via the internet is not generally permitted. (They can be used for conference calls and are considered appropriate if a project or group uses a web camera/Skype/Zoom in a group environment for project purposes, and has clear aims and objectives for its use). However, during exceptional circumstances (such as the Covid19 Pandemic), these can be vital tools for enabling continual engagement with children and young people. When using such video conferencing methods of communication due to exceptional circumstances, the following rules must be adhered to:

- Workers should refrain from using such methods on a one to one basis as they cannot be recorded.
- Obtain parental consent for sessions and keep parents up to date about what the ministry will look like during this period
- Keep a register of online sessions, including date, time, attendees (children and adults), platform used
- Normal 'in person' rules apply e.g. approved leaders only, usual ratios etc
- Always have at least two leaders online at any session (if a child wants to set up a video call with a leader individually, let them know that another leader will need to join in too and find someone that they are most comfortable with)
- All restrictions on photo / video permissions continue to apply, so ensure that no one takes photos, videos or screenshots of your sessions if there are children who do not have consent for this
- Consider the appropriateness of what can be seen through your webcam (clothing, background etc) Consider using a waiting room for the start of meetings so that individual children can be added one at a time and any unwanted guests can be kept out
- Remember that your role of looking out for signs of abuse and neglect continues online and that, during exceptional circumstances, you may be one of the very few non-family members that a child has contact with

3 ONE-TO-ONE COMMUNICATION BOUNDARIES

- Interactions and communications should be made within a group context as far as possible.
- Where a one-to-one conversation is considered appropriate, this should not exceed 30 minutes, nor should it be the 'usual' / only means of communication with a child.
- One to one communication over social media must be discussed with the team leader and have parental consent
- If a conversation is becoming too intense, consider meeting face-to-face with the child instead. If this happens, ensure this is in a public place and their parents are aware of the meeting (following the rules in Section 3.2, 1:1 Mentoring and Meetings).
- In general, social media interaction between workers and children under 18 shall be limited to monitored/administrated groups (e.g. Facebook business pages, private groups / events pages).
- Such groups must ensure:
 - At least 2 leaders have administrator access
 - All children are over the required minimum age to participate (13 for Facebook, 16 for WhatsApp)
 - Parents are aware that the group has been set up and their child has been invited to join
- Workers should not add children to their personal social networking profile (e.g. becoming a 'friend' on Facebook) if they are involved with your children's/youth work activity and are under the age of 18. If a child initiates a social media request with a worker, they will seek to interest the child in one of the available group contexts online instead, or offer a more appropriate

method of communication, such as a phone call or 1:1 meet up.

Acceptable forms of online one-to-one communication	Acceptable forms of group communication
Texting, WhatsApp, phone call	WhatsApp, Facebook Events Page, Facebook Group chat / Messenger

4 SOCIAL MEDIA POLICY

- Where concerned that there may be an e-safety incident, ensure that this is reported to the Safeguarding Lead. They can then determine if the matter should be reported to the statutory authorities or other appropriate agencies e.g. CEOP (Child Exploitation and Online Protection).
- Any safeguarding concerns/allegations arising from social media shall be referred onto the Safeguarding Lead.
- Text and any other media posted shall be subject to the acceptable use policy.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook.
- Workers should make certain their privacy settings ensure the highest levels of security, in order to restrict children being able to see any more than that which is relevant to communication within the group.

5 ONLINE PHOTOS AND VIDEOS

- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Children's full names will not be used on the website in association with their photographs.
- Live streaming of events must be clearly advertised in advance and where children are involved, permission should be sought.

6 ACCEPTABLE USE POLICY

6.1 CHILDREN AND WORKERS AGREE NOT TO

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which New City Church Milton Keynes considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

6.2 WHERE INTERNET ACCESS IS PROVIDED BY NEW CITY CHURCH MILTON KEYNES

- We will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with New City Church Milton Keynes' policy on social media.

6.3 SANCTIONS FOR VIOLATING THIS AGREEMENT

- A temporary or permanent ban on internet use.
- Additional disciplinary action with regard to leading a specific team / ministry area.
- Where applicable, police or local authorities may be involved.

7 USEFUL CONTACTS:

7.1 CEOP

<https://www.ceop.police.uk/safety-centre/>

8 ACCEPTABLE USE AGREEMENT

Parent / Guardian Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for New City Church Milton Keynes and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the Safeguarding Coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

Appendix 2

Child's Emergency Information and Consent Form

At New City Church, we take the safety of your child very seriously. Whilst they are in New City Kids or Creche, we expect them to be safe from harm. In the unlikely event of an emergency, we want to make sure we have all the necessary details to ensure we know who to contact. Please take the time to fill this in and remember to let us know if anything changes.

Child's details:

Full name of child:
Date of birth:
Address:

Parent / carer's details:

Full names:
Relationship to child:
Home phone number:
Mobile number:
Email address:

Additional contact in case of an emergency and us being unable to reach you:

Name and relationship to child:
Home phone number:
Mobile number:

Medical Details:

Details of any regular medication / medical problem (e.g. asthma, epilepsy, diabetes etc)
Any allergies and details of any medication for these:
Any disabilities or special needs?
Any dietary requirements?

I give my consent to my child participating in the normal activities of this group

Name (printed): _____

Signed: _____

Please also sign to confirm you have read and understood the privacy notice overleaf

Signed: _____

New City Church MK - Privacy Notice

How New City Church MK (“we”) use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

Data Controller

New City Church MK is the data controller and responsible for your personal data.

Why are we collecting your data?

We collect personal data to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law. In legal terms this is called ‘legitimate interests’. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice.

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- Special categories of personal data (such as your religious beliefs)

Storing your data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our retention policy which you can request by contacting the Data Protection Compliance Manager

We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

Security of your data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees or trustees who need to know. They will only process your personal data on our instructions.

We have put in place procedures to deal with any suspected personal data breach and will notify you and the ICO where we are legally required to do so.

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact [the Data Protection Compliance Manager](#)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Data Protection Compliance Manager

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance and if not satisfactorily resolved directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact: The Data Protection Compliance Manager:

Ashley Midwinter - Tel 07944 093 464 , email ashleymidwinter@gmail.com

Appendix 3

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.

AN ADULT AT RISK IS ONE 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 (which includes abuse of a spiritual nature), 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.

USEFUL LINKS:

- The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- Care and Support Statutory Guidance under the Care Act 2014
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

Appendix 4

SAFEGUARDING ROLES AND LEADERSHIP STATEMENT

STRUCTURE

The Elders, as Trustees of New City Church Milton Keynes, hold overall responsibility for ensuring appropriate Safeguarding measures are carried out within the organisation. They have delegated most of the day-to-day running of this task to the Safeguarding Lead and Safeguarding Deputy.

The Safeguarding Lead and Deputy have the following roles and responsibilities:

- Write Safeguarding policy
- Update Safeguarding Policy annually (or more often if required)
- Manage any concerns that are raised according to the Safeguarding Policy
- Undertake all necessary DBS checks
- Organise appropriate Safeguarding training
- Keep the church updated with regard to Safeguarding in general (at the AGM meeting, plus other times as appropriate)

The Elders, as Trustees, have the following responsibilities:

- Read, agree and sign off on the Safeguarding Policy
- Ensure the Safeguarding Lead and Deputy have the time and support to carry out their responsibilities well
- Provide accountability for the Safeguarding Lead and Deputy with regards to their role through regular communication as necessary and through meeting at least annually

STATEMENT

All Elders and Trustees of New City Church Milton Keynes believe that Safeguarding is a natural and practical outworking of our Biblically based values and gospel witness. We therefore take it seriously as we undertake to care for the weakest, to protect the vulnerable and to point people to Jesus Christ.

Richard Wardman (Pastor and Elder with Safeguarding responsibilities)

Signed: _____

Date: _____

Mark Sewall (Pastor)

Signed: _____

Date: _____

Steve Riisnaes (Elder and Trustee)

Signed: _____

Date: _____

Gavin Naylor (Elder and Trustee)

Signed: _____

Date: _____

Paul Sherwood (Elder and Trustee)

Signed: _____

Date: _____

Hannah Riisnaes (Safeguarding Lead)

Signed: _____

Date: _____

Claire Townrow (Safeguarding Deputy)

Signed: _____

Date: _____

Last Updated: September 2023

Next Update: September 2024