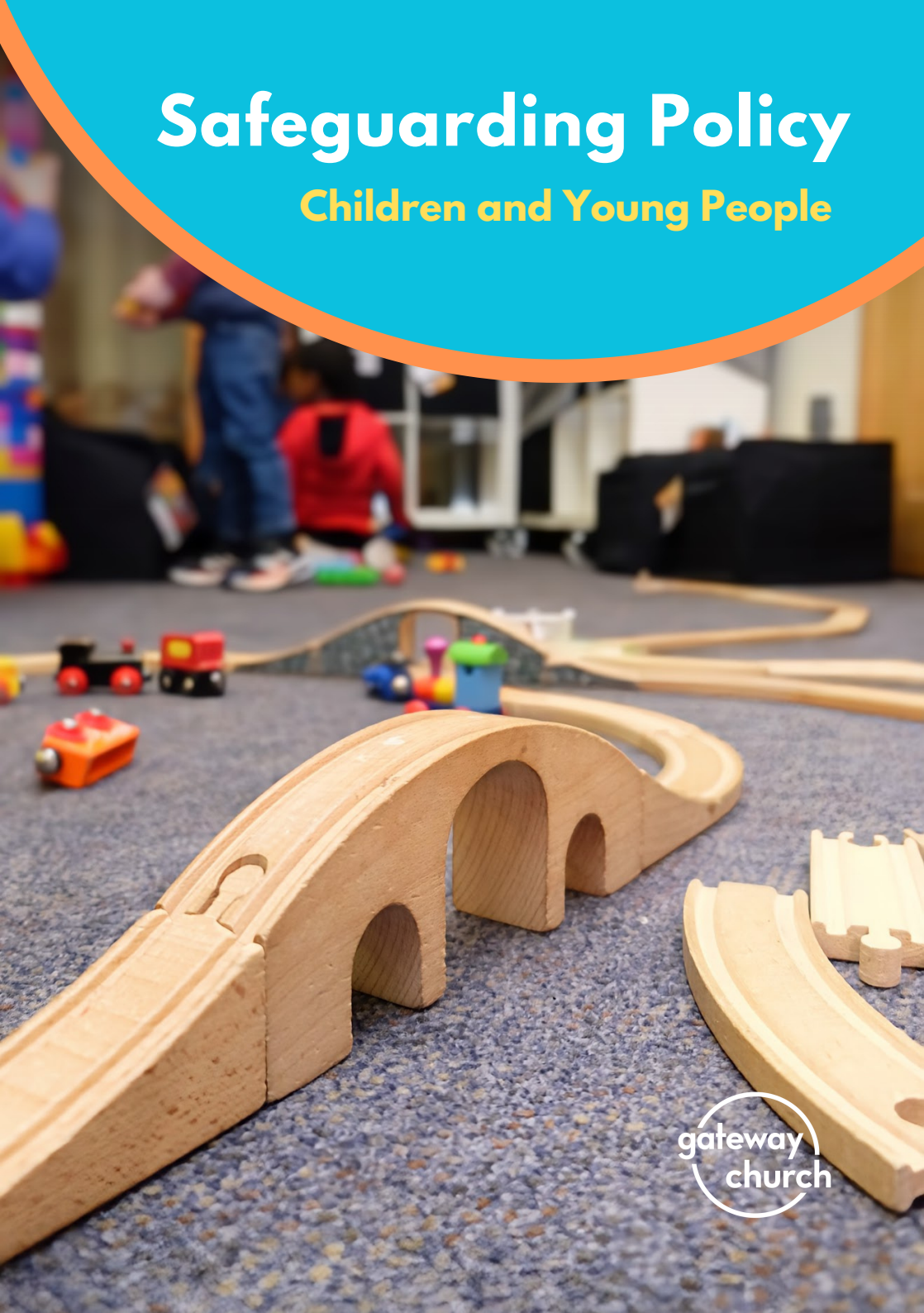


# Safeguarding Policy

Children and Young People



# Key Contacts

## Safeguarding Team

To contact our Safeguarding please call Gateway office: **0113 244 3245** or email: **office@gatewayleeds.net** with the subject **Safeguarding** and it will be passed on to the team.



**Sam Evans**  
Elder Overseeing  
Safeguarding



**Lizzy Bird**  
Safeguarding Lead  
07903663012



**Amy Sprenger**



**Hannah Clark**



**Jenny Nelson**



**Zoey Horsman**

**Leeds Children's Social Work Services**

**0113 376 0036**  
(Mon - Thurs: 9am - 5pm,  
Fri: 9am - 4pm)

**Leeds Children's Emergency Duty Team**

**0113 535 0600**  
(Mon - Thurs: 5pm - 8am,  
Fri: 5pm - 8am)

**Thirtyone:eight**

**0303 003 1111**

**NSPCC Helplines: Childline**

**0800 1111**

**NSPCC Helplines:** Help for adults concerned  
about a child

**0808 800 5000**

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## please note

This is an abbreviation of our full Safeguarding Policy. Please contact the Safeguarding Lead if wishing to request the full policy document.





# Introduction

## What is safeguarding?

**Safeguarding encompasses:**

- Protecting children from abuse and maltreatment
- Creation of a safe and caring environment for children through:
  - Treating children fairly and equally.
  - Building trust & good communication.
  - An awareness of individual needs (health, allergies, disabilities).
  - Setting appropriate discipline & boundaries.

## Who is responsible for safeguarding?

Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported. The safeguarding of children and young people is a high priority for us as a church.

## Who oversees safeguarding?

The Safeguarding Team is responsible for overseeing Safeguarding at Gateway Church (details inside front cover).

**This includes ensuring that all Kids and Youth leaders:**

- are DBS checked and are suitable to work with children;
- have received Safeguarding training, have been given a copy of this policy, and know what to do if they have any concerns;
- are properly supervised, and that the Safeguarding Policy guidelines and procedures detailed in this booklet are followed.

## Who do I contact for further information?

If you have any questions or comments, please contact the Safeguarding Lead (contact details inside front cover).

These guidelines have been prepared with the **thirtyone: eight** guidelines.

# Recognising Abuse

## How is abuse defined?

The definition of abuse and neglect includes the maltreatment of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family or institutional or community setting; by those known to them or more rarely, by a stranger.

## Types of abuse

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- **Emotional abuse** is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyberbullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention-seeking behaviour; nervousness, obsessions or phobias; persistent tiredness; running away/stealing/ lying/self-harm.
- **Sexual abuse** includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: disclosures made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- **Neglect** is the persistent failure to meet a child or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late at night, or left home alone for extended periods; health and other needs not being taken care of.
- **Spiritual Abuse**, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.



## How might I recognise abuse?

Recognising abuse can be difficult as the signs of abuse aren't always obvious, and a child might not tell anyone what's happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes, children don't even realise that what's happening is abuse.

**If you have any concerns or suspect either abuse or neglect these must be reported as soon as possible to a member of the Safeguarding Team (contact details inside front cover).**

A member of the Safeguarding Team will contact **thirtyone: eight** and follow the advice that they give, and will also inform the Safeguarding Lead.

If you do not feel your concerns get responded to appropriately or in a timely way, please do contact either **thirtyone: eight** directly for further advice, or contact the Leeds Social Care Team (contact details inside front cover).

# Handling a Disclosure Made by a Child

## If a child or young person tells you of something that has happened:

- Keep calm, try **NOT** to display shock (be aware of your facial expression).
- Take them to a place out of earshot but **NOT** out of sight.
- Look at the child or young person directly and show acceptance of what the child or young person says (however unlikely the story may sound).
- Do **NOT** communicate blame (even when a child or young person may have broken rules), or question whether what they are saying is true.
- Be aware that the child or young person may have been bribed or threatened not to tell.
- Do **NOT** promise confidentiality; be honest that you will need to let someone else know.

## After hearing the disclosure:

1. Make handwritten notes as soon as possible. Write exactly what the child or young person said, along with other helpful details such as: the time and date and where the disclosure was made, what was happening at the time and who else was present (*notes should be given to the safeguarding lead who will store them securely and keep them indefinitely*).
2. Inform a member of the Safeguarding Team of the disclosure as soon as possible and within 24 hours (*contact details inside the front cover*).
3. Discuss with the child what actions will be taken next.

## Important

Do **NOT** inform or return the child or young person to their parents/carers if they are the source of the danger. Do **NOT** attempt to investigate or address the issue yourself. If a child is in immediate danger call the police.

The member of the Safeguarding Team will immediately contact **thirtyone: eight** and follow the advice that they give, and will also inform the Safeguarding Lead.

If you do not feel your concerns get responded to appropriately or in a timely way, please do contact either **thirtyone: eight** directly for further advice, or contact the Leeds Social Care Team (*contact details inside front cover*).



# Appointing Kids and Youth Workers

**Anyone wishing to work regularly with children or young people, whether in a paid or voluntary capacity, will be asked to complete the following five steps in our recruitment and selection process:**

**1. Church membership;** applicants should be active members of the church.

**2. Church Application Form;** applicant to complete form including references and a self-declaration. This is kept as confidential information.

**3. Online DBS Application;** applicant to complete the application form and provide the required identification documents.

**4. Informal interview;** applicant to have read and understood this Safeguarding Policy.

**5. Safeguarding Training;** applicant to attend training session.

A successful applicant will receive a lanyard with their details on, which is to be worn during the Gateway Kids or Youth sessions to indicate to visitors that they



have been officially appointed and are DBS checked.

Further details of this process can be found in the full Safeguarding Policy available from a member of the Safeguarding Team.

## Eligibility criteria

- Active member of the church
- Regularly attended the church for more than three months.
- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children and young people by a member of the Safeguarding Team.



# Code of Conduct

## Kids and youth workers should:

- Abide by our Safeguarding Policy and follow our Safeguarding Guidelines.
- Listen to, respect and value the children and young people at all times.
- Treat all children and young people fairly, without prejudice or favouritism.
- Challenge any unacceptable child behaviour in an appropriate way.
- Use language that is appropriate and not offensive or discriminatory.
- Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.

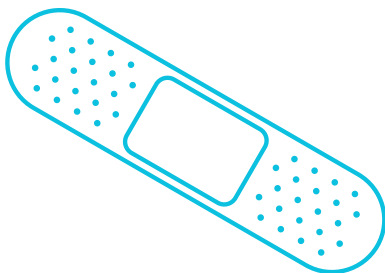
**If you have any concerns about the actions or behaviour of other Kids and Youth workers, please speak to a member of the Safeguarding Team (contact details inside front cover).**

A member of the Safeguarding Team will record and investigate the concerns raised, and take appropriate action where required.

If you do not feel your concerns get responded to appropriately or in a timely way, please do contact the Safeguarding Lead (contact details inside front cover)



# Safeguarding Guidelines



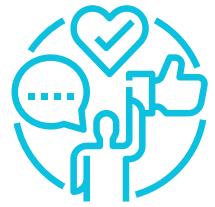
# Child to Adult Ratios

<b>Under 6 months</b>	1 Adult : 1 Child
<b>6 months – 2 years old</b>	1 Adult : 3 Children
<b>2 &amp; 3 year olds</b>	1 Adult : 4 Children
<b>4, 5, 6, 7 &amp; 8 year olds</b>	1 Adult : 6 Children
<b>9, 10, 11 &amp; 12 year olds</b>	1 Adult : 8 Children
<b>13 years old &amp; over</b>	1 Adult : 10 Children

## Notes:

- These ratios are guidelines only; in certain situations and with certain young people it will be necessary to have a higher number of adults than those recommended above.
- There should always be a minimum of two adult workers leading a group of children or young people.
- Ideally there should be a leader of each sex leading where the group is of mixed gender.
- Ideally if only two leaders are supervising the two adults should not be related in order to protect them should an allegation be made.
- These ratios do not include volunteers under 18 years of age.

# Behaviour Management



- Clear instructions should be given, so that the child or young person knows what is expected of them. Expectations should be enforced in a consistent and positive way – with children or young people being reminded of expectations where required, and given time and responsibility to respond to these.
- A child who has hurt another should be shown how to say sorry and helped to understand how the other child might be feeling. We do not permit abusive peer behaviour and ask all leaders to set a standard of no bullying in line with our Anti-Bullying Policy in the full Safeguarding Policy.
- Children and young people who behave well should be praised.
- If a child or young person displays persistent difficult behaviour this should be brought to the attention of the parent/carer in a constructive way, and you should discuss together how this behaviour might be addressed in future.
- All children and young people are to be treated with respect, and should not be disciplined in a punitive manner. It is unacceptable to physically reprimand a child or young person.
- Be consistent when dealing with misbehaviour, all the leaders should discipline using the same methods and back one another up. Your team leaders may equip you with a set of rules for the group and methods of rewarding good behaviour and discipline for bad behaviour.
- Our goal is to encourage children and young people to develop respect, self-control, self-confidence and sensitivity in their social interaction during the sessions that are run in the church.
- All incidents should be recorded in the accident/incident book and the parent/carer should be informed.



# Gateway Kids Agreed Rules



We choose to **love** and **respect** each other by:

- remembering that the things we do **effect other people**
- **listening** when other people are speaking
- respecting other people's **personal space** – keeping our hands and feet to ourselves
- **treating others** as we would want to be treated
- **following instructions** from grown-ups



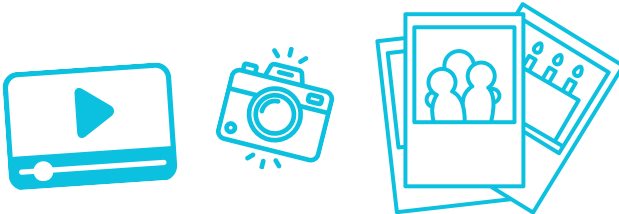
## ICT and E-Safety

- We recognise that young people increasingly communicate through social networks and that they will take risks and express themselves through these outlets. We wish to engage with young people through social media in a safe and positive way.
- We do not recommend that leaders have the children or young people that they supervise as contacts/friends on social media, however if they do:
  - They should ensure that all content displayed on their profile or page is appropriate at all times (whether generated by them or by others).
  - They must not tag photos with any children or young people from the group in them.
  - They must not communicate with children under the age of 13 (the minimum age required to use social media with parents / carers permission).
  - They should keep as much communication as possible with children and young people from the group in the public domain.
- Any youth leaders contacting youth or children for a church event through social media should include parents/carers/social workers in the details of the invitation, and should only be communicating arrangements of activities or events.
- These forms of communication should not be used for prolonged conversations of a personal nature.
- Should an issue of a pastoral nature be raised, an appropriate face to face meeting to discuss it should be arranged.
- We encourage all kids and youth workers (including youth and parent volunteers not to use their mobile phones during a Gateway Kids session and instead engage with the activities organised.



## First Aid/Accident Books

- At all church events there should be suitable provision for First Aid. In St Marks there are First Aid boxes and a list of members who have first aid qualifications for the church. If outside the church there should be a designated First Aider and a First Aid box taken.
- Should medical assistance be required, the child's parent/carer should be immediately contacted.
- If an accident requires First Aid ensure that it is written up in the accident/incident book, with details of any injury, action taken, adult witnesses, the time and date at which it occurred and ask the parent/carer to sign to say they have been informed of the incident.



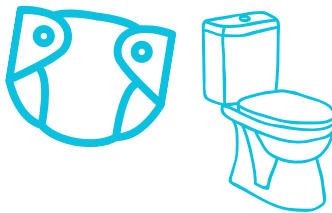
## Photographs and Videos

- From time to time official photos and videos may be taken for Gateway Church's communications and publicity. This will be arranged in advance with the leader. Parents will be asked if they have any objection to the photos being taken, so we can gain consent for the photos to be used.
- No other photos of children and young people should be taken, or allowed to be taken by others including photos taken by other children.



## Physical Contact

- Physical contact is needed in the comfort, safety, protection and relationship building for children and young people. Failing to provide appropriate physical contact is uncaring and in some circumstances can be considered neglectful.
- Physical contact should be related to a child's needs and not the adult's. Touch should therefore be appropriate, initiated by the child and always in public.
- Physical contact that could be misunderstood or misconstrued should be avoided. As a team of workers we monitor each other and discuss openly as a team what appropriate physical contact with children and young people should look like.



## Toileting and Intimate Care

- We ask the parent/carer to take their child to the toilet/change the baby's nappy before bringing them to the Gateway Kids sessions.
- Children who are independent at toileting may go to the toilet unaccompanied, but a leader is to take them to the toilet corridor. If a child need additional help to prevent an accident a leader can take a child to the entrance of the toilet where they can be seen by others, and assist with clothes, leaving all doors open so that they can be seen.



## Prayer and Ministry Times

- Prayer with children and young people should always be in a public space. This should ideally be done with two leaders where possible, and with one of the same gender as the child.
- The child should always be asked if they want (and never pressured) to receive prayer. Keep your prayers simple and allow space for the children/young people to also hear from God.
- Be careful when laying on hands. Always ask the permission of the child. It may be appropriate to lightly rest a hand on their shoulder or hold their hand, if the child feels comfortable with this.
- If the adult feels they have a word of knowledge, please discuss this with the other leader praying with you. Weigh it together before sharing it with the child and their parent.
- If planning a session where prayer ministry follows, please consider inviting the children's parents into a significant moment for the child's walk in faith.
- Leaders who are planning a ministry time for the children and young people should be familiar with our Prayer Guidelines in our full Safeguarding Policy.





## Registration and Consent of Care

- For regular events children will be registered onto the Gateway Kids or Youth database. Information held about children and young people which include their personal details will be kept securely and in compliance with our Data Protection Policy.
- Access to children's information will be available to leaders during the sessions and administration staff during the working week.
- For events outside the regular weekly sessions, additional consent from the parents may be required, detailing the activity, the timing and the location of the event.
- For further guidelines on transporting children and youth to events, day trips out, overnight stays and swimming trips please see our full Safeguarding Policy.



## Risk Assessments

- Risk assessments are carried out for regular groups and reviewed annually with steps taken to mitigate any key risks identified.
- It is the responsibility of each volunteer to consider risk when doing a new activity, this includes:
  1. **Ensuring** the activity is age appropriate and safe for the children/young people.
  2. **Ensure** that during the activity the children/young people have the appropriate equipment and the activity is suitable for their size/age.

## Notes

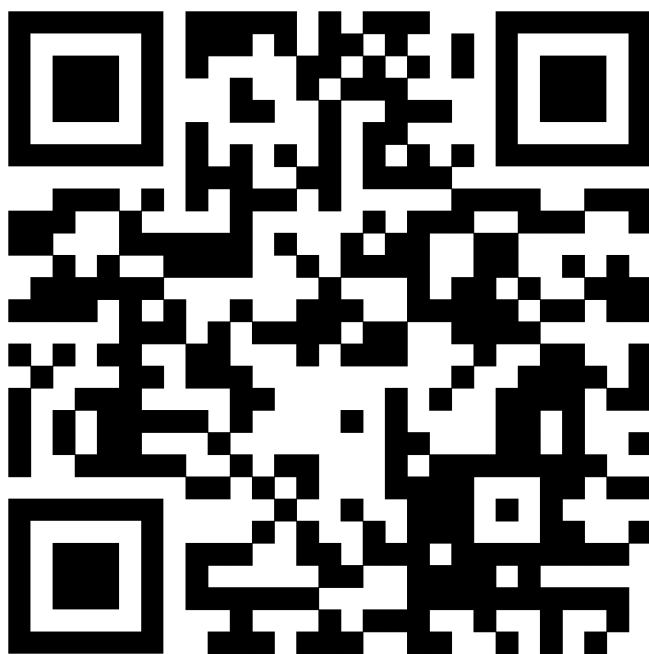
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# Full Safeguarding Policy

Further guidelines for leaders are laid out in Gateway Church's full Safeguarding Policy available from the Safeguarding Team or by scanning the QR code below.



# Good Practice Guidelines

Further guidelines for leaders are laid out in Gateway Church's 'Good Practise Guidelines' available from the Safeguarding Team or by scanning the QR code below.







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St Marks Road  
Leeds LS2 9AF

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0113 244 3245  
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