

GRACE BAPTIST MINISTRY TO THE YOUNG
Also known as:

Pioneer Christian Camp

SAFEGUARDING POLICY



2022

Version: 3

Review date: May 2023



Registered Charity No. 250756

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1. ORGANISATION DETAILS

1.1 Camp Details

Pioneer Christian Camp (PCC)
20 Croftside
Vigo Village
Meopham
Kent
DA13 0SH

Telephone: 01732 822181

Email: pioneercampsecretary@gmail.com

Website: www.pioneercamp.org.uk

1.2 Insurance Details

Insurance Co: Ansvar Insurance, Ansvar House, St. Leonards Road, Eastbourne, East Sussex, BN21 3UR

Policy No: ACY 2368986

Renewal Date: 09 November 2022

Amount Insured: Equipment and £5,000,000 Public Liability

1.3 Charitable Status

PCC is part of and registered as Grace Baptist Ministry to the Young.

Registered Charity number: 250756

1.4 PCC Venue

Due to the nature of PCC, it is held in various venues across England. Each site is chosen with due care to the safety and well-being of all those who will attend. For up to date details on where PCC will be held this year, please see the PCC website.

1.5 PCC Mission

Pioneer Christian Camp has been running since 1952. It began with the aim of giving children a holiday in the country and teaching them about the Christian faith. This remains the aim of camp today.

2. RESPONSIBILITIES OF THE COMMITTEE & SAFEGUARDING COORDINATOR

2.1 Commitment to Safeguarding

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

2.2 Committee Responsibilities

The PCC Committee are responsible for ensuring they:

- Actively support safeguarding principles
- Know what the Safeguarding Policy says and review annually.
- Ensure adequate support is given to the Safeguarding Co-ordinator
- Be DBS checked as per the requirement of the Charity Commission for England and Wales

The relationship between the Committee and the Safeguarding Co-ordinator is crucial. Whatever the situation, it is important the Trustees never try to deal with safeguarding issues independently and that they give the Safeguarding Coordinator(s) their full support.

As part of their wider safeguarding role, the Trustees should also ensure compliance in areas such as health and safety, insurance and charity law, and financial and reporting procedures.

The Committee undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above. See section 4 & 5
- Provide safeguarding training and other relevant training for all its workers to improve the standard of provision provided. See section 6
- Ensure that the camp site meets the requirements of Health & Safety legislation, and that the camp is welcoming and inclusive. See section 7
- Ensure that the Safeguarding Co-ordinator updates the policy annually in line with all relevant legislation and good practice as required

2.3 The Safeguarding Co-ordinator's Role

The Safeguarding Co-ordinator needs to:

- Make sure they are known to everyone
- Display information on safeguarding around the camp, where possible
- Be willing to attend training
- Organise training for those who require it within the staff
- Keep up to date with relevant legislation
- Review the safeguarding policy annually and update as required
- Ensure that all staff are given safeguarding training
- Contact the Safeguarding Board of which ever county or borough PCC is being held in, before camp starts

3. AREAS OF THE POLICY

3.1 Areas of Policy

The Committee have adopted the policy contained in this document, (hereafter “the policy”). The policy sets out agreed guidelines, which aim to consider scriptural, legal and practical principles, relating to the following areas:

- Responding to allegations of abuse, including those made against camp staff
- Appointing leaders/helpers
- Best practice guidelines
- Helping victims of abuse
- Working with offenders

This policy is based on the ten Safe and Secure Safeguarding Standards published by Thirtyone:eight, an independent safeguarding advisory service for churches.

3.2 PCC Safeguarding Contacts

Safeguarding Co-ordinator: _____

They will advise the Committee, Skipper and staff on any matters related to the safeguarding of children and take the appropriate action when abuse is disclosed, discovered or suspected.

Safeguarding Deputy(s): _____

They will assist the Safeguarding Co-ordinator on any matters related to the safeguarding. They will cover in the absence of the Safeguarding Co-ordinator.

PCC will seek to have a male and female in these roles each camp.

Skipper of PCC: _____

Due the nature of camp, there may be times when neither the Safeguarding Coordinator or deputy are available. Therefore, the Skipper of PCC can also take appropriate action when there are safeguarding issues.

For list of contacts, see appendix 1

4. DEFINITIONS

4.1 Definitions

Definition of a Child

The legal definition of a child is someone under the age of 18 in accordance with The Children Act 1989 and 2004 in England and Wales.

Skipper

This is the title given to the man chosen to lead PCC who will have overall responsibility for the camp and other events run under the banner of PCC, such as reunions.

Camp Staff

A volunteer who is aged 19 or over and has been appointed to serve at PCC

Camp Trainee Staff

A volunteer who is 18 and is serving at camp for one year in a trainee role, assisting various staff in their different roles. They are not placed in a position of responsibility over the children attending PCC.

Camper

A child aged 9 to 17 who has applied to and is attending PCC.

Under-age Campers

Children who attend camp with their parent(s), who are not old enough to be campers.

Tent Leader/Sport Team Leader

Camp staff who are responsible for various groups of campers

PCC

Abbreviation used for Pioneer Christian Camp.

Definitions of Abuse & Neglect

For both children and adults, along with the signs and symptoms are found in "Glossary of Definitions and Signs Of" at the end of this document.

5. RECRUITMENT

5.1 Commitment to Safer Recruitment

All camp staff & trainees will be DBS checked, appointed, trained, supported and supervised in accordance with government guidance 'Working Together to Safeguard Children – A Guide to inter-agency working to safeguard and promote the welfare of children' (2018) on safe recruitment. Safer recruitment will promote the welfare of children at PCC by following these requirements/procedures:

- A designated professional lead for safeguarding
- Safe recruitment practices for individuals permitted to work regularly with children
- Appropriate support for staff, including undertaking safeguarding training
- A robust safeguarding policy in place

5.2 Recruitment Process

All potential staff will be asked to complete a Staff Application Form, via the booking portal, on the PCC website. Applications can be viewed by the Camp Chair, Secretary and Skipper for submission to the Camp Committee. This form must be completed in full and the Recommendation completed by the Pastor/Elder of the sending church. All applications will be valid for one year only and all staff must apply each year.

- PCC Secretary will check all application forms from regular staff, ensuring that they are still recommended by the applicant's pastor/elder from their home church.
- All new staff will be discussed by the Committee for approval. If there are concerns, Committee will contact the home church leadership for more information on the potential applicant.
- All staff returning year after year, will have their DBS renewed every three years. All other staff are required to consent to an Enhanced Disclosure. The Camp Secretary will follow the Disclosure & Barring Procedures for vetting of all those who wish to work with children. The Committee will follow the Code of Practice laid down by the Disclosure & Barring Service (DBS) for obtaining Disclosures and retention of information

A person will not be appointed as a member of camp staff or trainee where they are a known convicted offender, have committed acts of violence or sexual offences against children/adults or where there are sufficient reservations about an individual's behaviour, lifestyle, attitudes or spiritual commitment.

Under the Criminal Justice and Court Services Act 2000, it is illegal for a person banned from working with children/adults to work with any of these groups or serve as a member of PCC Committee.

For further information, please refer to appendix 2 ~ Disqualification from working with children/adults.

5.3 Handling of Disclosure Information

Please see appendix 3 for further information

6. TRAINING AND AWARENESS

6.1 Commitment to Training and Awareness

There is a commitment to providing, should it be required, on-going safeguarding training and development opportunities for the Safeguarding Co-ordinator, Deputy and all camp staff. There is an awareness that training develops a healthy culture and ensures all staff are competent to carry out their safeguarding responsibilities and promote the welfare of children and adults.

6.2 Provision of Training

The Committee requires that all camp staff & trainees attend face to face safeguarding training organised by the safeguarding co-ordinator before each camp starts. Those that don't attend dedication day or miss the session at the start of camp (or those that join mid-way through) must have training within the first 24 hours of being on site. This can be in a bespoke 1-2-1 nature.

The Committee require that all camp staff and trainees sign a declaration to say they have read the Model Safeguarding Policy & Staff Code of Conduct.

The Committee is willing to provide role-specific training for those who serve at camp should it be required. This might include First Aid training, Food Hygiene, Health and Safety for example.

7. WORKING SAFELY

PCC is an amazing opportunity for camp staff and children to share time and fellowship together in a unique environment. It is also a huge responsibility for all the staff as they care for children away from home; ensuring each child's well-being, preparing for all eventualities, anticipating situations where there is potential for harm and reducing those risks. Camp staff also desire to make the children's experience at camp a fun and enjoyable one. These practice guidelines are in place to help staff achieve this.

All staff need to:

- Accept the guidance of the Committee, Skipper and Safeguarding Co-ordinators about safeguarding
- Support the work of safeguarding
- Ensure they know where to access information which can help them, or know who to ask if they don't know
- Follow the staff Code of Conduct

7.1 Position of Trust

All camp staff working with the children are in a position of trust. It is therefore vital that they ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Camp staff should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of romantic/sexual relationship between an adult staff member and a child (under the age of 18) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Co-ordinator.

The trusting relationship between camp staff and a child means that they should never:

- Use their position to gain access to information for their own or others' advantage
- Use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- Use their status and standing to form or promote relationships that are or may become sexual

Communication between Staff & Campers

There should not be sustained communications between individual staff and current (of any age) or prior campers (under 18) where the relationship started in the context of Pioneer Camp, including staff engaging or following members on social media.

Pioneer Camp acknowledges some relationships exist outside of the context of Pioneer Camp, such as:

- Mentoring relationships – see appendix 4 for guidelines
- Younger members of staff who are already friends with current campers
- Staff and campers who are friends of the family
- Extended family of campers

In the situation where younger members of staff are already friends with current campers, the following guidelines should be adhered to.

- We recognise that younger staff who have recently been campers may have pre-existing friendships and therefore online 'friendships' and communications with younger campers.
- While best and safe practice would be to stop any social media contact when they become members of staff, this may not always be realistic, but we do encourage younger staff to consider this option as they could be leading for several years whilst some of their friends remain as campers.
- We reiterate that as younger staff they are in 'positions of trust' and so during camp they should adhere to what is expected of all staff in relation to the PCC Code of Conduct.
- We educate younger staff on potential risks and the law around particular vulnerabilities for those in 'positions of trust'. This will help them to avoid compromising situations with campers during camp and the potential of a blemished DBS affecting their future.

7.2 Code of Conduct

PCC has a code of conduct for all those working with children to encourage a culture of respect and create a safe and happy environment. See appendix 5

7.3 Data Protection & Safeguarding

The Committee will comply with the Principles of the Data Protection Act 2018 and GDPR as set out in the PCC Data Protection Policy.

It is vital to understand that disclosing information about a child is allowed when there are safeguarding concerns. Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always be sought from Children's Social Services, Adult Services, or the police. Thirtyone:eight can also advise in such circumstances.

All safeguarding information is stored in a locked filing cabinet, only to be viewed by the safeguarding Co-ordinator and deputy and only others at the discretion of either the Co-ordinator or Deputy or if needed by other agencies. When there is a change of Safeguarding Co-ordinator at PCC, then all safeguarding logs should be passed directly to the next co-ordinator. If this is not possible, in a sealed envelope via the Committee, ideally the Skipper or Secretary.

7.4 Risk Assessment

Taking care of children always involves taking responsibility for their well-being, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks. A basic risk assessment should be carried out by Skipper and/or Sports Team Organisers to ensure the site is safe each day. Kitchen/Orderly staff are responsible for the Kitchen and Orderly areas.

A risk assessment should be carried out for activities and especially where it is:

- High risk or dangerous
- When catering for people with disabilities or special needs
- A special one-off event

7.5 Health and Safety (Site & Equipment)

The Committee are responsible for the health and safety of all those who come to PCC. It is their responsibility to ensure the site and equipment meets the requirements set out in PCC's Risk Assessment Policy.

7.6 Health and Safety (Food Hygiene)

The Risk Register covers the area of Food Hygiene.

7.7 First Aid

The Medical Officer will ensure that a First Aid Kit is always available, it can be found in the medical tent. The contents of the First Aid kit are checked and replenished by the Medical Officer.

The Medical Officer has the responsibility to have the name and telephone number of the local GP practice to hand, and the distance and location of the nearest hospital with an Accident and Emergency (A&E) Department.

The Medical Officer will ensure that any medication being stored on a child/adult's behalf is kept securely and is always available to the child/adult. They will also inform Tent Leader/Sports Team Leaders of medical conditions of children in their tents/teams.

All camp staff with valid first aid certificates are named first aiders for the duration of the camp. The Medical Officer/First Aiders should ensure that:

- Written records are made of all accidents and injuries.
- They have access to medical consent forms.

7.8 Staff/Camper Ratios

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. Therefore, PCC follows the guidance set out by the NSPCA.

Age of Campers	Staff/Camper Ratio
9 years – 12 years	1:8
13 years - 18 years	1:10

Staff members who have underage campers onsite with them cannot be counted as part of staff /camper ratios

7.9 Safeguarding Principles

Some general principles for running PCC:

- Consideration must be given to the number of staff needed to run the camp and having a mix of male and female.
- Consideration must be given to the level of appropriate personal care (e.g. toileting) required to the needs of an individual.

- Only camp staff allowed to participate in an activity. Other visitors should not be allowed free access.
- Access to all utilities required and suitable sanitation and washing facilities for all children/camp staff.
- Recording the number of camp staff, trainees, under-age campers and campers who are on site daily.
- No camper or member of camp staff is permitted to leave the site without permission from Skipper or nominated representative. A log should be kept when a camper, who has permission, leaves the site, with the exception being during organized activities.
- Tent Leaders/Sports Team Leaders should make sure that they know the whereabouts of the children they are responsible for before meals/sport activities/tent chats/morning Bible time/bedtime.
- Camp staff should avoid a one-to-one situation with campers. Wherever possible, if a camper wants to talk privately, use a public space. Camp staff who find themselves in a one-to-one situation should inform the Safeguarding Co-ordinator as soon as possible so it can be logged.
- Camp staff will not sleep in the tents with the campers. Campers will not sleep in tents/cabins of camp staff.

7.10 Working Safely with Children and Young People with SEND

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc, and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

7.11 Behaviour Management

See the Behaviour Management Policy for further information.

7.12 Visitors

PCC often has many visitors. All visitors: day and overnight, must fill in a Visitor's Form (appendix 6) when they arrive. All visitors are required to sign in and sign out using the visitors' log which is kept in the kitchen tent. All visitors must wear a lanyard with their

visitor badge number, this lanyard should always be visible to distinguish visitors from camp staff. Visitor Guidelines (appendix 7), displayed in the kitchen, are there to ensure visitors are aware and adhere to the safeguarding practices of PCC.

Visitors planning to stay overnight are required to have informed Skipper beforehand and will need to have a DBS in place.

7.13 Transportation

When children are transported in vehicles there should be two members of staff in a vehicle with the child. All vehicles and drivers should meet all relevant legal requirements. PCC requires that drivers are aged 21 or over and have been driving for at least 2 years. All journeys should be recorded in the safeguarding log, with names, times, and signed by the camp staff who have been in the vehicle.

7.14 Videoing and Taking Photographs

Since the introduction of the Data Protection Act in 1998, and stricter regulations with the implementation of the General Data Protection Regulations (GDPR 2018), organisations must be careful if they want to take photographs or video footage of people, and how images are used. This does not mean that photographs should not be taken or that video is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children kept safe.

No videoing of children, young people or adults shall be permitted unless special permission has been granted by parents/carers for a specific reason.

Permission must be obtained of both children and adults before a photograph is taken. However, it is perfectly acceptable to ask parents/carers to let PCC know if they do NOT want their child photographed. PCC camper's application forms have a section for permission for photographs to be taken.

It must be made clear why the image(s) are being taken, what they will be used for and who might want to look at the pictures.

When using photographs of children and young people use group pictures, photos of individual campers should be avoided. Never identify them by name or other personal details.

There is an appointed Pioneer Camp photographer(s), who will take photos for the purpose of promotional material and/or for sharing with churches and those that attended camp.

7.15 Tobacco, Alcohol & Drugs

There is no smoking, alcohol, or the use of drugs permitted at PCC, therefore, if a camper is found with any of the above, it shall be confiscated until the end of camp and parents informed and the individual risks being sent home from camp.

7.16 Gangs and Gang Crime

Young people join gangs for several reasons such as belonging to a group, feeling acceptance, being respected by their peers, having power over other people and feeling safe. There is a strong association between gang membership and violence and crime. The best way workers can help prevent children getting involved in a gang is by talking openly about gangs, finding out what children think about gangs and warning them of the dangers of becoming involved. See Appendix 8 for Signs of Involvement and How to Respond.

7.17 Sexuality and gender identity

Children and young people of any faith or none at all, and regardless of family circumstances, race, gender or sexuality, are welcome at Pioneer Camp, as far as it is practically possible.

Children and young people can be exposed to emerging and complicated views and experiences around sexuality and gender. For some, this will be personal, confusing or even distressing. Sometimes in the context of Pioneer Camp, children or young people may articulate personal details or views around sexuality or gender. If this happens, staff are expected to follow many of the same principles outlined in the listening and responding to disclosures section of this policy, and to avoid creating additional stress or any sense of unwelcome. Pastorally, you are required to maintain confidentiality and to encourage the child to talk to a family member, if they have not done so already, or establish links with their local church for help beyond Pioneer Camp.

If a child or their parents provide information at the application stage, the Pioneer Camp Committee will advise on how to safely accommodate (if possible) and support this child at camp.

8. COMMUNICATING SAFELY

8.1 Commitment to Safer Communication

The Committee will ensure that the safeguarding message is clearly and effectively communicated with all those who attend PCC. This is achieved by:

- Committee Statement signed, displayed and up to date
- Safeguarding posters being up to date and visible

8.2 Safer Communication within Teams

Communications between camp staff is also of critical importance; knowing who to speak with and when. The Safeguarding Co-ordinator and Skipper will ensure that all camp staff know when, how and with whom to communicate concerns before camp starts.

8.3 Digital Communication and Online Safety

The use of digital media and other mobile electronic forms of communication and information systems has changed the way we interact with each other. In addressing the safeguarding aspects of this communication we have used the collective term online safety to encompass safeguarding which involves the use of mobile communication devices (smart phones, cell 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.

General Guidelines

- Digital communication for PCC should be between the Committee, either Skipper or Secretary and parents only
- Camp staff should not be 'friends' via social media sites/apps, with any camper, unless the relationship has developed outside the context of PCC.
- Mobile phone use by camp staff should be kept to a minimum, ideally kept out of sight of the campers
- Campers hand in their mobile phone at the start of camp

- Camp staff must not upload images of children/adults or post messages relating to specific children/adults to any social media sites

8.4 Website

Special consent for use of a camper's image on the PCC website must be obtained. See Appendix 9

Images used cannot be copied from the website and do not identify individual children.

9. RESPONDING TO CONCERNS

It is the PCC's legal responsibility to record and report allegations of abuse. The Committee shall never seek to resolve such issues internally. It is not our job to decide what is true or untrue but to report what is alleged. Responding means listening, helping where possible, recording and reporting to others when safeguarding concerns arise. Below is the procedure for responding to concerns.

9.1 Initial Response to a Concern or Allegation of Abuse

If there is a concern that a child may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Fill in an Incident Reporting Form, found in the safeguarding file in the Kitchen tent as soon as possible. See appendix 10
- Hand completed sheet to the Safeguarding Co-ordinator, or deputy in the absence or implication of the co-ordinator
- Do not discuss with anyone other than those nominated above

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Committee hope camp staff will use the procedures laid out in this Policy. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct or the Committee. We hope by making this statement that the Committee demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

- The Secretary and Chairman who may need to liaise with the insurance company, press or the Charity Commission to report a serious incident
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

The Committee will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

DETAILED PROCEDURES WHERE THERE IS A CONCERN

9.2 Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services
- Seek medical help if needed urgently, informing the doctor of any suspicions
- For lesser concerns, (e.g. poor parenting), it would be advisable to make the child's home church Safeguarding Officer aware so they can provide support, but not if this places the child at risk of significant harm
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services
- Call 999 if the child is at immediate risk and cannot go home. The child's home church's Safeguarding Officer should be informed

9.3 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else

- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services.
- Call 999 if the child is at immediate risk and cannot go home. The child's home church's Safeguarding Officer should be informed

SEE FLOW CHART FOR HOW TO DEAL WITH ALLEGATIONS OF ABUSE FOR CHILDREN

Safeguarding flowchart - appendix 11

10. WHEN A CHILD/ADULT WANTS TO DISCLOSE

10.1 Importance of Listening

Listening is an important facet of communicating and building a safe environment within the camp. All appointed camp staff should have listening and communication skills.

A child may want to talk about other matters than safeguarding but the way they are responded to will indicate how a more serious matter will be heard and listened to. Adults who can listen attentively can help prevent abuse from happening in the first place as well as ensuring that appropriate responses are made whenever it takes place.

There may be occasion when a child may want to make a disclosure. Give the person time to talk. Be clear about confidentiality; for those under 18, it is important to state that where we are concerned about harm to themselves or others then this cannot be kept secret, but reassurance can be given that the information will be kept confidential between those who need to know.

10.2 Effective Listening

Start by telling the child that because of the importance of what they are telling you, you are going to write it down. Read it out to them at the end and ask if it is accurate?

- It is especially important to allow time and space for the person to talk, listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by repeating back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality when dealing with a disclosure from a child

What to say	What not to say
<ul style="list-style-type: none"> • You have done the right thing in telling me • I am glad you have told me • I will try to help you 	<ul style="list-style-type: none"> • Why didn't you tell anyone before? • I can't believe it! • Are you sure this is true? • Why? How? When? Who? Where?

10.3 Responding to the Disclosure

Follow the procedure mentioned in section 9: Responding to Concerns

11. MANAGEMENT OF WORKERS

11.1 Allegations against Camp Staff

Allegations of abuse against Staff are comparatively rare but must be treated seriously and responded to immediately. If you suspect in any way that abuse is taking place, the Safeguarding Co-ordinator must be informed, and immediate appropriate action should be taken to protect that child/adult.

If an accusation is made against a member of camp staff the Safeguarding Co-ordinator should seek the advice of Children's Social Services and/or the police before taking any action such as suspension from PCC. The Safeguarding Co-ordinator will also make a referral to the Designated Officer of the LCSB.

11.2 Responding to Allegations Against Camp Staff

The nature of the allegation may well dictate the response, particularly if it is of a serious nature that requires the involvement of Children's Social Services, Adult Services or the Police. Even if the person against whom an allegation is made resigns to avoid action being taken, this does not remove the responsibility of the Committee to report the matter appropriately and to take further action, as necessary.

Where allegations have been substantiated or there is ongoing concern regarding the member of staff's conduct with children, contact will be made with the DBS and the Charity Commission as is PCC's legal duty.

11.3 Suspension or Dismissal of a member of Camp Staff

A suspected person(s) will be immediately suspended from PCC. This action protects the member of staff from further allegations of abuse, the organisation from allegations of not dealing with the situation appropriately and, perhaps most importantly, the child, from further abuse or intimidation.

After consultation with the statutory agencies, the matter will be dealt with by the Safeguarding Co-ordinator in conjunction with The Trustees and appropriate action taken.

For further information see appendix 12

11.4 Whistleblowing

PCC follows the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all camp staff will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Co-ordinator.

12. PASTORAL CARE

12.1 Supporting those affected by abuse

The Committee, Skipper and Safeguarding Co-ordinator are committed to offering pastoral care, working with, home churches, and statutory agencies as appropriate and supporting all those who have been affected by abuse who have contact with or are part of PCC.

12.2 Prayer

Prayer is an intrinsic part of pastoral care. If this is being offered, then it needs to be undertaken sensitively and responsibly with no pressure exerted on the individual.

COMMITTEE STATEMENT

The policy and Statement were agreed at a PCC Committee meeting held on

- The Committee is committed to the safeguarding of children and ensuring their well-being
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of children and to report any such abuse that we discover or suspect
- We are committed to following the commands, principles and example of Christ and the teaching of Scripture, particularly sharing the love and compassion that Christ showed to the needy, vulnerable and young
- We recognise the personal dignity and rights of all children and adults and will ensure all our policies and procedures will reflect this
- We undertake to exercise proper care in the appointment and selection of those who will work with children
- We believe every child should be valued and safe. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm
- We are committed to supporting the staff
- We recognise that safeguarding is everybody's responsibility
- We are committed to following agreed procedures and following statutory guidelines where they do not conflict with the greater teaching of Scripture
- We will inform the Charity Commission in the event of a serious breach of safeguarding.
- We will review this policy annually and a record of the review will be recorded in the Minutes.

A copy of the full policy is available from the Secretary.

This document is based on a Model Safeguarding Policy by THIRTYONE:EIGHT. This policy must not be copied by other churches/organisations without the written agreement of THIRTYONE:EIGHT.

Signed by Camp Committee

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Chairman

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Secretary

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The Committee signed this document on: _____

16th Edition

Registered as Grace Baptist Ministry to the Young

Registered Charity No. 250756