

Child Safeguarding Quick Reference Guide

Procedure to follow if you suspect abuse or receive a disclosure in relation to Children or Adults at Risk

All directors, staff, volunteers and members must take the following action where appropriate:

- Ensure the person is safe.
- Contact the emergency services if urgent medical help is required.
- Listen carefully to what the person has to say, but do not ask questions other than to clarify what has been said.
- Inform the person disclosing abuse that you cannot keep this information confidential and must pass this information on to one of the following:
 - **Serena de Gruchy, Children and Safeguarding Co-ordinator**
- Contact the relevant person immediately. If the Safeguarding Co-ordinator is unavailable, please contact Tim Bond, Ben Bluemel, Kirsty de la Haye or Phil Le Cheminant as the Pastoral Leadership Team.
- The person contacted will decide whether to contact the Single Point of Referral (SPOR) for Adult Safeguarding (Tel. 444440) or the Children and Families hub Childrenandfamilieshub@gov.je or call 01534 519000 or the Jersey Designated Officer (JDO) on JDO@health.gov.je (Tel: 443566)
- The person contacted will decide whether to contact the Police if it is suspected that a crime has been committed (Tel: 612612 or 999)
- Take care to preserve any evidence e.g. clothing, bedding, weapons, text messages, letters etc.
- Make a written record of the allegation or your suspicion of abuse as accurately as possible.

DO NOT

- Question the victim as this may affect any police action.
- Discuss the allegation / abuse with the person alleged to have caused harm.
- Discuss the allegation / abuse with other staff members, or anyone outside of the organisation. You may discuss the matter with the designated persons dealing with the matter.
- Take any other action without first discussing this with the designated person.
- Promise to maintain confidentiality.
- Delay reporting the incident / allegation. Contacts

Children Safeguarding Co-ordinator: Serena de Gruchy 07829 918209 email: serena@freedomchurch.je

Adults Safeguarding Co-ordinator Kirsty de la Haye 07829 732773 email: kirsty@freedomchurch.je

Child Safeguarding and Protection Policy

Introduction

Freedom Church Jersey has written this policy to help provide staff and volunteers within the organisation with an understanding of Child Safeguarding and Protection, and to establish effective related procedures.

It is equally important that the church demonstrates its commitment to the safety and welfare of the children and young people, and that this is taken into consideration in all of its activities.

Freedom Church understands that this policy is not enough in itself to cover the wider remit of caring for children and young people, which is primarily about prevention. We have therefore developed guidelines for all staff and volunteers who work with children and young people, and we are committed to offering appropriate training and advice to staff and volunteers, to ensure that children are kept safe and child protection concerns are raised.

All staff and volunteers who have significant contact with children are subject to safeguarding checks, which include a DBS check and where appropriate, references. For further information, please refer to the 'Safe Recruitment Policy'.

The first part of this document details the organisation's Child Safeguarding and Protection Policy, and it is followed by the church's internal procedures.

Scope

The Directors and employees of Freedom Church Jersey are required to have read and agreed to the terms of this policy.

This policy is also mandatory for all volunteers who have regular contact with children through their role within the church.

This policy will be reviewed every two years by the Safeguarding Co-ordinator, or, subject to changes in legislation or best practice, earlier if deemed necessary.

This policy has been created in accordance with the Jersey Safeguarding Board Multi-Agency Child Protection Procedures, which can be accessed at <http://frdm.ch/childprotection>

Contact Information

Children's Safeguarding Co-ordinator

Serena de Gruchy

Email: serena@freedomchurch.je

Call 07829 918209 or Church Office 01534 768957

Pastoral Leadership Team

Tim Bond – Lead Pastor - 07797 746099 tim@freedomchurch.je

Ben Bluemel – Assistant Pastor - 07980 916672 ben@freedomchurch.je

Kirsty de la Haye – Head of Operations - 07829 732773 kirsty@freedomchurch.je

Phil Le Cheminant – Worship and Communications Pastor 07700 780030 phil@freedomchurch.je

Email office@freedomchurch.je or call Church office 01534 768957.

Children and Families Hub

If you feel unable to raise a concern with the Safeguarding Co-ordinator or one of the Pastoral Leadership Team, any individual can make a referral direct to the Children and Families Hub.

Email Childrenandfamilieshub@gov.je or call 01534 519000.

Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm

<https://www.gov.je/Caring/ChildrenAndFamiliesHub/Pages/ChildrenAndFamiliesHubHomepage.aspx>

Safeguarding Children Policy

We are committed to ensuring that an up-to-date Safeguarding and Child Protection Policy is in place, and that it is effectively communicated to all relevant staff and volunteers within the church. Freedom Church is also committed to safe recruitment and safe working practices.

Freedom Church is fully committed to safeguarding the welfare of children and young people, recognising its responsibility to take all reasonable steps to promote safe practice and to protect children at risk from harm, abuse and exploitation.

We acknowledge our duty to act appropriately to any allegations, reports or suspicions of abuse.

Directors, staff, and volunteers will endeavour to work together to encourage the development of an ethos which embraces equality and respects the rights of children, young people and adults.

In implementing this Safeguarding Children Policy, Freedom Church will:

- Ensure that all staff and volunteers understand their responsibility to protect children from harm, abuse and exploitation;
- Ensure that all staff and volunteers understand their responsibility to work at all times to maintain high standards of good practice;
- Ensure that all staff and volunteers understand their duty to report Child Protection concerns to the Child Safeguarding Co-ordinator;

- Ensure that the Child Safeguarding Co-ordinator understands the responsibility to refer any safeguarding concerns to the statutory agencies.
- Ensure that any procedures relating to the conduct of staff or volunteers are implemented in a consistent and equitable manner.
- Provide opportunities as appropriate, for staff and volunteers to develop their skills and knowledge, particularly in relation to the welfare and protection of children;
- Ensure that children and young people are enabled to express their ideas and views and know how to make a complaint or raise a concern.
- Ensure that children and young people know where to go for help and advice in relation to abuse, harassment and bullying, or significant difficulties at home.
- Endeavour to keep up to date with developments relating to the welfare and safeguarding of children and young people.

Commitment

Freedom Church is fully committed to protect and promote individual human rights, the capacity for independence and improved wellbeing so that children stay safe and are at all times protected from abuse or neglect.

The central purpose of our Safeguarding Children Policy and internal Procedures is to ensure that people know how to recognise signs of abuse and neglect, and where they do occur, that there is an appropriate response to protect those affected from further harm.

Definitions

Within the area of safeguarding, it is vital that all staff and volunteers know what to do if they are concerned about a child or young person. The following procedures outline our expectations for managing safeguarding and child protection matters.

What is Child Abuse?

The term 'child' refers to anyone under the age of 18.

Child abuse may include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Potential Risk of Harm to an Unborn Child

For further information about each of the above definitions please see the attached appendix A.

Procedure of what to do if you suspect abuse

All directors, staff and volunteers must take the following action in the event that a child or young person tells you something of concern or indicates that they are either being abused or are at risk of abuse, the following action should be taken to manage the disclosure:

- Ensure the child or young person is **safe**.
- **Stay calm and listen carefully** to what the individual has to say, but do not ask questions other than to clarify what has been said.
- Inform the child disclosing abuse that **you cannot keep this information confidential** and must pass this information on to the Children's Safeguarding Co-ordinator. It is important that they know that if they are at risk of harm, then help must be sought to keep them safe.
- Take care to **preserve any evidence** e.g. clothing, text messages, letters etc.
- **Re-assure the child / young person and tell them** that you will **keep them informed**. Find out how you can best contact them again if needed.
- If urgent medical help is required, contact the **emergency services**.
- **Contact Serena de Gruchy** (Children Safeguarding Co-ordinator) on Tel: 07829 918209 immediately. If Serena is unavailable, then contact one of the Pastoral Leadership Team (details above or through the Church office 01534 768957 or office@freedomchurch.je). **Note:** If the Child Safeguarding Co-ordinator is implicated in the matter, please contact the one of the Pastoral Leadership Team; Tim Bond - Lead Pastor, Ben Bluemel – Assistant Pastor, Phil Le Cheminant and Kirsty de la Haye
- The Child Safeguarding Co-ordinator, and or Pastoral Leadership Team will decide whether to contact the Children and Families Hub (Tel: 519000)
- The Child Safeguarding Co-ordinator and or the Pastoral Leadership Team will decide whether to contact the Police if it is suspected that a crime has been committed (Tel: 612612 or 999)
- **Record the allegation or your suspicion of abuse** as accurately as possible.
 - **Where a disclosure has been made, record what was said**, in the way in which the child gave the disclosure. Do not 're-create' conversations in your own words, but record what was actually said. Also record the date of the disclosure.
 - **State clear and concise facts**, as opposed to your interpretation of what is being said, for example 'the child said he was alone in the house last night', as opposed to, 'the child is often left all alone in the house'.
 - If you are stating your opinion instead of fact, you should write, 'The child was crying. In my opinion he seemed distressed.' (as opposed to, 'the child was crying because he was distressed).
 - If possible, **include times and dates of any reported incidents**.
 - **Record** whether you have **taken action**, (or what action you intend to take), and the reason why.
 - **Note down the date of your written record** and sign the record of disclosure. Include your full name and contact details. This record should be given to the Safeguarding Co-ordinator (or one of the Pastoral Leadership Team if the matter is not being managed by the Child Safeguarding Co-ordinator).

- **Further information and guidance** about recording information is available in the Jersey Safeguarding Partnership Board's Core Procedures: Record Keeping –Recording Guidance http://jerseyscb.proceduresonline.com/chapters/p_rec_keeping.html#record_keeping

Do Not:

- Question the child or young person as this may affect any police action.
- Discuss the allegation / abuse with the alleged perpetrator.
- Discuss the allegation / abuse with anyone other than the Child Safeguarding Co-ordinator or one of the Pastoral Leadership Team as appropriate.
- Take any other action without first discussing this with the Child Safeguarding Co-ordinator or Pastoral Leadership Team as appropriate.
- Promise to maintain confidentiality.
- Delay reporting the incident / allegation.

Note: any investigation into a Child Safeguarding matter must be handled solely by the appropriate external agencies. Staff and volunteers do not have an investigative role in such matters.

Raising Concerns

Anyone who works, or has contact, with a child or young person thought to be at risk has a responsibility to report actual or suspected abuse. This includes family members, volunteers, employees, and church members. Doing nothing is not an option.

If you have any concerns about the safety or wellbeing of a child or young person, or the behaviour or attitude of any member of staff, volunteer or church member, in relation to their interactions with a child or young person, please speak immediately to the Children's Safeguarding Co-ordinator, making clear what you know or suspect. The only exception to this course of action is if the Children's Safeguarding Co-ordinator may be implicated in your concerns. In these circumstances you should talk directly to a Lead Pastor.

It is important that any allegation of abuse is taken seriously, however insignificant it may seem on first appearance to the person receiving the information.

Any concerns will be managed in accordance with the Jersey Safeguarding Board Multi-Agency Child Protection Procedures, the Freedom Church Whistleblowing Policy and the Freedom Church Disciplinary Policy (for Staff) and the Review of Service Policy (for Volunteers), as deemed appropriate.

Who do I tell?

If you have a concern about actual or possible abuse to a child or young person, generally, you should talk urgently to the Safeguarding Co-ordinator making clear what you know or suspect. The only exception to this course of action is if the Safeguarding Co-ordinator may be implicated in your concerns. In these circumstances you should talk directly to one of the Pastoral Leadership Team.

What happens next?

When a suspected incident of child abuse is reported, the Children's Safeguarding Co-ordinator, or one of the Pastoral Leadership Team will take the matter seriously and decide whether the allegation needs further investigation.

If it appears that there are grounds to believe that child abuse is or may be happening, the Children's Safeguarding Co-ordinator or one of the Pastoral Leadership Team, will ensure that the information is acted upon at the earliest possible opportunity and no later than at the end of the working day in question.

If the Children's Safeguarding Co-ordinator is uncertain that abuse has occurred or is indicated, then advice will be sought from one of the Pastoral Leadership Team and an enquiry will be made to the Children and Families Hub.

Tel: 519000 Email: childrenandfamilieshub@gov.je

An enquiry form is available here:

https://jersey-self.achieveservice.com/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-927bc528-9077-4b11-b43e-e44d409a2771/AF-Stage-214a52b0-ce23-4c2b-beaa-db6b246e3f79/definition.json&process=1&process_uri=sandbox-processes://AF-Process-927bc528-9077-4b11-b43e-e44d409a2771&process_id=AF-Process-927bc528-9077-4b11-b43e-e44d409a2771

Parents/carers will be informed if a Children and Families Hub enquiry is being made, unless to do so would put the child at risk of harm. However, inability to inform parents for any reason will not prevent an enquiry being made. The Children and Families Hub will be contacted, and the case discussed.

Ensuring Immediate Safety

If the child or young person is in immediate danger or in need of urgent medical attention, action must be taken to ensure their immediate safety and well-being. This may include contacting the appropriate emergency services or taking a child to the Emergency Department at the General Hospital, St Helier.

- Medical emergency or urgent Police matters: Tel 999
- Referral to the Police (non-emergency but urgent/important): Tel 612612

Note: A Children and Families Hub enquiry can only be made during normal working hours. In the event that a referral is needed outside of these hours, Children's Services will be contacted (via the Police) on Tel. 612612.

Important things to consider when abuse is known or suspected

- In all cases where a child is in *immediate* danger, urgent action must be taken at once, by calling the relevant services.

- If there is reason to believe a crime has been committed, the Police should be contacted promptly so that they are able to gather forensic evidence immediately.
- It should be noted that the Police, as well as taking a lead in any criminal investigation, are also available for advice and consultation.

Allegations against Staff/Volunteers

Where an allegation concerns the actions of a member of staff or a volunteer team member (both of whom may also be a colleague), it is the clear duty of all those concerned to report the matter as set out above. The child or young person's wellbeing is paramount.

If an allegation is made against a member of staff, the Children's Safeguarding Co-ordinator or one of the Pastoral Leadership Team, will need to clarify with the investigating team what action he or she intends to take under the organisation's Disciplinary Policy as contained in the staff handbook (or Review of Service Policy for Volunteers). Any action taken will normally include suspending the individual whilst the allegations are investigated.

It is important to ensure that the action taken:

- protects the rights and wishes of the child;
- protects the rights of the member of staff concerned;
- enable the Children's Safeguarding Co-ordinator or one of the Pastoral Leadership Team, to take appropriate action either on behalf of the child, or against the staff member where appropriate; and
- does not compromise any criminal investigation.

To achieve these outcomes, it will be necessary for the Children's Safeguarding Co-ordinator, or one of the Pastoral Leadership Team to co-ordinate his/her responsibilities for pursuing disciplinary matters in relation to the member of staff with those of the 'investigating team', who will be working in accordance with these Safeguarding Children's procedures.

If an allegation is made against anyone in a position of trust, responsibility and or authority in Freedom Church the following procedures will be followed in the SPB Managing Allegations Framework.

<https://safeguarding.je/wp-content/uploads/2018/02/Managing-Allegations-Framework-2018-02-13.pdf>

Anyone who works, or has contact, with a child or young person thought to be at risk has a responsibility to report actual or suspected abuse. This includes family members, volunteers, staff, directors and church members. DOING NOTHING IS NOT AN OPTION

Information Sharing and Record Keeping

Information Sharing

In the event that there is a need to share information about a child or young person, in relation to an allegation of abuse, the Children's Safeguarding Co-ordinator, or one of the Pastoral Leadership Team, will:

- Ensure that the Jersey Safeguarding Partnership Board's Core Procedures: Information Sharing will be followed with regards to information sharing.
<https://safeguarding.je/wp-content/uploads/2019/09/Information-Sharing-Protocol-2019.pdf>
- Take care to deal sensitively with the need to share information.
- Be open and honest about the need to share information and will tell the individual (and/or their parents/guardians where appropriate), why, what, how and with whom information will, or could be shared. Where possible, consent to share information will be sought, unless it is unsafe or inappropriate to do so.
- Share information with consent, where possible. However, if it is felt that a child or young person is at risk of harm or injury, or the safety or well-being of an individual is compromised, it may become necessary to share information without consent. In such circumstances, where appropriate, the person(s) concerned will continue to be advised of the need to share information and given an explanation as to why.
- Any information shared will be done in a timely manner, and only necessary and relevant information will be shared, with the appropriate people.
- In the event that consent is not sought, or is not able to be obtained, the reasons why must be recorded.

Record Keeping

Records will be kept securely in accordance with the Jersey Safeguarding Partnership Board's Core Procedures: Record Keeping –Recording Guidance and the Jersey Data Protection (Jersey) Law 2005.

Important links

- Multi-Agency Child Protection Procedures
In Jersey, agencies have agreed to work together to the Safeguarding Partnership Board Multi-Agency Child Protection Procedures and internal agency procedures should dovetail with these: they can be found at: <http://jerseyscb.proceduresonline.com/index.htm>
- Multi agency training

The Safeguarding Partnership Board provides information about available training and courses which can be accessed at:

<https://safeguarding.je/introduction-to-spb-training/>

Appendix A

Examples of Abuse include:

- **Physical abuse** may involve hitting, slapping, pushing, kicking, shaking, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, misuses medication or deliberately induces illness in a child.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, partners is not usual. However, where a child is under the age of 13 it is classified as rape.
- **Emotional abuse:** is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:
Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet needs of another person;
 - Imposing age or developmentally inappropriate expectations 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;
 - Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
 - Serious bullying, causing children frequently to feel frightened or in danger;
 - Exploiting and corrupting children.
 - Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
 - Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a Carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caregivers);
- Ensure access to appropriate medical care or treatment.

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

Author S. Hawthornthwaite	2018	
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