



FireStarters†Wales

Child Protection Policy

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Chapter 1: Contact Details

Safeguarding Officer

Name: JANETTE GORINGE

Email: janette@firestarterswales.org

Safeguarding Officer

Name: Ali Jensen

Email : alialwena671@gmail.com

THIRTY ONE EIGHT

Contact number: 03030031111 (9-5pm)

Chapter 2: Definition of Roles

Safeguarding Officers

Janette Goringe

Ali Jensen

The safeguarding officer is the first point of contact when there is a suspicion or allegation of abuse. The officer will ask the worker presenting the enquiry to write down all that happened, ensuring exact words are noted. The officer will then keep this document on record in a password protected electronic device.

The officer can liaise with the other officer to decide the best course of action. They can also seek advice from our child protection advisory board, THIRTY ONE EIGHT phone 03030031111 (9-5pm)

The officers cannot share the disclosure with anyone within FireStarters or in the FireStarters leadership.

The officers will advise the worker accordingly on next steps.

If there was an allegation made about a Safeguarding Officer then the other

Safeguarding Officer should be contacted. Thirty One Eight can also be contacted. Each local authority has its contact for safeguarding children, and details can be retrieved from <https://safercommunities.wales/directory/>

Child Protection Officer Duties

Janette Goringe

The child protection officer ensures the ongoing presence and running of the child protection agenda in all children's and youth groups run by FireStarters Wales. This role involves ensuring all staff and volunteers have been interviewed in accordance with FireStarters safe recruiting procedures, have been DBS checked and have undergone Child Protection training. The officer administers the annual audit and convenes accompanying meetings to share any policy changes with group leaders and volunteers.

Guidelines & Procedures Officer Duties

Ali Jensen

The Guidelines & Procedures officer ensures annually that guidelines and procedures are in keeping with current recommendations and are adequate for the specific venues and groups utilising them. These in turn are then added to the child protection policy. Ali can be contacted if there is any child protection allegations against Janette. Janette is authorised to seek advice from Ali.

Chapter 3: Child Protection Policy Statement

Safeguarding Children and Young People at FireStarters Wales

The vision of FireStarter's Wales is to see: "A generation set on fire for Jesus to be sparks of revival."

In fulfilling this vision FireStarter's Wales

- has a programme of activities for children and young people
- welcomes children and young people into the life of our community, is committed to the values of developing a passion for God, commitment to one another, boldness to share our faith and releasing young leaders to lead

FireStarter's Wales recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of FireStarters Wales, we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with our events and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each FireStarters leader to help safeguard the well-being of children and young people and the duty of all to respond to concerns about physical, sexual and emotional abuse of children and young people and to report any disclosed, discovered or suspected.

Safe recruitment, support and supervision of workers

FireStarters Wales will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

Safe behaviour: a code of behaviour for workers

FireStarters Wales will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe practice and safe premises

FireStarters Wales is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

A safe community

Firestarter Wales is committed to the prevention of bullying of children and young people. We will seek to ensure that the behaviour of any who may pose a risk to children and young people in the Firestarter Wales community is managed appropriately.

Responsible people

FireStarters Wales has appointed **JANETTE GORINGE** and **ALI JENSEN** as Safeguarding Officers. Their role is to:

- advise FireStarters Wales on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the policy statement will be permanently available at all FireStarters Wales events.

Each person working with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of FireStarters Wales, the parents or carers of any child or young person involved in FireStarters Wales

The policy and procedures will be monitored and reviewed at least annually.

These procedures recognise and reflect:

- The Children Act 1989 & 2004
- All Wales Child Protection Procedures 2008
- Safeguarding Children: Working Together Under the Children Act 2004
- Safe from Harm: a code of practice for safeguarding the Welfare of children in Voluntary Organisations in England and Wales
- Safe to Grow: A Safeguarding Children and Young People Resource for the Local Church from Baptist Union of Great Britain. 2011

Thanks to Lisvane Baptist for allowing access to their Child Protection Policy:

- Lisvane Baptist Church, Cardiff - Child Protection Policy

Chapter 4: Definitions of Child Abuse and Neglect

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. There are four types of abuse as officially defined in government guidance: physical abuse, sexual abuse, emotional abuse and neglect.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

Physical abuse shapes and influences the child's behaviour, and their emotional and educational development. It may vary in degree of injury, whether directly or indirectly, from physical injuries, neurological damage, disability or even death.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Emotional abuse significantly harms a child's mental health, behaviour and self esteem. It can be particularly damaging in infancy.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Children who have been or who are currently being sexually abused may display a wide range of behaviours, including inappropriate sexual behaviour and sexual knowledge

inappropriate to age.

A child's ability to cope with the aftermath of a discovery or disclosure of sexual abuse is strengthened by the support of a non-abusing adult who believes the child. The reactions of other adults who interact with a child during this time can also have an impact on the child's ability to cope with what is happening.

Financial Abuse

A carer or family member depriving a child, young person or vulnerable adult of money or possessions that are rightfully his or her own.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Long term neglect is likely to cause far more developmental delay and impairment than any other form of abuse. In extreme cases severe neglect can lead to the death of a child. A distinction must be made between neglect caused by financial poverty which can be alleviated by financial help and that caused by emotional poverty. These may co-exist, but relief of the former does not lead to relief of the latter.

Domestic Abuse

While not a form of abuse on its own, usually involves more than one area of abuse e.g. physical, psychological, or sexual violence. That takes place within an intimate or family-type relationship and forms a pattern of coercive and controlling behaviour. Includes the suffering experienced by children when witnessing the ill treatment of another person.

Additional Definitions relevant to FireStarters Wales

Spiritual abuse

The term 'spiritual abuse' is not one of the official definitions of abuse but is sometimes used to describe some of the particular features of abuse arising within religious organisations. 'Spiritual abuse' is increasingly being used to describe those situations where an abuse of power takes place in the context of a faith community. The following is a widely used definition of spiritual abuse:

Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice, to satisfy their own needs at the expense of others. There are a number of ways in which practise in Christian events can lead to the abuse or neglect of children:

- a belief in demon possession resulting in the labelling and naming of a child as 'evil' or 'a witch'
- placing pressure on children to make decisions that are not appropriate to their age or developmental stage
- creating an environment in which children are not encouraged to ask questions or hold alternative views.

Abuse of Trust

A relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. The individual in the position of trust could use that position to put a child or young person in a position of advantage or disadvantage.

Chapter 5: Responding to Concern

A. Responding to concern

1. Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a

child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

2. How to respond when someone wants to talk about harm or abuse

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

3. What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows: ● Make notes as soon as possible. A form is available at all gatherings in red file (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.

- Write down exactly what the child has said in their own words when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Write down dates and times of these events and when the record was made. ● Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes will be passed on to the Safeguarding Officer to assist them should the matter need to be referred to local authority. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to local authority, will be signed by you, dated and kept with the designated person for safeguarding.

4. Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

4.i) Where a child has a physical injury or symptom of neglect:

- Contact local authority if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was

taken.

- The hospital staff will be informed of any child protection concerns.

4.ii) Where there are allegations or concerns of sexual abuse:

- Contact local authority. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from local authority, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to local authority but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child overrides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a FireStarters leader who has responsibility for implementing the Policy, you will refer it directly to local authority or seek appropriate professional advice, eg. from 'Thirty One Eight' formally CCPAS calling 03030031111 (9- 5pm)

B. Third Party Allegations and Referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the local authority Department with their details. This is so that local authority can contact them if necessary.

C. Allegations against Workers

- The advice of local authority and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.

D. Pastoral care

When an allegation/suspicion arises in the FireStarters Wales context, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the

children or their families.

- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leader's not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The FireStarters team will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
 - Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

E. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

F. Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any

other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

Chapter 6: Safe Recruitment, Support and Supervision of workers

A. Application

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a Christian organisation. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear that all those having contact with children or young people will be asked to agree to an enhanced Disclosure Barring Service (DBS) check being carried out before any role is confirmed.

B. Appointment and Supervision

FireStarters Wales' safeguarding policy as well as the practical expectations will be discussed with all leaders engaged with the organisation. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

1. Training

It is important that all workers understand the agreed procedures for protecting children.

Child protection training must be attended annually.

Training for workers in relevant areas will be arranged, eg. first aid, food hygiene.

2. Young People

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a DBS.

Young people serving as helpers will be given age appropriate tasks.

When a young helper reaches the age of 18 the full recruitment process will be applied.

Chapter 7: Safe Behaviour: A code of behaviour for Workers

A. Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions, ensuring a consistently healthy and balanced attitude of inclusion and investment from worker to young people.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of children or young people when they are using the toilet or shower.
 - Rough games or wrestling between a leader and child or young person.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open.
 - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
 - Assess the risk of sending child/young person home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leave the door open.
 - Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The group leaders must ensure that the parents/carers have completed a consent form giving information about their child such as contact telephone numbers.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

0-2yrs	1 adult to 3 children
2-3yrs	1 adult to 4 children
4-8yrs	1 adult to 6 children
9-12yrs	1 adult to 8 children
13-18yrs	1 adult to 10 children

- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

B. Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention. ● When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

C. When offering transport to children and young people

Vulnerable situations can be created when workers offer lifts to children and young people, either to take them to and from FireStarters Wales activities or to take them on planned outings. These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of FireStarters Wales. They

do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

- Usually only those who have gone through the FireStarters Wales recruitment procedures for workers will transport children.

- Drivers will be 21 or over and have held a full driving licence for at least two years. ● All drivers will have read the Child Protection Policy and agree to abide by it. ● Two adults should be present in a car with children and young people and when possible one male and one female
- Parents should give permission for children to be given transport and should be informed at what time to expect their children home
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Regular lifts to children or young people on their own to and from church activities when there is one driver should not occur
- Workers should not spend unnecessary time alone in a vehicle with a child. Long conversations in the car outside of church premises or home, or unnecessary diversions should be avoided.
- Workers should avoid being alone in a car with a child or young person who is particularly vulnerable; for example, a child with a crush on a leader, or a child whose behaviour is difficult to manage.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for FireStarters Wales 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.

1. Electronic Communication

1. Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of FireStarters in relation to their use.

With the world of electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities. However, there are general principles that we can adopt for the well-being of the children and young people.

- Parents or carers and children and young people themselves have the right to decide if a worker is to have the children's or young person's email addresses or mobile phone numbers etc.
- Workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given.
- Workers should not put any pressure on children or young people to reveal their email address, mobile phone number etc.
- Only workers who have been appointed under the FireStarters Wales agreed

procedures should use any electronic means of communication to contact a young people on behalf of the organisation.

- Contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter ●
- Where a young person in need or at a point of crisis uses this as a way of communicating with a worker:
 - significant conversations should be saved as a text file if possible, and
 - a log kept of who and when they communicated.
- Workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role.
- Workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives. To reduce the risk of misinterpretation clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided.
- Electronic communication should only be used between the hours of 8.00 am and 10.00 pm.
- E-mails should be sent out with a FireStarters Wales header and footer showing the young people this is an official communication from a member of the youth team.

2. Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

3. Email

Email is sometimes used by workers to remind young people about meetings. If email is being used workers ensure messages are in the public domain by copying each message to janette@firestarterswales.org. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

4. Communicating using Instant Messaging

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

5. Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate

with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should not retain photos of children and young people on their personal equipment.
- Mobile phones use at any FireStarters gatherings should be kept to a minimum as an example to the young people but because we are there to be present.
- Use of mobile phones on overnight stays will need to be discussed. Leaders act as examples in this. For example an alarm can be set by a leader for wake up. All young peoples phones may need to be turned off and collected by leaders last thing at night and given back in the morning.

6) Social Networks

If a worker allows their personal site to be accessed by young people, it is essential that all content including photos is suitable.

FireStarters Wales leaders will use a designated FireStarters Wales Group page on Facebook and Instagram to communicate and post event photographs and that is totally separate from their own personal site:

- Be aware of age limits on social network sites.
 - Be aware of the content of photos that may be uploaded on to your site. ●
- All communication should be kept in the public domain.
- Workers should ensure that all communications are transparent and open to scrutiny. Copies of communications should be retained and where possible other workers should be copied in on communication.

7. Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, organisations must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church

nativity play.

- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or mobile numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- All photographs taken at FireStarters Wales events should be removed from a worker's phone/lap top/camera as soon as possible and stored on a password protected computer drive.
- Access to the photographs is limited to the Child Protection team in situ at any one time.

Chapter 8: Safe Practice and Safe Premises

A. Safe practice and safe premises

1. Consent forms

It is essential that we have important information about all children and young people involved in any activities that FireStarters Wales run. This information is recorded on our consent forms (appendices 1, 2 and 4)

The first time someone attends we must have a completed consent form that includes name, medical emergency information and a contact name and number.

2. Health and Safety

All activities for children and young people will comply with the venue's current health and safety policy with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's groups will be properly maintained.

3. Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

4. First Aid

At every FireStarters Wales event there will be trained First Aid personnel and access to a First Aid kit.

5. Supervision of groups

The person responsible for a group/activity must keep a register so that you know who is in your care. You also need to make sure that you keep the register so that you know who is on the premises.

6. Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

7. Risk Assessment

Risk Assessments will be carried out before every FireStarters Wales event.

As well as assessing the premises for the risks that they may pose for children, all leaders of children's and young people's groups should assess the risks involved in the programme that they are planning.

• Step 1 Identify the hazards

- Walk around the venue, think through your programme, think about the individual children you are working with (taking into account any special needs, whether physical, emotional or behavioural etc).
- What/who could reasonably be expected to cause harm?
- Look back at accident records/incidents.
- What has been a hazard in the past?

• Step 2 - Decide who might be harmed and how

- For each hazard think through who might be harmed:

- Either groups of people (e.g children, leaders, parents) or
 - Individuals. (e.g. a child with special needs)
- How might they be harmed?
- What type of injury?
- **Step 3** - Evaluate the risks and decide on precautions
 - What can you do about the hazards?
 - Can I get rid of the hazards altogether?
 - If not, how can I control the risks so that harm is unlikely?
- **Step 4** - Record your findings and implement them
 - Writing down your risk assessment and sharing them with your colleagues helps to ensure everyone understands the risks and subsequent controls.
 - Risk Assessments can then be reviewed and re-used at a later date.
- **Step 5** - Review your risk assessment and update if necessary
 - When working with children and young people, the level of risk will vary depending upon the particular individuals you are working with, and the gifts and abilities of your staff. Thus risk assessments should be reviewed when necessary.
 - A general risk assessment should be done at the beginning of each term, considering the programme and the venue.
 - Specific risk assessments should be done for activities which are out of the ordinary, for example a trip out, or an activity with particular risk factors (cooking, woodwork etc.)

8. Insurance

Residential activity/camp organisers will ensure that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

B. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- All leaders involved in overnight events MUST have FireStarters Wales safeguarding paperwork completed included an up to date DBS check.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

1. Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully.

- Workers will keep clearly separated in sleeping accommodation with children or best

practice is to be separate in another room.

- In situations where an adult leader is needed to sleep in the same space as children, all adults must have a defined space for them to sleep that is away from the children, even if marginally. There will always be more than two adults if leaders are sleeping in the same large room.
- A line in consent form will be included to draw attention to the possibility of this happening prior to the parent/guardian sending their child.
- Children and young people should always dress and undress separately from adults. ● Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers.
- The activity leader will ensure that parents understand what the arrangements will be.
- Males and females should sleep separately. If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.

2. Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. a child who is hard of hearing).

3. Residential events

The following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people when planning residential events:

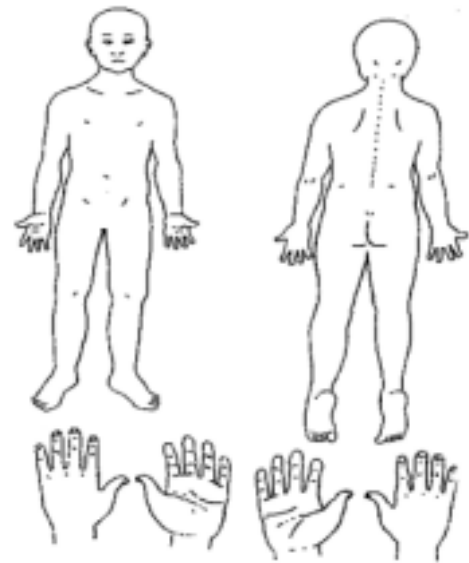
- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate.
- The person responsible for catering should hold a Basic Food Hygiene Certificate ● Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.
- Check the building and know where water, electricity and gas can be turned off.

4. Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (eg. no running round tents due to the risk of injury from tripping over guy lines).

Chapter 9: Appendices



Stage 1

A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

Stage 2

The Designated Person receives the report of concern

The Designated Person has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with

others) as to what action should follow. Any formal referral to the local authority's social care team (<https://safercommunities.wales/directory/>) should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.

Stage 3

After the decision has been made as to what action should be taken The Designated Person, the Safeguarding Trustee and the Minister may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be

made to the local Association, the Independent Safeguarding Authority or the Charity Commission.

Appendix 8 **Appendix ii. – Guidelines for Discipline**

FireStarters Wales
Guidelines for Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12:5-12 and Proverbs 22:6).

Ask God for wisdom, discernment and understanding and pray for and with the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault? NEVER smack or hit a child and don't shout – change voice tone if necessary.

Discipline out of love, NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules, eg no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort. Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child that you will speak to their parents and do so if necessary. Warn them, escort them back into the service or ban them for a week if necessary. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's behaviour is constantly disruptive, seek advice and guidance from a leader. (See church policy on Child Protection)

Pray before you meet and talk over the session before you leave.

Appendix iii. – How to Respond to a Disclosure of Abuse

Firestarters Wales
How to respond to a Disclosure of Abuse
It is not easy to give precise guidance, but the following may help:
<p><u>General points</u></p> <ul style="list-style-type: none"> • Accept what the child says (however unlikely the story may sound) • Keep calm • Look at the child directly • Be honest • Tell the child you will need to let someone else know – don't promise confidentiality • Even when a child has broken a rule, they are not to blame for the abuse • Be aware that the child may have been threatened or bribed not to tell • Never push for information. • If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen
<p><u>Helpful things you may say or show</u></p> <ul style="list-style-type: none"> • I believe you (or showing acceptance of what the child says) • Thank you for telling me • It's not your fault • I will help you
<p><u>Don't say</u></p> <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? • Never make false promises • Never make statements such as "I am shocked, don't tell anyone else"
<p><u>Concluding</u></p> <ul style="list-style-type: none"> • Again reassure the child that they were right to tell you, and show acceptance • Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse) • Contact the Responsible Person • Consider your own feelings and seek pastoral support if needed

What to do once a child has talked to you about abuse

The procedure:

1. Make notes as soon as possible (preferably within an hour of the interview). Write down exactly what the child said, write what you said in reply to the child when he/she said it, and what was happening immediately beforehand (eg description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if these have been typed subsequently.
2. Report your discussion as soon as possible to the Responsible Person. If the latter is implicated report to the alternative Responsible Person(s).
3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.

**Appendix iv. – Suspicion/Allegation of Abuse Form
(online google form)**

<https://forms.gle/vVdjH2p19acIR6Dt5>

**Appendix v. – Accident/Incident Form
(online google form)**

<https://forms.gle/o1kKs62lhQmfgTnG6>

Appendix vi. – Consent Form

(ChurchSuite form through website)

<https://fswales.churchsuite.com/forms/y9j5iu7g>

