



Antioch Community Trust

Safeguarding Children, Youth and Adults

1st October 2024

Approved by the Trustees of the Antioch Community Trust on 29th August 2024

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Section A: Safeguarding Statement

The Antioch Community is committed to creating a healthy community environment and culture. We want everyone who comes into contact with us to feel safe, valued, and cared for. We believe that each person is made in the image of God, and as a result have an inherent dignity and worth. Members of the community are committed to caring for one another in Christian love and this forms part of the Antioch Covenant of Membership.

We also recognise that we live in a sinful world, where human beings rebel against God and his ways for us, and harm one another in innumerable ways. We believe that the human heart is wicked and deceitful and that we are all capable of falling into sin.

We believe in the good news that God offers us forgiveness and new life if we will receive Jesus Christ as our saviour and Lord. We believe that when we submit to God and allow him to work in us by his Holy Spirit, we will grow in our faith and gradually become more like Jesus. Our greatest purpose and joy is to be in relationship with God, and to know his transforming work within us, giving us the power to change and become more Christlike; living lives that glorify God.

The community of Jesus Christ is a community of God's people, where the love of God for each person is displayed and where we live, learn, and grow together in our faith. This involves supporting, encouraging, and even challenging and rebuking one another when we sin; all for the glory of God and for our individual and mutual good. We believe that God sees everything and that he knows even our secret and hidden sins and that one day each of us will stand before him as our judge.

As we journey and grow together in this life of faith, we recognise that we are not perfect and that at various times we will all have to both offer and seek forgiveness. We do, however recognise that within our community there is the opportunity for individuals or groups to harm, abuse, or exploit others. We as a community stand against any misuse of power, abuse, harassment exploitation or other forms of harm. We all have a responsibility to care for and protect each member of our community, but particularly those who are weaker or more vulnerable.

To support this, we have implemented policies, procedures, codes of conduct and systems that support the positive culture that we seek to create by ensuring that those responsible for leading safeguarding in the community are competent and that our safeguarding arrangements are effective.

We actively seek to encourage a culture where concerns about the way that individuals or groups have been treated, or about anything that we do as a community, can be raised openly. When concerns are raised, we commit to examining them carefully and impartially, establishing truth and upholding justice for all involved. We strive to reflect, learn and grow as we consider such concerns; particularly where we fail to meet the standards that we have set for ourselves. Any concerns can be raised with one of the community leaders or with one of our Safeguarding Leads. Their details, along with our Safeguarding Policy and procedures are available on our website.

As a Community, we are committed to safeguarding everyone who participates in community life, regarding care for the vulnerable as a biblical imperative and not just as a legal requirement. We work with local and national partners, doing all we can to keep everyone safe. We will strive to fulfil all our legal duties to protect both children and Adults at Risk of Abuse, but we aim to go above and beyond and to discharge our safeguarding duties in a way that is biblically faithful and pleasing to our loving heavenly father, who calls us to act with justice, love kindness and to walk humbly before him.

Section B: Community Context

We, the Antioch Community are an ecumenical, Charismatic, covenant, Christian community. We are a charity registered as the Antioch Community Trust with the Charity Commission of England and Wales (Charity number: 282690).

The community consists of members of different church traditions who are united in a common way of life and mission. We are first and foremost disciples of Jesus Christ. As Christians brought together by God, we earnestly desire to help one another to know Him more, to follow His Son, our Lord Jesus Christ, and to be constantly filled and empowered by His Holy Spirit. We aspire to live in submission to the Scriptures and with due regard for our respective Churches and church traditions.

Worshipping God together is at the center of our community life. We seek to love and serve God in lives of daily prayer, the study of His Word and to participate in our respective churches and our community. We are people who want to respond to the love of God by giving 'our lives fully to God' and helping others to do the same.

As a community we are united across church, national, ethnic and generational barriers in the praise and worship of the Lord. We are united by a covenant to love and serve the Lord, each other and all those he sends us. We have agreed to share our life and resources with each other. We seek to live as radical disciples of Jesus Christ our Lord and make our lives and our resources available for the mission the Lord has given us.

We seek to be obedient to the command of Jesus, to be a community of unity in our faith in Christ across church, national and ethnic boundaries to be disciples of Christ, following his commands in Scripture and being on mission to reach others with the saving grace of Christ in our lives, relationships and deeds, to be a "Community of Disciples on Mission".

- **Christian Unity:** We aim to fulfill the prayer of Jesus on the eve of his sacrifice for us, "that they may all be one, just as you Father, are in me and I in you, that they also may be in us" (John 17:21a) by developing a common life in proximity to one another, meeting when the community meets and providing for the needs of the community from each of our resources.
- **Discipleship:** We aim to be obedient to the words of Christ written by the Apostles in the New Testament as Jesus prayed "I do not ask for these (Apostles) only but also for those who will believe in me through their word (John 17:20), by daily prayer, bible reading and weekly bible study, that we may indeed know and follow the words given by Christ to us.
- **On Mission:** We aim to fulfill the purpose of Jesus' prayer, "so that the world may believe that you have sent me (John 17:21b) by giving witness to our faith at home, in our families, in our work and in the areas where we live.

Members of the Antioch Community belong to several different Christian traditions, so we do not have a single, comprehensive statement of faith. However, we adhere to the primary Christian beliefs as they have been held by the mainstream of Christianity through the centuries. Members accept the truths stated in the Apostles and Nicene Creeds and are encouraged to turn to their individual churches in matters of doctrine. The teaching given in the Sword of the Spirit is ecumenical and focuses on our commonly held Christian truths and on practical Christian living.

We belong to the Sword of the Spirit, a world-wide 'community of communities'. We also have a close association with Servants of the Word, the Bethany Association, Koinonia and Kairos. Each of these

are partners. Management of these partnership relationships are managed as described in this policy Section D, paragraph 11.

Section C: Safeguarding Policy

1. Purpose

This policy outlines our spiritual, moral and legal responsibilities and sets out our commitments in light of those responsibilities. It aims to establish a framework and appropriate standards that apply to the whole community and the partners with whom we work, and to supports the trustees in their responsibilities to safeguard everyone who engages with our community, with a specific focus on those who have particular vulnerabilities.

2. Scope

The requirements of this policy apply to all members of the Antioch Community including Trustees, Officeholders, Staff or Volunteers. It applies to all of the formal activities of the community, which are those events that are published in our website.

3. Our responsibilities and commitments

3.1 General duty of care.

We recognise that we have a general duty of care to everyone who is involved in the life of our community, including adults. We therefore commit to:

- a. Ensuring that we identify and manage risk proportionately.
- b. Developing, monitoring, and maintaining a culture that is healthy and nurturing across all areas of community life. This includes promoting the spiritual, physical, emotional, psychological, and social wellbeing of those who engage with us.
- c. Ensuring that we comply with legal and regulatory requirements.

3.2 Those who are vulnerable.

We recognise that we have a particular responsibility to those who are more vulnerable, including children and youth (i.e. those who are under 18 years of age), adults with care and support needs, and adults at risk of abuse / in need of protection (as defined in the 2014 Care Act). This is a responsibility under God who commands us to protect and care for the weak and vulnerable. We therefore commit to:

- a. Establish proportionate safeguarding arrangements.
- b. Develop a culture that is protective and healthy, transparent and accountable.
- c. Ensure that our approach to safeguarding is shaped by our biblical values and that it is fully legally compliant and in line with safeguarding best practice.

3.3 Dignity and respect.

The Bible teaches us that all human beings, including unborn children, are made in God's image and therefore have an intrinsic value to him. We therefore commit to:

- a. Treat everyone who engages with us as loved by God and precious in his sight.
- b. To treat everyone as equal in God's sight, showing neither fear nor favour.

- c. To treat everyone with dignity and respect; particularly when we disagree with them on a matter of belief or practice.

3.4 Sin and the fall.

The Bible teaches us that since Adam and Eve fell into sin, all human beings are sinful by nature. While the good news of forgiveness of sin and eternal life with God are at the heart of the gospel message, in this life, even as Christians, we continue to sin, and as such we recognise the need to be vigilant and to oppose all forms of abuse, exploitation or other injustice in our midst. We therefore commit to:

- a. Establishing clear expectations and standards for all who act on our behalf.
- b. Establishing clear processes for handling abuse that is discovered or disclosed; whether that abuse has occurred in the community or elsewhere.
- c. Ensuring that we have clear processes for handling complaints, allegations, grievances, whistle blowing or any other expression of dissatisfaction.
- d. Promoting across the whole community, the importance of caring well for everyone who engages with us through the various activities.

3.5 Governance and leadership.

Effective, servant-hearted leadership, that focuses on authenticity, integrity and effectiveness are key priorities for the Antioch Community as described in the Scriptures. We also recognise our responsibilities under charity law and Charity Commission guidance. We therefore commit to:

- a. Modelling biblically grounded servant hearted leadership.
- b. Ensuring that we appoint a Safeguarding Trustee, who will champion safeguarding on behalf of the trustees, who, as a board, share the final legal responsibility for all matters relating to safeguarding.
- c. Ensuring that we appoint a Designated Safeguarding Leads (DSL) for children and youth and a DSL for Adults, and at least one deputy for each DSL to perform specific delegated tasks, and ensuring that they are adequately trained, supported, and resourced, and that appropriate oversight and accountability is provided.
- d. Visibly demonstrating our commitment to safeguarding throughout the community life.
- e. Providing support, oversight and accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other as leaders.
- f. Monitoring the effectiveness of the arrangements that we have implemented.
- g. Creating an environment of ongoing reflection, learning and improvement.
- h. Ensuring that delegated safeguarding roles and responsibilities are clearly defined, and that appropriate accountability and support are provided to those fulfilling the roles.

3.6 Safeguarding arrangements.

We recognise that we have a responsibility to God to obey the state as the authority appointed by God. We are required to ensure that we have compliant and effective safeguarding arrangements in place. We therefore commit to:

- a. Appointing, supporting, resourcing and training suitably competent and experienced safeguarding leads and at least one deputy.

- b. Maintain a safeguarding policy, procedures and systems to ensure that we fully meet legal and best practice standards and ensure that they are regularly reviewed.
- c. Ensure that relevant safeguarding information, including our safeguarding policy documents and contact details for our safeguarding leads is publicly available.
- d. Ensuring that a healthy culture is supported by processes for listening to expressions of dissatisfaction (complaints, allegations, whistleblowing etc.) and that such expressions are encouraged, taken seriously, and responded to positively.
- e. Ensuring that we keep records of safeguarding concerns in line with safeguarding expectations and that we share information appropriately as required.

3.7 Suitability and competence of Staff, Officeholders and Volunteers.

We recognise that we have a responsibility to ensure that all those who act on our behalf are competent in, and suitable for the roles that they take. We therefore commit to:

- a. Implementing proportionate safe recruitment processes.
- b. Ensuring that our Officeholders are competent, fulfilling their responsibilities and leading the community with humility, clarity, and biblical faithfulness.
- c. Ensuring that our staff and volunteers are supported and that we provide appropriate guidance, oversight and accountability.
- d. Providing appropriate training and skills development as required.
- e. Ensuring that as a community we are alert to the risks within society, including risks associated with grooming, online abuse, radicalisation, gender-based violence, exploitation, domestic abuse etc. and report identified concerns in a timely manner to Statutory Services as required.

3.8 Healthy culture.

We recognise that we have a responsibility to encourage a healthy environment that is transparent, accountable, and biblically faithful. We therefore commit to:

- a. Developing a ministry context that reflects biblical principles; encouraging growth in obedience to God and his word with equity, transparency, and sensitivity, in accordance with our fundamental beliefs as laid out in our covenant of membership, charitable aims, and governing documents.
- b. Value, respect and listen to the wishes and views of every member of our community, including children and young people, and others who are vulnerable or find it difficult to make their voice heard.
- c. developing a culture that challenges any form of bullying, harassment, abuse, exploitation, or any other harmful contact; both in the online and the physical environments.
- d. Ensuring that we set clear standards and expectations of those who participate in our community and that we have clear processes to challenge and address failure to live up to the standards that we have set for ourselves.

3.9 Partnership working

We will ensure that we work appropriately with statutory and other services; sharing information in accordance with legal requirements and involving parents, children, youth and adults with support needs or in need of protection in the decisions that affect them as far as they are able.

3.10 Supporting those who have experienced abuse or other trauma

When working with those who have experienced abuse or trauma, we will seek to do so with sensitivity, mindful of their particular needs. We will seek to give them a voice and allow them to progress at their own pace while recognising the limits of our own competence and signposting to specialist support where required.

Section D: Safeguarding Procedures

1. Governance and oversight

The Trustees will provide effective oversight of safeguarding across the community by:

- a. Ensuring that they appoint from amongst their number, a nominated Safeguarding Trustee who will act on their behalf to provide strategic leadership and guidance on matters related to safeguarding including compliance.
- b. Ensuring that the Antioch Community Officeholders will promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable, and that safeguarding is appropriately prioritised, and its profile maintained.
- c. Ensuring that a suitably knowledgeable and appropriately trained and skilled Designated Safeguarding Leads (DSL) and a deputy are appointed and that they are adequately supported and resourced.
- d. Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the trustees with input and support from the DSLs and Deputy DSLs at least annually.
- e. Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all staff, volunteers, and anyone else who acts on our behalf.
- f. Ensuring that the Designated Safeguarding Leads provides a written update to all Trustee meetings (which will be conveyed by the Safeguarding Trustee) and that a written annual report is provided to the trustees by the Safeguarding Trustee, the DSLs, and Deputy DSLs.
- g. Ensuring that the effectiveness of the safeguarding arrangements is monitored on an ongoing basis and reviewed annually in line with the review of the policy and procedures.
- h. Ensuring that safeguarding roles and responsibilities are clearly defined (see **Error! Reference source not found.**), and that appropriate accountability is provided.
- i. That a clear statement in relation to safeguarding is included in the annual Charity Commission submission.
- j. That any “Serious Incidents” (as defined in the Charity Commission Guidance - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner.

2. Recruitment and ongoing support of Trustees, Officeholders, Staff and Volunteers

The recruitment and appointment and support of Trustees, Officeholders, Staff and Volunteers is of critical importance to the Antioch Community and to our work and ministry. To fulfil our legal duties and to ensure we meet the still higher standards dictated by Scripture, all Officeholders, Staff and Volunteers in High Risk activities will be subject to appropriate recruitment processes.

3. Management of recruitment processes for High-Risk Activities

- a. At least one person who is involved in the process of recruitment of Staff or appointment of Volunteers will be trained in Safe Recruitment.
- b. Staff and volunteers will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role.
- c. Roles that involve regulated activity and which consequently are subject to a Disclosure and Barring Service (DBS) check will be clearly identified as exempt from the Rehabilitation of Offenders Act.
- d. Appropriate records will be kept of all recruitment processes and decisions.
- e. A “Single Central Record” of recruitment checks and a training log will be maintained by the appropriate DSL and / or their deputy.

4. Recruitment process

Prior to appointment, all Trustees, Officeholders, Staff and Volunteers for High Risk activities, will be required to submit an application form, (see Appendix 6) which includes a self-declaration of fitness and suitability for the role.

Trustees and Officeholders

Trustees are appointed by other Trustees. The Trustees themselves will determine which roles are High-Risk. Prior to commencing their role, Trustees for High-Risk activities, will be required to complete the appropriate stages of the safer recruitment process, including the application form, appropriate checks, induction, and training as outlined in the role description. Trustees for High-Risk Activities in place before this Policy is enacted, shall complete the appropriate stages of the safe recruiting process within six months of the date of this policy.

Officeholders are selected in accordance with the Antioch Community Constitution and Bylaws and Charity Commission regulations. The nature of their role is High Risk. Prior to commencing their role, Officeholders will be required to complete the appropriate stages of the safer recruitment process, including the application form, appropriate checks, induction, and training as outlined in the role description. Officeholders in place before this Policy is enacted, should complete the appropriate stages of the safe recruiting process within six months of the date of this policy.

Staff positions.

Note: the appointment of Staff is part of the overall responsibility of the Trustees, who will delegate the lead responsibility for any given appointment to one of more of the Officeholders.

Prior to appointment all Staff taking part in High-Risk activities, will: be required to:

- a) complete an application form, including the relevant declarations and self-disclosures
- b) attend a formal interview (regardless of whether a competitive process is in operation)
- c) Provide details of appropriate referees, who will be approached to provide the reference. Wherever possible, a reference will be sought from the current or previous employer.
- d) If the role involves High-Risk activity, DBS checks (or equivalent for those joining the community from another country) will be made before commencement of their service.

Upon commencement of their position:

- a) all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process.

The recruitment process will include updating the Single Central Record, training Log and Personnel file as required.

Staff in place before this Policy is enacted, should complete the appropriate stages of the safe recruiting process within six months of the date of this policy.

Volunteer positions for High-Risk Activities

Note: the appointment of volunteers is part of the overall responsibility of the Officeholders,

Prior to appointment:

- a. Volunteers will be required to attend a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements.
- b. References will be sought.
- c. Following appointment:
 - i. Volunteers will be required to complete a formal induction process as defined in the role description.
 - ii. The Single Central Record, training Log and Personal File will be updated as appropriate throughout the process.

Volunteers in place before this Policy is enacted, should complete the appropriate stages of the safe recruiting process within six months of the date of this policy.

5. DBS Checks

- a. Following appointment and prior to commencement of the role, Officeholders, Staff, Volunteers involved in High-Risk activities will be required to complete a DBS check.
- b. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received.
- c. Under exceptional circumstances and where it is necessary for the person to commence prior to receipt of the DBS check result, a formal risk assessment will be completed by

the DSL or their deputy and signed off by the Safeguarding Trustee. The person will not be permitted to have unsupervised access to children, young people or adults with care and support needs and must be supervised by someone who is DBS checked.

- d. Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information.
- e. DBS checks of Volunteers by other agencies, where the individual has subscribed to the DBS Update Service and at the same level, or other equivalent foreign government security checks, will be accepted as valid for Antioch Community checks, if within two years of the start date of the Volunteer's service. The DSL must, though check the original DBS certificate of the individual concerned.

5.1 Blemished DBS Checks

- a. The applicant will be asked to present the DBS certificate to the Lead Recruiter (the DSL).
- b. The applicant may, if they wish to, withdraw their application.
- c. If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate.
- d. If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be completed with the applicant.
- e. Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant's suitability for the role by the DSL and / or the Safeguarding Trustee. The outcome of the assessment will be communicated to the applicant, and the outcome will be recorded in the personal file in accordance with the Antioch Community Privacy Policy
- f. Advice can be sought from a safeguarding organisation if required.
- g. The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them.
- h. A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
 - i. That the individual is unsuitable for the role.
 - ii. That further investigation is required.
 - iii. That the person is suitable for the role with restrictions.
 - iv. That the blemish does not indicate unsuitability.
- i. If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to:
 - i. Whether there are other roles for which the individual would be suitable.
- j. Once the details from the certificate have been recorded in the Single Central Record, the certificate will be returned to the applicant and no copies will be retained.

6. Probationary / settling in periods

The precise nature and expectations of probationary / settling in periods will vary from role to role as described in the role description, however, they are intended to be supportive of the volunteer / employee / officeholder and to provide a framework that provides accountability to both the individual and the organisation. Probationary periods will not be used for punitive purposes.

- a. All Staff and Volunteers will be subject to a probationary period.
- b. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided.
- c. Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee or volunteer prior to the end of the probationary period. Records will be retained of all discussions.

7. Ongoing support and supervision

- a. All Staff and Volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management.
- b. Where DBS checks are required, these will be updated at least every three years.

8. Training

- a. All Staff and Volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training.
- b. Trustees will receive initial training. While there is no legal requirement for formal update training, the Trustees will ensure that they are competent in their roles and that their knowledge of compliance with legislation and Charity Commission guidance up to date.
- c. Officeholders will refresh their training every three years.
- d. Volunteers and Staff involved in working with children, youth, or adults at risk of abuse are required to update their training at least every three years.
- e. The Designated Safeguarding Leads and the Deputy DSLs are required to attend formal update training at least every two years.
- f. All Staff, Officeholders, Volunteers and Trustees will undergo some informal update activity annually.
- g. Training will include current, emerging or otherwise relevant themes such as domestic abuse, trauma, and the impact on victims including children.
- h. A training log will be maintained by the DSL / Deputy DSL.
- i. The Safeguarding Trustee will review the training log at least annually to ensure compliance with policy.

9. Ensuring a safe and healthy environment

The Antioch Community recognises that there are many factors that impact on, and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.

9.1 Health and Safety

The Antioch Community aim to ensure that the health and safety of everyone who enters our community is protected by:

- i. Regularly reviewing our Health and Safety policy to maximise effectiveness and ensure ongoing legal compliance.
- ii. Maintaining and implementing proportionate Risk Assessments.
- iii. Maintenance and analysis of Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented and an overview analysis of reports that examines trends and recurring themes will be conducted at least annually.

- iv. Ensuring that adequate First Aid cover is available, and that only qualified First Aiders administer First Aid, except in emergency situations when instructed to do so by Emergency Services.
- v. Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc. are available and maintained on an ongoing basis.
- vi. Ensuring food safety is maintained at all events with supervision of a certified food safety person. Key Health and Safety information will be prominent and best practice will be promoted through announcements, effective signage etc.

9.2 Awareness raising

The Antioch Community recognises that any member of our community could discover or receive a disclosure of abuse, and therefore all members need a basic awareness and competence, regardless of whether they engage directly in ministry to children, youth, or vulnerable adults. We will raise awareness by ensuring that:

- i. Information about our policies, procedures and codes of conduct are publicly available and promoted by our Officeholders.
- ii. Details of our safeguarding team are prominently displayed.
- iii. We set clear expectations of conduct, and that clear processes for identifying, challenging, investigating, and dealing with inappropriate conduct are implemented.
- iv. We implement and promote clear and transparent processes for the raising of concerns or complaints, supported by a culture that encourages and welcomes these as opportunities to learn and improve.

10. Ministry to children and / or youth

10.1 When engaging in ministry to children and / or young people we will:

- i. Provide a suitable number of Volunteers or Staff as Children's Workers for our children's and youth work. The minimum number of Volunteers or Staff at children and youth events is two individuals.
- ii. Ensure one worker will take the role of supervisor and have overall responsibility for the event and associated record keeping
- iii. Ensure supervisors must be at least 18 years old.
- iv. Ensure that registers of children attending, and Children Workers present are maintained.
- v. Ensure that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures.
- vi. Ensure that parental consent is obtained for their children's attendance at the group, that contact details are given by the parents, and information about any additional or specific needs are recorded.
- vii. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

The minimum number of adult volunteers or staff is two individuals

- viii. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner.
- ix. Ensure that appropriate order and discipline are maintained.
- x. Ensure that children are encouraged and empowered to raise any concerns that they may have with leaders or their parents as appropriate.
- xi. Ensure that only authorised and approved adults are able to access the area and that any unauthorised or unknown adults are closely supervised or challenged.

10.2 Specific arrangements for Children's Workers

- i. Supervisors must be at least 18 years old.
- ii. On occasion and by exception, a Group might need help to cope with an unforeseen or emergency situation
 - a. The Supervisor should then contact one of the Designated Safeguarding Leads by telephone.
- iii. Only registered Children's Workers may normally attend Children's activities.
 - a. At activities attended by guest speakers or parents of children not registered as Children's Workers, the Supervisor must be present.
- iv. Normal practice requires there to be both male and female Children's Workers for mixed sex activities.
- v. Where Children's Activities involve single sex groups, it is acceptable to have only Children's Workers of the same sex
- vi. If, due to unforeseen circumstances (such as illness), Children's Workers of both sexes are not available on that day, as an exception Children's Workers of only one sex may lead the group
 - a. For children's groups with children aged up to 6 years, a women-only team of Children's Workers is routinely allowed; and
 - b. When a group such as Antioch Youth breaks down during a session into smaller groups for other activities such as shopping expeditions and football or for sharing/discussion, only one adult is needed to supervise one of the small groups. No smaller groups of one child and one adult are permitted.

10.3 Specific arrangements for travel

Travel to and from events involves specific risks which are managed through the event risk assessment, however, the following principles must be adhered to:

- i. For driving in cars or a minibus the Law regarding use of seatbelts must be adhered to, noting that the driver has responsibility.
 - a. Currently, in minibuses (driver + 8 passengers) or coaches, all passengers must wear seatbelts, when fitted.
 - b. Currently it is the law that all children younger than 12 years and less than 4'5" (135 cm) high should be provided with booster seats, which should be used in conjunction with the seatbelts.
- ii. In minibuses, there should normally be a second Adult in the back to keep control.
 - a. This may be modified if Children are being dropped off at home at the end of an activity and the number of Children is relatively small.

- iii. Risk Analysis for the activity must include travel and any transitional activity such as walking from a carpark to a venue, travelling to and from a park or other venue, or from one meeting location to another.
- iv. The Supervisor will ensure that the mitigation steps in the Risk Analysis are adhered to; this might include having additional workers, having children hold hands, having one worker at the front and one at the rear of the group.
- v. Supervisors must ensure that no travel takes place, unless there is a prior, documented agreement with the parent/adult in charge that the Child can travel. This agreement takes the form of a permission slip (Appendix D).

10.4 Specific arrangements for activities involving an overnight stay

- i. It is recognised that going away e.g. on a trip involving one or more nights away from home changes the normal routines and creates new situations which Children's Workers need to anticipate in order to operate safely. All procedures above must be followed and, in addition:
- ii. Public security of venue: The team must know the level of supervision needed at the site, for example, can the Children go to toilet facilities unattended or not.
- iii. Parental Consent and Authorisation Forms (Appendix 6) must be completed and collected before the activity begins.
- iv. Children's Workers must not sleep in the same room as Children or Youth.
- v. The Supervisor should clarify who is responsible for providing snacks and drinks for the Children; he/she should clarify when the snacks will be made available and that the snacks provided are appropriate for Children with food allergies or other health concerns.

10.5 Specific arrangements for virtual meetings

- i. It is recognised that there are occasions when special circumstances dictate that Children's Workers and Children and Youth cannot follow normal patterns of activity due to physical isolation such as severe illness, or imposed strategies for disease containment such as during the 2020 COVID-19 pandemic. In these situations, the following special measures are enacted with the approval of the Designated Safeguarding Leads, for a limited period of time only.
- ii. Approval: The Children's workers must request permission to enact these special measures that will be approved for a limited period of time only.
- iii. Social Media Platforms and Accounts: All must respect the minimum age requirements for video chat enabled platforms. The Children's workers must avoid using personal accounts to enable video chats and should establish and use organisational profiles. Digital recording of interactions on these platforms is not permitted.
- iv. Virtual groups: Youth group activities will be permitted as 'virtual groups'. This is permitted with the following constraints: the groups must be private and not be visible to anyone not a 'member'; Only Children's Workers may function as administrators for the group. Parents must be informed that the virtual group exists and how it will be monitored. There should be more than one Youth Worker with

- access to the account and the account should be monitored by more than one Children's Worker and quickly raise any issues that arise, if there are any, from the posts from the Youth. The Children's Worker should not use a personal account.
- v. Small Groups: Remote small groups are permitted. Two adults must be present at all times. All meetings must be logged. This needn't be a verbatim record, but must simply state who was present (Children's Workers), and if any issues arose.
 - vi. Remote one-to-one meetings. The main details for this can be found in Appendix E. These need to be arranged with the parents having full knowledge that this is taking place and with parental agreement. They need to take place in specific agreed time slots. These times must be agreed with the parents. The youth worker should inform their co-workers of the times that they have arranged and should keep to these. A log should be kept as per the Small Groups above.

10.6 Specific arrangements for activities led by visiting teams

- i. Those involving a visiting team of Children or Youth Workers
 - a. Prior to the activity, the DSL must obtain written confirmation that all members of the visiting team have been vetted as suitable for working with Children and Youth by the organisation sending the team. In addition, the sending organisation's Child Safety Policy, or equivalent, should have been assessed by the DSL and deemed adequate. Where this is not known or is assessed as not adequate then two Reference Forms for Children's Workers (Appendix F) must be completed in respect of each Children's Worker by two separate individuals who have knowledge of the volunteer's work, particularly work with Children or Youth.
 - b. The visiting team must provide DBS checks or other national jurisdiction equivalent for each member of the intended visiting team and send to the DSL prior the activity.
 - c. An Antioch Community Children's Worker must be assigned to a support role for a visiting team; this Children's Worker does not need to be present at the programme, but must be in regular contact with the visiting team to ensure that all is progressing well.
 - d. An Antioch Community Children's Worker must at least be present to open the first session, introduce the visiting team to the Children and stay on for at least part of the first session.
 - e. Each member of the visiting team should be given a copy of this Safeguarding Policy by the Antioch Community Children's Worker assigned to support the visiting team prior to the event; this should be supplemented by any further instruction that the Antioch Community Children's Worker assigned to support the visiting team sees fit to give and the visiting team members should read and sign a copy of **Visiting Service Teams Approach** (in Appendix 6: Standard Document Templates) to be kept by the DSL.
- ii. Aside from practical matters particular to the location, Section F Code of Conduct also covers guidelines for staff conduct, managing misbehaviour, and staff/children ratios discussed elsewhere in this Child Safety Policy.
- iii. The Children's Worker responsible for overseeing the work of the visiting team should review Section F, Code of Conduct before the activity to ensure that it covers the situation for the location involved.

10.7 All age group meetings

When children or youth are present at meetings that are primarily aimed at adults, and childcare is not provided, and their parents are present

- i. During these times, children remain the responsibility of their parents who are responsible for their safety and care.
- ii. Any concerns or support needs identified will be recorded and reported to the safeguarding lead in the usual way.

When young people are present at meetings that are primarily aimed at adults and participating in that meeting in their own right and their parents are not present:

- iii. Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply.
- iv. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers.
- v. If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the leadership to contact the parents and establish open communication and transparency.
- vi. Officeholders of the community or of the meeting in question will be vigilant to ensure that the young person is adequately protected.
- vii. Any concerns or support needs identified will be recorded and reported to the safeguarding lead in the usual way.

10.8 Ministry to Adults at Risk of Abuse or Adults with care and support needs

The Antioch Community does not engage in any regulated activity with adults, however, we recognise that we may come across adults with care and support needs or adults at risk of abuse in the course of our ministry. We also recognise that there are many adults who do not meet the statutory threshold, but who, nonetheless, have support or care needs and may have specific vulnerabilities. We will strive to care well for everyone who engages with our community but will pay particular attention to those who may be more vulnerable.

- i. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers.
- ii. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers, and consent will be sought for the leaders to contact them with a view to establishing open communication and transparency.
- iii. Officeholders of the community of the meeting in question will be vigilant to ensure that the individual is adequately protected.
- iv. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

10.9 General provisions

- i. The Antioch Community will ensure that information relating to safeguarding, including contact details and other relevant information is publicly and prominently available.
- ii. Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the community and by personal example.

11. Working with Partners

The Antioch Community is an ecumenical, charismatic covenant community. It is closely associated with a number of other organisations, being a member of Sword of the Spirit and closely associated with Servants of the Word, the Bethany Association, Koinonia, and Kairos. In addition, members of the community are also members of local churches.

The Antioch Community will ensure that there is clarity about whether those engaging in regulated activity with children, young people or adults are acting on behalf of the Antioch Community or the partner agency, and which safeguarding procedures are being applied.

All staff or volunteers operating as part of the Antioch Community will be recruited in accordance with this policy and procedure.

Officeholders requires all partner agencies who engage in regulated activity either within the community or in partnership with the Antioch Community to confirm that they ensure that:

- i. All staff and volunteers are recruited in accordance with safe recruitment best practice.
- ii. They have robust safeguarding arrangements in place.
- iii. That they set appropriate standards for their staff and volunteers using codes of conduct, supported by the policy and procedures and a healthy culture.
- iv. That they have clear processes for raising concerns
- v. That staff safeguarding training is up to date.

12. Informal events arranged by community members

There are a number of organised events for adults and youth in the community, but a significant part of the life of the community consists of natural, day to day, informal events and relationships. These are encouraged. However, as these are not organised by the Antioch Community and its leadership has no visibility of them, the specifics of our Child Safety Policy cannot be applied. An informal Antioch event is one that is not in the Community's calendar.

- i. Adults arranging or involved in these informal activities and events will retain overall responsibility, should have a good understanding of the Child Safety Policy and be proactive in ensuring that the environments they create are safe and children within them do not come to harm.
- ii. Parents are responsible for ensuring safety for their children during these activities
- iii. However, in spite of this

- a. The Antioch Community and its members value children and wish to ensure that their welfare is promoted and that they are protected from harm. These values are integral to the teachings of the Antioch Community, its covenant of membership and way of life.
- b. Any instances of harm or potential harm to Children or Youth must be reported promptly to the DSL
- c. The DSL and Deputy DSL for Children and Youth are there for all contexts and situations Antioch's Children and Youth may find themselves in and will provide support and guidance to anyone raising a concern.
- d. The raising and handling of concerns or allegations will take priority over the Antioch Community's pastoral care and confidentiality processes.
- e. Antioch Children's Workers will continue to be subject to the full requirements of the policy as set out in this section, even in informal settings.

13. Responding to safeguarding concerns or disclosures

13.1 Managing immediate risk

- i. Upon identification of a concern or receipt of a disclosure, the person involved (hereafter referred to as the concerned person) should consider whether any immediate action is necessary to protect the person at risk.
- ii. The concerned person may seek advice from a leader or from the DSL, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the person at risk at an increased or further risk of harm.
- iii. In such urgent situations and if the DSL cannot be immediately contacted, the concerned person should contact either the police on 999 or Social Care to obtain support (see Appendix 3). Under such circumstances, the safeguarding lead must be notified at the earliest possible opportunity.

13.2 Reporting concerns to the DSL

- i. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL using the Concerns Reporting Form (see appendix 4b).
- ii. The concern will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding.

13.3 Managing the risks: the role of the DSL

- i. In discussion with the person reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.
- ii. Upon receipt of a concern, the DSL will establish a "Confidential File" in relation to the person at risk.
- iii. A Chronology ([See appendix 4d](#)) will be established and inserted at the front of the confidential file
- iv. The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.

- v. The DSL, or delegated Officeholder, will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a “need to know” basis.
- vi. Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are a competent adult) that a referral is being made to Social Care.

Information will not be shared with the parent / carer in situations where:

- To do so would place a child at increased risk of harm or abuse.
- To do so would place an adult at increased risk of harm or abuse.

13.4. Referrals

- i. The referral will be made to the appropriate Social Care service (See Appendix 3 for contact details).
- ii. If the referral has not been acknowledged within 2 working days, the DSL will follow up with Social Care (or other agencies as required).
- iii. The DSL will work with the Local Authority and other partners on behalf of the community to ensure that we fully participate in the safeguarding process.
- iv. All conversations, correspondence, and documentation etc will be placed into the confidential file and the “Record of action” and Chronology will be maintained on an ongoing basis.
- v. Confidential files will be stored in a secure folder, only accessible to the DSL, the Deputy DSL and the Safeguarding Trustee on a password protected cloud based drive.
- vi. The DSL, deputy and the Safeguarding Trustee will share information as necessary with other individuals in the community to facilitate effective safeguarding.

14. Allegations against or concerns about Community Members regarding Safeguarding

The Antioch Community will always take allegations against, or concerns about our Trustees, Officeholders, Staff, or Volunteers regarding safeguarding, seriously; ensuring that they are investigated proportionately, via a transparent process that expedites the matter in a timely manner; recognising both our responsibility to keep vulnerable people safe, and our responsibility to support the person accused throughout the process.

- a. Allegations against Staff, or Volunteers within the community, or partner organisations, or concerns about their suitability or conduct, must be reported to the DSL.
- b. If the allegation is against the DSL, it should be reported to one of the other Trustees or one of the Officeholders,
- c. If the allegation is against a Trustee or Officeholder, it should be reported to the Outside Coordinator or Outside Women’s’ Leader, details of whom can be found on the Antioch Community website. Full details of the allegation will be recorded.
- d. The DSL, Officeholder or Safeguarding Trustee, depending whom the allegation is made against, will nominate an investigating officer (on a case-by-case basis) who will be an

Officeholder or a Trustee. The investigating officer will assess whether any immediate action is required to ensure the safety of everyone involved, to provide support where needed, and to ensure the preservation of any evidence.

- e. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
- f. If so, care will be taken not to compromise the gathering of evidence.
- g. If it is necessary to notify the individual at this stage, details of the allegation will not be divulged
- h. The investigating officer will consider whether any specific restrictions or other risk mitigations should be implemented while the matter is investigated.
- i. Support must be offered to the subject of the allegation as well as any potential victims
- j. If in any doubt as to the appropriate course of action the 31:8 helpline or the Christian Safeguarding Services (CSS) should be contacted.
- k. If the allegation meets the threshold for LADO / adult social care, the investigating officer will work with the local authority and other partner agencies to ensure that the allegation is thoroughly reported and investigated, and all issues raised are addressed.
- l. The individual of whom the allegation is made and that is reported to LADO / adult social care shall be suspended from participation in Antioch meetings, activities and sharing groups until the allegation has been reviewed by UK authorities and a determination made.
- m. If the allegation does not meet the threshold for LADO, the investigating officer will consult with a safeguarding expert agency, who will provide independent support and advice to ensure transparency.
- n. Records of all aspects of the handling of the allegation will be retained throughout the process.
- o. These records will be held confidentially in a secure folder on a password protected, cloud based drive.
- p. The investigating officer will seek and follow specialist advice throughout the process as required.
- q. Records will be retained as per the records retention policy (See Appendix 6)

Section E. Concerns about Practice or Culture and Whistleblowing.

The Antioch Community values openness and seeks to listen and respond well to concerns or expressions of dissatisfaction. While we would always prefer to deal with matters through such open discussion, there may be occasions where an individual or group feel that their concerns have not been addressed adequately or where they do not feel able to raise the matter with the community's leadership or members. We do not want any concerns to be left unexpressed and so, this procedure is provided to enable the raising of concerns in such situations.

Any concerns related to safeguarding must be reported and follow Section D. Safeguarding Policy.

Other concern not related to safeguarding should, in the first instance, be raised with an Officeholder. If the concern relates to an Officeholder, then the matter should be raised with a Trustee. If the concern relates to an Officeholder and/or a Trustee, then the Outside Coordinator or Outside Women's Leader is contacted, details of whom can be found on the Antioch Community Website.

Concerns need to be raised in writing, preferably by email, or if expressed verbally, followed up by email within one or two days.

The concern raised will then be dealt with using the Antioch Community Complaints Procedure

Section F: Code of Ethics

1.0 Code of Ethics

Scope

This Code of Ethics is for the Trustees, Officeholders, Pastoral Leaders, Staff and Volunteers of the Antioch Community.

This code of ethics provides a framework to demonstrate covenant faithfulness. A code of ethics by itself will not keep anybody from conduct unbecoming a follower of Christ. Nevertheless, a good code of ethics rightly used, is an encouragement to do the right thing. A good code of ethics helps form our conscience. The public and private conduct of leaders, volunteers and staff can inspire and motivate people, but it can also scandalize and undermine people's faith. Leaders, staff and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's grace and goodness supports them in their ministry.

The following specific areas, while not exhaustive, are key areas that must be adhered to:

SPIRITUAL LIFE

- To embrace the core spiritual disciplines of regular personal prayer, corporate worship, bible study, fellowship, service and giving. (Acts 2:42)
- To have a desire for and regular practice of moving in the Charismatic gifts of the Holy Spirit. (1Cor 14:1)
- Self-Care: to take responsibility to maintain their physical, spiritual and emotional health.

SELF CONTROL

- To possess a spirit of self-control (Gal 5:22) and therefore to avoid drunkenness and other 'acts of the sinful nature' as outlined in Gal 5: 19-21. The use of illegal drugs is prohibited.

SEXUAL ETHICS.

"Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity" (1Tim 5:2).

- To avoid all forms of sexual harassment - any unwelcome sexual advance, or unwelcome request for sexual favours, or engagement in other unwelcome conduct of a sexual nature. Such conduct may include expressions of inappropriate physical contact.

RELATING TO OTHER LEADERS AND COLLEAGUES

"Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work" (1 Thess 5: 12-13).

- To refrain from gossip or slander. It is unethical to speak ill of the character or work of another leader – especially a predecessor or successor.
- To respect the guidance and decisions of the leadership teams of the Community. The decisions of these teams should be reported accurately and fairly.
- When there is an actual or potential conflict of interest in matters affecting officeholders/trustees/pastoral leaders, their family or their financial interests, they shall absent themselves at an appropriate time from discussion and any decision.

PERSONAL INTEGRITY

- To make every effort to keep their word.
- To make every effort to keep the commitments of their role and or ministry. Where they are unable to meet these commitments, or they are unclear about them, they should consult with their supervising co-ordinator.
- To regularly attend Community meetings as outlined in the Antioch Covenant.

FINANCIAL ETHICS: GIFTS AND FEES

To accept our financial responsibility to the Community: *“Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver”* (2 Cor: 9:7).

- Those who are paid a full-time stipend shall not accept any other remunerative work without the expressed consent of the Community (their employer).
- Part-time employees: Priority must be given to the designated days of employment. Any other voluntary or paid work must not fall on these days without prior approval from the Senior Co-ordinator.
- Not to use community funds, accounts or resources for personal or private advantage. Reimbursement for allowable professional expenses shall be accompanied by appropriate documentation.
- Not seek to gain financial advantage for themselves or their families from any relationship with Community members.
- To use discretion in accepting money or gifts from community members due to the risk of being compromised and losing objectivity. In addition, the receipt of gifts can be seen by others as a corrupt practice.

ABUSE OF POWER

- Abuse of power occurs when a group and its leader/s attempt to exercise undue control over a person and make decisions for them which adults normally make for themselves, thereby fostering co-dependent allegiances and behaviours – this is to be avoided.

- Leaders and staff must not engage in physical, psychological, written or verbal harassment of staff, volunteers or Community members and must not tolerate such harassment by other leaders, staff or volunteers.
- Harassment encompasses a broad range of physical, written or verbal behaviour, which may include the following: Physical or mental abuse/ racial insults/ unwelcome sexual advances or comments/ display of offensive materials.
- Harassment can be a single severe incident or a persistent pattern of behaviour where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
- Allegations of harassment should be taken seriously and reported immediately to the Complaints Officer. Antioch complaints procedures will be followed to protect the rights of all involved.

CONFIDENTIALITY

- Information disclosed to a leader or staff member during the course of prayer ministry, counselling or spiritual direction shall be held in the strictest confidence possible – except for compelling professional reasons or as required by law.
- If there is clear and imminent danger to the client or to others, the leader may disclose only the information necessary to protect the parties affected and to prevent harm.
- Before disclosure is made, if feasible, the leader should inform the person being counselled about the disclosure and the potential consequences.
- Knowledge that arises from professional contact may only be used in teaching, talks, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

RELATING TO YOUTH AND CHILDREN

Those working with Children and Youth will:

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented.
- Attend safeguarding training on the frequency stipulated in this policy.
- Work in a transparent and responsible manner that ensures that they are accountable to the Officeholders and that they are open to discussion with and challenge from parents.
- Ensure that their conduct embraces their responsibility for the safety and well-being of the children in their care.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children.
- Refrain from any abuse of their power or authority as adults and leaders within the group.
- Only take responsibility for children if they are physically and mentally fit and able to do so.
- Treat them with respect and dignity, paying attention to all communication, including speech, non-verbal communication, body language and tone of voice, ensuring that the highest standards of care are provided.
- Treat them in an age-appropriate way that recognises their developmental stage and ability.

- Treat them as individuals and provide them with appropriate levels of choice according to their age or developmental stage.
- Respect their views and wishes.
- Model, promote and ensure appropriate behaviour towards others.
- Ensure that age-appropriate professional boundaries are consistently implemented in accordance with this policy.
- Refrain from engaging in any age-inappropriate or risky physical play (e.g. rough and tumble games that involve physical contact).
- Ensure that any age-appropriate physical contact is child led and supervisors ensure that no physical harm is happening or can happen and that not one particular child is always on the receiving end.
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group.
- Refrain from any physical chastisement.
- Refrain from making any direct one-to-one social media connections with children or young people.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Seek to avoid any language or behaviour or adopting any attitude that could lead to offense or misunderstanding.
- Refrain from any form of flirting, the use of any sexually provocative language or other activity, or anything that could give the impression of a sexual motivation.
- Act with fairness and treat children equitably, avoiding discrimination or favouritism.
- Phones must not be used during the session unless required for emergency use or to contact a parent.

Specific requirements when providing personal care to youth and children

Wherever possible and age appropriate, children should be encouraged or supported to meet their own personal care needs.

When caring for infants, change of nappies or clothing must only be done by parents or sibling.

RELATING TO ADULTS

Those working with adults including adults at risk of abuse will:

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented.
- Attend safeguarding training on the frequency stipulated in this policy.
- Work in a transparent and responsible manner that ensures that they are accountable to the Officeholders.
- Ensure that their conduct embraces their responsibility for the safety and well-being of those with whom they are working.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.
- Only engage in activity for which they are physically and mentally fit
- Treat them with respect and dignity.
- Ensure that support is client led and that their views, wishes, and choices are respected.

- Treat them as individuals.
- Promote and seek to ensure appropriate behaviour towards one-another.
- Ensure that appropriate professional boundaries are maintained.
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented.
- Ensure that any physical contact is client led.
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat each person equitably, avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.
- Support the participation of the vulnerable person (and their carers where appropriate) in the planning of support or other decisions that affect them.

Those involved in providing adult pastoral care will:

- Ensure that support provided is led by the person receiving the support.
- Ensure that the dignity and wishes of the individual are always respected.
- When delivering challenge or difficult messages, will do so in a respectful, compassionate, and gentle way that is in line with their best interests (including their emotional and spiritual wellbeing).
- Will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood .
- Attend safeguarding training on the frequency stipulated in this policy.
- Work in a transparent and responsible manner that ensures that they are accountable to the Officeholders.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.
- Only engage in activity for which they are physically and mentally fit.
- Ensure that appropriate professional boundaries are maintained.
- Ensure that any physical contact is client led.
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat each person equitably, avoiding discrimination or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.

Section G: Appendices

Appendix 1: Definition of terms and abbreviations used

In this policy, the following terms are understood according to the following definitions.

Trustees: Registered Trustees of the Antioch Community Trust at the Charity Commission of England and Wales (Charity number: 282690)

Officeholders: Permanent, Temporary, Training Coordinators and Women Leaders as appointed according to the Antioch Constitution.

Staff: Paid employees of the Antioch Community Trust.

Volunteers: Members of the Antioch Community willing to serve in specific activities.

High Risk Service: Activities run by the Antioch community that involve children and youth and those involving pastoral care of adults (particularly adults who have additional vulnerabilities).

Medium Risk Service: Activities run by the Antioch community involving food and physical activity e.g. Common Lord's Day and annual BBQ.

Low Risk Services: Activities involving low safeguarding risk e.g. meeting refreshments, sound, AV set-up/set-down.

Children: those 0 to 11 years old (up to school year 6)

Youth: those 12 to 18 years old (school years 7-13)

Adult: an adult is someone who is 18 years old or over.

Children's Workers: Trustees, Officeholders, Staff or Volunteers taking part in or leading activities with Children and Youth.

DSL for Children and Youth: Designated Safeguarding Lead for Children and Youth who is normally a member of the Antioch Community and maybe an Officeholder, who is responsible for the operational oversight and leadership of the the safeguarding of children and youth across the community. This is the person to whom concerns about the wellbeing of a child or youth are reported, and who Liaises with the Local Authority or other partner agencies on behalf of the Antioch Community

DSL for Adults: Designated Safeguarding Lead for Adults who is normally member of the Antioch Community and an Officeholder, who is responsible for the operational oversight and leadership of the safeguarding of adults across the community. This is the person to whom concerns about the wellbeing of an adult are reported, and who liaises with the relevant government authorities or other partner agencies on behalf of the Antioch Community

Safeguarding Trustee: a Trustee with a particular responsibility for the strategic oversight of Safeguarding for the Trustees. (Note – The trustees are collectively responsible for safeguarding, so the Safeguarding Trustee's role is to ensure that safeguarding is appropriately prioritised, and to provide a link between the Trustees and the Designated Safeguarding Leads).

Safeguarding: is a broad term that covers the protection of vulnerable people (children, young people, and adults who require care and support) and the promotion of their wellbeing. Its primary focus is on those who are vulnerable in some way but also includes 'universal safeguarding (see below).

Universal Safeguarding: is part of a spectrum of safeguarding activity and relates to those who have no additional care and support needs beyond those that are common to every one of the same developmental / life stage. It has previously been described as the general 'duty of care' that organisations have to everyone with whom they come into contact.

Early Help (targeted) safeguarding: is part of the spectrum of safeguarding for children and young people and refers to those who have low level or emerging support needs and who are consequently at risk of poor, long term outcomes.

Child in Need: is part of the safeguarding spectrum for children and young people who have complex additional support needs and who consequently are unlikely to achieve or maintain a satisfactory level of wellbeing without support.

Child Protection: is part of the safeguarding spectrum for children and young people who are at risk of significant harm and for whom a referral to statutory services is mandatory to manage the risk and protect the child or young person.

Adults with Care and Support Needs: are adults who require care and support with such basic tasks as washing, bathing, toileting, cooking, cleaning, shopping or managing their finances.

Adult at risk of abuse (Adult in need of protection): are adults with care and support needs who are also at risk of abuse and due to their support needs are not able to protect themselves.

Single Central record: is the part of the safe recruitment process, and stores the details of the suitability checks completed on staff or volunteers who are involved in regulated activity.

DBS (Disclosure and Barring Service) Check: is part of the safe recruitment system that provides background checks that inform decisions about the suitability of staff or volunteers for regulated activity.

Safeguarding arrangements: is a general term that is used in this policy to cover all of the arrangements including the policies, procedures, codes of conduct, systems, culture and anything else that contributes to effective safeguarding.

Concern: a concern is a suspicion that a child, young person or adult may require additional support or be at risk of harm. A concern is not an established fact but rather a suspicion that needs to be examined. Some concerns reach statutory thresholds that must be reported to statutory services such as Social Care or the Police.

Disclosure: A disclosure is when a victim of abuse tells someone about what is happening to them.

Allegation: An allegation is a claim or concern that someone who is involved in regulated activity has harmed or potentially harmed someone in their care, or that they have committed an offence against or involving such a person, or that something about their behaviour or attitudes may indicate that they are unsuitable for such a role.

Parent: In the context of this policy, parent, should be taken to mean the parent, guardian, carer or person acting in locum parentis of a child or young person

Appendix 2: Safeguarding Responsibilities

Governance of Safeguarding

The Trustees will ensure the Officeholders provide leadership of safeguarding across the organisation by:

- Ensuring that legally compliant policies, procedures, codes of conduct and systems are implemented
- Ensuring that a suitably skilled and knowledgeable Safeguarding Lead and at least one deputy is appointed, supported, and resourced
- Providing accountability to those responsible for various aspects of safeguarding
- Reviewing the safeguarding arrangements to ensure that an effective and proportionate approach is thoroughly implemented and consistently enacted across the community
- Ensuring that the DSLs and deputies provide regular updates to the Trustees
- Ensuring that Charity commission requirements, including the responsibility to report any serious incidents are fully met

Leadership and management of safeguarding

The DSL and their deputy, will ensure that:

- The Safeguarding Policy is regularly reviewed, updated and any changes signed off by the Trustees
- Safeguarding concerns are managed in a timely and proportionate manner, including making referrals to statutory agencies as required, working with partner agencies such as the Local Authority and the Police and the maintenance of accurate records and systems
- Leading the implementation of the safeguarding policies and procedures
- Ensuring that those engaged in ministry on behalf of the Antioch Community are provided with proportionate and appropriate training and that they are competent to discharge their safeguarding responsibilities
- Ensuring that regular reports are provided to the trustees and that any urgent issues are communicated to the chair of trustees in a timely manner
- Raising awareness of safeguarding and promoting its importance across the organisation

Individual responsibilities

Everyone working on behalf of the Antioch Community is required to:

- Act in accordance with the policies, procedures and codes of conduct provided
- Adhere to local legislation, guidance, and procedures
- Ensure that they remain vigilant to the risks of harm

Appendix 3: Key Safeguarding Contacts Form

This form should be easily available to Antioch Members and visitors to meetings.

Key Safeguarding Contacts	
The Antioch Community	
Children	Adults
Designated Safeguarding Lead: Hugh Potter (hugh@antioch.org.uk)	Designated Safeguarding Lead Neil Yates (neil@antioch.org.uk)
Deputy Designated Safeguarding Lead Mercy Potter	Deputy Designated Safeguarding Lead Rebecca Delargy
or contact: safeguarding@antioch.org.uk	or contact: safeguarding@antioch.org.uk
Safeguarding Trustee:	Jonathan Mead
Outside Coordinator:	Ralph Pourie
Outside Senior Women's Leader:	Mary-Teresa Jackson
Statutory Services	
<p>Ealing</p> <p>Children</p> <p>If you believe a child may be immediately at risk please call 999.</p> <p>Ealing Children's Integrated Response Service (ECIRS).</p> <p>Phone: 020 8825 8000 Email: ecirs@ealing.gov.uk Available weekdays 9am – 5pm and 24 hours a day for more serious cases.</p> <p>Safeguarding Children Partnership: Ealing Safeguarding Children Partnership Ealing Safeguarding Children Partnership Ealing Council</p> <p>Information about reporting a concern can be found here: Ealing Families Directory Report a concern about a child/young person</p> <p>LADO Email: asv@ealing.gov.uk</p>	<p>Hillingdon</p> <p>Children</p> <p>If you believe a child may be immediately at risk please call 999.</p> <p>Hillingdon Stronger Families Hub</p> <p>Phone: 01895 556006 Online reporting tool: https://portal-ehm.hillingdon.gov.uk/web/portal/pages/ehassess#ssa</p> <p>Safeguarding children Partnership Home - Hillingdon Safeguarding Children Partnership Arrangements (Hillingdon LSCB) (hillingdonsafeguardingpartnership.org.uk)</p> <p>Information about reporting a concern can be found here: Stronger Families Hub - Information for professionals - Hillingdon Council</p> <p>LADO</p>

Phone: [07890940241](tel:07890940241)

Adults

If you believe an adult may be **immediately at risk please call 999.**

Contact the social care advice and referral centre on:

Telephone 020 8825 8000

Email sscallcentre@ealing.gov.uk

Out of hours emergency duty team

Tel: (020) 8825 8000 or 5000

Safeguarding adults Board

https://www.ealing.gov.uk/info/201275/safeguarding/3071/ealing_safeguarding_adults_board_e_sab

All queries or referrals should be made using the online reporting tool:

[LADO Contact Form - Hillingdon Council](#)

Adults

If you believe an adult may be **immediately at risk please call 999.**

Reports and referrals are made by completing the online reporting form: [Safeguarding Adults Referral Form - Hillingdon Council](#)

[Safeguarding Adults Board](#)

[Home - Hillingdon SAB](#)

Appendix 4: Basis of the Policies and Procedures and the Legal Framework

Antioch Community Internal framework

- Governing documents (e.g., Constitution, Charitable Objects)
- Covenant and Elements of Good Membership
- Our statement of Community Life and Order.

National guidance

Safeguarding children

- National legislation and guidance (Safeguarding Children)
 - Children Acts (1989 & 2004)
 - Children and Families Act 2014
 - Children and Social Work Act 2017
 - Working together to safeguard children (2023)
 - What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)
 - Protection of Children Act 1999
 - Safeguarding vulnerable groups act 2006
 - Protection of freedoms Act 2012
 - Disqualification under the childcare act 2006 (2018 amended)
 - Prevent duty guidance 2016
 - Sexual offences Act 2003
 - The Safe Network Standards (available from the NSPCC website)
 - The policy also takes account of the principles outlined in:
 - Keeping children safe during community activities, after school clubs and tuition
 - Keeping children safe in education 2023
 - FGM duty guidance
 - Prevent duty guidance
 - Domestic Abuse Act 2021

Safeguarding adults

- National legislation and guidance (Safeguarding adults)
 - The Care Act 2014
 - Human Rights Acts 1998
 - Care Standards Act 2000
 - Mental Capacity Act 2005
 - Deprivation of Liberty Safeguards 2007
 - Sexual Offences Act 2003
 - Police and Criminal Evidence Act 1984 of Fraud Act 2006
 - Public Interest Disclosure Act 1998
 - Health and Social Care Act 2008
 - Disclosure and Barring Service (DBS)
 - Multi-Agency Public Protection Arrangements (MAPPA)

- Multi-Agency Risk Assessment Conference (MARAC)
- LSAB Multiagency Policy and Procedures

Local guidance

- Local guidance and procedures
 - *Local Safeguarding Children Board procedures*
 - *Local authority guidance*
- Local guidance and procedures
 - *Local Safeguarding Adults Board procedures*
 - *Local authority guidance*

Appendix 5: Data retention periods for safeguarding data

Consent forms

Retained only as long as relevant. Consent forms will be reviewed at least annually.

Confidential files

Children – until the child attains their 25th birthday

Allegations

Until 10 years after the workers normal retirement age or 10 years after their death, whichever is the sooner.

Registers

75 years

Appendix 6: Standard Document Templates

1	Safeguarding Incident / Concern Reporting Form
2	Application form for High Risk Service
3	Reference Form
4	Register of Children's Activity and Accident Log
5	Parental Authorisation for Event Participation
6	Parental Authorisation for Trip Away
7	Confidential File Chronology Template
8	Record of Safeguarding Conversations and Actions
9	Visiting Service Teams Approach
10	Safeguarding Report to the Trustees
11	Role Description Template

1. Safeguarding Incident / Concern Reporting Form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick or type YES the appropriate box(es)</i>	An incident	A disclosure	A concern
Service Team / ministry area			Date completed
About the person or people, we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc?</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			

Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only:	
Form reference –	
Immediate actions to be taken if any -	

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people, we are concerned about or involved in the incident

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing “None”.

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Who to send this to?

Please send by email to the Designated Safeguarding Lead for Children and Youth as listed on the Antioch Community website under Safeguarding.

Signature

Please ensure that you sign the form.

2. Application form for High-Risk Service

About You		
Full name	Address	
Phone number		
Mobile number		
E-mail address		
About the role		
Service Team area	Role applied for	
Is the role subject to a DBS check?		
Children only	Adults only	Children and adults
Personal statement		
Please briefly describe your reasons for applying for this role and any appropriate experience in similar roles.		
Do you have any questions or concerns about the role, or your ability to fulfil it, that you would like to discuss with us?		

Please supply details of 2 people who can comment on your suitability for this role.
 [Referees should have known you for at least 5 years and not be a close family relative]

Reference 1	Reference 2
Name	Name
Relationship to you or capacity in which you are known to them	Relationship to you or capacity in which you are known to them
Address	Address
Phone	Phone
E-mail address	E-mail address

Self-Declaration

	Yes	No
Do you have any criminal convictions or pending prosecutions that would affect your ability to perform this role?		
Is your state of physical, mental, emotional, and spiritual health adequate to fulfil this role?		
If the role involves working with children, young people, or vulnerable adults, are you, or have you ever been barred from such work?		
Are you in agreement with the Antioch Community's Covenant and Elements of Good Membership		
Do you agree to abide by the policies, procedures, codes of conduct, risk assessments etc that are relevant to this role?		

Is there anything that you wish to add or that you wish us to consider in relation to this self-declaration?

I confirm that the information supplied in this form is accurate to the best of my knowledge.

Signature:

Date:

For office use only: Form reference / volunteer reference as per Single Central Record.

3. High Risk Role: Reference Form – To be sent by DSL or delegate.

The Antioch Community Safeguarding Policy	
Reference Form for High-Risk Roles	
Individual's Details	Name of Individual: Address in the UK: Phone Number: Mobile Phone Number: E-mail:
	If visiting or working in the United Kingdom temporarily: Individual's Nationality: Individual's Home Country address:
Reference	
The above person has volunteered to work with the [Children and/or Young People][in adult pastoral care] of the Antioch Community, we should be obliged if, with your knowledge of the individual concerned, you could give some information in regard to his/her suitability for such work.	
1	What is your relationship to the individual concerned?
2	How long have you known the individual?
3	What experience, if any, has the Volunteer had in working with [Children/Young People][adults in pastoral care]?
4	Do you think they would be suitable for working with [Children and Young People][adults in pastoral care]?

5	Do you have any comments on their reliability, honesty, or health, which might impact on their work with [Children and Young People][adults in pastoral care]?
6	Do you know of any matters, suspicions, reports or allegations which might make their working with [Children or Young People][adults in pastoral care] inadvisable?

Signed:

Date:

Print name:

Address:

Position (if any):

(e.g. Parish Priest, DSL, charity worker – must be someone known to the Antioch Community)

4. Register of Children’s Activity and Accident Log

Group:		Date:	
Location:			

Group and Team Leaders: Fill in names below of those present.

Names of Children attending the event: Fill in names below

Signature of Supervisor: _____

Were there any reported: Accidents YES; NO or Incidents YES NO ?

If “Yes” write brief accident report below, or submit incident report to:

- *Group leader for Inappropriate Behaviour*
- *Designated Safeguarding Lead for allegation or concern of abuse*

Name of Child: _____

Time of accident/incident: _____

Nature of any injuries: _____

Treatment given/received: _____

Further action undertaken: _____

Reported to Parents: YES; Time: _____

Name of Child: _____

Time of accident/incident: _____

Nature of any injuries: _____

Treatment given/received: _____

Further action undertaken: _____

Reported to Parents: YES; Time: _____

5. Parental Authorisation for Event Participation

E.g. participating in events at Antioch meetings and/or leaving Antioch activities unaccompanied or with a non-parental adult.

This permission slip should be kept for the duration of the permission by the relevant Children’s Worker(s) and then returned to the Children’s Advocate(s) when it expires.

Where parental authorisation has not been given and the parent/guardian is not contactable, then the Children’s Worker should record that on this form and confirm with the Supervisor the course of action to be taken.

Name of Child:	
Name of Parent/Guardian:	

I give permission for my Child to participate in the following activities;

State the event(s), e.g. Antioch Children and Youth events during meetings		
cross out the relevant box	YES. They CAN travel during the event (walking, minibus, car)	NO. They CAN’T travel during the event (walking minibus, car)

I give permission for my Child to leave

state the event(s), e.g. “Youthlink at Acton Baptist Church”:		
cross out the relevant box	YES. They CAN leave on their own	NO. They CAN’T leave on their own
cross out the relevant box	YES. They CAN leave with another adult	NO. They CAN’T leave with another adult
if the above is YES, then name the adult(s), e.g. “Any community member, or any family member, or a specific name(s)”:		
state the duration for the permission, e.g. “for the academic year 2024-2025”, “for the picnic on the 12th July 2024”		

Signature of parent: _____

Parent/Guardian’s Mobile Phone Number _____

Date: _____

6. Parental Authorisation for Trip Away

The invitation to attend a trip away (4 hours or more, and/or overnight) should contain the following minimum information

- Activity:
- Date(s):
- Location:
- Phone Number at Location:
- Supervisor's name:
- Supervisor's Phone Number:

Included in the invitation, either as a separate page or tear off slip, the following information should be returned to the organiser before the trip takes place.

**The Antioch Community Child Safety Policy
Parental Authorisation and Consent Form**

Name of Child

Address:

Name of Person to contact in an emergency:

Phone Number:

Details of any allergies, dietary requirements, or special needs.

I consent to the above named Child participation in the activity detailed above.

Signed: _____ *Date:* _____

Print name: _____

8. Record of Safeguarding Conversations and Actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded

9. Visiting Service Teams Approach

Support for Children at an Antioch Community or Youthlink Event

Upon arrival of a visiting service team, there should be an orientation session with the leading Antioch Children's Worker or Youth Worker before the event begins to clarify the following guidelines.

12 STEPS TO SUCCESS

1. **The Support Team:** The age limit of the support team depends on the maturity of the person being considered. However, those intended to lead groups should be adults – defined for this purpose as being 18 years or over.
2. **Activity Group Leaders:** Each age group/gender group should have at least 1 experienced adult leader present – either in a Supervisory role or in a training/support role, but those having overall responsibility for a group should be at least 18.
3. **Leader/Child ratio:** There should usually be at least two adults with each group and normally gender balance if the group is mixed boys and girls; the latter is not an absolute requirement and one adult of 18 or older may be left in charge of a small group. For a large group there should normally be a leader for every 8 children.
4. **Emergency Procedures:** The team should know how to handle emergency situations. For this event where all activities happen on site with parents present, the primary route is to contact the parents immediately. However, the team should have access to a first aid kit in the event that the parent cannot be found.
5. **Public security of venue:** The team should know the level of supervision needed at the site, e.g. can the children go to toilet facilities unattended or not (see point 7). The venue boundaries for the children should be defined.
6. **Health concerns of the children:** The Team Leader – and the rest of the team if necessary – should be briefed on any allergies, health concerns, special medical or other personal issues regarding the children in their care before the event begins. All parents will have completed a simple form ahead of the event; this could also include toilet assistance requirements, and whether plasters can be administered in the event of minor cuts, grazes etc.
7. **Toilet Procedures:** Children under the age of 6 (assumes 6+ do not normally need assistance), should be accompanied to the toilet by a youth (12+) or adult of the same sex.
8. **Snacks and Drinks:** The service team will provide snacks at appropriate times during the day. The snacks provided will be suitable for the children with food allergies and other health concerns.
9. **Handing back children to their parents:** At the end of a session children under the age of 8 should be handed back to their parents. If the return of children happens at the end of an adult session, the children may walk the last distance to their parents, but in all cases the Supervisor of the children's group must ensure that the children are back in their parents' care.
10. **Responsibility for children:** The responsibility for children's safety and well-being lies primarily with the parents. The times the children are the responsibility of the children's support team, and the times the responsibility lies with parents, will be made clear at the beginning of the event.

11. **Code of Behaviour** All Children’s Workers must allow colleagues to remind them of the following guidelines and be prepared to help a colleague follow them. They provide a framework within which Children should be safe from harm, and Adults protected from false allegations or temptation.

Children’s Workers must

- d. treat all Children with the respect and dignity befitting their age.
- e. watch their own speech, tone of voice and body language.
- f. avoid sexually provocative language and activities at all times. Although games that can be regarded as “rough” are not disallowed, they must be undertaken in a way that reasonably protects the safety, modesty, and privacy of the Children.
- g. ensure the level of personal care afforded to Children is appropriate to the age of the Children; this will include the toileting of infants. For older Children for whom it is accepted that some will/may have special needs, their modesty and privacy must be protected. Ensure another Adult is supervising the Children’s Activity, when a Child needs your help to wash or use the toilet.
- h. not touch inappropriately or intrusively, scapegoat, ridicule or reject a Child.
- i. not show favouritism to one Child
- j. not allow Children to involve you in excessive attention-seeking that is overtly physical or sexual in nature.
- k. not permit abusive peer activities: e.g. initiation ceremonies, ridiculing, bullying.
- l. not allow unknown Adults access to Children; a known person must accompany visitors.
- m. ask permission of the Child’s Parents if it is necessary to see a Child on his or her own.

2. **Managing Behavioural Difficulties** To ensure good order is maintained during Children’s activities, but recognising that each Child is unique and will respond differently to discipline, each Child should be dealt with on an individual basis. If a Child becomes seriously disobedient or disruptive during Children’s Activities some or all of the following steps should be taken.

- The Child should be asked to stop the behaviour, after which, if the behaviour does not stop, the Child should be taken to one side.
- The Child should be challenged to change, whilst his/her strengths are encouraged.
- The disruptive Child should be made to sit beside the Supervisor or next to a second Children’s Worker.
- The Child should be warned that if the misbehaviour continues he/she will have to leave the activity and be taken to his/her Parents.
- Take the Child to his/her Parents, or arrange for them to have the Child collected. This might result in longer term exclusion from the group.
- Extra support should be called for, if the Child’s behaviour becomes unmanageable.
- Physical restraint may on occasion have to be exercised if the child is a danger to themselves or others.
- Children’s Workers must be given latitude to exercise their common sense, knowledge of the Child and judgement.

I have read the ‘12 STEPS TO SUCCESS’ document and agree to follow it.

Name: _____

Signed: _____

Date: _____

10. Safeguarding Report to the Trustees and Officers

Report from the Designated Safeguarding Lead and Deputy covering the period from	
Report completed by:	Date
Summary of safeguarding activity	
Number of concern / incident reports received in relation to children	
Number of concern / incident reports received in relation to adults	
Number of cases referred to Children's Social Care	
Number of cases referred to Adult Social Care	
Number of allegations received	
Number of allegations investigated by Local Authority	
Number of reportable incidents reported to charity commission	
Were there any common themes or issues in the reports submitted?	Yes / No
If so, what?	
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No
If so, what?	
What training or informal update activity been completed this year?	
Any recommendations to or requests of the trustees?	

Declaration from Safeguarding Leads	Yes	No
Has the policy been reviewed for legal compliance and effectiveness? <i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is DSL training up to date?		
Is the training log up to date?		
Any other comments		

11. Role Description Template

Role title:	
Responsible to:	
Role purpose	
Role description	
Person specification	
Date last reviewed	Reviewed by