



Kingsgate
Church

Good Practice Guidelines
for workers with
children, young people
and vulnerable adults

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1. Using this Guide

This booklet should be given to all people working with children, young people and/or vulnerable adults at Kingsgate Church.

Each worker is required to sign a contract to show they have read, understood, and will adhere to the guidelines within this policy.

Kingsgate Trustees

2. Code of Conduct

As a worker with children, young people and/or vulnerable adults, you represent Kingsgate Church. You should conduct yourself in a manner that models for others an active and growing Christian faith. Those you are serving will look up to you for support and guidance in their growing faith in Jesus.

You are part of the team that assists in carrying out the work of Kingsgate Church and that acceptance of this role shows agreement to provide a safe, secure, and enjoyable time for those in your care, as well as fellow workers.

You should:

- Be committed to the work of Kingsgate Church.
- Complete the Kingsgate Foundation Course.
- Where possible attend all team meetings.
- Contact your team leader as soon as possible if you are unable to fulfil your assigned responsibilities.
- Adhere to the workers guidelines.

Any violation of these guidelines may be grounds for removal as a worker with children, young people and/or vulnerable adults at Kingsgate Church.

Thank you for your willingness to serve.

Kingsgate Leadership Team

3. Guidelines for Individual Workers

You should:

- Treat all children, young people, and adults with respect & dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern.
- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- If any planned activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand.
- Administer any necessary first aid with others around.
- Obtain consent for any photographs/videos to be taken, shown, or displayed. These are recorded on the child's original registration form.
- Record any incidents of concern and give the information to your group leader. Sign and date the record.
- Always share any concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding coordinator.

You should not:

- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child and you need to ensure you are in the presence of another person.
- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Use any form of physical punishment.
- Be sexually suggestive about or to a child even in fun.
- Encourage a child of primary school age to sit on laps.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, group, or adult.
- Permit abusive peer activities e.g., initiation ceremonies, ridiculing or bullying.
- Show favoritism to any one child or group.
- Allow a child or young person to involve you in excessive attention seeking, that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own or on your own.
- Use age inappropriate language.

Guidelines for Individual Workers (cont.)

You should not (cont) in the presence of children/young people.

- Smoke/vape/use tobacco products in the presence of a child.
- Drink alcohol when responsible for children/young people.
- Take any illegal substances when responsible for children/young people.
- Share sleeping accommodation with children.
- Invite an unaccompanied child to your home alone.
- Arrange social occasions with unaccompanied children (other than family members) outside organised group occasions.
- Allow unknown adults access to children on their own. Visitors should always be accompanied by a known person with a DBS.
- Allow strangers to give children lifts.
- Contact a child individually (including via social media) without the prior written consent of the child's parent/guardian. We advise you to contact the parents if it is necessary to speak to the child individually.

4. Additional Guidelines for Group Leaders

In addition to the 'Guidelines for individual workers' the group leader should:

- Ensure any health & safety requirements are adhered to.
- Undertake risk assessments annually with appropriate action taken and record kept in accordance with Kingsgate Data Protection Policy.
- Keep register and consent forms up to date and in accordance with Kingsgate Data Protection Policy.
- Have an awareness, at all times, of what is taking place and who is present.
- Create space for children to talk – either formally or informally.
- Liaise with the safeguarding coordinator over good practice for safeguarding.
- Always inform the safeguarding coordinator of any specific safeguarding concerns that arise.
- Liaise with the trustees/elders as required.
- Organise regular team meetings to provide an opportunity for workers to share ideas and talk about any problems or concerns which may arise.

5. Responding to Child Protection Concerns

You Should:

- Not try to deal with any child protection concern on your own.
- Always tell the safeguarding coordinator, or deputy in their absence.
- Agree between you who will take what action and when.
- If you are not sure if child abuse is involved, or if you have concerns about a child and you need someone to talk things over with, then again you should contact the safeguarding coordinator or deputy.
- Always make notes about a possible child protection incident or disclosure as accurately as possible, as soon as possible. These should cover what has happened, in what context, and anything that seemed particularly significant. Quote the child's words exactly where possible. Try, if possible, to note from the register the child's full name, age/date of birth, address, telephone number and GP. Remember to sign the record and add your name, role, date of incident and date of the recording. Ensure all notes are kept in a safe place in accordance with Kingsgate Data Protection Policy
- If a child asks to talk in confidence do not promise confidentiality – you have a duty to refer a child/young person who is at risk to the statutory agencies. Always explain that you may have to get other people to help.

Listening Well

- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Try not to ask leading questions.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc. if needed.

Helpful Responses

- “You have done the right thing in telling.”
- “I am glad you have told me.”
- “I will try to help you.”
- “Could you tell me more about that.”

Don't Say

- “Why didn't you tell me before?”
- “I can't believe it!”
- “Are you sure this is true?”
- “Why?” “How?” “Where?” “Who?” “When?”
- “I am shocked! Don't tell anyone else.”

Imminent Risk

If you encounter a child in a situation where the child is in imminent danger, you should act immediately to secure the safety of the child. Seek the assistance of the safeguarding coordinator/deputy who will inform the police and then make a referral to Local Authority Children's Services.

6. Working with Children and Young People with Additional Needs

Children with Additional Needs

Ensure that all children and young people are welcomed to the group. Try to make the premises, toilets and access accessible for people with disabilities. (Please speak to a trustee if you have difficulty in doing so.)

Welcoming the Family

- Welcome the whole family, children/young people and their parents/ carers. (Children/young people can often be overlooked when they cannot talk or do not seem to respond to people).
- Don't be afraid of asking parents/carers about a child's/young person's preferences or needs. It's better to ask than assume.
- As you get to know the family, offer one-to-one support for the child/ young person with a disability, where appropriate and possible and in liaison with the wider team.
- Try to ensure that the child/young person with special needs get the same opportunities as the other children.

7. Praying with Children and Young People

You should:

- Always seek the child/young person's permission.
- Pray in an open area where other leaders/children/young people are around.
- Ask for permission to touch before praying, i.e., placing a hand on their shoulder or holding their hand.
- Listen respectfully to any prayer request.
- Keep parents informed of any prayer requests.
- If the child becomes distressed, stop praying, stay calm and ask them if they would like to tell you what has caused them to become distressed.
- Depending on the child's response, consider whether they may feel more comfortable praying with someone else, for example a peer. If there are no child protection concerns speak to the child's parents/carers.

8. Handover

- At the beginning of each session any new child should be brought to the group by a parent/carer who must complete the registration form.
- At the end of each session, it is the responsibility of the parent/carer to collect their child from the group. Parents/carers should inform workers if their child is to be collected by someone other than themselves. Parents/carers of children and young people in Year 5 and above can request that their offspring rejoin them independently at the end of their Sunday group.

9. Food and Drink

You should:

- Check for food allergies on the child's general information and consent form before giving food or drink to children.
- Ensure surfaces are wiped down with antibacterial wipes before use.
- Wash your own hands and those of the children before handling food. Wet wipes should be readily available if access to water is not available.
- Wash utensils or crockery in hot soapy water after each use.
- Ensure children are always supervised.

You should not:

- Give food or drink to any child without the permission of their parent/ carer.
- Give food or drink to children if it is past its use by date.
- Allow children to drink from each other's cups or handle each other's food.
- Bring hot drinks into a room where children's activities are taking place.

10. Photographs and Video

Workers should only take any photographs or video for a specific church event/purpose whilst overseeing activities for children/young people, even if this is of their own child. This includes taking photographs/videos with your mobile phone or other smart device. This needs to be deleted after it has fulfilled its purpose and should only be used in line with parental permissions.

Specific parental/carers permission should be sought for activities requiring photograph/video of children/young people.

11. Handling Disruptive Children and Young People

If someone is being disruptive:

- Give them a verbal warning and explanation.
- If it continues, the child is requested to sit and reflect on a chair away from the group for 1 minute and warned that if it continues, we will ask their parents to come and support them in the group.
- Speak to them to establish the cause(s) of the upset.

12. Room and Equipment Safety**Room:**

Because the room is used for various activities and by various people it is important to ensure that it is safe for use by your group each week. It is the responsibility of the workers to ensure the room is safe, removing and/or making safe any hazards.

If additional resources are needed to ensure the room is safe, please speak to the group leader or trustees.

Equipment:

Please inform a leader/trustee/admin of any equipment regarded as

unsafe and that may need to be disposed of as soon as possible.
Equipment which has caused serious injury may need removing from the group, please speak to a trustee if you are unsure.
All electrical equipment should be PAT tested (Portable Appliance Tested) annually.

13. Accidents and Incidents

- All accidents, however minor should be recorded on the accident and incident form as soon as possible after the incident has occurred.
- Accident forms should be signed by the child's parent/carer at the end of the session.
- Once complete they should also be signed by a trustee who will decide if any further action needs to be taken.
- Please ensure completed accident/incident forms are handed to Kingsgate Admin for filing in accordance with Kingsgate Data Protection Policy.

14. First Aid

- Good hygiene should always be practiced before administering first aid.
- Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids, or feces.
- Please check the child's general information and consent form before administering any first aid.
- An accident and incident form should always be filled in after administering first aid and should be signed by the child's parent/carer to ensure they have been informed of the accident.
- Any items in the first aid kit that have been used should be replaced as soon as possible - please let Kingsgate admin know.

15. Registers and Forms: Paper and Electronic

- Registers should be completed at the beginning of each session.
- Parents of any new children should complete a general information and consent form before the session begins, even if it is a one-off attendance.
- Blank general information and consent forms as well as accident and incident forms should be kept in a folder with the register. Let

the admin staff know if you require more.

- Completed general information and consent forms should be treated as confidential and only seen on a need-to-know basis.
- Ensure electronic devices containing personal data are password protected with a strong password. Ensure access is on a need-to-know basis.
- Passwords should be changed regularly.
- Retention Periods should be adhered to in accordance with Kingsgate Data Protection Policy.

16. Working with Vulnerable Adults

Do:

- Respect Vulnerable Adults and all his or her abilities.
- Ask about personal preferences, forms of address, how much help might be needed.
- Ensure his or her individuality - e.g., always use their name.
- Give the same respect as to others.
- Respect differences – e.g., in appearance, ideas, personalities, ability.
- Have a proper conversation using appropriate language – e.g., ask about interests.
- Set boundaries if necessary for some to ensure the safety of others and yourself.
- Obtain specialist advice, when necessary, e.g., on harassment, disability, mental illness, domestic abuse.
- Avoid allegations of favouritism or fairness by exercising care when selecting people for activities or special privileges. Ensure that selection/ gift giving is transparent and open to scrutiny.
- Respect the choices vulnerable adults make, even if they may appear risky. However, consider whether the vulnerable adult has the capacity to make choices and whether safety might require intervention.
- Give vulnerable adults the highest level of privacy and confidentiality possible in their circumstances.
- Consult with the vulnerable adult who he or she wishes to be included in affecting his or her life – in a way that does not further highlight to others their vulnerabilities.

- Offer assistance in such a way as to maximise a person's independence.
- Give vulnerable adults a choice about where they sit and what activities they participate in, recognising that some people find making choices stressful.
- Ensure that there is clear access to all areas e.g., where coffee is served, the bookstall, where meetings are held.
- Recognise that vulnerable adults may be perpetrators as well as victims of abuse.
- Be fair, sensitive and confidential.
- Set a good example: challenge inappropriate behaviour but do so courteously.
- Ask for help if you feel out of your depth.
- Think before you act.
- Listen to your instincts.

Don't:

- Assume or withhold physical contact – ask first.
- Assume that someone's level of comprehension matches their verbal communication.

17. Additional Information

For further information regarding Safeguarding within Kingsgate Church please refer to the *'Kingsgate Church Safeguarding Policy for Children and Vulnerable Adults.'*

Becky Miles	Safeguarding Coordinator	07999 160452	becky_miles@hotmail.com
Claire O'Riordan	Deputy Safeguarding Coordinator	07910 403132	claireor@kingsgate-church.org
David Richardson	Lead Elder	07557 565716	dave@kingsgate-church.org
John Nicholson	Chairman of Trustees	07742 510626	john@kingsgate-church.org
Jenny Jackwitch	Kingsgate Admin	07716 252687	info@kingsgate-church.org

To request a full copy of *'Kingsgate Church Safeguarding Policy for Children and Vulnerable Adults'* please speak to Kingsgate Admin staff.

Useful information:

Thirty One:Eight www.thirtyoneeight.org

Suffolk Safeguarding Partnership: www.suffolksp.org.uk



I have read and understood Kingsgate's Church Safeguarding Document.

Name:

Date:

Signature: