



CHILD PROTECTION & SAFEGUARDING POLICY 2018

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SECTION 1.

Organisation details

The Organisation:

Shift Youth + Community
Trading as Shift Youth + Community
Registered Charity 1112078
c/o Tyndale Baptist Church
2-4 Cressingham Rd
Reading, Berkshire RG2 7JE
United Kingdom
01189314747
www.syc.life
office@syc.life
© **Shift Youth + Community 2013**

Insurance Details:

Ansvar Insurance, Charity & Community Connect Policy
from 8/5/18 to 18/3/19, Policy Number: 2167469

MISSION STATEMENT

Shift Y+C recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to their care. Shift Y+C also believes that opportunities for healthy development are both of paramount importance and a child's fundamental right.

As part of its mission, Shift Y+C is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within Shift Youth + Community.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.



Our Commitment

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

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

Policy Scope and Chain of Responsibility

This document represents the policy of Shift Youth + Community. Locally based Shift Y+C Centres and Associate Centres should operate under this policy and should appoint their own local safeguarding coordinators responsible for both supporting their local team and liaising with Shift Y+C Safeguarding Coordinator to ensure the effective implementation of these policies and procedures at a local level (see Chain of Responsibilities and Key Contacts list in Appendix 3).

The scope of this policy document is confined to Shift Y+C staff, team members and volunteers and those operating under the umbrella of a recognised Shift Centres and Associate Centre in the UK. Beyond this scope it is the responsibility of any other mission partner organisation or group to arrange their own safeguarding resources and procedures.



The Shift Y+C Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the principle enshrined in the international conventions outlined above.
- provide on-going safeguarding training for its staff, team members and volunteers workers and volunteers, where relevant, and local centre volunteers where requested, and regularly review the operational guidelines attached.
- ensure that any premises in which we work with children and young people meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that our programmes are welcoming and inclusive.
- support the Shift Y+C UK Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS, including any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.



SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known by or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our programmes and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

DEFINITIONS OF ABUSE (England and Wales)

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard Children (1999),

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.



PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'

EMOTIONAL ABUSE

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

SEXUAL ABUSE

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

NEGLECT

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

FURTHER DEFINITIONS OF ABUSE

MUNCHAUSEN'S SYNDROME BY PROXY

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children." The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

SIGNIFICANT HARM

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

SPIRITUAL ABUSE

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

DOMESTIC VIOLENCE

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual,



emotional or financial abuse.” (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999)

ORGANISED ABUSE

'Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse'. (Government Guidelines-'Working Together to Safeguard Children' 1999).

CHILD PROSTITUTION

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment. (Government Guidelines-'Working Together to Safeguard Children' 1999.)

RECOGNISING POSSIBLE SIGNS OF ABUSE

The following signs may or may not be indicators of abuse, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any comments or allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration or other behavioural changes
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

RACE, CULTURE & RELIGION

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also



important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

Safeguarding Awareness

The Shift Y+C Leadership is committed to on-going safeguarding training and development opportunities for all workers, wherever relevant, developing a culture of awareness of safeguarding issues to help protect everyone. All Shift Y+C staff workers and team members will receive induction training and undertake recognised safeguarding training at a minimum of every three years. The relevant staff, team members and volunteers working with local Shift Centres and Associate Centres should follow this model, managed by the local Coordinator and leadership team.

Local safeguarding Coordinators should also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to Allegations of Abuse (see Key Contacts in Appendix 3)

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The relevant **Chain of Responsibilities** is as shown below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to their Shift Centre Safeguarding Co-ordinator, who is nominated by the Centre Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or if the suspicions in any way involve the Safeguarding Co-ordinator, the report should be made to the locally nominated Deputy. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.
- Where required the Local Safeguarding Co-ordinator should then immediately inform the Shift Y+C Safeguarding Coordinator, who in turn will notify the insurance company, Shift Y+C YAC UK Coordinator and the Trustees of Shift Y+C YAC UK.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Shift Y+C Safeguarding Co-ordinator will support the local Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that staff, team members and volunteers with Shift Youth and Community UK will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an



outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the local safeguarding coordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate and Shift Y+C (as outlined above).

Detailed procedures where there is a concern about a child:

Allegations of Physical Injury, Neglect or Emotional Abuse

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

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

Suspicious or Allegations of Physical or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Local Safeguarding Coordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.



- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

Allegations of Abuse Against a Person who Works with Children

If an accusation is made against a Shift Y+C worker (whether a volunteer or member of staff) whilst following the procedure outlined above, the Local Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).



SECTION 3

Prevention

Safe recruitment

Shift Y+C leadership will ensure all UK staff workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
 - For those applying from outside the UK, they must provide evidence of a background check with the authorities of your previous residing country within the previous three years.
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers - Codes of Conduct

Shift Y+C Leadership are committed to supporting all workers and ensuring they receive support and supervision. All staff workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.



SECTION 4

Pastoral Care

Supporting those Affected by Abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Working with Offenders

When someone attending the organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.



SECTION 5

Practice Guidelines/Staff Member Agreement

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these will continue to be developed in line with current practice.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

Any allegation relating to staff or volunteer to be referred to the Local Authority Designated Officer (LADO) and these referrals need to be made to the LADO before any action is taken and within 24 hours of the concern being raised.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

I confirm that I have read and understood this statement -

Signed by: _____

Position Held: _____

Date Signed: _____



APPENDIX 1

Leadership Safeguarding Public Statement

The Leadership of Shift Youth and Community recognises the importance of its ministry with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care. These values should permeate down through into local Shift Centres and Associate Centres and into their work with all people.

The following statement was agreed by the organization.

Shift Youth + Community is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.



- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding coordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures bi-annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding coordinators for this organisation.

Dr Claire Bankole _____ Shift Youth and Community Safeguarding Coordinator

Rev Anika Parker _____ Deputy UK Safeguarding Coordinator



A copy of the full policy and procedures is available from Shift Y+C's National Office.

A copy of our safeguarding policy has been lodged with CCPAS.

Signed by Shift Y+C National Coordinator

Signed _____

Date _____

APPENDIX 2

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
01372 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS
setting standards in safeguarding

www.syc.life
0118 931 4747
office@syc.life

Registered charity:
Fusion Youth and Community UK
No. 111207878

CCPAS, PO Box 133,
Swanley, Kent, BR8 7UQ.
Tel: 0845 120 45 50
Email: info@ccpas.co.uk
Web: www.ccpas.co.uk

shift
youth+
community



KEY CONTACTS

APPENDIX 3

KEY CONTACTS

Shift Youth and Community c/o Tyndale Baptist Church, 2-4 Cressingham Rd, Reading RG2 7JE

National Safeguarding Coordinator: Dr Claire Bankole

Contact details:

- Phone 0118 931 4747
07988 355297
- Email claire.bankole@syc.life
- Date 12/9/2018

Deputy National Coordinator: Rev Anika Parker

Contact details:

- Phone 0118 931 4747
07935225844
- Email anika.parker@syc.life
- Date 12/9/2018

Shift Centre / Associate Centre

Location: Reading

Centre Safeguarding Coordinator:
Anika Parker

Contact details

As above.

Centre Deputy Coordinator:

Anika Parker

Contact details

As above

Shift Centre / Associate Centre

Location: Wheatley

Centre Safeguarding Coordinator:
Daniel Reiner Evenhuis

Contact details

- Phone 07877870243
- Email
dan.evenhuis@fusionyac.org
- Date 12/9/2018

Centre Deputy Coordinator:

Liz Wickens

Contact details

- Phone 01865872259
- Email
bj.wickens@btinternet.com
- Date 12/9/2018

Shift Centre / Associate Centre

Location: Witham BB

Centre Safeguarding Coordinator:
John Boon

Contact details

- Phone 01376 520400
- Email
info@withamboys-brigade.org.uk
- Date 12/9/2018

Centre Deputy Coordinator:

Nick Waring

Contact details

- Phone 01376 520400
- Email
nick@thewarings.net
- Date 12/9/2018

Appendix 4

Example Event Volunteer Briefing

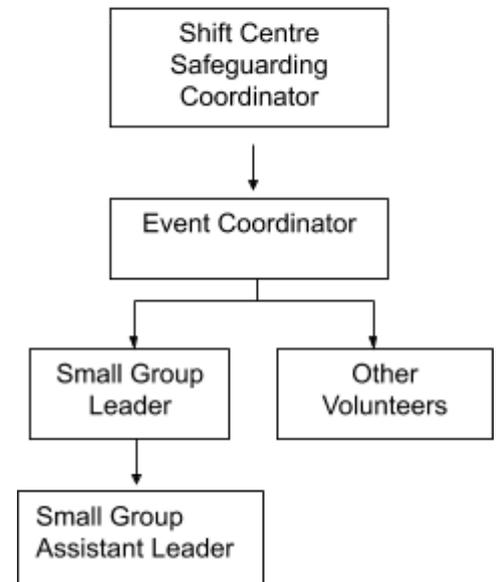
Accidents, Injuries and Other Incidents

Any accident or injury that occurs during a Shift Centres and Associate Centre event needs to keep a record describing the accident in case of future claims.

The way that we handle incidents is:

- Step 1:** Make sure that all people are safe and that any perceived risk is dealt with.
- Step 2:** Ensure that your superior is informed of the incident.
- Step 3:** If first aid is required, either take the injured person to the first aid officer, or arrange for the first aid officer to come to the injured person.
- Step 4:** The volunteer that witnessed the injury must fill in a **"Shift Y+C incident report"** that day and hand it to the Shift Centre Coordinator. (If the volunteer filling in the form is an Assistant Leader, they must get their Small Group Leader to sign this)

Safeguarding Responsibility at Shift Centre Programme



Child Protection

See Chain of Responsibilities at Section 2.

All of the Event Coordinators and Small Group Leaders that are over 18 years of age must present a DBS disclosure form to the Shift Centre Safeguarding Coordinator prior to the event.

At no time during the day is a volunteer to be alone with a young person or child. Some common situations you need to be aware of are: going to the toilet, hiding as a part of an activity or helping a young person. One to one communication can happen in a publicly viewable place, but be cautious.

If any volunteer is concerned about a young person and their safety relating to some form of abuse whether that be emotional, physical, sexual, spiritual or social, they are to discuss this concern with their superior, and if their superior thinks it important enough, they are to write a report and inform the Shift Y+C Centre Coordinator. Examples of possible areas for concern:

- Youth who are especially sensitive to physical contact of any kind.
- Youth who are abnormally abusive or threatening to others.
- Youth who attempt to or display signs of self-harm.

If a young person approaches you to disclose information, you should inform them that as an official youth leader, you can't keep confidential anything they tell you where someone is perceived to be at risk (including the young person) or where there is illegal behaviour. If a young person wants to disclose information to you and you feel uncomfortable or unable to deal with the situation, you may refer them to another Shift Centre leader or discuss appropriate action/referral with the Shift Y+C event coordinator. You are not to enter into a counselling role with the young person or child but as a youth leader, are able to offer a sympathetic listening ear, support or prayer. You may offer to go with a young person to speak with another leader or to help refer them to a qualified professional.

After you feel that you have had a significant level of disclosure with a young person, you are to write a brief report of this conversation and submit this to the Shift Centre Safeguarding Coordinator.

If you are in any doubt, speak to your supervisor to clarify any problems.