

# Safeguarding Children and Vulnerable Adults Policy

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## The Evangelical Movement of Wales

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The Evangelical Movement of Wales is a registered charity, number  
222407

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# Section 1

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## The Nature and basis of our work

### A. The Nature and Work of the Evangelical Movement of Wales

The Evangelical Movement of Wales (EMW) is a fellowship of churches and individuals. The EMW serves to promote the gospel of Jesus Christ through outreach, publications, camps, conferences, courses and bookshops. It offers support to individuals, ministers, churches and organisations who share this aim.

The members of the Management Board are the EMW's trustees and have full and final responsibility for the activities of the EMW. They delegate responsibility for activities to various people and committees. For example, EMW Camps are organised by two Camps' Committees (English and Welsh). Below is a list of people who have overall responsibility in the EMW, and/or those who have particular responsibility for work with children (please see page 6 for definition).

Chairman of Management Board	David Norbury
Chairman of English Camps' Committee	Andy Pitt
Chairman of Welsh Camps' Committee	Gwydion Lewis
Administrative Coordinator	Shâron Barnes
Person responsible for Health and Safety	Robert Adlam
Trustee responsible for Events	Jeremy Bailey
Trustees responsible for Camps	Andy Pitt

### B. The Biblical Basis for Children's Work

All human beings are made by God in His image. The image of God is His gift to us in childhood as well as in adulthood. In our fallen

world, His image has become marred. The story of God's people tells us how they strayed from His design. God called many to speak His word afresh to succeeding generations in Israel; among them were Samuel and Jeremiah, both in their youth (1 Sam. 3; Jer. 1:4-8). When Jeremiah tried to use his age as an excuse, God chided him: 'Do not say, "I am only a child".'

Jesus' birth, and His growth and nurture within a family, affirm the dignity and value conferred by God on children. God's experience of childhood is a part of the process of our salvation, finished in the adult life and death He knew in Jesus. A child is a whole person with rights and needs, to be cherished and respected by us all.

So children are valued yet vulnerable members of the Christian community, who need special care. We take seriously the charge given by Jesus to welcome children (Luke 9:48), protect them (Matt 18:6-10) and allow them free access to Him (Mark 10:13-16).

# Section 2

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## Office Bearers

For emergency safeguarding issues or safeguarding advice contact:

### A. Safeguarding Officer

**Andy Pitt** (Trustee responsible for Camps)

01685 370452

07546 488861

pittandrew2@gmail.com

### B. Deputy Safeguarding Officers

If the Safeguarding Officer above is not available, the following are to be contacted:

**Parry Davies**

01267 232746

07495 992055

aparrydavies@btinternet.com

**Gwydion Lewis** (Chair of Welsh Camps' Committee)

01678 520752 (h)

07749 248200 (m)

brynygroes@emw.org.uk

*In the event of being unable to contact any of the above, the EMW office staff is the first point of contact. The office staff will seek to ensure you have a contact number for confidential support and advice.*

**Shâron Barnes** (Administrative Coordinator)

Evangelical Movement of Wales, Waterton Cross Business Park,  
South Road, Bridgend, CF31 3UL

01656 655886 (w)

01792 845510 (h)

07746 738889 (m)  
sharonbarnes@emw.org.uk

The Safeguarding Officer is responsible for overseeing the implementation of this policy and its annual review.

The Safeguarding Officer is accountable to the Management Board of the EMW which has final responsibility for this policy.

For fuller details of the role see Section 10.

### **C. Safeguarding Administration**

For information regarding the administration relating to the safeguarding policy and procedures contact the EMW office staff.

**Shâron Barnes** (Administrative Coordinator)

01656 655886 (w)  
01792 845510 (h)  
07746 738889 (m)

# Section 3

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## Definitions

Terms used in this policy are defined as follows:

- **Child/children** – those under the age of eighteen and vulnerable adults.
- **Worker/s** – staff and volunteers who have regular and/or intensive contact with children. There are two levels of workers:
  - **Team leader/s** – those ultimately responsible for the day-to-day running of a specific event/ministry.
  - **Team member/s** – those on a team of a specific event/ministry who are responsible to the team leader.

# Section 4

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## Mission Statement

The EMW is committed to the physical, emotional and spiritual well being of all children who come within its care. We aim to meet their needs within a safe environment.

We will strive to protect children from abuse and will take action where abuse is suspected, has occurred or is likely to occur.

Support and supervision will be given to all workers, and we will ensure the policy is adhered to.

# Section 5

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## Policy

The EMW's Policy is in keeping with the Welsh Assembly Government guidelines – *Safe from harm: Safeguarding children in voluntary and community organisations in Wales (2007)*.

### A. General Principles

1. Train all workers and policy makers in child protection.
2. Apply agreed procedures for protecting children to all workers.
3. Give all workers clear roles and job descriptions.
4. Plan the work of EMW so it minimises situations where the abuse of children may occur.
5. Use supervision as a means of protecting children.
6. Issue guidelines on how to deal with the disclosure or discovery of abuse.
7. Operate a system whereby children may talk with a suitable independent person.
8. Workers will recognise that they are caring for the children in the absence of their parents, they will act in loco parentis (as with parental responsibility of care) and will follow EMW guidelines in their management.
9. EMW has appropriate insurance policies for its work with children.
10. Appropriate parental consent is required especially for residential events (see Section 6 Part C below).

## **B. Appointment of Workers (Paid and Voluntary)**

All workers who have regular and/or intensive contact with children (through the administrative support of the EMW):

- must sign a declaration that they are in agreement with the aims and objectives of EMW;
- must sign a further declaration stating that there is no reason which does or might prevent them from working with children;
- will be subject to the principles of best recruitment and retention practice.

When recruiting workers, EMW will:

- Gain at least two written references for the worker. One from the pastor/elder of the church and the other from a person who has experience of the applicant's work or voluntary service with children (where an applicant has no experience of paid or voluntary work with children, a reference may be sought from a reputable person who can comment on the applicant's character and relationships with others).
- Ensure the full employment history is requested from the applicant.
- Explore applicants' experience of working or contact with children in an interview (either face-to-face or over the telephone) before appointment.
- Supervise all newly recruited workers for a probationary period.
- Apply the 'Regulated Activity Decision Making Flowchart'<sup>i</sup> when determining whether a worker's role requires an Enhanced Disclosure with a check of the relevant Barred List. Ensure such workers' DBS checks have been issued by EMW



within, at most, four years before the end of the regulated activity on which they shall be serving.<sup>ii</sup>

# Section 6

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## Guidelines and Procedures

### A. General

The workers of EMW will:

1. endeavour to create a healthy, friendly, safe environment;
2. regard every child with respect,
3. never use physical punishment;
4. use appropriate means of discipline as agreed between team leaders and team members;
5. exercise great care if physical restraint is required to prevent a child harming himself or others (a second team member should be present wherever possible);
6. not tolerate bullying which will be dealt with as appropriate by the team leader;
7. ensure all workers are clear about the lines of communication and accountability;
8. seek pro-actively to ensure:
  - avoidance of situations where workers may be compromised or misunderstood e.g. as far as possible avoid being alone with one child, avoid inappropriate physical contact.
  - wherever possible male children are counselled by male team members and female children are counselled by female team members. In exceptional circumstances, e.g. if a child is about to make a disclosure, the disclosure is

more important than trying to find a worker of the same gender as the child;

- counselling a child with another team member present; however, if this is not possible, to do so in a quiet area of an otherwise public space;
9. know where the First Aid Kit is kept and who is the worker responsible for first aid.

## **B. Transport**

1. Seat belts must be worn at all times.
2. Team leaders must be satisfied with a level of supervision when transporting children. Wherever possible, female team members should travel with female children and male team members with male children.
3. When travelling in a minibus, a worker should accompany the children, in addition to the driver.
4. Other than in exceptional circumstances drivers should not transport one child alone.
5. When travelling in cars, child or booster seats are to be used for children under twelve years or 135cm (4'5").
6. All cars transporting children during a specific event/ministry should be appropriately insured.

## **C. Residential Events**

1. Consent forms and medical forms must be received from parents/guardians of all children.
2. Normally team members will not sleep in dormitories/tents with children. However if sleeping accommodation has to be

shared between team members and children there must be always more than one team member to a dormitory/tent.

3. One of the Safeguarding Officers must be aware of the event and provide telephone numbers for the team leader.
4. Children of primary school age should not be allowed off campus without the constant supervision of a team member.
5. Groups of older children may be allowed off campus/site unaccompanied only if:
  - signed parental permission has been given prior to the event;
  - the groups are of three or more;
  - the team leader has a mechanism in place for determining when children leave and arrive back.
  - Ideally contact should be maintained by mobile and local phone numbers.
6. Workers must not maintain personal contact with children after an event whether by telephone, letter or meeting unless the parent has agreed with this beforehand.

# Section 7

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## Possible Abuse

Children may be harmed in a number of ways, and categories are defined in the Children Act 1989, the commonest forms being:

1. physical abuse, with signs such as bruises or other marks, fractures, etc.
2. emotional abuse – such as lack of affection, intimidation, threats, deprecating and abusive language;
3. sexual abuse, where adults use children for sexual satisfaction (children occasionally abuse other children if they themselves are exposed to abusive sexual experience);
4. neglect, when the dependency needs of children are not met or they are not protected.

There is often a combination of these types.

Suspicion of abuse may arise if a child:

1. has excessive or unusual bruising (e.g. on the face) or other trauma;
2. displays disturbed behaviour (for which, however, there may be many other reasons);
3. is thought to have had a significant change in demeanour or behaviour such as becoming withdrawn, tearful or aggressive;
4. uses language inappropriate to age;
5. draws sexually explicit pictures.

However, caution must be exercised and **any** suspicion must be voiced **only** to the team leader. (See Section 8.)

# Section 8

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## Specific guidance and instruction in the case of an incident

In the event of abuse being discovered or disclosed by a child the response should be without delay but in a discreet way without panic.

**Confidentiality is imperative.** The person receiving information must speak to the team leader, and to no-one else.

Child protection is everyone's responsibility but a worker must not attempt to deal with it alone. A worker should:

- remain calm and sensitive to the child showing acceptance of statements;
- listen attentively for as long as necessary;
- in response, remain neutral and simply reflect back what is said;
- reassure the child he/she has done the right thing by reporting;
- ask only "have you told anyone else about this?"
- avoid any other questions or probing into the story;
- never react with outrage or unbelief;
- never promise to keep a secret;
- never speak to, report to, or comment to parents, press or any other party, who do not represent EMW (other than the Safeguarding Officer);

- explain what action might follow, and the one person with whom the account may be shared with the intention of helping;
- record in writing as soon as possible afterwards verbatim if possible what was said and observed, sign and date it and give it to the team leader.
- not maintain personal contact with children after an event whether by telephone, letter or meeting unless the parent has agreed with this beforehand.

# Section 9

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## Specific guidance when you have concerns about a fellow worker

If a worker has concerns that a fellow worker is placing children or young people at risk of harm - whether that worker is paid or unpaid, is a relatively new volunteer or is a senior and experienced worker - there is a duty to RECORD and REPORT.

Those who seek to harm children or young people are likely to: rationalise their behaviour; make themselves extremely plausible; and look for ways to cross boundaries of what is acceptable or appropriate behaviour. It is, therefore, extremely difficult to tell the difference between the behaviour of someone who has inadvertently and innocently forgotten best practice and behaved inappropriately, and someone who is looking for an opportunity to push at the boundaries. Consequently, all behaviour that crosses the line of what is acceptable needs to be challenged by an appropriate person.

If a worker has concerns about a fellow worker, they should **not**:

- confront the person about whose behaviour they have concerns, or carry out an investigation.

They **should**:

- Report their concerns to the team leader immediately, and to no-one else. The team leader will take appropriate action;
- Record their concerns soon afterwards and pass this to the team leader;
- If their concerns relate to their team leader, contact the EMW Safeguarding Officer who will take appropriate action;



- If they feel that, after the policy and procedures have been followed, EMW has failed to adequately safeguard children and/or vulnerable adults, then he/she is at liberty as a member of the public to approach the Child Protection Team of a Social Services Department (SSD).

# Section 10

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## Code of Practice for Team Leaders

Team leaders should:

1. ensure all members of their team have read this policy, in particular the Guidelines and Procedure and remind the team of these at the commencement of the event;
2. provide support and supervision of workers at the event;
3. receive verbal and written reports relating to: expressions of concern about fellow workers; incidents; allegations; or disclosures from a worker;
4. take seriously their responsibility to supervise the behaviour of the workers in their team and encourage all workers to demonstrate the highest standards in their conduct. If a worker repeatedly breaches the safeguarding policy or behaves inappropriately having already been challenged, whether or not it is thought to be wilful, a report should be made to the Safeguarding Officer. **All** occasions where a worker causes harm to a child or young person, or where the actions and behaviour of a worker pose a risk of harm to children and young people, should be reported to the Safeguarding Officer.
5. If a concern is expressed about the behaviour of the Safeguarding Officer, or a member of their family, the concern should be reported to the Deputy Safeguarding Officer.
6. act on the Safeguarding Officer's advice;
7. be accountable to the chairman of the committee responsible for the event.

**NB.** If a worker feels that after the policy and procedures have been followed EMW has failed to act on behalf of a child at risk, then he/she is at liberty as a member of the public to approach the Child Protection Team of a Social Services Department (SSD).

# Section 11

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## **Code of Practice for Safeguarding Officer/Deputy Safeguarding Officer**

The Safeguarding Officer of EMW is responsible, under the Management Board, to oversee the functioning of this policy, which entails:

1. ensuring all workers are made aware of the Policy and Guidelines;
2. all workers have complied with necessary procedures, particularly DBS Disclosure;
3. ensuring team leaders know what is expected of them;
4. receiving queries and reports from team leaders, and requesting written accounts;
5. in discussion with the team leader, deciding on possible action;
6. taking advice from others if necessary such as the Trustee Responsible for Camps or the Child Protection Team of the Social Services Department (SSD) without giving names;
7. making referral to statutory agencies when necessary: i.e. Child Protection Teams of the SSD/Police;
8. reporting to the General Manager;
9. ensuring policy and personnel are kept up to date as far as possible;
10. undertaking or arranging for training of personnel.

# Section 12

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## Specimen Forms

The forms referred to in this policy are:

1. The aims and objectives of EMW (the doctrinal statement of faith)
2. Application form for workers
3. A reference form for workers

If you would like to view these forms you can download them at [www.emw.org.uk/what-we-do/camps-youth/training-for-camp-officers/camp-officers/](http://www.emw.org.uk/what-we-do/camps-youth/training-for-camp-officers/camp-officers/)

If you would like to see an example of a parental consent form you can ask the office for a copy.

*Updated April 2018*



Regulated Activity  
Flow Chart.pdf

i

ii Where a role requires Enhanced Disclosure according to the Regulated Activity Flow Chart, EMW shall prioritise the use of workers with Enhanced Disclosures that have been renewed up to three years prior to the end of the activity. Workers shall not be employed in regulated activities if their Enhanced Disclosure was issued more than four years prior to the end of the activity.