

# **LIVING WORD INTERNATIONAL CHURCH**

## **Code of Conduct for Working with Young People and Children**

### **To be read alongside the Safeguarding Policy**

**Registered Charity Number: 1113936**

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## **1. Introduction**

This Code of Conduct for Working with Young People has been written with THIRTYONE:EIGHT to provide specific guidance and expectations for those who work under the covering of Living Word International Church with Children and Young people.

It should be read alongside the more detailed Living Word Internal Church Safeguarding Policy as a suite of guidance and procedure for all workers.

The following pages detail specific guidance in relation to activities and situations that are commonplace in the work LIVING WORD undertakes with young people. The items covered should not be viewed as exhaustive, but as the foundations for safer working practices.

## **2. Principles of Conduct**

The over-riding principle of working safely with children and young people is that workers should take every opportunity that is reasonable to ensure that their **actions do not cause or fail to prevent harm or provide opportunity for misunderstanding, misinterpretation or unnecessary allegations to be made**. In doing so, the following guidance should be followed and where necessary incorporated in policies, training and the development of safe practice.

## **3. Guidance for Safe Working Practice**

### **3.1. Confidentiality**

Adults may have access to confidential information about children and young people in order to undertake their responsibilities.

In some circumstances they may have access to or be given highly sensitive or private information.

These details must be kept confidential at all times and only shared when it is in interests of the child to do so.

Such information must **not** be used to intimidate, humiliate, or embarrass the child or young person concerned.

If an adult who works with children is in any doubt about whether to share information or keep it confidential he or she should seek guidance from their Dedicated Safeguarding Lead.

Any actions should be in line with locally agreed information sharing protocols.

The storing and processing of personal information about children and young people is governed by the GDPR 2018

Employers should provide clear advice to adults about their responsibilities under this legislation.

Whilst adults need to be aware of the need to listen to and support children and young people, they must also understand the importance of not promising to keep secrets.

Neither should they request this of a child young person under any circumstances.

Additionally, concerns and allegations about adults should be treated as confidential and passed to a Dedicated Safeguarding Lead without delay.

***This means that workers need to:***

- ***be clear about when information can be shared and in what circumstances it is appropriate to do so***
- ***are expected to treat information they receive about children and young people in a discreet and confidential manner***
- ***seek advice from a leader if they are in any doubt about sharing information they hold or which has been requested of them***
- ***know to whom any concerns or allegations should be reported***

### **3.2. Power and Positions of Trust**

As a result of their role, all those working with children, young people and vulnerable adults are in 'positions of trust' in relation to those in their care.

Broadly speaking, a relationship of trust can be described as :

One in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity.

It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

Workers should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others (see also section on Behaviour).

They should report and record any incident with this potential.

***This means that workers should NOT:***

- ***use their position to gain access to information for their own or others' advantage***
- ***use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people***
- ***use their status and standing to form or promote relationships which are of a sexual nature, or which may become so (see Section 3.13)***

### 3.3. Behaviour

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities.

This could be because their behaviour is considered to compromise their position in their workplace or indicate an unsuitability to work with children or young people.

Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

The behaviour of an adult's partner or other family members may raise similar concerns and require careful consideration by an employer (Church) as to whether there may be a potential risk to children and young people in the Church.

#### ***This means that workers should NOT:***

- ***behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.***
- ***make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such***

#### ***This means that workers should:***

- ***be aware that behaviour in their personal lives may impact upon their work with children and young people***
- ***follow this Code of Conduct agreed by Living Word***
- ***understand that the behaviour and actions of their partner (or other family members or co-habitees) may raise questions about their suitability to work with children and young people***

### 3.4. Gifts, Rewards and Favouritism

It is acknowledged that there are specific occasions when adults may wish to give a child or young person a personal gift.

The giving of gifts or rewards to children, young people or vulnerable adults should be part of an agreed policy for supporting positive behaviour or recognising particular achievements.

In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan.

Adults need to be aware however, that the giving of gifts can be misinterpreted by others as a gesture either to bribe or 'groom' a young person.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to adults e.g. on special occasions or as a thank-you and this is acceptable.

However, it is unacceptable to receive gifts on a regular basis or of any significant value.

***This means that workers should:***

- ***be aware of any agreed position on the giving and receiving of gifts***
- ***ensure that gifts received or given in situations which may be misconstrued are declared***
- ***generally, only give gifts to an individual young person as part of an agreed reward system***
- ***where giving gifts other than as above, ensure that these are of insignificant value***
- ***ensure that all selection processes which concern children and young people are fair and that wherever practicable these are undertaken and agreed by more than one Church Worker***

### 3.5. Infatuations

Occasionally, a child, young person or vulnerable adult may develop an infatuation with someone who works with them.

These adults should deal with such situations sensitively and appropriately to maintain the dignity and safety of all concerned.

They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with a leader or parent/carer so appropriate action can be taken to avoid any hurt, distress, misunderstanding or embarrassment.

***This means that workers should:***

- ***report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the Church***
- ***always acknowledge and maintain professional boundaries***

### 3.6. Communication with Young People (including the Use of Technology)

Communication between children, young people and workers, by whatever method, should take place within clear and explicit professional boundaries.

This includes the wider use of technology such as mobile phones, text/instant messaging, e-mail, social networking sites (such as Facebook, Instagram, Twitter and My Space), digital cameras, videos, web-cams and blogs.

In the case of social networking sites, this means that workers' personal accounts should not be used in preference to a specifically established 'Group Account' for the purpose of communicating with children and young people.

Adults should not share personal information with a child or young person.

They should not request, or respond to, personal information from the child or young person, other than that which might be appropriate as part of their professional role.

Adults should ensure that all communications are transparent and open to scrutiny (e.g. by always copying another worker or leader into any email communications).

Adults should also be clear in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with the Church leadership and parents/carers.

E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations.

This also includes communications through internet based web sites.

#### ***This means that workers should:***

- ***not give their personal contact details to children or young people, including their mobile telephone number and details of any blogs or personal websites unless these are agreed forms of communication***
- ***only make contact with children for agreed reasons and in accordance with agreed plans and policy***
- ***recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible***
- ***not use internet or web-based communication channels to send personal messages unrelated to their role to a child/young person***
- ***ensure that if a social networking site is used, administrative details are not shared with children and young people and privacy settings are set appropriate to the age-group of those using the site***

For further information, see 'e-Safety and Acceptable Use' Policy

### 3.7. Social Contact

Where social contact is an integral part of work duties, e.g. detached youth work in the community, care should be taken to maintain appropriate personal and professional boundaries.

This also applies to social contacts made through interests outside of work or through the adult's own family or personal networks.

All contacts established or continued with young people outside of the normal Church environment should be open and transparent, with appropriate caution for safe working practices being adopted.

*This means that workers should:*

- *have no secret social contact with children and young people or their parents*
- *consider the appropriateness of the social contact according to their role and nature of their work*
- *always approve any planned social contact with children or parents with team leader*
- *advise leadership of any social contact they have with a child or a parent with whom they work, which may give rise to concern*
- *report and record any situation, which may place a child at risk or which may compromise the Church or their own role or standing*
- *be aware that the sending of personal communications such as birthday or faith cards should always be agreed in advance with the Team leader.*
- *understand that some communications may be called into question and need to be justified.*

### 3.8. Sexual Contact

All workers should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people.

Intimate or sexual relationships between workers and children or young people will be regarded as a grave breach of trust and a matter of gross misconduct.

Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or young person with whom they work may also be regarded as a criminal offence and will always be a matter for disciplinary action.

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

'Working Together to Safeguard Children' defines sexual abuse as

“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”.

*This means that workers should NOT:*

- *have sexual relationships with children and young people*
- *have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative (i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact)*
- *make sexual remarks to, or about a child/young person*
- *discuss their own sexual relationships with or in the presence of children or young people*

*This means that workers should:*

- *ensure that their relationships with children and young people clearly take place within the boundaries of a respectful and appropriate relationship*
- *take care that their language or conduct does not give rise to comment or speculation*
- *understand that attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys and girls.*

### **3.9. Physical Contact**

Many roles within the Church require physical contact with children as part of their role. There are also occasions when it is entirely appropriate for other adults to have some physical contact with the child or young person with whom they are working.

However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

Not all children and young people feel comfortable about physical contact.

Permission should be sought from a child or young person before physical contact is made.

Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration, and appropriate to their age, stage of development, gender, ethnicity and background.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child.



Adults, nevertheless, should use their judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority.

If an adult believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported to the Dedicated Safeguarding LEAD as outlined in the Safeguarding Policy for handling allegations and an appropriate record made.

Parents/carers should also be informed in such circumstances.

Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way.

Careful consideration must be given to the needs of the child and advice and support given to the adult concerned.

***This means that workers should:***

- ***be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described***
- ***never touch a child in a way which may be considered indecent***
- ***always be prepared to report and explain actions and accept that all physical contact be open to scrutiny***
- ***not indulge in 'horseplay'***
- ***always encourage children, where possible, to undertake self-care tasks independently***
- ***be aware of cultural or religious views about touching and always be sensitive to issues of gender***
- ***understand that physical contact in some circumstances can be easily misinterpreted***

***This means that the Church should:***

- ***ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by the leadership***
- ***make adults aware of relevant professional or organisational guidance in respect of physical contact with children and meeting medical needs of children and young people where appropriate***
- ***be explicit about what physical contact is appropriate for adults working in their setting***

See also 'Guidelines for Talking and Praying with Young People' (Appendix 1)

### 3.10 **Other Activities that require Physical Contact**

Adults who work in certain settings, for example sports, drama or outdoor activities will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury.

Physical contact should take place only when it is necessary in relation to a particular activity.

It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

#### ***This means that workers should:***

- ***treat children with dignity and respect and avoid contact with intimate parts of the body***
- ***always explain to a child the reason why contact is necessary and what form that contact will take***
- ***seek consent of parents where a child or young person is unable to do so because of a disability***
- ***consider alternatives, where it is anticipated that a child might misinterpret any such contact***
- ***be familiar with and follow Safeguarding Policies***
- ***conduct activities where they can be seen by others***
- ***be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact***

#### ***This means that the Church should:***

- ***have up to date guidance and protocols on appropriate physical contact in place that promote safe practice and include clear expectations of behaviour and conduct.***
- ***ensure that members are made aware of this guidance and that safe practice is continually promoted through supervision and training.***

### 3.11. **Behaviour Management**

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Adults should not use any form of degrading treatment to punish a child.

The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to those adults who work with or on behalf of children and young people.

Where children display difficult or challenging behaviour, adults must follow an agreed plan of work, and use strategies appropriate to the circumstance and situation.

The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.

Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties.

***This means that workers should:***

- ***not use force as a form of punishment***
- ***try to defuse situations before they escalate***
- ***inform and agree with parents any behaviour management techniques used***
- ***be mindful of factors which may impact upon a child or young person's behaviour e.g. bullying, abuse and where necessary take appropriate action***

***This means that the Church should:***

- ***have in place appropriate mechanisms for responding to the management of challenging behaviour***
- ***where appropriate, develop positive handling plans in respect of an individual child or young person.***

### **3.12. Use of Control and Physical Intervention**

The use of physical intervention should, wherever possible, be avoided.

It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances.

When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned.

The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause.

The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice.

In all cases where physical intervention is employed, the incident and subsequent actions should be documented and reported.

The parents/carers should be informed the same day.

***This means that workers should:***

- ***always seek to defuse situations***
- ***always use minimum force for the shortest period necessary***
- ***record and report as soon as possible after the event any incident where physical intervention has been used.***

***This means that the Church should:***

- ***ensure all workers are clear about the use and limitations of physical intervention***
- ***ensure that an effective recording system is in place which allows for incidents to be tracked and monitored***
- ***ensure that staff are appropriately trained***

### **3.13. Children and Young People in Distress**

There are some activities, where adults are involved in managing occurrences of distress and emotional upset in children and young people, for example in Pastoral care and Counselling situations.

In these circumstances adults should be aware of what is and what is not acceptable behaviour when comforting a child or diffusing a situation.

This is particularly important when working on a one-to-one basis.

For all other adults working with children and young people there will be occasions when a distressed person needs comfort and reassurance and this may involve physical contact.

Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc.

Adults should use their judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

***This means the worker should:***

- ***consider the way in which they offer comfort and reassurance to a distressed child and do it in an age appropriate way***
- ***be circumspect in offering reassurance in unsupervised or one-to-one situations, but always inform a leader and/or record such actions in these circumstances***
- ***never touch a child in a way which may be considered indecent***
- ***record and report situations which may give rise to concern from either party***
- ***not assume that all children seek physical comfort if they are distressed***

### 3.14. Personal Care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care.

There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations.

This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

*This means that workers should:*

- *avoid any physical contact when children are in a state of undress*
- *avoid any visually intrusive behaviour*
- *where there are changing rooms announce their intention of entering before doing so*

*This means that workers should NOT:*

- *change in the same place as children*
- *shower or bathe with children*
- *assist with any personal care task which a child or young person can undertake by themselves*

### 3.15. First Aid and Administration of Medication

It is expected that there should always be adults working with children and young people who are trained in basic first aid techniques.

When administering first aid, wherever possible, adults should ensure that another adult is aware of the action being taken.

Parents should always be informed when first aid has been administered.

In circumstances where young children need medication during the course of their activities, an agreed plan should be in place and appropriate permissions given by parents/carers for administration of medication.

Depending upon the age and understanding of the child, they should where appropriate, be encouraged to self-administer medication or treatment including, for example any ointment or use of inhalers.

***This means that the Church should:***

- ***ensure volunteers understand the extent and limitations of their role and level of training in applying basic first aid and understand where an injury requires more experienced intervention***
- ***ensure there are trained and named individuals to undertake first aid responsibilities for all activities***
- ***ensure training is regularly monitored and updated***
- ***ensure that arrangements are in place to obtain parental consent for the administration of first aid or Medication***

***This means that workers should:***

- ***adhere to agreed plans for administering first aid or medication***
- ***comply with any necessary reporting requirements***
- ***make other adults aware of the task being undertaken***
- ***explain to the child what is happening.***
- ***always act and be seen to act in the child's best interests***
- ***report and record any administration of first aid or medication***
- ***always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities***

### **3.16. Working in 'One-to-One' Situations**

It is not realistic to state that 'one-to-one' situations should never take place.

It is however, appropriate to state that where there is a need, agreed with a Leader and/or parents/carers, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place.

Adults should be offered training and guidance for the use of any areas of the workplace which may place themselves or children in vulnerable situations.

This would include those situations where adults work directly with children and young people in unsupervised settings and/or isolated areas within community settings or in street-based projects for example.

'One-to-one' situations have the potential to make child/young person more vulnerable to harm by those who seek to exploit their position of trust.

Adults working in 'one-to-one' settings with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them.

Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken.

Every attempt should be made to ensure the safety and security of children and young people and the adults who work with them.

There are occasions where the Team leader will need to undertake a risk assessment in relation to the specific nature and implications of 'one-to-one' work.

These assessments should take into account the individual needs of the child/young person and the individual worker and any arrangements should be reviewed on a regular basis.

Meetings with children and young people outside Church meeting times should not take place without the agreement of the Team leader and parents or carers.

***This means that workers should:***

- ***ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed***
- ***avoid meetings with a child or young person in remote, secluded areas***
- ***always inform the Team Leader and/or parents/carers about the contact(s) before-hand, assessing the need to have them present or close by***
- ***always report any situation where a child becomes distressed or angry to the Team Leader***
- ***carefully consider the needs and circumstances of the child/children when in 'one-to-one' situation***

**See also 'Guidelines for Talking and Praying with Young People' (Appendix 1)**

### **3.17. Home Visits**

There may be volunteers/workers for whom home visits are an integral part of their work.

In these circumstances it is essential that appropriate procedures and risk assessments are in place to safeguard children and young people and the adults who work with them.

A risk assessment should include an evaluation of any known factors regarding the child/young person, parents and others living in the household.

Risk factors such as hostility, child protection concerns, complaints or grievances can make adults more vulnerable to an allegation.

Specific consideration should be given to visits in remote or secluded locations.

Following an assessment, appropriate risk management measures should be in place before visits are agreed.

Where little or no information is available, **visits should not be made alone.**

There will be occasions where risk assessments are not possible or not available, e.g. when emergency services are used.

In these circumstances, a record must always be made of the circumstances and outcome of the home visit.

Such records must always be available for scrutiny.

Under no circumstances should an adult visit a child in their home unless agreed or invite a child to their own home or that of a family member, colleague or friend.

If in an emergency, such a one-off arrangement is required, the adult must have a prior discussion with the Team leader and the parents or carers and a clear justification for such arrangement is agreed and recorded.

***This means that workers should:***

- ***agree the purpose for any home visit with Team leader, unless this is an acknowledged and integral part of their role e.g. pastoral care workers***
- ***adhere to agreed risk management strategies***
- ***ensure any behaviour or situation which gives rise to concern is discussed with their Team Leader and, where appropriate action is taken***

***This means that the Church should:***

- ***ensure that they have appropriate arrangements for risk assessment and management***
- ***ensure that all visits are justified and agreed***
- ***ensure that adults are not exposed to unacceptable risk***
- ***ensure that adults have access to a mobile telephone and an emergency contact person***

### **3.18. Transporting Children and Young People**

There will be occasions when adults are expected or asked to transport children as part of their duties.

Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

Drivers should do their utmost to spend the least amount of time alone in a car with a young person and where transporting a number of children/young people, should be mindful of not leaving the most vulnerable in the car until last where possible.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the Church member to ensure that this requirement is met.

Adults should also be aware of current legislation and adhere to the use of car seats for younger children.



Where adults transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV - workers should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person, unless this has been brought to the attention of the Team leader and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk.

Such circumstances must always be recorded and reported to a Team leader and parents/carers.

***This means that the Church should:***

- ***ensure workers are aware of appropriate guidelines for transporting children and young people***

***This means that workers should:***

- ***ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive***
- ***be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer***
- ***ensure that their behaviour is appropriate at all times***
- ***ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven***
- ***ensure that any impromptu or emergency arrangements of lifts are notified and agreed with Team leader***

### **3.19. Trips, Outings and Overnight Activities**

Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the Place of Worship.

Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where activities include trips away from the normal place of Worship and/or overnight stays, visits should be undertaken to the venue in advance to plan and undertake any necessary risk assessments in relation to activities and arrangements for care and sleeping.

Children, young people, adults and parents should be informed of these prior to the start of the trip.

In all circumstances, those organising trips and outings must pay careful attention to ensuring safe adult/child ratios and to the gender mix of staff especially on overnight stays.

Health and Safety arrangements require members of staff to keep the Leadership aware of their whereabouts, especially when involved in activities outside the usual Place of Worship.

***This means that workers should:***

- ***always have another adult present in 'out of Place of Worship' activities, unless otherwise agreed with the Team leader***
- ***undertake risk assessments where applicable***
- ***have parental consent to the activity***
- ***ensure that their behaviour remains professional at all times***
- ***never share beds with a child/children or young people.***
- ***not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed and agreed with the Team leader, parents and children and young people***

See also 'Guidance for Residential Work with Young People (Appendix 2)

### **3.20. Photography and Videos**

Working with children and young people may involve the taking or recording of images.

Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children and young people.

Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

Where images are to be used in any form of publication (including online), express permission must be sought from parents/carers and images should never identify specific children by name.

There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

It is not appropriate for adults to take photographs of children for their personal use.

***This means that workers should:***

- ***be clear about the purpose of the activity and about what will happen to the images when the activity is concluded***
- ***be able to justify images of children in their possession***
- ***ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.***
- ***always ensure they have parental permission to take and/or display photographs***

***This means that workers should NOT:***

- ***display or distribute images of children unless they have consent to do so from parents/carers***
- ***use images which may cause distress***
- ***use mobile telephones to take images of children***
- ***take images 'in secret', or taking images in situations that may be construed as being secretive.***

**See also 'e-Safety and Acceptable Use Policy'**

### **3.21. Access to Inappropriate Images and Internet Usage**

There are no circumstances that will justify adults possessing indecent images of children.

Adults who access and possess links to such websites will be viewed as a significant and potential threat to children.

Accessing, making and storing indecent images of children on the internet is illegal.

This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

Adults should ensure that children and young people are not exposed to any inappropriate images or web links.

Organisations and adults need to ensure that internet equipment used by children have the appropriate controls with regards to access, e.g. personal passwords should be kept confidential.

Where indecent images of children or other unsuitable material are found, the Coordinator, Police and Local Authority Designated Officer (LADO) should be immediately informed.

Adults should not attempt to investigate the matter or evaluate the material themselves.

***This means that the Church should:***

- ***have clear e-safety policies in place about access to and use of the internet (see 'Safeguarding in a Digital World' CCPAS, 2012)***
- ***make guidance available to both adults and children and young people about appropriate usage.***

***This means that workers should:***

- ***follow their Church's guidance on the use of IT equipment***
- ***ensure that children are not exposed to unsuitable material on the internet***
- ***ensure that any films or material shown to children and young people are age appropriate***

**See also 'e-Safety and Acceptable Use Policy'**

## **Guidelines for Talking & Praying with Young People.**

The following guidance is to be used in association with the appropriate sections of the Code of Conduct Policy and provides additional considerations when in a 'One-to-One' situation with young people.

1. Always talk and pray with someone in a group of more than two if at all possible. One-to-One contact may take place only in a public place and your leader must agree should this become something that needs to continue with that person.
2. Always same sex - i.e. 2 males - male, 2 females - female, when involved in praying with young people. If for any reason this is impossible then it should happen in a public place and be agreed with your Team leader.
3. Always pray and talk in an open space where others are around, privacy is a factor, but don't go alone.
4. Confidentiality is vital – young people will need to know that you will not go to others and talk about their problems.

However, do not promise to keep secrets. You may need to tell someone in authority if there is reason to believe that the young person or another young person may be at risk of harm. If that is so, tell them who it will be and what you will say -in order to build trust.

**In British law the responsibility for any investigation is with the Social Services, Police or the NSPCC and it is not for workers to carry out these preliminary investigations.**

5. Keep calm and be honest. Don't feel you have to know all the answers. If you don't know, find someone who does and ask them.
6. Don't be afraid to ask for advice we are not out to prove anything to anyone, we want the best for them. If you feel out of your depth or unsure, ask someone to help you.
7. Don't keep bringing conversation or prayer round to your own experience, i.e. 'yes, I remember when that happened to me and ...' Testimony is good, but listen.
8. Don't make promises you can't keep.
9. Don't appear shocked or appalled at what you hear.
10. Be sensitive, don't say things like -' I can't believe it, why didn't you tell anyone before?' or - 'no, you didn't, did you?'
11. Don't laugh at them.
12. Don't minimise or trivialise the issue, even if it may not seem important to you. If they need to talk about it, it is important.
13. Be aware of your body language - the way you are reacting. Always encourage and affirm, don't judge or condemn.

14. Don't feel you have to wrap it up straight away, some things need talking through more. Talk that through with a team leader or pastoral advisor. Don't offer to do it on your own, or offer the availability of someone else before checking it out with them.

15. If you are told about anything illegal you must tell your Team leader (or his/her delegated representative) straight away.

16. Don't take on board other people's problems as if they were your own. Remember, empathy is standing in someone else's shoes, with your feet firmly in your own.

17. Be careful not to touch someone inappropriately when praying or talking with them. Do not initiate hugging - whether same sex or opposite sex. A gentle hand on the shoulder or upper arm may be appropriate in order to comfort a distressed or confused young person, but always act with caution - remember we need to be above reproach.

18. Allow young people privacy when going to the toilet or changing.

19. Follow up, check how the young person is doing the following week.

20. Make a written record straight away. Give it to your team leader.

We don't need to know all the intricate details, but the general issue (unless what has been shared is a safeguarding matter in which case follow the procedures within the Living Word Safeguarding Policy