



# CHRISTIAN CONGREGATION IN THE UNITED KINGDOM

## SAFEGUARDING POLICY

<b>Name of organisation</b>	Christian Congregation in the United Kingdom (CCUK)
<b>Charity Number</b>	1195766
<b>General email address:</b>	info@christiancongregation.org.uk
<b>Regulators:</b>	Charity Commission
<b>Safeguarding Coordinator</b>	Mr Lucas Rucireta Silva <a href="mailto:lucas.silva@christiancongregation.org.uk">lucas.silva@christiancongregation.org.uk</a>
<b>Safeguarding Deputy</b>	Mr Luca Costa <a href="mailto:luca.costa@christiancongregation.org.uk">luca.costa@christiancongregation.org.uk</a>



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## 1. Introduction

The **Christian Congregation in the United Kingdom (CCUK)** provides and holds worship services to preach the Word of God for the advancement of the Gospel of the Lord Jesus Christ, according to the apostolic doctrine.

The CCUK has been established in the United Kingdom for more than two decades, and at the time of the publication of this policy, it has a presence in 20 locations around the country, where it organises regular worship services in rented facilities. Baptisms, local music practice sessions, national music events, and worship services for children and young people are among the other special activities held in those communities.

All positions within the organisation are voluntary, even those in Leadership roles such as ministers and administrators. Volunteers who work with children, young people, and adults with care and support needs (hence referred to as "vulnerable adults") have enhanced Disclosure & Barring clearance and are regularly trained in recognised safeguarding practices. For all activities and events, risk assessments are created, and some members of staff have received First Aid training.

## 2. Our Commitment

The CCUK is committed to the wellbeing and safety of all children, young people, and vulnerable adults we work with. We acknowledge that they can be 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.”



The CCUK has therefore adopted the procedures set out in his Safeguarding Policy (hereinafter, the “Policy”) and in the attached Code of Conduct in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This Policy and the attached Code of Conduct are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight. They outline the code of conduct to be followed by volunteers and visitors who attend all CCUK events, whether on a permanent or temporary basis, as well as to volunteers who assist members of the congregation, on or off church premises.

The CCUK undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above
- provide on-going safeguarding training for all its volunteers and will regularly review the Code of Conduct attached
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Coordinator(s) in their work and in any action, they may need to take to protect children and adults with care and support needs
- Trustees agree not to allow the document to be copied by other organisations

This policy, along with the Code of Conduct attached, are reviewed, and approved by the charity trustees on an annual basis.

### **3. Statement of intent**

The introduction of the Children's Act (1989 & 2004), the Equality Act (2020), and the Care Act (2014) has emphasised the duty of all organisations that provide services to children, young people, and vulnerable adults to ensure that their safety and well-being are prioritised. The CCUK recognises the importance of implementing a policy that protects them while also fulfilling its legal obligations as a Pastoral Care and Service Provider.

This document seeks to raise awareness of children and vulnerable adults’ protection and provides guidelines to influence the development of good practice in relation to their protection in the wider context, and procedures that must be followed, particularly when responding to suspicion or disclosure of abuse.



CCUK will put in place adequate systems and procedures and adhere to strict codes of confidentiality when dealing with any issues of suspected abuse. It will also offer training and support to volunteer in relation to the issue of child protection.

#### **4. Understanding abuse and neglect**

Defining child abuse or abuse against an 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 or in a trusted relationship with the child or adult.

To safeguard those in our places of worship 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:

- 1. States 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 applicable to adults is the United Nations Universal Declaration of Human Rights with reference to Article 5:

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

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

#### **5. Safer recruitment**

The CCUK will ensure all volunteers will be appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- Safeguarding has been discussed at the induction



- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- A suitable training programme is provided
- The applicant has been given a copy of this policy and the practice guidelines and knows how to report concerns

## **6. Safeguarding Training**

The CCUK is committed to providing ongoing safeguarding training and development opportunities for all volunteers, as well as fostering a culture of safeguarding awareness to assist protect everyone. All volunteers will receive induction training and undertake recognised safeguarding training on a regular basis.

The CCUK will also ensure that children and vulnerable adults are given information about where they may obtain help and advice in the event of abuse, discrimination, bullying or any other issue they are concerned about.

## **7. Management of volunteers – Code of Conduct**

The CCUK is committed to supporting all volunteers and ensuring that they are properly supported and supervised. All volunteers have been issued with a Code of Conduct towards children, young people, and vulnerable adults.

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

## **8. 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 adults. This can be due to cultural tradition, belief and religious practice, or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines regarding 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.



We think that effective communication is critical in supporting safeguarding, both with people we aim to protect and with everyone involved in working with children and adults, as well as with those with whom we collaborate. This Policy is only one tool for promoting safety.

## **9. Responding to allegations of abuse**

The Christian Congregation in the United Kingdom will deal with child protection matters through its Safeguarding Coordinator. This officer has received appropriate child protection training and enhanced DBS clearance.

The Safeguarding Coordinator will deal with any child protection issues on a day-to-day basis and provide advice and support to other volunteers.

The Safeguarding Coordinator is not required to diagnose and/or investigate abuse allegations. The officer is responsible for alerting that some behaviours/situations are suspicious, being approachable and available to listen and talk, to offer support, and to take steps to ensure that appropriate action is taken in the best interests of the safety and welfare of the children, young people, and vulnerable adults.

It may not be immediately apparent to a volunteer that what they are encountering is a child protection situation. Volunteers may need to clarify their understanding of their observations and feelings, or information given by discussing their concerns initially with the Safeguarding Coordinator.

Experiencing a child protection situation can cause some volunteers a degree of emotional upset. The volunteers should at any time feel able to contact the Safeguarding Coordinator for support.

A disclosure of abuse may be made to volunteer in a wide range of situations but as far as possible, volunteers should aim to offer the opportunity for discussion in an environment that the young person will be comfortable within, where there is privacy and lack of interruptions.

These guidelines apply in responding to any disclosure of abuse:

- Stay calm and do not show shock, anger, or embarrassment
- Reassure the person. Tell them that they are right to talk to you and that you will try to help them
- Give a clear indication to the young person that what is said cannot remain secret and private and that if you are going to help them, you will have to tell others about the situation. Inform the young



person who this will be and why they have to be told. Indicate the support you will give to the young person when you have told others

- Believe the young person and tell them that you believe them. Young people rarely lie about abuse, but they may have tried to tell others who have not listened or not believed them
- Re-assure them that it is not their fault that abuse has occurred
- Encourage the young person to talk but allow them to proceed at their own pace and do not ask 'leading questions', or challenge their statements, or press for information/details beyond which they are prepared to give
- Be prepared to listen patiently and remember what is said as notes should not be taken during conversation. Be aware of the young person's emotional state and be sensitive in questions asked to avoid causing additional distress
- Do not comment on the alleged offender or their morality as it may be someone the young person cares about or loves
- Do not tell the young person that what has happened to them is 'naughty', 'dirty' or 'bad'
- Check with the young person occasionally during the conversation that you have understood correctly what they have said to you
- Praise the young person for telling you
- Confirm to the young person what action you will now be taking
- Re-assure them of your continued support and stay with the young person for as long as possible after the disclosure if they still need your presence

Volunteer must inform CCUK's Safeguarding Officers if there is distinct suspicion of abuse or if a disclosure of abuse has been made. The action to be taken will then be determined. If the situation is such that an urgent response is required, for example a disclosure of abuse late in an evening which gives the volunteer concern for the immediate safety of the young person, contact with the Safeguarding Officers, or in their absence, the charity trustees with responsibility for Child & Vulnerable Adult Protection, must be made.

Under no circumstances should a volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Documenting a concern

The volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:





**Name:** Lucas Rucireta Silva (hereafter the "Safeguarding Coordinator")

**Tel:** +44 (0) 741 2700 084

**Email:** [lucas.silva@christiancongregation.org.uk](mailto:lucas.silva@christiancongregation.org.uk)

The above is nominated by the Trustees 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 Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to:

**Name:** Luca Costa (hereafter the "Deputy")

**Tel:** +44 (0) 792 8693 571

**Email:** [luca.costa@christiancongregation.org.uk](mailto:luca.costa@christiancongregation.org.uk)

If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight**

PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the Police.

- The Safeguarding Coordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives
- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a volunteer working with someone under 18
- 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 Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight



- Trustees will support the 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 thirtyone:eight, although the Trustees hope that members of the congregation 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 Coordinator as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Trustees demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the 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.

## **10. Detailed procedures where there is concern about a child**

### **a. 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 Safeguarding Coordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) 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 thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services

### **b. Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/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 thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference

## **11. Detailed procedures where there is a concern that an adult is in need of protection**

### **a. Suspicions or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse**

If there is concern about any of the above, Safeguarding Coordinator will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions

If there is a concern regarding spiritual abuse, Safeguarding Coordinator will:

- Identify support services for the victim i.e., counselling, or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern

### **b. Allegations of abuse against a person who works with children/young people**

If an accusation is made against a volunteer whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the volunteer
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved



## **12. Allegations of abuse against a person who works with adults with care and support needs**

The safeguarding Coordinator will:

- Liaise with Adult Social Services in regards the suspension of the volunteer
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## **13. Supporting those affected by abuse**

The CCUK 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.

## **14. Working with offenders and those who may pose a risk**

When someone attending the place of worship is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the CCUK will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

## **15. Adoption of the Policy**

This policy was agreed by the Trustees: 27 September 2021

This policy will be reviewed annually.



## 16. Appendix -Guidelines and Best Practices

### Introduction

The Christian Congregation in the United Kingdom (CCUK) is committed to the highest ethical standards of conduct as an integral part of its primary purpose, the advancement of the Christian faith in accordance with the Articles of Faith, spreading the Gospel of our Lord Jesus Christ, the love of God, having Jesus Christ as our head, and the Holy Spirit as our guide. To achieve this goal, the CCUK relies on each volunteer's honesty, integrity, ethical behaviour, and discernment. All should demonstrate respect for the rights of others and be accountable for his or her actions.

This document establishes guidelines for our actions within the places of worship of the CCUK. It sets clear parameters for expected behaviours as well as those that will not be condoned in the CCUK. It is not designed to be thorough and does not provide direction for every individual scenario that may arise during church events. Instead, it is intended to assist church volunteers in making educated decisions about appropriate behaviour while in the church events.

We commit ourselves to live by our doctrine, as defined in the Articles of Faith, our Statement of Faith, the policies and procedures of the CCUK and to be guided by God, who through His mercy speaks to us through His Holy Word as revealed by the Holy Spirit.

### Positions of trust

Our volunteers will develop relationships with children, young people, and vulnerable adults through their voluntary work, while exercising positions of trust. This might be – for example – as music lessons given to children. It is critical that such power is not abused in any way by anyone volunteering for CCUK.

### Unacceptable behaviour

When working with children, young people, and vulnerable adults. You must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Develop inappropriate relationships
- Make inappropriate promises
- Engage in behaviour that is in any way abusive, including having any form of sexual contact



- Let children and young people have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account, unless necessary and in agreement with their parents.
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children, young people, and vulnerable adults
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and young people

## Organised activities for children and or young people

When planning an event involving children and young people in attendance, it is required that the charity trustees and those responsible for Safeguarding, as defined in this document, are notified prior to and that a risk assessment exists for the event to ensure the event is completely compatible with CCUK Safeguarding, Fire, Health & Safety, and other rules, and an appropriate risk assessment is carried out. The following points should be considered:

- Suitable number of adults to supervise the event and the ratio of adults to young people
- General Health & Safety considerations must be borne in mind
- Obligations under the Disability Discrimination Act must also be borne in mind
- First Aid arrangements
- Determine a maximum attendance figure, based on staff, space and the type of activity
- Ensure you are complying strictly with the requirements of the building's Fire Risk Assessment and any recommendations or requirements of the fire authority and the premises' insurers
- Children and young people data handling must be GDPR compliant

Risk assessments should be done based on the event as well as the location of the event. The Risk assessment should take into consideration all the policies and regulations of the CCUK, as well as best practices for safeguarding of children and vulnerable adults. If children and or young people are left by their parent/carers, all appropriate procedures must be in place and followed for the benefit of the children and any vulnerable adults participating.

The Data Protection Act requires (among other things) that personal data is kept so long as it is necessary to keep it for the purposes for which it has been obtained. It is recommended that event registers and booking forms are kept for up to two months as they may be required in case of a dispute.



This may need to be addressed regarding the records held by CCUK. Any personal information received will be treated as defined in the CCUK's GDPR policy.

If a child or young person is to be collected and wishes to leave an event early, every effort should be made to persuade them to stay until the return of the parent/carer.

### Activities in other sites

When working in schools or community settings CCUK volunteers should adhere to the safeguarding policy of that organisation. Any concerns regarding safeguarding in a school or other setting should be reported to the designated member of staff in that school or community organisation and the designated safeguarding officer at CCUK.

### Photography/Visual Records

- Photographs of people and children may be considered as personal data, as defined by the Data DPA 2018 and GDPR UK 2021, if an individual can be identified from the photograph or image
- Photographs may not be displayed in CCUK without the specific consent of the young person and or their parent or carer. A consent form can be obtained from the CCUK Executive Committee
- This also includes displays created by members/ volunteers, CCUK publicity or marketing material or material created by any external organisation
- Publicity and invitations relating to a CCUK provision must carry notification that photographs which might identify individuals may only be taken for personal or family use
- Where feasible, permission must be sought from parents and or carers for any photographs or images to be taken of children and or young people at any CCUK event or provision

### Necessary Physical Contact

It is inevitable that in undertaking our work there will be occasions when physical contact with young people might be unavoidable or seen to be a 'natural' course of action e.g., teach them how to play music instruments or comforting someone who is distressed.

Contact is often a necessary part of the process when the positioning of the body is vital to skills development (e.g., teaching the proper posture to play instruments). It can also be employed to encourage, protect, or comfort.



However, volunteers must be aware that even the most innocent physical contact with a child or young person could be misinterpreted and, therefore, should take every effort to explain what they are going to do and gain consent before any physical contact is introduced.

Physical contact between adults and children/young people should only be used when:

- It is necessary to develop learning skills or techniques
- Treating an injury
- Preventing an injury
- Any manual support should be provided openly
- Physical contact should never involve touching the genital areas, buttocks, or breasts
- Volunteers must not allow children to sit on their knee

It must be recognised that even innocent actions can be misconstrued, and some young people may find being 'touched', no matter how well intentioned, extremely upsetting for a variety of reasons.

In the case of vulnerable adults with learning disabilities, volunteers should be advised that they are more likely to find themselves in situations where physical contact is instigated by the vulnerable adult. Volunteers should be advised to keep this contact to a minimum without offending the person. Under no circumstances should a volunteer instigate physical contact such as hugs and kisses.

The same good practices should be strictly followed by all volunteers while acting as volunteers of the CCUK, whether on church premises or not.

### Unsupervised children at worship services

The way in which volunteers deal with unaccompanied children discovered in the building must be based both on an awareness of the responsibility of the parent or the loco parentis carer, and our duty of care to all people on our premises.

Children/young people are the legal responsibility of their parents and carers. Parents/carers should always accompany their children under the age of 12 at worship services, music lessons, and any other church event.





## Dealing with unacceptable behaviour

The frequency and degree of unacceptable behaviour vary from place to place, but volunteers should work within a framework that allows them to make decisions on the spot and handle incidents consistently.

- It is important to deal with such situations calmly and quietly and to avoid putting yourself or others in danger
- Action should be taken as soon as individuals make a nuisance of themselves. This should be a verbal request or warning
- Details of any special incidents should always be recorded using CCUK's Incident Report Form (as attached) or recorded and given to the Safeguarding Officers

The following are guidelines for dealing with unacceptable behaviour:

- Use common-sense and adopt a consistent approach
- If anyone is attacked – volunteer or public – ring 999 or 101 for the Police immediately
- In no circumstances should you physically strike or handle a young person, member of the public or volunteer– the only exception to this is to defend yourself if attacked
- Troublemakers will be requested to leave if they cause a disturbance to other people – volunteer or public

Before attempting to restrain a child or young person physically, try to ensure that you do so in the presence of another volunteer and be aware that you are only allowed to use reasonable force in order:

- to remove a trespasser
- to prevent accident or injury
- in self defence

If relying on the fact that the child or young person may suffer accident or injury if not restrained, you should have reasonable grounds for believing there to be a real risk.

## Online Safety

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).



## Policy guidelines for CCUK Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children
- Use an appropriate tone: friendly, but not over-familiar or personal
- Be warm and friendly, but do not suggest or offer a special relationship
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed
- Only contact children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting
- Where possible only use equipment provided by the church/organisation to communicate with children
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed
- As the CCUK does not have any social media accounts, it is not allowed to post on behalf of the CCUK. All official CCUK communication occurs via the website, [www.christiancongregation.org.uk](http://www.christiancongregation.org.uk).
- When it is necessary to interact on a one on one basis, it should be done in a format or location that is easily visible, or verifiable (in the case of communications) by others.

## Social Media

- All social media interaction between volunteers and children under 18 shall be limited to monitored groups
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator



- Volunteers should ensure their privacy settings ensure the highest levels of security to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse

### Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified
- Children's full names will not be used on the website in association with their photographs
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated, and further permission must be acquired if an image is to be used in a way not originally stated
- Use of images will reflect diversity of age, ethnicity, and gender of the activity
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guideline

### Acceptable Use Policy

- Where access to the internet is provided on our organisation devices or devices owned by an individual via Wi-Fi, we will exercise our right to monitor usage which includes access to websites, interception, and deletion of inappropriate or criminal material or unlawfully copied text, video, images, or sound
- Wi-Fi Access will be via a secure password that will be changed quarterly
- Social media groups must be used in compliance with CCUK's Information Protection Policy.

### Children and Volunteers should not:

- Search for or download pornographic, racist or hate motivated content
- Illegally copy or play copyrighted content where permission has not been given
- Send, request, or display offensive messages or pictures
- Harass, insult or bully others
- Access the internet using another person's login details
- Access, download, send or receive any data (including images), which CCUK considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libellous material



Sanctions for violating the acceptable use policy in the opinion of CCUK may result in:

- A temporary or permanent ban on internet use
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour
- Where applicable, police or local authorities may be involved

31/03/2022

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Mr Lucas Rucireta Silva

**Safeguarding Coordinator**



## 17. Safeguarding Incident Report Form

**Christian Congregation in the United Kingdom**

Member/Volunteer Form

Safeguarding Incident Report Form

**STRICTLY CONFIDENTIAL**

This form is to be used when notifying the Safeguard Officer of a safeguarding concern

Name of child/  
young person/  
vulnerable adult

Any other name the person  
might be known by

Address

Date of Birth

Reason(s) for reporting incident:

(Give an indication of concern(s) and relevant background information)



Person reporting incident: Name			
Address			
Tel Nos.			
Signature		Date	



Action Taken

(Indicate action taken together with date(s))

Completed by:

Date:



## 18. Safeguarding Incident Report to Thirtyone:eight

<b>Christian Congregation in the United Kingdom</b>	
Safeguarding Incident Report Form <b>STRICTLY CONFIDENTIAL</b>	
To:	<b>CHURCHES' CHILD PROTECTION ADVISOR SERVICE</b>
From:	The Safeguarding Officer, or representative in their absence
Name:	
Address:	
Tel Nos:	
<p>This is to confirm a child protection referral made to you on _____ (date)</p> <p>at approximately _____ (time am/pm) when I spoke to _____</p> <p>_____ (Thirtyone:eight Officer's Full Name)</p>	
The referral concerned the following young person:	





Name:

Address:

Telephone Number:

The reason for the referral:

(State concerns & relevant background information)

Signature

Date