



Safeguarding

**The promotion, prevention and protection of
all children, adults and employees**

**Safeguarding Policy
Children & Adults**

The Dunamis Fellowship Trust

Safeguarding Policy – Contents

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Section 1

Details of the organisation

| | |
|---|---|
| Name of Organisation: | The Dunamis Fellowship Trust |
| Address: | Registered Office 8 Hazel Close Birdcage Farm Plymouth Devon PL6 6HL |
| Tel No: | 01752 719768 |
| Mobile: | 07948 408196 |
| General Email address: | office@dunamis.org.uk |
| Senior Leader Name: | Mr Chris James Chair of Trustees |
| Senior Leader Contact Telephone / Email: | 07948 408196 chris@dunamis.org.uk |
| Safeguarding Coordinator Name: | For details see Appendix 6 |
| Safeguarding Coordinator Contact Telephone / Email: | For details see Appendix 6 |
| Membership of Organisation: | 100 (variable) |
| Charity Number: | 1117475 |
| Company Number: | N/A |
| Regulators: | Charity Commission of England and Wales |
| Insurance Company: | Hiscox |

The following is a glossary of terms and brief description of our place of organisation and the type of activities we undertake with children and adults (some of whom may have care and support needs):

Glossary of Terms used in this document

- **DFT** means “The Dunamis Fellowship Trust” [*the charity and its Trustees*].
- **DFB&I** means “The Dunamis Fellowship in Britain and Ireland” and ALL activities carried out within its operational brief as decided upon and overseen by the DFT.
- **DFB&I_LT** means “The Dunamis Fellowship in Britain and Ireland Leadership Team” who are responsible for the day to day operation of the DFB&I ministry work as agreed, supported and overseen by the DFT.
- **Worker(s)** means (i) any serving DFT Trustee (ii) any serving member of the DFB&I_LT (iii) any serving Track or Event Director and their local leadership team (iv) anyone serving on a Prayer, Healing and or Deliverance Ministry Team (v) any Dunamis trained Teacher operating in that capacity at any event being run by the DFB&I.
- **NOTE** The above only applies to operations within the UK. If operating outside of the UK, then local laws and rules would apply as directed by the inviting organisation. However, the DFT would expect all UK team members assisting to be mindful of the DFT’s operating procedures in this matter and apply them where and as lawful and appropriate in the country they are in.

Place of Operation

The DFT has a central registered office purely for finance and administration. The charitable objectives of the DFT are delivered throughout the UK using various Christian residential and non-residential conference centres and local churches under the banner of the DFB&I and managed by the DFB&I_LT.

People Groups

The organisation does not specifically seek to undertake work with children and adults who have care and support needs as a matter of fulfilling its stated charitable objectives. Rather, in the course of its work, the organisation intentionally regards all people as potentially vulnerable, and regards safeguarding of all to have the highest priority.

Mission Statement:

To equip Christian believers to advance the Kingdom of God through Holy Spirit empowered ministry.

The DFT and all its ministries such as ‘The DFB&I’ fulfils its mission statement by working with, for and within the UK churches, ‘Equipping and releasing people of faith for ministry and evangelism in the power of the Holy Spirit’.

Our commitment

The DFT recognises the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual, emotional and spiritual abuse, and neglect. The DFT accepts 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". The DFT also concurs 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 DFT therefore adopts and issues the procedures set out in this safeguarding policy in accordance with statutory guidance. The DFT is committed to build constructive links with statutory and voluntary agencies involved in safeguarding. **See Policy Safeguarding Statement Appendix 1**

The policy and any attached practice guidelines are based on the ten 'Safe and Secure' safeguarding standards (**See the 10 Standards Appendix 3**) published by thirtyone:eight. Email address: helpline@thirtyoneeight.org

The Dunamis Fellowship Trust 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 workers and will regularly review the operational guidelines attached.
- endeavour to check the premises we use, meet the requirements of the Equality Act 2010 and all other relevant legislation, and that the location is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any actions, they may need to take in order to protect children and adults with care and support needs.
- not to allow this document to be copied by other organisations.

Section 2

Prevention

Understanding abuse neglect and discrimination

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.

In order to safeguard those we minister to and those in our organisation 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 states:

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

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

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

Discrimination

Under the Equality Act of 2010 it is against the law to discriminate against anyone because of age, gender reassignment, being married or in a partnership, being pregnant or on maternity leave, disability, race, religion or belief, sex or sexual orientation.

The DFT, in response to the legal requirement will include ensuring recruitment of reliable, trustworthy people as leaders and workers The DFT will provide them with the training they need to discharge their safeguarding responsibilities and define codes of conduct that govern the standards of behaviour and personal values expected to be upheld as a Christian organisation. A support network is available for any staff/volunteer worker should a disclosure or allegation be made.

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. **See Appendixes 9, 10, 11 and 12**

Safer recruitment

The DFT will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. All staff and volunteers in roles working with children or vulnerable adults are recruited under the ‘**Safe and Secure**’ safeguarding standards published by thirtyone:eight. For those in certain roles this includes the DFT undertaking checks with the Disclosure and Barring Service (DBS). **See Appendix 2**

It also includes ensuring that:

- There is a written job description / person specification for the post. **See Appendix 4 for typical job form.**
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.

Safeguarding training

The DFT is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All workers will receive induction training and undertake recognised safeguarding training on a regular basis. **The role of the Safeguarding Coordinator is shown in Appendix 5. Training requirements are shown in Appendix 7**

The DFT and DFB&I_LT will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Codes of Conduct

The DFT is committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. **See Appendix 8 and 8a**

Section 3

Practice Guidelines

As an organisation which may occasionally be working with children, young people and adults with care and support needs, the DFT operates and promotes good working practices. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers the DFT also has specific good practice guidelines for activities offered. These are attached or in the appendices. **See Appendix 8 and 8a and the Dunamis web-site www.dunamis.org.uk Ministry Values/Ministry Values and Guidelines**

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 because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

The DFT therefore has guidelines regarding The DFT expectations of those with whom The DFT works in partnership, whether in the UK or not. The DFT will discuss with all partners safeguarding expectations and have a partnership agreement for safeguarding.

The DFT maintains that good communication is essential in promoting safeguarding, to those who may be vulnerable, to everyone involved in working with children and adults and to all those with whom The DFT works in partnership. This safeguarding policy is just one means of promoting safeguarding.

SECTION 4

Responding to Disclosures and Allegations

The law places on us a duty to act in the event of a Disclosure or Allegation being made where a crime may have been committed. Since this may not be immediately apparent it is important that all Disclosures and Allegations are treated seriously and diligently reported to allow the relevant Authorities to make their judgement. This section defines what actions must be taken and who should do them.

It is important to understand the difference between a Disclosure and an Allegation.

A **Disclosure** occurs when a child or vulnerable adult confides in us that they are, have in the past, or are fearful that they may imminently, suffer abuse, neglect or discrimination, or a worker suspects an offence may have taken place.

An **Allegation** occurs when a person asserts that one of our organisation's workers has committed an offence, or there are grounds to suspect that this might be the case. An Allegation may also be accompanied by a Disclosure. An allegation may also be made that implicates a care worker or a person that works with children or vulnerable adults in the community

Basic Safeguarding Ground Rules

For all Disclosures and Allegations there are some common-sense ground rules which must be followed:

- Do not promise to keep secrets.
- Do not probe or investigate yourself.
- Let the person speak for themselves and as soon as possible afterwards, write down as best you can remember what they said. Do not interpret, speculate or add your own thoughts.
- Sign and date your statement, seal it in an envelope and put it in a safe place.
- As soon as possible report concerns to the Safeguarding Coordinator or, in their absence, their Deputy or Designated Representative.
- Do not discuss what has been reported to you to anyone other than the Safeguarding Coordinator, their Deputy or Designated Representative
- Follow the relevant procedure as detailed below.

Safeguarding Coordinator and Deputy

The Safeguarding Coordinator is nominated by the DFT, in consultation with the DFB&I_LT, to act on their behalf in dealing with Disclosures and Allegations, or suspicions, of neglect or abuse, including referring the matter on to the relevant agencies and statutory authorities.

The role of the Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

See Appendix 6 for details of Name, Telephone number and Email address

The Deputy Safeguarding Coordinator is nominated by the DFT, in consultation with the DFB&I_LT, to act in place of the Safeguarding Coordinator either in their absence or if an Allegation has been made that implicates the Safeguarding Coordinator.

See Appendix 6 for details of Name and Email address

If the suspicions implicate both the Safeguarding Co-ordinator 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.

Designated Safeguarding Representative

Operationally for some events the DFT, in consultation with the DFB&I_LT, will need to nominate an alternative local point of contact for safeguarding matters. This Designated Representative(s) will act as a local deputy but shall be the point of contact between the local event and the Safeguarding Coordinator.

Notes

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Safeguarding Co-ordinator 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 worker or volunteer working with someone under 18.

- The DFT and the DFB&I_LT will support the Safeguarding Co-ordinator/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 DFT and the DFB&I_LT hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. It is hoped by making this statement that the DFT demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Detailed Procedures

1. Children

a. Disclosure relating to Physical injury, neglect or emotional abuse.

If a child makes a Disclosure or has evidence of a physical injury that may be due to abuse or neglect, or a symptom of neglect, or there are concerns about emotional abuse, the Worker will:

- Write a statement in accordance with the Basic Safeguarding Ground Rules.
- As soon as possible discuss the matter with the Safeguarding Coordinator/Deputy or Designated Representative.

The Safeguarding Coordinator/Deputy or Designated Representative 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 or not to refer a case to Children's Social Services.

b. Disclosure relating to Sexual abuse

If a child makes a Disclosure, or there are suspicions, of sexual abuse, the Worker will:

- Write a statement in accordance with the Basic Safeguarding Ground Rules.
- As soon as possible discuss the matter with the Safeguarding Coordinator/Deputy or Designated Representative.

The Safeguarding Coordinator/Deputy or Designated Representative 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.

c. Allegations against a person who works with children/young people

It is possible that a child attending an event may make an accusation against a person who works with or who has care responsibilities towards children. This may be affecting the child making the allegation or it may be made on behalf of another child. In either case, the Worker will:

- Write a statement in accordance with the Basic Safeguarding Ground Rules.
- As soon as possible discuss the matter with the Safeguarding Coordinator/Deputy or Designated Representative.

The Safeguarding Coordinator/Deputy or Designated Representative in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard to the suspension of the worker.
- 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 the 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.

2. Vulnerable Adults

- a. **Disclosure relating to Abuse or Harm including; Physical, Sexual, Organisational, Financial, Discriminatory, Emotional, Mental, Neglect, Self-neglect, Forced Marriage, Modern Slavery, Domestic Abuse and Spiritual Abuse.**

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

- Write a statement in accordance with the Basic Safeguarding Ground Rules.
- As soon as possible discuss the matter with the Safeguarding Coordinator/Deputy or Designated Representative.

The Safeguarding Coordinator/Deputy or Designated Representative will:

- Contact the Adult Social Care Team who has 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, the Safeguarding Co-ordinator/Deputy 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 adults with care and support needs**

It is possible that a person attending an event may make an accusation against a person who works with or who has care responsibilities towards vulnerable adults. This may be affecting the person making the allegation or it may be made on behalf of another person. In either case, the Worker will:

- Write a statement in accordance with the Basic Safeguarding Ground Rules.
- As soon as possible discuss the matter with the Safeguarding Coordinator/Deputy or Designated Representative.

The Safeguarding Coordinator/Deputy or Designated Representative will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the Disclosure and Barring Service 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 organisation.

3. Allegation against one of the Organisation's Workers

The Organisation seeks to operate with the utmost integrity and strives to uphold the highest values. Any allegation made against one of its Workers will be taken seriously and investigated thoroughly.

If an Allegation is made against one of the Organisation's Workers at an event, that Worker is to be immediately removed from the event until the matter has been investigated and resolved. Should the allegation be made directly to the Worker, the Worker must immediately withdraw from that conversation and another Worker step in to take the Disclosure and deal with the Allegation.

Allegations will be dealt with in accordance with Procedures 1c or 2b above, dependant on the circumstances.

Section 5

Pastoral Care

Supporting those affected by abuse

The DFT and DFB&I_LT is committed as far as it is able to offer pastoral care, working with statutory agencies as appropriate, and support to those who have been affected by abuse who have contact with, or are part of the DFB&I. It must be noted here that due to the limited time frame of contact between the individual(s) and the DFT ministries any pastoral care offered will and can only be proportional to that time frame. The DFT's primary function is not that of a support agency.

Working with offenders and those who may pose a risk

In the event of someone applying to attend or attending any activity of the DFB&I is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs;

The DFT reserves the right to refuse permission to attend or request the individual(s) leaves the event immediately.

If agreement is reached that the individual(s) concerned can attend or remain at the event, then in its safeguarding commitment to the protection of children and adults with care and support needs, the DFT and DFB&I_LT will set boundaries for that person or persons, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Appendix 1

Safeguarding Policy Statement

The following statement was agreed by the Trustees of the Dunamis Fellowship Trust. The Trust is committed to the safeguarding of children, young people and adults, and to ensuring their well-being.

To be displayed in a prominent place

PROTECTION OF CHILDREN, YOUNG PEOPLE AND ADULTS POLICY STATEMENT

Name of the organisation: The **Dunamis Fellowship Trust**

The following statement was agreed by the Trustees of the organisation on: __/__/__

- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- The Dunamis Fellowship Trust recognises that all have a responsibility to help prevent the physical, sexual, psychological, spiritual, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that is discovered or suspected.
- The DFT recognises the personal dignity and rights of adults and will ensure our policies and procedures will reflect this.
- The DFT believes all adults should enjoy and have access to the life of the DFB&I wherever possible and practical for the individual.
- The DFT undertakes to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- The DFT believes every child should be valued, safe and happy. The DFT wants to be sure children in contact with the organisation know this and are empowered to tell us if they are experiencing significant harm.

The DFT is committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure as an organisation all workers will work within the safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Keeping up to date with national and local developments relating to safeguarding.
- Everyone acting on behalf of the DFT abides by this safeguarding policy.

- Supporting, as far as is practicable and reasonable, those in the organisation who have chosen to make it known they are or have been affected by abuse.

The DFT recognises:

- Children’s Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police must be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

The DFT will review this statement and policy annually.

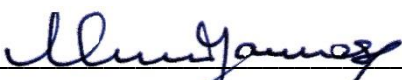
If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this organisation.

See Appendix 6 for details _____ Safeguarding Coordinator

See Appendix 6 for details _____ Deputy Safeguarding Coordinator

A copy of this organisation’s policy can be seen:
www.dunamis.org.uk/resources/guidelines/

Signed for and on behalf of The Dunamis Fellowship Trust

Signed  Chris James (Trust Chair).

Date 28 March 2023

Adoption of the policy

Date:

Appendix 2

Organisational Roles

The following roles within the organisation have been identified as those requiring safeguarding training and a DBS check. The timing is for training to be undertaken.

| Organisational Role | Safeguarding Training Level and Completed by: | Level of DBS Check |
|----------------------------------|--|--|
| DFT Trustees | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| DFB&I Director | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| DFB&I Leadership Team | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| Safeguarding Officer/Deputy | Asap following appointment Advanced every 3 years | Enhanced with Barring. Every 5 years |
| Track and Event Directors | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| Director of Healing Ministries | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| Dunamis Institute Teachers | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| Track and Event Leadership Teams | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| Prayer Ministry Team | Within 3 months of appointment Basic/Foundation every 3 years | Basic Every 5 years |
| Youth Worker | Asap following appointment Advanced every 3 years | Enhanced with Barring. Every 5 years |

Appendix 3

The 10 Safe and Secure Safeguarding Standards of thirtyone:eight

- 1 Safeguarding Policy
- 2 Training and Awareness
- 3 Safer Recruitment
- 4 Management of workers
- 5 Working Safely
- 6 Communication safety
- 7 Responding to concerns
- 8 Pastoral care
- 9 Managing those who may pose a risk
- 10 Working in partnership

Appendix 4

APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND ADULTS

Name of the organisation: The Dunamis Fellowship Trust

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the organisation, unless requested by an appropriate authority.

Personal Details

Full Name: Maiden/Former Name(s):

Address:

Postcode:

Daytime Tel No:

Mobile Tel No:

Email address:

Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in over the past 10 years, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or adults with care and support needs declined?

YES NO (Please tick)

If yes, please give details

Further Details

I confirm I am a member of the DFB&I Fellowship and have signed the 10 tenets.

I confirm that I am willing to undergo a Disclosure Barring Service (DBS) check.

I confirm that I am willing to attend a recognised safeguarding training event.

I confirm I have undertaken the required Dunamis training for this role.

References

Please give details of two referees. At least one must be from a member of DFB&I Leadership Team. Please ensure you have the agreement of the referees before submitting this form.

REFEREE 1

Name:

Address:

Phone number:

Email:

Capacity in which you know this person:

REFEREE 2

Name:

Address:

Phone number:

Email:

Capacity in which you know this person:

Agreement

I certify the information provided above is correct.

Signed:

Date:

Confidentiality Statement

In volunteering for this role with The Dunamis Fellowship Trust, I understand that I may become aware of information regarding people outside the organisation. I agree to treat all such information in accordance with the organisation's strict standards of confidentiality unless there are issues which need to be referred to the Safeguarding Coordinator and I agree that any breach of such confidentiality may result in removal from the role I wish to undertake.

I confirm that I have read and understand this Confidentiality Statement

Signature: _____ Date: _____

Appendix 5

The Role of the Organisation's Safeguarding Coordinator

Context

We believe that children and adults at risk deserve the best possible care that the organisation can provide, and that the organisation should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

- To coordinate safeguarding policy and procedure in the organisation.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the organisation.

Responsibilities

To coordinate safeguarding policy and procedure in the organisation

- To familiarise themselves with organisational policies and procedures and thirtyone:eight good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that organisational policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the organisation aware of the organisational safeguarding policies and procedures, as well as thirtyone:eight guidelines.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.

To be the first point of contact for safeguarding issues

- To be a named person that children / adults at risk, organisation members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the organisation.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the organisation.
- To ensure that appropriate records are kept by the organisation and that information in relation to safeguarding issues is handled confidentially and stored securely.

To be an advocate for good safeguarding practice in the organisation

- To promote sensitivity within the organisation towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team or event teams or local prayer ministry teams either paid or volunteers.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

Appendix 6

Safeguarding Coordinator and Deputy

Safeguarding Coordinator

Name: Chris James

Tel:

Email: chris@dunamis.org.uk

Date of appointment: 10th May 2019

Deputy Safeguarding Coordinator

Name: Deirdre Harrison

Tel:

Email: deirdre@dunamis.org.uk

Date of appointment: January 2022

Appendix 7

Safeguarding Training Requirements

This policy provides instructions as to the required level of safeguarding training for leaders and workers (paid or volunteers) roles in the organisation.

Background

The organisation comprises a variety of roles, groups and job titles. For this reason, the instructions on the mandatory safeguarding training requires an organisational assessment to determine how those instructions apply to the unique roles found within the organisation. The Leadership Team along with the Safeguarding Coordinator and thirtyone:eight has considered how they need to be applied to staff and volunteers in the organisation to keep us in line with safeguarding expectations. The training requirement of this policy ensures the safety and wellbeing of all who use or facilitate the services and activities of the organisation. This policy and all safeguarding matters are subject to continuous review; please always refer to the Safeguarding Coordinator for the latest information. If you have any questions or wish to provide feedback about this document or any other safeguarding matter, please email the Safeguarding or deputy Safeguarding Coordinator.

Safeguarding Training Requirements

The requirements detailed in this policy apply to all leaders and workers in the organisation, (see organisational roles below). All leaders and workers on any team must be trained at least to the basic awareness level below. There may be a need for a higher level of training requirement for a specific role within a team or group.

Organisational roles

For a list of organisational roles **See Appendix 2**

Training Providers

Training must be received from a recognised training provider or organisation.

Each training course/module is valid for 3 years, by which time refresher training should have been completed to keep the training current and to remain in the role.

Appendix 8

Code of Conduct

The Dunamis Fellowship Trust's behaviour code for working with children, young people and adults at risk of harm.

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust. You will be a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged by other workers
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details with the intention of 1-2-1 contact between a youth leader and a young person under 18 years old
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you may be asked to leave the organisation depending on the seriousness of the situation. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding co-ordinator.

Appendix 8a

Lone Working Policy

The Dunamis Fellowship Trust recognises that at times during its events or during prayer ministry sessions, it may/will be necessary for there to be 'one-to-one' or 'two-to-one' working. It is, however, appropriate to state that where there is a need for a worker/s to be alone with an individual, certain procedures and explicit safeguards must be in place, including agreement with a leader and/or parents/carers.

'One-to-one' or 'two-to-one' situations have the potential to make individuals more vulnerable to harm by those who seek to exploit their position of trust. Adults working in 'one-to-one' or 'two-to-one' settings 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' or 'two-to-one' situations occur, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of everyone involved. There may be occasions where workers and leaders will need to undertake a risk assessment in relation to the specific nature and implications of 'one-to-one' or 'two-to-one' work. These assessments should consider the individual needs of the child/young person/vulnerable adult and the individual worker/s and any arrangements should be reviewed on a regular basis. Remember, a risk assessment does not exist unless it is written down.

Workers should be offered training and guidance for the use of any areas of the workplace which may place themselves or others in vulnerable situations. This would include those situations where workers directly meet with individuals in unsupervised settings within the community or in street-based projects for example (i.e. 'detached youth work') or in workers' homes or in the home of a vulnerable adult.

This means that workers should:

- avoid meeting in 'one-to-one' situations, unless it is in full view of other people.
- ensure that when lone working is an integral and unavoidable part of their role, a full and appropriate risk assessment has been conducted and agreed.
- always inform a leader/co-worker and/or parents/carers about the contact(s) beforehand.
- carefully consider the needs and circumstances of the individual when in 'one-to-one' or 'two-to-one' situations.
- where a meeting takes place in the home of a worker on a 'two-to-one' basis, both workers should arrange to be present before the individual arrives. Where possible the individual should not be left alone with one worker during the meeting. The worker should notify the individual of the organisation's safeguarding policy.
- where it is unavoidable that a meeting must take place at the home of a vulnerable adult on a 'two-to-one' basis, both workers should arrive together at the individual's house. Where possible the individual should not be left alone with one worker during the meeting. The worker should notify the individual of the organisation's safeguarding policy.
- always report any one-to-one or 'two-to-one' situation where an individual becomes distressed or angry, to a senior colleague as soon as possible.
- Keep appropriate notes of all lone working.

Appendix 9

Using Images of Children

Filming and photography Since the Data Protection Act 1998 organisations must take great care in the ways they create and use photographs or film footage involving children. This does not mean that pictures should not be taken or that filming should be prohibited. However, certain protocols should be followed in order to comply with legislation, as well as to safeguard children. Good practice would be that permission must be obtained from parents/carers before a photograph is taken or film footage recorded. A Sample Information and Consent form is shown below.

Consent form for

(Name of the organisation commissioning photography)

To: _____
Name of parent/carer* (*person with parental responsibility)

Name and age of child: _____

Organisation/ Club child attends:

Location of photograph:

Organisation (name) _____ would like to take
photograph(s)/make a video/webcam recording of
_____ (name of child/ren)

These images may appear in our printed publications, on our website, on our social media platforms or promotional material etc. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent (Delete as appropriate)

1. May we take images of your child during activities of the group or at the event?
YES/NO
2. May we use your child's image in our printed publications?
YES/NO

3. May we use your child's image/video recording on our website?
4. May we use your child's image/video recording on our Social media platforms?
YES/NO
5. May we use your child's image/video recording on our promotional materials?
YES/NO

Signed: (parent/adult with parental responsibility)

Date: ____/____/____

Youth/Children's Worker/Responsible Adult

I have checked which parents are happy for their child(ren)'s images to be used in the (organisation's) _____ printed publications, on our website, on our social media platforms or other promotional material etc. YES/NO

Please note that websites and social media pages can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker/Responsible Adult) _____

Date: ____/____/____

Print name: _____

Appendix 10

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

England

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation,

kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Spiritual abuse – is a form of emotional and psychological abuse in a religious context. It is characterised by a systematic pattern of ongoing coercive controlling behaviour.

Appendix 11

Definitions of Abuse - Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

Spiritual abuse – is a form of emotional and psychological abuse in a religious context. It is characterised by a systematic pattern of ongoing coercive controlling behaviour.

Appendix 12

Signs of Abuse (Children)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

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

Emotional

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

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Appendix 13

Signs of Abuse (Adults)

Physical abuse

History of unexplained falls, fractures, bruises, burns, minor injuries.
Signs of under or overuse of medication and/or medical problems left unattended.
Any injuries not consistent with the explanation given for them
Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
Recurring injuries without plausible explanation
Loss of hair, loss of weight and change of appetite
Person flinches at physical contact &/or keeps fully covered, even in hot weather;
Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

Unexplained injuries or 'excuses' for marks or scars
Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
Age range extended to 16 years

Sexual abuse

Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
Unexplained change in behaviour or sexually explicit behaviour
Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
Infections or sexually transmitted diseases
Full or partial disclosures or hints of sexual abuse:
Self-harming
Emotional distress
Mood changes
Disturbed sleep patterns
Psychological abuse
Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
Intimidated or subdued in the presence of a carer
Fearful, flinching or frightened of making choices or expressing wishes
Unexplained paranoia
Changes in mood, attitude and behaviour, excessive fear or anxiety
Changes in sleep pattern or persistent tiredness
Loss of appetite
Helplessness or passivity
Confusion or disorientation
Implausible stories and attention seeking behaviour
Low self-esteem

Financial or material abuse

Disparity between assets and living conditions
Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
Sudden inability to pay bills, getting into debt
Carers or professionals fail to account for expenses incurred on a person's behalf
Recent changes of deeds or title to property
Missing personal belongings
Inappropriate granting and / or use of Power of Attorney

Modern slavery

Physical appearance; unkempt, inappropriate clothing, malnourished
Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
Few personal possessions or ID documents.
Fear of seeking help or trusting people.

Discriminatory abuse

Inappropriate remarks, comments or lack of respect
Poor quality or avoidance care
Low self-esteem
Withdrawn
Anger
Person puts themselves down in terms of their gender or sexuality
Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

Low self-esteem
Withdrawn
Anger
Person puts themselves down in terms of their gender or sexuality
Abuse may be observed in conversations or reports by the person of how they perceive themselves
No confidence in complaints procedures for staff or service users.
Neglectful or poor professional practice.

Neglect and acts of omission

Deteriorating despite apparent care
Poor home conditions, clothing or care and support.
Lack of medication or medical intervention

Spiritual Abuse

Use of scripture to coerce and control

Enforced accountability

Manipulation and Exploitation

Censorship

Requirement for Blind Obedience

Use of 'divine' calling to coerce

Exclusion and isolation

Public Shaming and Humiliation

Appendix 14

Incident Recording Form

Basic information

Date and time of incident:

Date on which this report was written:

Your full name:

Full name of child, young person or adult concerned:

Address, if known

Date of birth, if known

Location / Situation:

Other people present:

Record of incident:

- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.
- Record what you said as well as what the child, young person or adult said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

Signed:

Dated:

.....
(person who wrote this report)

Who has been spoken to about the incident?

Record below the names of all those with whom you have spoken about your concerns:

Organisational Safeguarding
Coordinator:

.....
Children's / Adult Services:

.....
Police:

.....
NSPCC:

.....
Parent/Carer:

.....
Child:

.....
Other (name, role and organisation):

Feedback and follow up actions:

Signed:

Dated:

**Position held in the
Organisation**

Signed:

Dated:

**Position held in the
Organisation**

Appendix 15

ELECTRONIC COMMUNICATION SAFETY

Purpose

The Dunamis Fellowship Trust is committed to taking all necessary steps to ensure Youth and Children's 'Electronic Communication Safety' happens competently. Electronic Communication Safety is the collective term for safeguarding involving the use of mobile phones, computers (including laptops, netbooks, tablets) and other electronic devices including games consoles, to communicate and access the internet, emails, text messages, instant messaging and social networking platforms (eg Facebook, Instagram, Twitter, Youtube, WhatsApp, Zoom etc) and other social media.

The role of worker (staff and volunteers)

- As members of DFB&I, we recognise that using the Internet (and other forms of technology) is an important part of the lives of the children and young people we work with.
- In accordance with our Safeguarding Policy, we recognise that we must take all possible steps to protect young people from significant harm or risk whilst using the Internet or any other form of technology.
- We also recognise the importance of establishing and updating procedures to ensure workers are protected whilst they work with children and young people.

Reasons for contacting a young person electronically

- Workers should only use electronic communication for reasons relating to work with children and young people, not for general socialising.
- We recognise that there will be times when it is necessary and important to use electronic communication. However, we recognise the need for an appropriate response and always encourage face-to-face contact (where possible) as opposed to a contact or reply via online methods of communication.
- Workers should ideally be aware that when using electronic communication, this must be set up as part of a group communication and not one to one.

Parental awareness and consent

- Parental consent for using electronic forms of communication is essential and will require a completed DFB&I consent form or by letter with a return slip agreeing to the use of this form of communication by the parents (See consent form below). It will clearly outline for what purpose we will be using communication, and what we will be communicating.
- This Policy Appendix document will be available to parents and carers and we will seek to ensure they are aware and are happy with how we use electronic communication, and know what type of electronic communication we are using (e.g. Email, Zoom, WhatsApp etc).

Good practise

Language

All language should be appropriate; and where possible 'standard responses' should be used (e.g. if you have sent an email out containing event details and receive a reply asking for further details, create a standard response with additional details so that all young people receive the same information).

- Workers should take great care over the language used to reduce the risk of misinterpretation.
- A worker should always use their proper name in all communication with young people and where appropriate should also state the role they fulfil within the organisation
- When sending messages such as emails, workers should not use informal language such as shorthand or 'text language' as this can often be misunderstood and lead to further complications.

Time of day

- When using email/text/the Internet etc for communication with young people (within the guidelines above), it is advised that it should take place between the hours of 9am-7pm.
- If an event takes place in the evening (after 5pm) and it is necessary to send an email/text/message etc, workers should ensure that they do not work on their own and they have the support of another person from within the organisation with them.

Communication platforms

Vulnerable people can find it easier to communicate via email or text rather than talking face-to-face. They may therefore share more personal or sensitive information about themselves or someone else than if talking one-to-one. General advice and support may be offered by email, text or the live chat function but no more – mentoring must be carried out by those qualified to do so.

Email

- Emails should only be used to communicate specific information (e.g times and dates of events, for example) and not for general socialising
- When emailing a child or young person you must always copy in another team member for accountability
- Email histories should be kept and dated.

Texting or messaging applications

Texting or messaging is probably the most used method of communication amongst children and young people. This form of communication is, however, difficult to monitor; team members using this method of communication must be accountable for what is said.

- Use appropriate language.
- Only send messages during the guideline hours.

- Messages should only be used to communicate specific information (times and dates of events, for example) and not for general socialising.
- All sent and received messages should be kept securely for record.

Social Media

Social media sites and forms of communication such as WhatsApp, Facebook, Instagram, Snapchat and Facebook Messenger, are constantly evolving. Children's and Youth workers should always consider accountability and whether the form of electronic communication they use can be traced.

- Use the 'DFB&I' account on platforms (eg Facebook and Instagram) to communicate with young people in agreement with the DFB&I Leadership Policy. Please make it clear who it is that the young person is interacting with when using this account.
- Make sure your communication is clear and unambiguous.
- Use only to send information such as event dates and timings, Dunamis/PRMI website links etc.
- Keep any contact visible where possible – i.e. posting on a young person's wall is preferable to in-boxing (sending a private message) as it is more visible and, therefore, easily accountable.
- Make sure your own privacy settings are in place.
- Only communicate with those in your pastoral remit – keep social media contact to the group you volunteer in.
- Always share any social media communication you are having with children or young people with another member of the team.

Direct messaging,

Live chat services, chat facilities and direct messages are a vulnerable form of communication between workers, children, and young people as they are hidden from public view and therefore accountability is difficult.

- Refrain from engaging in conversations via these mediums unless it is for an organised group event with another team member present in the group conversation.

Video Conferencing

Video calls have become a means for us to meet with young people during recent times and this presents different challenges to those already in place. With this in mind, the following safeguards must be followed:

- The team will only use a video conferencing platform such a Zoom or Microsoft Teams. Users only need to have an email address for account setup.
- The team will only use video conferencing for group activities and not 1:1 chat with young people.
- Parental consent must be obtained for all children under the age of 18 if it is their first time attending an event
- Parental consent must continue to be obtained for each event for any children under the age of 13
- Parental consent is not required for young people over the age of 13 whose parents have previously consented to them attending an event. They may consent

themselves and sign up to the event without parents consent, but the team will always keep the parent(s) fully informed about the event and seek their consent if needed.

- Parents and young people can give their consent by responding to the Consent Form (displayed at the end of this Appendix). Details of the event may be sent to parents via another electronic medium such as Email. Details of responses must be kept as evidence of consent.
- The team will use the parents email address for the initial meeting invitation as this ensures that parents are aware of what is happening

1.

- Meeting ID and passwords will only be given to the participants and not shared publicly. Chat and screen sharing will be open to all participants at the leader's discretion and subject to the rules which have been established for the group.
- At least two safely recruited leaders must be present during the call and they should be live before young people arrive.
- Parents and young people participating in the video meeting will be asked to comply with ground rules of etiquette' such as using their proper names, having their camera turned on, being polite and kind to other, not taking a screenshot or other photographs of participants during the session without the permission of all.
- The team will have a nominated Zoom chat host on every call. Participants will be directed to message that person only if they have a concern or an issue that needs addressing. The chat host will not attempt to solve the persons problem via the chat function but may refer the young person for prayer ministry with a triage team (or similar) if that facility is available on the call. The chat host may also refer or direct the young person to seek help in person.
- Parents must be present throughout video conferencing groups involving children under the age of 11.
- DO NOT RECORD the call. Most video conferencing software allows for the session to be recorded, which is an option available to the host or co-host of the meeting only. However, to record or capture images would require explicit permission for data capture and this would fall within the remit of the Safeguarding Policy of Safe Use of Images

Dangers to Young People

Sexting is the act of sending sexually explicit messages or photographs, primarily between mobile phones. It is a rising concern amongst young people, and all adult workers should remain vigilant. A recent change in the law now makes it a criminal offence to take, possess or share explicit photos of somebody who is under 18 – even if they are of oneself. Young people need to understand that they could be charged with child pornography and be put on the sex offenders register for sending explicit photos of themselves or anyone on their phone.

- Report it immediately.
- Be prepared to talk about sexting in the wide conversation about relationships.
- Make it clear that it is a criminal offence.
- Explain it is still illegal to hold or take indecent images of anyone under the age of 18, even if the pictures are not shared ("sexted").

- Encourage children and young people to ‘Think before they post’ in all forms of social media.

Online Grooming is contacting a child/youth with the motive of preparing them for sexual abuse either online or offline. Someone who grooms a child is breaking the law.

- Be vigilant
- Report it immediately

Cyber Bullying is no different from ordinary bullying except the child/youth in question uses digital technologies to bully another. If an adult bullies a child/youth, however, it is defined as cyber-stalking and taken even more seriously. Cyber bullying may involve the use of visual images, texts, phone calls and hits on social networking profiles.

- Be vigilant
- Report it immediately

Unacceptable behaviour

- On going dialog (repeated sending of emails between any number of individuals I.E two leaders and one young person) via email is discouraged.
- Emails and other text based messaging services should not be used as a relationship building tool.
- Do not use Kisses or emoticons which could be misinterpreted.
- Private or direct messenger services such as Facebook messenger, Instagrams direct messaging, WhatsApp etc are an unsuitable form of communication between workers, children, and young people. Refrain from engaging in conversations via these mediums.
- Never promise confidentiality.

CONCERNS

Communication and behaviour online should be no different from offline and/or in person. If a worker feels uncomfortable about any communication or behaviour, whether it be online or offline, contact the Safeguarding Coordinator as soon as possible. Matters for concern may include:

- What has been said by a young person suggests they are in danger or at risk (NB – you need to take immediate action – see “What to do” below).
- The content of messages/e-mails suggests some form of abuse (NB – you need to report your concerns as soon as possible, within 24 hours at the latest).
- You are concerned by the mental well-being of a young person (act quickly).
- The content of what a young person has said online or by text seems inappropriate.
- Inappropriate images of youth or leaders have been shared.
- A young person has become too dependent on you through frequent and extended online, text or face-to-face contact.
- A young person is being contacted by unknown adults or receiving gifts from people they do not know.

WHAT TO DO IF YOU ARE CONCERNED

If you become concerned about the content of conversations on social network sites, you should take the following actions:

- DO NOT CLOSE DOWN THE CONVERSATION. This will potentially lose any evidence.
- If you believe a young person to be in immediate danger or at risk, call 999. If you are not sure, seek online advice on the CEOP website <http://www.ceop.police.uk/safety-centre>.
- Inform your Safeguarding Coordinator immediately.
- Ensure you preserve any 'paper trails'. If necessary, copy and paste any conversations and have these witnessed, signed, and dated.
- Save any instant messages or texts that might relate to a cause for concern to a password encrypted file.
- Seek help and advice – seek help and advice from CEOP (Child Exploitation and Online Protection Centre) <http://www.ceop.police.uk/safety-centre>

The role of the Dunamis Fellowship Trust in supporting you

We undertake to:

- Help you to work this policy into your relationships with the youth and children – through any training and ongoing catch-ups.
- Ask you regularly which young people and/or children you have contact with online and offline.
- Challenge you, if we feel that something on your social media is inappropriate or does not reflect the Christ-like modelling we are striving for.
- Support you in and through any incidents.
- Revise and update this policy annually.
- Incorporate this policy into the ethos of the organisation.

CONSENT FORM - Youth & Young Adults (DFB&I)

General Parental consent form relating to DFB&I Youth & Young Adults Events in the UK (currently operating under the name 'Upward Challenge').

These events are organised by the Dunamis Fellowship in Britain & Ireland (DFB&I), which is a ministry of the Dunamis Fellowship Trust (DFT). UK Registered Charity Number: 1117475
Our Safeguarding Policy is available to view here:

<https://www.dunamis.org.uk/dunamis/downloads/DFT-Safeguarding.pdf>

*Required

Child's Name *

Your answer

Child's Date of Birth *

Date

Parent or Guardian's Name *

Your answer

Parent or Guardian's Email Address *

Your answer

Parent or Guardian's Phone Number *

Your answer

Home Address *

Your answer

I consent to my child participating in Online Events (e.g. Zoom calls) and understand that I need to register my child on their behalf *

Yes

I consent to the DFB&I contacting my child directly about Youth & Young Adult events, with promotional materials, event details and any other relevant information. *

As a parent, you will be copied into any emails (as outlined above) which are sent to your child.

Yes

No

Child's Email Address (*Required if you answered 'Yes' to the above)

Your answer

I have read, understand and accept your Data Privacy Statement

(<https://www.dunamis.org.uk/dunamis/downloads/GDPR-Statement.pdf>) *

Yes

History of Changes to Policy Document

| Section or Appendix | Reason for Change | Date of change |
|---|---|-----------------------|
| Appendix 2. Organisational Roles | Adding Training Levels and time intervals | October 2020 |
| Appendix 4. Application for Voluntary Work Form | Adding information under Further Details | June 2020 |
| Appendix 15. Electronic Communications Safety | New Appendix for young adults | February 2021 |
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