



ST PAUL'S  
ST ALBANS

# Child Safeguarding Policy and Procedures

St Paul's, St Albans  
June 2020



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## Review

This document will be reviewed annually by the PCC and when any significant changes in legislation or recommendations of good practice are advised.

Date	Who	What
2014 June	Anna Hawken (Children Minister)	Initial version
2015 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2016 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2017 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2018 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2019 June	Michael Reynolds (Youth Minister) Tori Redding (Children's and families minister) Sarah Wynne (Parish Safeguarding Officer)	Reviewed with minor changes (see Child Safeguarding PCC update 6 <sup>th</sup> June 2019)
2020 June	Michael Reynolds (Youth Minister) Tori Redding (Children's and families minister) Sarah Wynne (Parish Safeguarding Officer)	Reviewed; amendments to section 13: electronic communication

This document will be reviewed annually by the Youth and Children's and families minister and the policy (adherence to the procedures) approved by PCC and then signed.

Signed \_\_\_\_\_  
 Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_  
 Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Position \_\_\_\_\_



## **Child Safeguarding Statement**

### **MISSION STATEMENT**

St Paul's recognises the importance of ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to it. The Children Act 1989 and the notes of guidance make it clear that Child Safeguarding applies to children and young people up to the age of 18.

As part of its mission, St Paul's is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all who come into contact with children and young people.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.

### **St Paul's Procedure**

All leaders over 16 that are committed, consistent members of teams working with under 18s will be DBS checked and go through the safe recruitment procedure. ThirtyOne:Eight (independent safeguarding specialists formerly known as the Churches Child Protection Advisory Service (CCPAS)) guidelines state occasional helpers who do not have a DBS do not count in staff to child ratios (guest speakers/guest worship leaders/potential leaders trying out a group etc.) so any other over 18s who are in groups more than once a half term need to have a DBS (this also includes residentialists according to ThirtyOne:Eight's Safeguarding Handbook). In exceptional circumstances there will be at least two adults with a DBS in line of sight, with appropriate support.

### **Good Practice Guidelines**

- It is essential that any child abuse issues are not trivialised or exaggerated, and that proper steps are followed.
- Words and actions may be open to misinterpretation, and therefore great care should be taken to avoid situations in which actions could be misunderstood.
- Team will be responsible for ensuring that abusive peer activities (such as bullying or any other form of abuse) do not occur.

### **Responding To Allegations Of Abuse**

Under no circumstances should any team member carry out their own investigation into an allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Do not ask the child or young person leading questions or place your own interpretation upon what they have said. When they have finished, reassure them that they were right to tell you, and that you have taken what they said seriously. Tell them what it is that you intend to do next. Keep them informed of your actions.
- Concerns must be reported as soon as possible to your Team Leader who will contact the Parish Safeguarding Officers (PSO) (whom are the Children's and families Minister, Youth Minister, Pastoral Care Minister and a member of the congregation) who is to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter to the statutory authorities in liaison with the vicar, who will contact the Diocesan Safeguarding Advisor within 24hrs for further advise on how to proceed next.

- In the absence of the Parish Safeguarding Officers, or if the suspicions in any way involve the Parish Safeguarding Officers, then the report should be made in the first instance to the vicar, who will contact the Diocesan Safeguarding Advisor for advice.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with St Paul's procedures and kept in a secure place.
- St Paul's will support the Parish Safeguarding Officers 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 child safeguarding agencies or seek advice from ThirtyOne:Eight although St Paul's hope that this procedure will not be used. If, however, the individual with the concern feels that the Parish Safeguarding Officers have not responded appropriately, or where they have a disagreement with the Officers(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that St Paul's demonstrates their commitment to effective child safeguarding.

The role of the Parish Safeguarding Officer is to collate and clarify the precise details of the allegation or suspicion, have a case meeting with the Vicar and independent officer and action as appropriate.

### **Allegations Of Physical Injury Or Neglect**

If a child has a physical injury or is likely to suffer a physical injury or a symptom of neglect, the Parish Safeguarding Officers will:

- Contact ThirtyOne:Eight and the Diocese Safeguarding Officer for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted ThirtyOne:Eight.
- Seek medical help if needed urgently, informing the medical team of any suspicion.
- For concerns such as poor parenting, encourage parent/carer to seek help from their local church, GP, Health Visitor or Social Services, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help contact ThirtyOne:Eight direct for advice.
- Seek and follow advice given by ThirtyOne:Eight (who will confirm their advice in writing) and the Diocese Safeguarding Advisor.

### **Allegations Of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the Parish Safeguarding Officers will:

- Contact ThirtyOne:Eight. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by ThirtyOne:Eight. ThirtyOne:Eight will confirm its advice in writing for future reference.
- Contact Social Services direct if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. This will be the Children's Services Intake Team or the Children's Services Out of hours' emergency duty team.
- In the case of sexual assault (such as rape) which may have occurred over the last few days, immediately contact the Local Authority Social Services Children's Services Department or the Police. Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell the parents/carers: they could be involved. It is also important that no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must come first at all times.
- Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off".
- The child or young person also has a right for their privacy to be respected as much as is possible.

- Within 2hrs the Diocesan Safeguarding Advisor will also be notified.

### **Appointment, Support, Supervision & Training Of Team**

St Paul's will ensure all Team will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines, the Disclosure and Barring Service, ThirtyOne:Eight guidance and practice guidelines attached.

### **Support To Those Affected By Abuse**

If abuse is disclosed, St Pauls recommends that the person to whom the disclosure has been made should seek the comfort and support of prayer ministry. If individuals would prefer to discuss certain matters outside St Paul's, further follow-up support is available by contacting CCPAS.

### **Referrals And Third-Party Allegations**

Where a third party alleges abuse towards a child, the role of the Team member is to gather as much information as possible from this person. They should be advised that the information they have provided will be shared with Parish Safeguarding Officers and may result in a referral to the Local Authority Social Services Department with their details. This is so that Local Authority Social Services can contact them if necessary.

# **CHAPTER 1 Recruitment Procedures**

## **1 Introduction**

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including convicted sex offenders, have gained both voluntary and paid employment with children and young people. In 1992 the Warner Committee of Inquiry published a report, 'Choosing with Care', recommending that more careful background checks should be made on candidates applying for jobs working with children and young people in residential settings. The Home Office have produced a Code of Practice, 'Safe from Harm' (1993), for voluntary organisations which St Paul's follows when recruiting children's/youth team. The Church of England have produced "Practice Guidance: Safer Recruitment" (2015) which addresses DBS checks and the recruitment process, St Paul's follows these guidelines when recruiting for children's/youth teams.

Great care therefore will be exercised in the selection and appointment process. The Children's and families Minister or Youth Minister, working in conjunction with the vicar, shall identify and approve leaders. Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. It is also a criminal offence to knowingly offer or continue to allow work with children, to an individual who is disqualified.

## **2 Designated Persons**

St Paul's has designated persons to be responsible for implementing the child safeguarding policy and responding to concerns. These are the Parish Safeguarding Officers and in certain instance the Independent Officer.

### **2a Parish Safeguarding Officers**

The role of the Parish Safeguarding Officer includes:

- To take responsibility to ensure the PCC complies with the safe recruitment process as outlined below to collate and clarify the precise details of any allegation or suspicion and pass this information to the Diocesan Safeguarding Adviser. On rare occasions it may be necessary to inform the local Children, School and Families department or the Police immediately.
- Establishing contact with ThirtyOne:Eight plus other key agencies and organisations as appropriate.
- Ensuring that policies and procedures are followed on site.
- Maintaining accurate records relating to safeguarding concerns on site.

## **3 References**

All Team must provide details of referees. St Paul's reserves the right to make any character checks it feels are necessary. All Team may have contact with children or young people and so will be asked whether they have been subject to criminal or civil proceedings, and whether they have caused harm to children or put them at risk. Those who have direct contact with children or young people are be required to complete DBS checks. All information received concerning these DBS checks will be kept securely and in line with our GDPR and data handling policy.

## **4 Disclosure and Barring Service Checks**

Criminal record checks are available to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. The government agency set up to administer these checks is the Disclosure and Barring Service (DBS). The DBS's aim is to help employers in England and Wales make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check. The DBS enables organisations to access these checks as part of good recruitment practice. St Paul's runs these checks through ThirtyOne:Eight, an umbrella organisation appointed by the DBS.

A Disclosure is a document containing information held by the police and government departments that provides details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). It can also contain details from lists and other information held by the Independent Safeguarding Authority (ISA) as well as information held by local police forces. A

Disclosure, therefore, enables organisations to check the background of a job applicant (paid or voluntary) to ensure they do not have a history that makes them unsuitable to work with children or vulnerable adults.

In most cases, those working with children or vulnerable adults need to apply for an enhanced disclosure. This is necessary where the appointment involves a substantial degree of contact with children including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being.

(This applies to most people working with, or responsible for, children in a church situation, including the Church Leader, Pastor, Minister, and Vicar).

## **5 Appointment and Supervision**

No one should be working in isolation, but as part of a team showing mutual responsibility for each team member. It is accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the Children's and Families Minister or the Youth Minister about the concern.

Team should follow St Paul's guidelines for working with children. In circumstances where it is necessary to depart from agreed procedures, in an emergency, or to protect a child, permission should either be obtained in advance from a leader or reported immediately afterwards where this is not possible. Feedback sessions should be organised by Team Leaders to report incidents where guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.

## **6 Training**

It is important that all Team understand the agreed procedures for protecting children and accept the St Paul's policy statement. All Team are required to report all allegations or concerns about possible abuse.

Safeguarding training for Teams who may come in contact with children will be given annually. All Team are required to attend training sessions or complete online training.

## **7 Handling of Disclosure Information**

### **Storage And Access**

Disclosure information is never kept on an applicant's personal file. It is stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body and/or the DBS. Consideration can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

**Disposal**

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## **CHAPTER 2 Working With Children**

### **1 An Overview**

- Team should treat all children/young people with dignity and respect in attitude, language and actions.
- Except in established 1-2-1 or mentoring relationships, all team should avoid working alone with a child/young person.
- Consideration should be given to how many Team should be involved with the group and whether they should be male and/or female worker or both.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- The privacy of children should be respected, avoiding questionable activities such as rough or sexually provocative games and comments.
- No person under 18 years of age should be left in sole charge of any children of any age. Children or young people attending a group should not be left alone at any time.
- The only people allowed to participate in a children's activity are the Team assigned to that group. Other adults should not be allowed free access.
- Consideration should be given to a procedure to ensure safe collection of children from groups appropriate to age.
- The Team Leader has the authority to ask any additional adult to leave the room if they are not on team.
- Where parents/carers are staying in groups to support their child they must follow the directions of the Team Leader.

### **2 Keeping Records**

A register of children attending the Children's Programme must be maintained. Visitors to a Children's programme session must be recorded and identified as such.

St Paul's recommends a logbook system for all activities involving children and young people. Workers should write down unusual events or conversations, recording what they witnessed and using the words of the child or young person, not interpreting. There are forms in the registers which can be used for this. This may be very helpful, for example, if leaders have to deal with a difficult child who subsequently makes an accusation of assault. A young person who repeatedly makes throwaway sexual comments about workers may, at a later date, make an allegation of abuse. In this situation, records of previous examples of this behaviour would enable any allegations to be seen in context. Other information might include records of incidents such as physical or verbal aggression. Logbooks can protect both children and Team.

All registers at St Paul's contain a section with Incident/Accident report forms as well as Child Protection Action Sheets. Leaders are encouraged to fill these in immediately following any incident, sign and date and hand to the relevant Parish Safeguarding Officer who will take the appropriate action. These forms will be stored in a locked cabinet and make up the content of the 'logbook' previously described.

See St Paul's FORM 1 Accident/Incident Form on page 26.

Some information of a sensitive nature (e.g. of a child disclosing abuse) will need to be kept separately, in a secure place. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill today - see separate note." There will also be a need to maintain other records such as a file of accident/incident forms and in certain circumstances this information would also need to be cross referenced between records. Concerns can be raised many years after an event and records should therefore be kept indefinitely as advised by insurance companies.

Parents/carers give general consent to their children taking part in regular activities when they input their details (including their child's medical information) to ChurchSuite or via parental consent forms, either as a visitor or a regular church member. In the event of an accident, parents (and young people) should be

asked to read and sign the accident/incident form. These records are open and information should be recorded in such a way as not to breach the confidentiality of an individual. Information about allegations or concerns of abuse should not be shown to the parent.

### **3 Adult to Child Ratios**

Staffing levels (following NSPCC guidelines) are:

	Adult	:	Children
0-2 years	1	:	3
2-3 years	1	:	4
4-8 years	1	:	6
9-12 years	1	:	8
13-18 years	1	:	10

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations, it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

It may not, in practice, always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times.

### **4 Talking and Listening to Children**

If a child wants to talk:

- Remember not to promise confidentiality.
- A child/young person may not want to talk about abuse.
- Be aware of how to respond if a child/young person does disclose abuse.
- Make sure you are in line of sight of another adult when you are with a child.

### **5 Young Persons' Peer Group Activities**

Many people are of the opinion that Child Safeguarding issues apply only to younger children. However, the Children Act 1989 and the notes of guidance make it clear that child safeguarding applies to children and young people up to the age of 18. Young people can be victims of abuse, and some young people may have abusive behaviour.

All youth activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures. Whilst there may be a valid argument for groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. The following points should also be taken into consideration:

- If there are children/young people under 16 years at an activity, adults should be present or within earshot.
- No person under the age of 16 years should be left with the sole responsibility of caring for or supervising other children.
- Young people who assist with caring for other children/young people should be subjected to the same recruitment process as adults, with the exception of DBS checks which are not undertaken on young people aged under the age of 16 years.

## **6 Praying with Children**

- Those praying should always be authorised and trained for prayer ministry with children in accordance with St Paul's policy, taking note of the additional document 'Safeguarding guidelines when praying with Children, Young People and Vulnerable Adults.
- Children are easily frightened and are very susceptible to suggestion. They may also be upset by shouting and may easily believe that they are bad, wicked or corrupt. A child should NEVER be shouted at or be told that they are demonized, possessed or oppressed by the devil, evil spirits and such like.
- It is very important not to miss problems arising from behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours that will usually be the cause of the child's difficulties.
- Those praying should never pray with, or be on their own with, a child or young person in an unsupervised situation.
- All prayer ministry with children and young people should take place under proper leadership supervision.
- Words and actions may be open to misinterpretation, and therefore great care should be taken to avoid situations in which actions could be misunderstood.
- All steps must be taken to ensure that the venue is safe for children and young people. Any concerns should be reported to the Team Leader.

## **7 Helping Children Protect Themselves**

It is important to teach children personal safety. The gospels in particular are an excellent resource. Children can be helped to understand physical contact that is good and healthy, acknowledging also that there are other touches that are unwelcome or wrong. It may also help to discuss concerns or talk about situations where the child feels uncomfortable. Touch or physical contact between adults and children can be quite healthy and acceptable in public places but discouraged in circumstances where an adult and child are on their own (except, of course, within family relationships).

Examine the way in which Christian truths are presented, e.g. children obeying parents. This can be a real problem for a child who is being abused - are they being encouraged to accept the abuse? Make it clear that if a child feels uncomfortable or senses something may be wrong they can always check things out with another adult.

This may need to be explained more fully because there is obviously a big difference between, for example, an adult forcing a child to steal sweets from a shop and legitimate rules about bedtime!

## **8 Children with Special or Additional Needs**

It is our desire to demonstrate God's character by caring for and including all members of His body in the activities of the Church. We want to acknowledge that all people are made in His image and are called to reflect this to and within the Church. As members of His body we are all called to know God and make Him known, to worship Him and minister to each other. We believe that all people are able to do this and desire the activities of St Paul's to reflect and make this possible in practice.

We therefore welcome all children, their families and carers to St Paul's activities, regardless of their level of ability or need. We have an Inclusion Coordinator (currently Karen Large) to meet with families to discuss the part the best ways to include and support them and then to ensure the provision made for this is then carried out.

### **What Do We Mean By Special Needs?**

Individuals who have needs over and above those of their peers, which may make it difficult for them to participate in activities in the same way or to the same extent.

These may arise from, but are not limited to:

- global developmental delay

- sensory impairment (e.g. hearing, visual)
- motor impairment (e.g. cerebral palsy, dyspraxia, fine motor difficulties)
- learning difficulties (including specific learning difficulties such as dyslexia)
- social communication difficulties (including Autistic Spectrum Disorder, Asperger's syndrome)
- ADHD (attention deficit and hyperactivity disorder)
- communication difficulties (often arising from one of the above)
- specific syndromes (e.g. Down's Syndrome, Rett's Syndrome)
- and complex difficulties where a child may have more than one area of difficulty.

We acknowledge that children/ individuals with special or additional needs are members of families and other groups and we will endeavour to support the needs of those who care for these children, firstly by caring for their children.

### **Age**

Children between the ages of 0 and 11 years will come under the provision of children's ministry at St Paul's and other events. In consultation with teenagers, young adults and their carers we will endeavour to place people with additional needs between the ages of 12 and 25 years within activities that will best meet their needs. This must be agreed by the Inclusion Coordinator (Karen Large) and the leader of the specified activity. The needs of anybody falling outside these guidelines may be considered on an individual basis.

### **Documentation And Information**

Prior to a child/young person attending activities, their carer will be required to provide information regarding the child/young person's needs. This information is required so that the best possible support can be given to the child/young person and to ensure their safety. This information will be regarded in the strictest confidence, and will be shared only with those to whom it is necessary so that they can best support the child.

### **9 Videoing And Taking Photographs Of Children**

Since the introduction of GDPR (the Data Protection Act) in 2018, it is essential to be very careful if photographs, videos and webcams are used of clearly identifiable people. There are several issues to be aware of:

- If images are being taken at an event attended by large crowds this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 years should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone numbers or social media.
- When using videos or photographs of children and young people, it is preferable to use group pictures
- Videos or photographs of children and young people may not be used without parental consent.
- No unauthorised videoing or photography will be published of any child or young person under 18 years.

### **10 Guidelines For Discipline**

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positive characteristics, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.

- Take care to give quieter and well-behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from another team if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore that each child should be dealt with on an individual basis.
- Some children may become disruptive in a group setting. Give them a chance, warn them and only separate as a last resort.
- Have a disruptive child sit right in front of you or sit them next to another team member
- Be proactive and encourage team to be proactive rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, while encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. Inform the child that if the behaviour continues their responsible adult will be contacted and they may be asked to leave the session.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.
- Pray with the other workers before the session in Team time and afterwards in the debrief.

## **11 Taking Care Of Touching**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse must always be reported to a Parish Safeguarding Officer.

The laying on of hands is biblical – for blessing and healing. However, be sensitive as to where you place your hands, and only touch in a restrained and appropriate manner.

When ministering to children, this means asking their permission to lay your hands on and appropriate places would be the back shoulder or head. If you are praying for a particular part of the body, it is still inappropriate to lay hands anywhere on the torso and upper legs. Someone of the same gender as the child may lay their hand on the lower legs or arms if this is helpful to the child. Also refer to the document titled 'Safeguarding guidelines when praying with Children, Young People and Vulnerable Adults'.

## **12 First Aid Kit And Contacts**

All premises used by children and young people should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the contents should be regularly checked. First Aiders will be adequately qualified and where possible have experience of the age group they are working with.

A suggested minimum for a first aid kit:

- Latex-free gloves
- Sling
- Hypoallergenic Plasters
- A method of wound cleaning
- Gauze/field dressing
- Tape
- Yellow clinical waste bags

An accident report book with forms must be kept.

## **HIV / AIDS + Hepatitis**

Good hygiene should always be practised. Disposable latex-free gloves should be used when dealing with broken skin, bodily fluids or faeces.

## **13 Electronic Communication**

Electronic communication refers to contact made directly with children/young people in the form of emails, texts, social media and other forms of communication taking place over the internet. We recognise that electronic communication plays a huge role in the lives of young people, but we must take steps to protect them from significant harm or risk when it comes to staying in touch.

- Parents must indicate that they consent to their children being contacted by our leaders electronically on the group registration forms required for attending weekly activities at church.
- It is not appropriate to have non-work-related contact with children and young people that you work with in the form of electronic communication.
- Whilst it will sometimes be necessary to use electronic communication, you are encouraged to use face-to-face contact over replying via online methods of communication where possible.
- Leaders/volunteers should make their line manager (children's or youth group leader) aware when they are using electronic communication to talk to children/youth.
- When communicating with children/youth electronically, a history should be kept and dated.
- Live chat and instant messaging facilities cannot be kept on record and are therefore an unsuitable form of communication between leaders/volunteers and children/young people.
- It is advised that video calls are most appropriate for a group or conference setting where line of sight between adult leaders is open and transparent.
- One-to-one video calls are to be avoided if meeting in person is a viable option however they may be appropriate under certain circumstances such as:
  - Where organised in conjunction with the parent/carer of the child/young person.
  - Where a mentoring relationship is already established and meeting in person is not possible.

- Where St Paul's Mentoring Guidelines (see document 18) are adhered to, clear records are kept by a PSO, the adult leader is preferably in an open/public environment and the parent/carer have also given their permission.
- Where possible leaders and volunteers are encouraged to use the established St Paul's communication groups to communicate with children/young people. Emails and direct messages are also acceptable when needed, but records of all conversations must be kept and line managers informed.
- Leaders and volunteers must establish that parental permission has been given for electronic communication before exchanging mobile numbers or engaging in other forms of electronic communication with children and young people.
- Electronic communication leaders and volunteers instigate to young people should be kept between the hours of 3.30pm-9.00pm, Monday to Friday, with exceptions of:
  - school holidays (as can reasonably be known by the leader)
  - group WhatsApp chats (where youth may be in team chats with other adult leaders)
  - Years 12-13 youth (provided the young person instigates the communication and a response is deemed appropriate at that time).
- Communications after 9pm and before 8am are generally not deemed appropriate, barring an emergency / safeguarding / other justifiable situation, but the leader should remain sensitive to these boundaries and keep accountable to another leader where necessary.
- Where possible, private messaging should be instigated by a child.

## **CHAPTER 3 Responding To Abuse**

### **1 Responding to Allegations of Abuse**

When a child wants to talk about an allegation of abuse, it is important for Team to listen carefully to what the child says without prompting or using leading questions or judging the content of what is said. Team should make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity). Do not try to interpret what the child has said.
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand-written notes even if subsequently typed up.
- These notes should be passed on to the Parish Safeguarding Officers to assist them should the matter need to be referred to the Local Authority Social Services.
- All documents should be signed, dated and kept for an indefinite period in a secure place.
- Be careful to follow the conditions of St Paul's insurance company policy to ensure that there is appropriate cover against any claims.

The ThirtyOne:Eight offer independent advice that will be followed by written confirmation of the advice given.

APPENDIX 1 Child Safeguarding Coordinators Action Flow chart on page 21

APPENDIX 2 Definitions Of Abuse on page 22

APPENDIX 3 Further Definitions Of Abuse on page 23

APPENDIX 4 Recognising Possible Signs Of Abuse on page **Error! Bookmark not defined.**

APPENDIX 5 How To Respond To A Child Wanting To Talk About Abuse on page 25

St Paul's FORM 2 Child Safeguarding Action Sheet on page 27

### **2 Responding To Symptoms Or Signs Of Abuse**

Concerns must be passed on to one of the Parish Safeguarding Officers. If the suspicions implicate all of the Parish Safeguarding Officers, or they are not available, then the report should be made in the first instance to the Vicar, or the police if no-one is available.

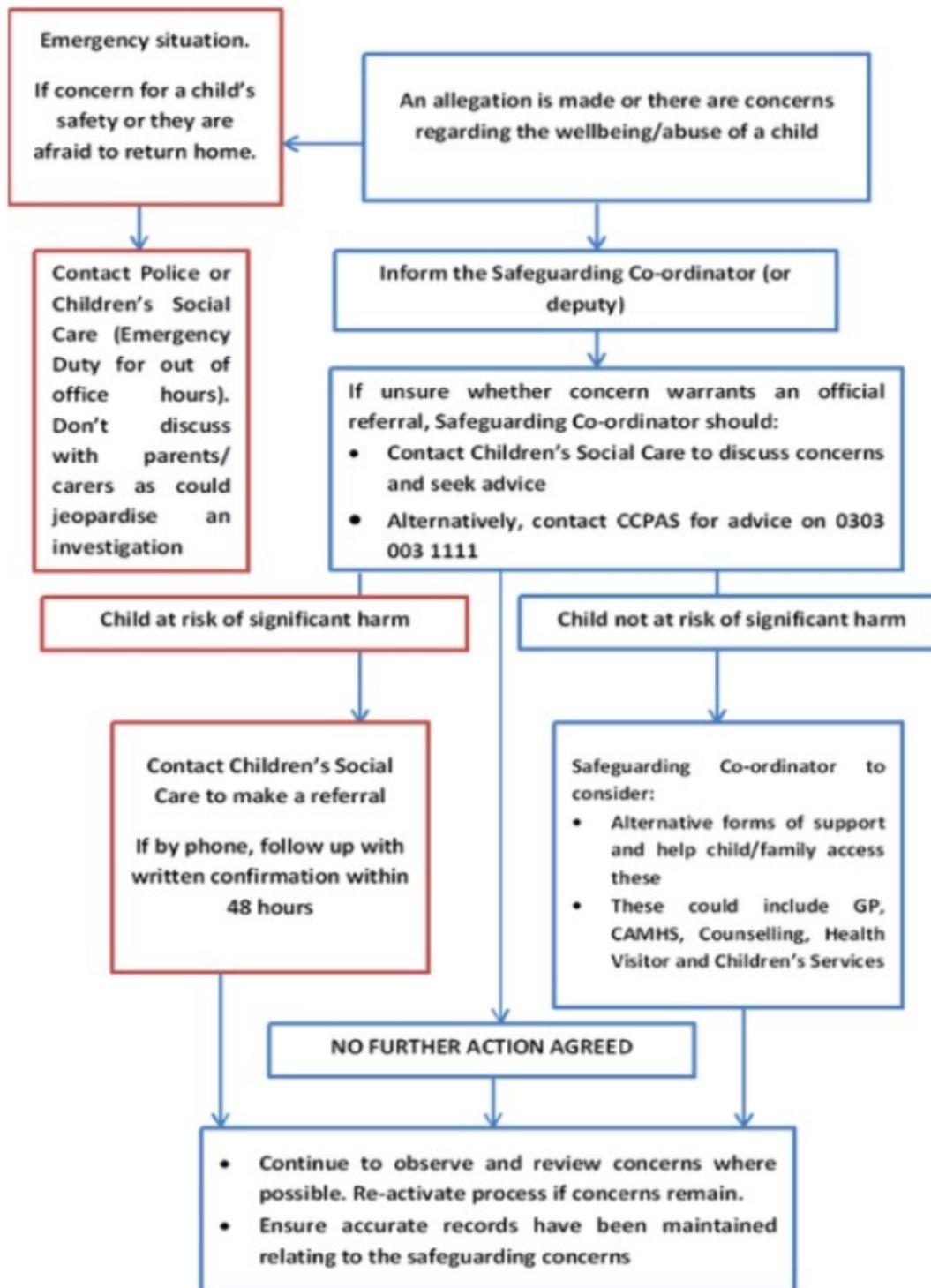
If there is a concern that a child may have been abused, the following action should be taken:

- Where a child has or is likely to have a physical injury or symptom of neglect, follow the details in the section Neglect Allegations Of Physical Injury Or Neglect on page 8.
- Where there are allegations or concerns of sexual abuse, follow the details in the section Allegations Of Sexual Abuse on page 8

Should the Parish Safeguarding Officer not feel it necessary to refer the matter to Social Services, this decision should be recorded. If a team member (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities direct. The safety of the child overrides all other considerations and it is important to remember that sexual abuse of children is a serious crime. The ThirtyOne:Eight can advise in cases of difficulty.

## APPENDIX 1 Child Safeguarding Coordinators Action Flow chart

This is not a substitute for a formal child safeguarding policy.



## **APPENDIX 2 Definitions Of Abuse**

The following definitions of child abuse are recommended as criteria throughout England by HM Government in Working Together to Safeguard Children A Guide to inter-agency working to safeguard and promote the welfare of children, 2006.

### **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. They may be abused by an adult or adults or another child or children.

### **Physical Abuse**

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

### **Emotional Abuse**

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 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 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**

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

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **APPENDIX 3 Further Definitions Of Abuse**

### **Significant Harm**

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

### **Munchausen's Syndrome By Proxy**

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

### **Spiritual Abuse**

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

The issue of the exploitation of vulnerable young people and adults, by people in positions of power within the church, is covered in some detail in the report "Time for Action" produced by Churches Together in Britain and Ireland (CTBI).

### **Domestic Violence**

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999).

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence. Many of these acts are committed against children.

### **Organised Abuse**

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

### **Child Prostitution**

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

## **APPENDIX 4 Recognising Possible Signs Of Abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### **Physical Signs Of Abuse**

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

Cuts/scratches/substance abuse \*

### **Indicators Of Possible Sexual Abuse**

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

### **Emotional Signs Of Abuse**

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

### **Race, Culture & Religion**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

\* These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning or self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **APPENDIX 5 How To Respond To A Child Wanting To Talk About Abuse**

### **General Points**

- Above everything else: listen carefully
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you may need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell anyone
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared

### **Helpful Responses**

- You have done the right thing in telling me
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will do what I can to help you

### **Don't Say**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

### **Concluding**

Again reassure the child that they were right to tell you and show acceptance.

Let the child know what you are going to do next, and that you will let them know what happens i.e.:

- Contacting one of the Parish Safeguarding Officers
- Consider your own feelings and seek pastoral support if needed

### **Making Notes**

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all handwritten notes, even if subsequently typed. Such records should be kept in the accident/incident folder

# CHAPTER 4 - St Paul's Standard Forms

## St Paul's FORM 1 Accident/Incident Form



### Accident/Incident Form

This form should be completed immediately after any significant accident/incident. The volunteer should hand to a Parish Safeguarding Officer for any follow up action.

Date and Time ..... Location .....

Names, Ages and Groups of Those Involved.....  
.....

Leaders responsible for or supervising the group at the time of the accident/incident  
.....

Also witnessed by (names or groups) .....

Describe the accident/incident (include injuries received and any first aid or medical treatment given)  
.....  
.....  
.....

Is any action needed to prevent a recurrence of the accident/incident? .....

Who else needs to be informed? .....

Have they been informed? YES/NO If so, when and by whom? .....

Person in charge of group at time of incident Form seen by Parish Safeguarding Officer

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**St Paul's FORM 2 Child Safeguarding Action Sheet**



**Safeguarding Action Sheet**

**CONFIDENTIAL**

**Please hand directly to one of the Parish Safeguarding Officers. Do not discuss your concerns with anyone else.**

Name of individual concerned .....

Group ..... D.O.B .....

Name of person reporting the incident .....

Date of incident ..... Time of Incident .....

Concern to report (sequence of events / actual words used / observations)

You may use the skin map form if appropriate but do not under any circumstances undress the individual.

.....  
.....  
.....  
.....

Action Taken (including person(s) contacted) .....

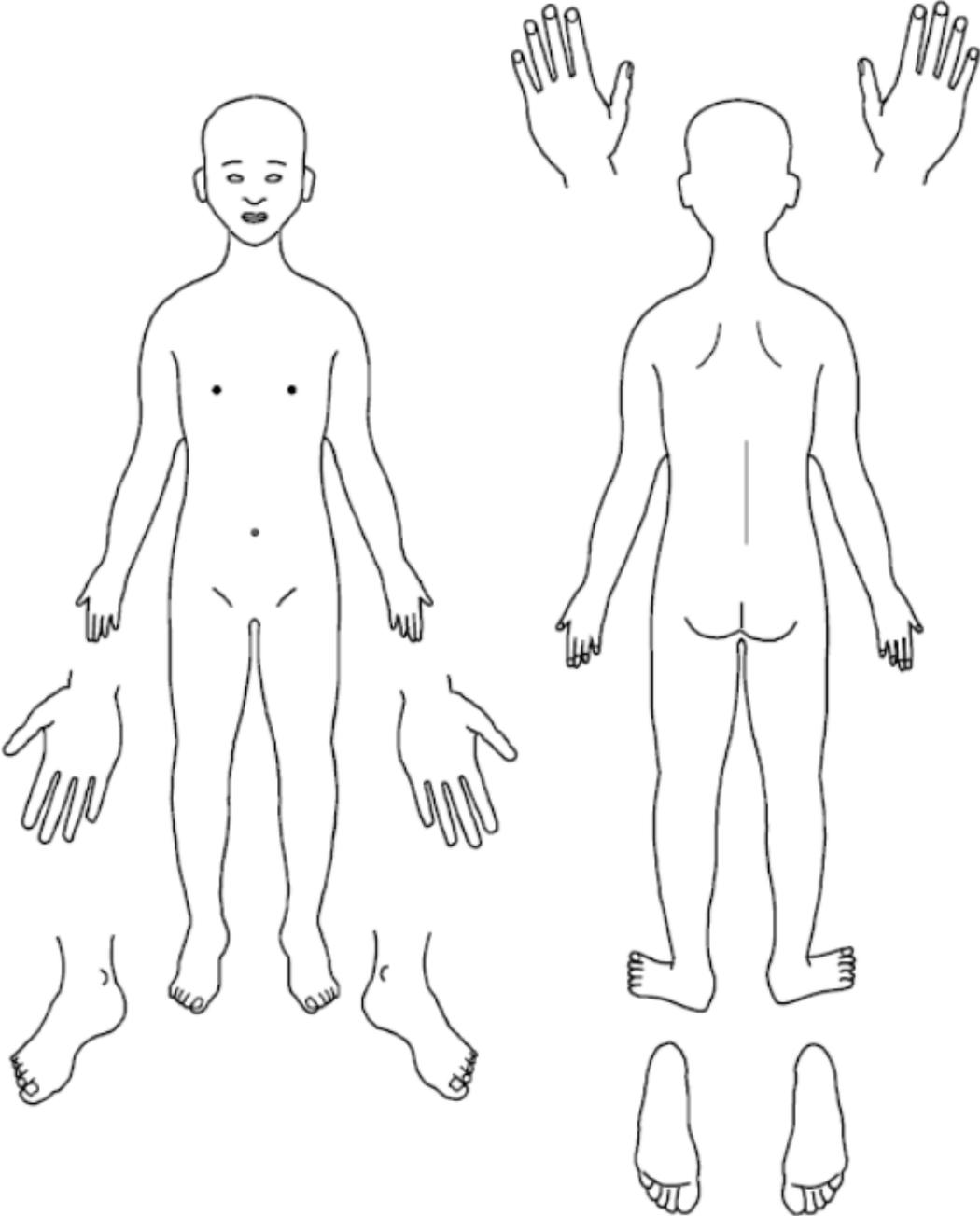
.....  
.....  
.....

Signed ..... Name..... Date .....

Signature of Parish Safeguarding Officer(to acknowledge receipt of this form):

Signed: ..... Date .....

**Form 3: Skin Maps (Page 1)**



**Form 3: Skin Maps (Page 2)**



## **CHAPTER 5 References & Resources**

### **Useful Addresses and Telephone Numbers**

#### **ThirtyOne:Eight (Previously Churches' Child Protection Advisory Service)**

P O Box 133, Swanley, Kent, BR8 7UQ

Tel: 0845 120 4550

Helpline: 0845 120 4551

Fax: 0845 120 4552

Web: <http://www.thirtyoneeight.org>

Email: [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)

We provide support and training and can advise and support in policy formulation and help in individual cases of abuse.

#### **NSPCC**

Weston House, 42 Curtain Road, London, EC2A 3NH

Tel: 020 7825 2500

Web: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Safeguarding 24 hour Helpline: 0808 800 500

The NSPCC also have excellent publicity information and leaflets

#### **National Early Years Network**

77 Holloway Road, London, N7 8JZ

Email: [info@neyn.org.uk](mailto:info@neyn.org.uk)

#### **National Children's Bureau**

8 Wakley Street, London EC1V 7QE

Web: [www.ncb.org.uk](http://www.ncb.org.uk)

#### **Kids Clubs Network**

3 Muirfield Crescent, London E14 9SZ

Tel: 020 7512 2112

Web: [www.kidsclubs.com](http://www.kidsclubs.com)

#### **OFSTED**

22 Kingsway, London WC2B 6SE

Tel: 020 7421 6800

#### **ChildLine**

45 Folgate Street, London, E1 6GL

Tel: 020 7239 1000

Web: [www.childline.org.uk](http://www.childline.org.uk)

24 Hour helpline for children: 0800 1111 National free bilingual helpline for children in trouble or worried. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help.

Childline offer an additional telephone helpline - 'The Line' for children living away from home (in foster care or residential care) which operates as follows: Mon - Fri 3.30 p.m. to 9.30 p.m. Sat - Sun 2.00 p.m. to 8.00

p.m. The helpline is specifically for children in care to share their feelings of separation and loss etc. The helpline number is 0800 884444.

### **Kidscape**

2 Grosvenor Gardens, London, SW1W 0DH

Tel: 020 7730 3300

National charity teaching children how to keep safe. They publish a lot of useful information on protecting children from both abuse and bullying

### **STOP IT NOW! UK**

P.O. Box 9841, Birmingham, B48 7WB

Freephone Helpline 0808 1000 900

Email: [office@stopitnow.org.uk](mailto:office@stopitnow.org.uk)

An alliance of major child safeguarding/statutory agencies working with offenders and potential offenders to prevent sexual abuse.

### **AMAZE (Association of Christian Youth & Children's Workers)**

P.O.Box 5898, Hinckley, Leicestershire, LE10 2YX

Tel: 0116 254 4693

### **ACC (Association of Christian Counsellors)**

29 Momus Boulevard, Coventry, CV2 5NA

Tel: 024 7644 9694

Web: [www.acc-uk.org](http://www.acc-uk.org)

Email: [office@acc-uk.org](mailto:office@acc-uk.org)

Gives advice about training, accreditation and supervision of Christian counsellors.

### **Christian Survivors of Sexual Abuse**

BM-CSSA, London, WC1N 3XX (This is the full address)

There is no telephone line for general use.

### **CCI (Christian Camping International)**

2 Leon House, Queensway, Bletchley, Milton Keynes, MK2 2SS

Tel: 01908 641641

Web: [www.cci.org.uk](http://www.cci.org.uk)

Email: [office@cci.org.uk](mailto:office@cci.org.uk)

An association of Christian organisations and individuals involved in camps and similar activities, provide a lot of helpful advice in organising and running residential activities.

### **Charity Commission**

Web: [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

See website for regional office details

## **Resources**

ThirtyOne:Eight have a range of help leaflets and resources which are regularly updated and accessible on their website.

<https://thirtyoneeight.org/get-help/resources/>

ThirtyOne:Eight, PO BOX 133

Swanley, Kent

BR8 7UQ

Tel: 0845 120 4550

Web: [www.thirtyoneeight.org](http://www.thirtyoneeight.org)