

## Safeguarding Children, Young People and Vulnerable Adults

### Woosehill Community Church: Policy Statement

#### 1. Church reference details

Name of Church: Woosehill Community Church  
Chestnut Avenue  
Wokingham  
Berkshire  
RG41 3RS

Tel number: 0118 9892714

Web site: [www.woosehillchurch.org](http://www.woosehillchurch.org)

Ministers & Designated Church Safeguarding Officer:

Rev Soba Sinnathamby	Rev Richard Lamey	Bob Clark (Church Safeguarding Officer)
23 Sheridan Way	The Rectory	3 Norfolk Close
Woosehill	Holt Lane	Wokingham
Wokingham	Wokingham	Berks
RG41 3AP	RG41 1ED	RG41 3AF
Tel: 0118 977 3397	Tel: 0118 327 9116	Tel: 0118 961 9710

This document, based on the requirements of the Methodist Church document 'Safeguarding' published in April 2003<sup>1</sup>, reflecting the Home Office Code of Practice/guidelines for the voluntary sector published in Safe from Harm (1993), provides:

- A clear policy statement for safeguarding children, young people and vulnerable adults at Woosehill Community Church
- Locally defined policies and procedures for use within the Woosehill Community Church covering all who work with children, young people and vulnerable adults on a paid or voluntary basis so that children, young people and vulnerable adults in our care will be protected from harm and so that adults will be protected from false accusations.

This policy was approved by Woosehill Community Church Council at the 25 January 2013 meeting and takes immediate effect.

#### 2. Policy Statement

The following policy statement was adopted:

- As the family of Woosehill Community Church, we are concerned with the wholeness of each individual within God's purpose for everyone;
- We seek to safeguard all members of the church community of all ages recognising it is everyone's responsibility to do their best to prevent the physical, sexual, emotional or verbal abuse of children, young people and vulnerable adults;

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<sup>1</sup> Reference should be made to the Methodist Church Safeguarding Children and Young People: April 2003 document or later issued versions or similar documents issued by any of the parent Church bodies associated with the Woosehill Community Church. Parent Church is to be taken to mean the parent body of any and all denominations affiliated to the Woosehill Community Church.

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- We are committed to listening to, nurturing, protecting, safeguarding and valuing children, young people, adults and vulnerable adults;
- We seek to encourage and support parents/ carers who have responsibility for caring for children, young people and vulnerable adults;
- We shall follow strict procedures in the selection, appointment, support and training of those working with children, young people and vulnerable adults, whether in paid employment or in a voluntary capacity;
- We shall operate a system for dealing with concerns about possible abuse;
- We shall uphold statutory and our associated parent Church guidelines on child protection and maintain links with statutory child care authorities.
- We recognize that these safeguarding guidelines apply to the whole church community.

We will provide an environment where Christ can be found

- Which attracts people to worship God and celebrate His love
- Nourishes and strengthens people of all ages for their spiritual journeys with engaging worship throughout the week
- Empowers people to use their talents to do God's work
- Offers an exciting and comprehensive range of activities to meet the spiritual, practical and social needs of the community from our premises
- Is welcoming and safe where everyone belongs and enjoys true friendship

Additionally:

- A nominated Church Council member will oversee the implementation of this policy in areas of the Woosehill Community Church involving young people<sup>2</sup> (e.g. currently Tadpoles and Messy Church);
- A copy of this policy will be kept in the safe in the church, by the appointed ministerial staff, by all acting stewards and the nominated Church Council member of the Woosehill Community Church;
- A copy of this policy will be made available to each person working with children, young people and vulnerable adults and be displayed in the Church premises for all to see and all church members will be made aware of it;
- The Woosehill Community Church Council will ensure that the staff and stewards are made aware of all policy changes in the area of safeguarding of the children, young people and vulnerable adults formally associated with the Woosehill Community Church;
- The nominated Church Council member will ensure that relevant Church members affected by this procedure are made aware of any policy changes.

The parent churches have directed that: 'no person who has been convicted of or has received a formal caution from the police concerning sexual offences against children shall be appointed to any office, post or responsibility or engaged under any contract to which this sub-clause applies' (S.O. 011(2)(ii)).

At Woosehill Community Church this will be applied through the implementation of this policy and the associated guidelines within this document.

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<sup>2</sup> Where a uniformed organization has its own guidelines through its national body, then accountability is through that body.

It is the policy of the Church Council that everyone working in the church and community with children, young persons and vulnerable adults reads and accepts this policy document.

### **3. Definitions and Points of Clarification**

#### **3.1. Vulnerable Adult**

The broad definition of a 'vulnerable adult' referred to in the 1997 Consultation Paper "Who decides?" issued by the Lord Chancellor's Department, is a person:

"who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

#### **3.2. Significant harm**

In determining what degree or seriousness or extent of abuses justifies intervention, a useful starting point is consideration of the concept of "significant harm?"

This is described as including: "not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also in impairment of or an avoidable deterioration of physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development." (Law Commission 1995)

#### **3.3. Abuse**

Abuse is a violation of an individual's human and civil rights by any other person or persons.

A consensus has emerged identifying the following main different forms of abuse:

- Physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent 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, isolation or withdrawal from services or supportive networks.
- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or education services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse, including racist, sexist, that based on a persons disability, and other forms of harassment, slurs or similar treatment.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

Criminal investigation by the police takes priority over all other lines of enquiry

### **3.4. *Patterns of abuse/abusing***

Patterns of abuse and abusing vary and reflect very different dynamics. These include:

- Serial abusing in which the perpetrator seeks out and 'grooms' vulnerable individuals. Sexual abuse usually falls into this pattern as do some forms of financial abuse.
- Long term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations.
- Opportunistic abuse such as theft occurring because money has been left around.
- Situation abuse which arises because pressures have built up and/or because of difficult or challenging behaviour.
- Neglect of a person's needs because those around him or her are not able to be responsible for their care, for example if the carer has difficulties attributable to such issues as debt, alcohol or mental health problems.
- Institutional abuse which features poor care standards, lack of positive responses to complex needs, rigid routines, inadequate staffing and an insufficient knowledge base within the service.
- Unacceptable 'treatments' or programmes which include sanctions or punishment such as withholding of food and drink, seclusion, unnecessary and unauthorised use of control and restraint or over medication.
- Failure of agencies to ensure staff receive appropriate guidance on anti-racist and anti-discriminatory practice.
- Failure to access key services such as health care, dentistry, prostheses.
- Misappropriation of benefits and/or use of the person's money by other members of the household.
- Fraud or intimidation in connection with wills, property or other assets.

### **3.5. *Who could be an abuser?***

- A partner, child or relative, or other household member.
- A friend or neighbour.
- A volunteer worker.
- A health or social worker.
- A member of staff in a residential or nursing home or sheltered housing scheme.
- Another vulnerable adult.
- Anyone else who has contact with a vulnerable adult.

## **4. *Recognizing and Responding to Abuse***

The four main areas of abuse, physical, sexual, emotional and neglect may come to the notice of a person in a number of different ways.

#### **4.1. What to do on suspicion that abuse may have occurred**

It is the right of any individual as a citizen to make direct referrals to the statutory authorities. The statutory authorities will listen and decide whether to give advice, take a referral, carry out a risk assessment or call an adult protection conference, with referrals to other agencies, e.g. Police, Health – General Practitioner, Health Visitor, Social Worker. Other relevant social service teams e.g. Mental Health or Learning Disability.

Church Safeguarding Officer	See page 1 of this document for telephone details
Woosehill Community Church Ministers	
Wokingham Social Services for Adults	01189 746800
Wokingham Safeguarding Co-ordinator	01189 746903
Wokingham Community Mental Health Team	01189 890707
Wokingham Learning Disabilities Team	01189 746832
Emergency Duty Team - after 5pm	01344 786543
Wokingham Child Protection Investigation Team - Police	01344 786543
Police non emergency	0845 8505505
Berkshire Surrey Borders Circuit Safeguarding Advisor –Marjorie Mitchell	01344 773869
The Church Agencies for Safety Advisor – via the Methodist House switchboard	020 7486 5502 email <a href="mailto:helpdesk@methodistchurch.org.uk">helpdesk@methodistchurch.org.uk</a>

**Observation - Some** children or young people may display one or more of the following signs. There may be an innocent explanation, but several of these signs can also be helpful to identifying potential abuse;

- Bruising, cuts or burns on the child, particularly if these are on parts of the body not normally injured in accidents;
- Changes in behaviour such as the child becoming very quiet and withdrawn;
- Aggressive behaviour particularly with friends, severe tantrums, or lack of attachment to parents;
- Loss of weight, which can be sudden or gradual and is not linked to illness;
- Inadequate or inappropriate clothing;
- Sexually explicit behaviour such as explicit games and showing awareness which is inappropriate to:
  - The child's age;
  - Very frequent masturbation, aggressive and inappropriate sex play;
  - The child only seems happy with you;
  - The child is kept away for social activities and has few friends;
  - Lack of attachment or lack of trust towards parents and other family members;
  - Having strange secrets, telling untruths;
  - Persistent self comforting behaviour such as rocking;
  - Eating problems, including over eating or loss of appetite;

- Disturbed sleep, nightmares and bedwetting;
- Soreness or itching in the genital area, pain on urination or difficulty in walking.

**Disclosure** - If the child, young person, vulnerable adult or another person wants to talk about abuse;

- Listen; do not question; never push for information;
- Accept what the person says, keeping calm and looking at them directly;
- Reassure them that they are right to tell you and that you take them seriously;
- Even when a child or young person has broken a rule, they are not to blame;
- Be aware that the child or young person may have been threatened;
- Let them know that you need to tell someone else, do not promise confidentiality;
- Let them know what you are going to do next and that you will let them know what happens next;
- Make notes as soon as is reasonably practicable writing down exactly what was said, where possible using the persons own words;
- Record dates and times of events, when you were told about them and when you made the record. Sign the notes and keep a copy for yourself;
- Ensure the recorded details are factual, do not make judgments in your notes or make judgmental statements;
- ***Never make false promises.***

**Remember that you are not the investigating agency and that the child or young person may need to talk later to a specialist. Any probing may interfere with further investigations and make the child or young person repeat painful information.**

***Helpful things to say to encourage the child, young person or vulnerable adult may include:***

- I believe you
- It is OK to tell
- You are brave to tell
- It is not your fault
- I am glad you told me
- I am sorry that it happened
- What happened was wrong
- I will try to help
- Have you told anyone else about this? (in case more than one complaint is reported for the same alleged incident).

***Avoid such comments as:***

- Are you sure?
- I can't believe it!
- I am shocked
- Why didn't you say before?
- Don't tell anyone
- What? Why? How? When? Where? Who?

**Taking Action.** If you suspect abuse of any kind:

- Do not delay;

- Consult with the person to whom you are responsible for work with children, young people and vulnerable adults (see the job description or Safeguarding Form A) or with another appropriate person (e.g. the minister in pastoral charge or the safeguarding officer);
- If you suspect abuse has or is likely to take place immediately report it. Such action, even if it later proved to have been mistaken or unnecessary, is justifiable if based on concern for the child.

**The highest degree of confidentiality must be followed in any discussions commensurate with ensuring the protection of the child or young person concerned.**

**If the accusations of abuse concern clergy, church leaders, church officers or others holding prominent positions in the church, then advice of The Church Agencies for Safety Advisor – via the Methodist House switchboard (telephone number 020 7486 5502; email [helpdesk@methodistchurch.org.uk](mailto:helpdesk@methodistchurch.org.uk) ) must be sought (or the equivalent post holder for one of the other denominations affiliated with the Woosehill Community Church).**

### ***Helping victims of abuse***

- In any church where a case of abuse has been disclosed or suspected there will be people needing different kinds of support (e.g. professional help, a sympathetic, listening ear). Support and advice in these circumstances is available from District Taking Care/ Child Protection Advisory Groups or from the Methodist Church House.

### ***Working with offenders***

- Where someone attending the church is known to have abused children, whilst extending friendship to the individual, one of the ministers and the nominated Woosehill Community Church Council member, in committing to the protection of all children, will meet with the individual and discuss boundaries that the person will be expected to keep.

### ***Confidentiality***

- It is recognised that the area of child abuse is one in which it is inevitable that the normal rules applying to confidentiality should be waived in the best interests of an abused child or young person. However, a balance must be obtained between those who have a need to know the facts of a situation as they are perceived and those who wish to know to satisfy their curiosity.
- It is vital to maintain an environment of trust and respect, avoiding a situation of half truths and rumour;
- If a person begins to indicate that they have been abused, is perpetrating abuse, or is aware of abuse taking place, it must be explained immediately that absolute confidentiality cannot be maintained - that there are some secrets that must be shared.

## **5. Woosehill Community Church Safeguarding Procedures**

### ***5.1. Appointing and training workers***

To appoint a person as a volunteer or an employee, the Woosehill Community Church must:

- Identify the post to be filled;

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- Arrange and facilitate an interview or conversation with the person to be appointed, and support the applicant through the process;
- Make sure the Volunteer with Vulnerable Groups - Form A, part 1, is completed by the applicant (NB The Forms A 1 & 2 that are completed at the same time as the official CRB forms do refer to a successful probationary period).
- Explain to the applicant the process for obtaining a Disclosure;
- Tell the applicant that the completed CRB form and cover sheet should be completed together with the necessary personal documentation for verifying identification.
- Obtain references as directed on Form A, part 1
- Check the references obtained from a previous minister and/or the worker's referees. The volunteer will be made aware of this requirement when the offer to help with young people is accepted;
- Offer the post subject to a satisfactory Disclosure, CRB check and references;
- Complete the remaining parts of the required Safeguarding form or similar form;
- Receive from the minister the decision concerning the Disclosure after the application has been dealt with by the CRB;
- Confirm the appointment after approval of the Church Council. Evidence of CRB certification must be provided in accordance with this policy before the Woosehill Community Church may formally appoint a person to have responsibility for children, young people or vulnerable adults;
- Ensure that, whether for a permanent or temporary post, appointees attend child/ young person protection training within six months of their appointment. Training may be undertaken ecumenically;
- Ensure the applicant is given opportunities to meet together with an experienced leader(s) to discuss work programmes and areas of concern including issues relating to discipline and supervision;
- Ensure the appointees are given a clear idea of what is expected of them through a Job Description for their particular role(s). This will be appended to Safeguarding Form A, part 2;
- Ensure new applicants are appointed for a specified probationary period (normally 12 months). At the end of this probation period a Church Council representative will discuss with the candidate the work they have undertaken and make appropriate recommendations to the Woosehill Community Church Council. (NB The Forms A 1 & 2 that are completed at the same time as the official CRB forms do refer to a successful probationary period).

The minister and the nominated Church Council member will keep track of the steps completed for each person.

The Woosehill Community Church Council will receive the names of Reports at Church Council will include the status of new volunteers and the status of the application process including probationary periods.

**5.2. Guidelines for Woosehill Community Church groups working with children, young people and vulnerable adults**

- Ensure each volunteer or paid appointee is provided with a clear job description for each role undertaken;
- Required to plan the work of the organization to minimize situations where the abuse of children, young persons or vulnerable adults may occur;
- Supervision will be used as a means of protecting children, young people and vulnerable adults. Regular opportunities will be made for all workers to meet together to review and plan their work, share their experiences, receive training and talk about their relationships with the children, young people and vulnerable adults they work with. Special attention will be paid to any situation in which a child, young person or vulnerable adult is being favoured or harshly treated, as these could be signs of abuse;
- Arrange that, as far as possible, an adult is not left alone with a child, young person or vulnerable adult where there is little or no likelihood of the activity being observed by others;
- Ensure that for the those under 16 at least two adults are supervising the group, otherwise parents must remain responsible for their own children;
- Always have at least two adults present, preferably one male and one female, with a group, particularly when it is the only activity taking place on church premises;
- When a small child requires assistance using the toilet, ask assistance from the child's parent/guardian;
- Introduce a system to make it possible for children to talk to an independent person:
  - Childline or NSPCC or similar access details shall be provided (details are on the Church notice board).
- Before a child or young person is photographed, obtain parental consent in accordance with this Policy, guidelines and relevant appendices;
- Do not allow children, young people or vulnerable adults to walk along a dark unsupervised path in order to enter the church premises;
- Where children, young people or vulnerable adults have to be transported by car, as far as possible, arrange to have more than one passenger in the vehicle. Where this is not possible, the remaining passenger should sit in a rear seat;
- Leaders and helpers to meet regularly to plan and review activities;
- Leaders should find opportunities for observing those for whom they are responsible as they work with children, young people and vulnerable adults;
- Ensure for the crèche that at least one adult and one teenager (or 2 teenagers if both are at least 16) are supervising the group, otherwise parents must remain responsible for their own child(ren);
- Ensure that all workers with children, young people, vulnerable adults, pastoral visitors and others do not arrange to meet a child, young person or vulnerable adult off church premises without a parent or other adult being present;
- Other examples of encouraging safe practice would include:
  - Allowing others to see into the room (keep door open, leave curtains open);

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- Linking a church steward with each activity for children and young people;
- Inviting parents or church members on a rota to 'sit in' on the activity or make the drinks;
- Barring access to unwanted visitors
- Encouraging parents to deliver and collect their children.

Risk assessments for all standard activities on site and for one-off activities and/or events taking place beyond the confines of Woosehill Community Church will be undertaken to ensure safety standards will be met and risk of abuse will be minimised, taking into account the following factors:

- Venue and environment
- Time of day or night
- Type of work/activity being undertaken
- How well the children, young people and vulnerable adults are known (new or established group, unpredictable behaviour)
- Gender of children, young people, vulnerable adults and the worker.

### **5.3. Guidelines for outside users/hirers of Woosehill Community Church**

All non church groups/hirers meeting on church premises will be:

- Asked to sign a disclaimer, acknowledging the requirement of the Woosehill Community Church that they accept and work to its commitment to safeguarding children, young people and vulnerable adults meeting at the church;
- Encouraged to plan their work, if for a childrens', young persons' or vulnerable adults' group, so as to minimise situations where the abuse of children, young persons or vulnerable adults may occur using the Woosehill Community Church guidelines or those of their own organization; the guidelines should:
  - Ensure that an adult is not left alone with a child, young person or vulnerable adult where there is no opportunity for the activity to be observed by others;
  - Endeavour to have at least two leaders supervising a group. For a mixed group the presence of a male and female leader is preferable. When classes are too small, they will join with another group; where this is not possible, leaders will keep doors open and will circulate regularly between rooms;
  - Ensure appropriate arrangements are in place to bar access to unwanted visitors;
  - Encourage parents to deliver and collect their children;
- Expected, if for a children's, young person's or vulnerable adult's group, to carry out a risk assessment based on knowledge of the children, young people and vulnerable adults in their care and the activities involved;
- Casual hirers of children's, young persons or vulnerable adult's activities will be briefed on the importance on supervision as a way to maximise safety of the children and minimise the risk of abuse.
- Use supervision as a means of protecting children;
- The Lettings Officer shall ensure that the responsibilities for young persons of groups or individuals hiring the Woosehill Community Church are highlighted in the hiring contract agreement;

- The Fabric, Finance and Safety Committee will take all reasonable measures to ensure the Church premises are maintained in good condition.

Young people aged 16 – 18 can work without the presence of an adult, but must follow the adult procedures.

## **6. Training**

Training for those working in any capacity with children, youngsters or vulnerable adults will be provided with training and refresher training in accordance with the requirements of one of the parent bodies. All safeguarding training is offered under the Connexional Safeguarding training framework.

All members of the church shall be provided with the relevant training. Refresher training shall be provided at appropriate periods not exceeding three years or when the training programme of one of the parent churches substantially changes from that already provided. The Church Council will decide what is a significant change.

Those requiring training shall include the following:-

- Ministers
- Lay preachers
- Church Stewards
- Children's workers (paid or voluntary)
- Youth workers (paid or voluntary)
- Helpers in children's and youth work
- Children's holiday clubs
- Junior Church teachers/leaders/assistants
- Choir, Music group leaders and key church musicians (where children are involved)
- Drama group leaders.
- Safeguarding reps

Others that should be encouraged by the Church to undertake appropriate training should include:-

- Appropriate users of the building
- Parents/carer and Toddlers leaders.
- Uniformed organisations (attached to the church)

The Church Council will decide what evidence shall be required from these groups before approving their use or continued use of the premises.

## **7. Safeguarding and the Internet**

### ***7.1. Safeguarding and the Internet***

[Updated online safety commandments](#)



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Anyone creating or developing a web site for or on behalf of the Woosehill Community Church is encouraged to observe safeguarding guidelines.

Those designing a website for should ensure that it promotes opportunities for all ages - including children, young people and vulnerable adults - to get involved in the life of the church. While it is important to reflect the full mix of participation in church worship and other activities, care should be taken to ensure the safety of children, young people and vulnerable adults. Website builders are encouraged to follow these guidelines:

- Children, young people and vulnerable adults under the age of 18 and vulnerable adults should not be identified by surname or other personal details. Personal details would include e-mail or postal addresses, telephone or fax numbers;
- When using photographs of children, young people and vulnerable adults, it is preferable to use group pictures. When a photograph of an individual child or young person is used, surnames or other personal details should not be used in any caption;
- Obtain written and specific consent from parents or carers before using photographs on a website (\* see footnote );
- Care must be taken when advertising special events for children, young people and vulnerable adults;
- Consider the potential impact, on children, young people and vulnerable adults involved in events, of providing full details of venues on the web; consider whether a more vague explanation such as the Church Holiday Club meets for two hours daily is preferable to giving specific times.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children.
- When posting activity ideas for children or young people ensure they comply with good safeguarding practice.

When posting activity ideas for youth or children's or groups, they should comply with good safeguarding practice.

Those working with children, young people and vulnerable adults are encouraged to observe safeguarding guidelines when using the web.

There may be occasions when church officers, youth workers or others working with children, young people or vulnerable adults wish to demonstrate the internet to children or young people, or encourage them to access information online as part of an activity. When this happens, the following guidelines should be followed:

- Ensure that parents or carers are aware of what their children or young people are doing and that they have given their permission
- When demonstrations are being given, plan beforehand to ensure that all websites visited have material that is appropriate for the age group taking part.

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- Where children, young people and vulnerable adults are given access to undertake their own searches on the internet, the following search engines have been recommended by the Department for Education and Skills :
  - KidsClick web search for kids by librarians
  - Superkid
  - Yahoooligans! Web guide for kids
- Check with the Local Education Authority as they may also operate a local search engine facility appropriate for children, young people and vulnerable adults
- Where children, young people and vulnerable adults are being encouraged to undertake subsequent searches on the internet back home, that they do so with the knowledge/ supervision of their parent or carer
- Warn children, young people and vulnerable adults about the dangers of giving out personal details on the internet;
- Ensure children, young people and vulnerable adults obtain parental or other appropriate persons consent if they wish to develop internet friends into face-to-face friendships. Even then, they should always be accompanied on any first meeting.

As technology progresses, so must our vigilance in protecting against its abuse. Mobile phones and the internet provide new and imaginative ways of gaining information and communicating, but while offering a wealth of possibility, the darker side offers those with intent on harming children new ways to abuse them.

Most importantly, “communication and common sense” are the two key elements to these guidelines and the primary aim is to protect the individual and work to ensure they are aware of their rights and empowered to exercise them, while still offering the freedom to families and friends to record important events in their lives and the lives of those close to them.

**Footnote:** The office of the Data Protection Commissioner has declared that photographs posted on the internet are personal data. They are therefore subject to data protection legislation.

**Internet guidelines for children, young people and vulnerable adults**  
**Be Net Smart!**

- Never tell anyone you meet on the internet your home address, your telephone number or your school's name, unless your parent or carer specifically gives you permission;
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent or carer;
- Never give your password to anyone, even a best friend;
- Never arrange to meet anyone in person without first agreeing it with your parent or carer, and get them to come along to the first meeting, which should always be in a public place;
- Never hang around in a chat room or in a conference if someone says or writes something which makes you feel uncomfortable or worried, and always report it to your parent or carer;
- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups;

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- If you see something you don't like (e.g. bad language or distasteful pictures) then move on or click "back". If you are still concerned, talk to your parent or carer;
- Always remember if someone makes you an offer which seems too good to be true, it probably is.

(These internet guideline points are based on guidelines from NCH, one of the useful sources for the latest information on internet safety for children and young people. [www.nch.org.uk](http://www.nch.org.uk)).

### **8. Managing and Monitoring the Child Protection Policy**

- The Woosehill Community Church Council will appoint a member to monitor the policy and to advise when changes are required to meet new legislation/parent body guidelines;
- The Woosehill Community Church Council will review the policy annually;
- The Woosehill Community Church Council will require all involved with children, young people and vulnerable adults in the church to have read and to abide by this Safeguarding Children, Young People and Vulnerable Adults Policy;
- The Woosehill Community Church Council will ensure that section 3 of this policy will have been followed for any adult working with children, young people and vulnerable adults.

## **Woosehill Community Church - Photography, the Internet and Publicity**

### **Consent Form**

At Woosehill Community Church we take the issue of child safety very seriously, and this includes the use of images of children. We occasionally include images of children in publications and on our website, but we have a duty of care which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are use in this way.

We ask that parents consent to the church taking and using photographs and images of their children. Any use of images at Woosehill Community Church is underpinned by our Safeguarding policy. We will never include the full name of a child alongside an image.

Please complete, sign and return this form to **Bob Clark** at Woosehill Community Church.

I consent to photographs and digital images of the child named below, appearing in Woosehill Community Church or parent church printed publications or websites. I understand that the images will be used only for church purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed using other media, such as CD-ROM.

Name of child:

Name of parent or guardian:

Address:

Signature:

Date:

Queries regarding this form should be addressed to  
**Bob Clark (Church Safeguarding Officer)**  
3 Norfolk Close  
Wokingham  
Berks  
RG41 3AF  
Tel: 0118 961 9710

## **Woosehill Community Church Church Event Photography Notice about Photographs**

It is possible that during this event, your child/young person below the age of 18 may be photographed or recorded. The Woosehill Community Church and the parent churches will take all steps to ensure that these images are used solely for the purposes that they are intended which is the promotion and celebration of the Woosehill Community Church.

If you become aware that these images are being used inappropriately you should inform an official as soon as possible.

If you would like a detailed copy of our guidelines please contact Bob Clark.

If you would prefer that your child's photograph is not taken and used for these purposes please advise Bob Clark as soon as possible in writing.

### **Guidelines for Photographers at church events**

1. Do not photograph any child who has asked not to be photographed or who (where known) is under court order;
2. Photography or recording should focus on the activity not on a particular young person;
3. Images should focus on small groups rather than individuals;
4. If a young person is named avoid using their photograph;
5. All children must be appropriately dressed when photographed;
6. All people taking photographs or recording footage for official use at the event should register with the event organizer;
7. All concerns regarding inappropriate behaviour or intrusive photography should be reported to the event organiser.