

SECTION 1 - Details of the Organisation

Name of Organisation: Pulse Children's and Youth Ministries

Address: Studio 119, Sunbeam Studios, Sunbeam Street, Wolverhampton, WV2 4PF

Phone number: 01902 238938

Email address: communications@pulseministries.org.uk

Registered Charity No: 1155748

Registered organisations:

We are registered with CCPAS (Churches' Child Protection Advisory Service) and the Charity Commission. We have Public Liability Insurance with Ecclesiastical.

We also request the safeguarding policy and Public Liability insurance certificate from every church/organisation we work with.

Brief description of the organisation and type of work/activities we undertake :

Pulse Ministries works ecumenically across the United Kingdom with local churches & organisations providing events with an aim of 'Enlarging & Equipping God's Kingdom!'. These events are often aimed at children and/or young people who are aged 5-18, they can take place in a variety of venues and contexts.

Please see our Vision Pack or our website for more details about how we do this.

Pulse Ministries Safeguarding Mission Statement:

Pulse Children's and Youth Ministries are fully committed to protect and safeguard the young people and adults in its care. It is the corporate responsibility of all staff, volunteers and persons in position of trust to prevent the neglect, physical, mental, spiritual or sexual abuse of God's people, this is all in compliance with the Children Act 1989, the UNCRC (United Nations Convention on the Rights of the Child) and the Equality Act of 2010.

By adopting procedures set out in this policy, Pulse Ministries always intends to create an environment in which children/young people are safe from harm and in which any suspicion of abuse is promptly and appropriately responded to.

The policy and attached guidelines are based on safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Senior Leadership Team (SLT) of Pulse Ministries commits to always having at least one full-time team member, as well as a specific trustee, who are responsible for Safeguarding within the organisation.

They will have responsibility for these areas:

- ensuring that all concerns are reporting to the relevant church/statutory authorities.
- ensuring the Safeguarding Policy is reviewed annually, that everything within the policy is adhered to, that all members of the team are appropriately trained and aware of the safeguarding procedures within the charity.
- ensuring all volunteers/team members are safely recruited and informed about safeguarding.

The Senior Leadership Team (SLT) of Pulse Ministries also commits to:

- endorsing and following all national and local safeguarding legislation and procedures.
- providing on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- agrees not to allow this document to be copied by other organisations.

Safeguarding Co-ordinator & Trustee:

Rebecca Crocker - 07758008227 - rebeccacrocker@pulseministries.org.uk

Megane Barlow - 07722136075 - mlbarlow96@outlook.com

SECTION 2 - Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Signs & Symptoms of Abuse

Its extremely important to define that these signs do not necessarily indicate that a child/ young person has been abused.

The aim is that they help leaders/carers/parents/persons in positions of trust recognise that something could be wrong. Therefore Pulse Ministries always suggests systems and procedures - defined in the **Safeguarding Policy** - to be adhered to first, and to **ALWAYS** act as the policy says, if you do suspect such signs and symptoms as defined below.

A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

As stated in our policy, the possibility of abuse should be investigated if a child/young person shows a number of these symptoms, or any of them to a marked degree:

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

Sexual abuse :

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect :

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

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

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

The four definitions of abuse above operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'

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.

This definition of abuse is taken from the 'Further Definitions of Abuse (Children) by CCPAS'.

How to respond to a child wishing to disclose abuse :

- Ensure the physical environment is welcoming, giving opportunity for the child or adult at risk to talk in private but making sure others are aware the conversation is taking place.
- Give time and space for the child to talk.
- Listen without interrupting.
- Be attentive and look at them whilst they are talking to you.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

The above guidelines are taken from 'Effective Listening by CCPAS'.

Confidentiality should be preserved, however a child/young person should be told if you are made aware of a situation where they/someone is at risk of, or actually being hurt in some way - then an outside agency would have to be informed.

As soon as possible Pulse's Safeguarding Co-ordinator needs to be informed of a disclosure.

Safeguarding awareness :

Pulse is committed to on-going safeguarding training for all workers/volunteers within the organisation and those it works alongside. The guidelines are as follows:

- every full-time member of the team will attend external Safeguarding Training every 3 years.
- every volunteer/church team member who works alongside Pulse Ministries will have received safeguarding training delivered by Pulse Ministries at least once a year.

Responding to allegations of abuse:

Under no circumstances should member of Team Pulse carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Rebecca Crocker (Safeguarding Co-ordinator - 0775808227) or another SLT Member**. They are nominated by the rest of the SLT and the Trustees to pass on the relevant information to the relevant church/organisation's Safeguarding Co-ordinator or to refer the matter to the relevant statutory authority.
- Pulse's Safeguarding Co-ordinator will ask the person in receipt of the incident to make a written note of the discussion - note the timing, the context, others present at the time and any other relevant facts. It is important that what was actually said is reported, not opinions - a Child Protection Log Form should be used in this instance.
- In the absence of the Safeguarding Co-ordinator or SLT member or, if the suspicions in any way involve the Safeguarding Co-ordinator or members of the SLT, the report should be made to **Megane Barlow (Trustee)** and the 'Form of Concern' can be used. If suspicions implicate all of the above then the report should be made in the first instance to Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- In most cases the Safeguarding Co-ordinator will pass on the relevant information to the church/organisation's Co-ordinator (whose details have been collected on the booking form) and they will be able to contact the relevant local authority.
- In some cases the Safeguarding Co-ordinator may need to inform others depending on the circumstances/nature of concern. This is likely to the local church/organisation that Pulse is working with at the time, the Chair of Trustees, the Insurance company (if a serious incident is being dealt with concerning safeguarding).
- Under Charity Commission regulations if a 'Serious Incident' occurs where a result has, or could, entail '...a significant loss of funds or a significant risk to the charity's property, work, beneficiaries or reputation. They will be reported as soon as possible and will be included as part of the Annual Returns of Pulse Ministries. Pulse recognises that the Charity Commission states that these are 'zero tolerance' issues which would always be investigated by them. These serious incidents include not having adequate safeguarding policies in place and failure to carry out disclosure checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity. *More details of this can be found in the 'InFocus: Reporting a 'Serious Incident' to Charity Commission'.*
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. There will be log book which will kept locked in the Pulse office.
- The SLT and Trustees will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although Pulse Ministries hope that members of the organisation and the church/organisations working alongside them, will follow this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Trustees have not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this

statement that Pulse Ministries demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Detailed procedure where there is a concern about a child/allegations of sexual abuse:

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator will:

- Raise concern with the local Safeguarding Co-ordinator at the church/organisation where the child is located/connected to and recommend they follow their policy.
- Keep a note of the referral to the Safeguarding Co-ordinator in the Pulse Log Book - including date/time/details of referral.
- If further concerns, seek advice from CCPAS (0303 003 11 11)

Allegations of abuse against a person who works/volunteers with children/young people:

If the person is representing Pulse Ministries directly then it will be the Safeguarding Co-ordinator for Pulse Ministries who contacts the relevant authorities. If the person is linked with the church/organisation Pulse is working with, then it will be the responsibility of their Safeguarding Co-ordinator to follow this up.

If an accusation is made against a worker (whether a volunteer or full-time member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

SECTION 3 - PREVENTION

Safer Recruitment

Pulse Ministries will ensure all workers/volunteers will be appointed, trained, supported and supervised in accordance with government guidance. This includes:

- ensuring a written job description/specification of role (for short-term volunteers/ church team this is outlined on the declaration form and will be communicated via the training events).
- those applying for full-time roles within Pulse will complete an application form & a self-declaration DBS form.
- safeguarding will be discussed during the interview process.
- references will be obtained and followed up.
- all those who are representing Pulse Ministries full or part-time will be DBS checked with Pulse Ministries. Short-term volunteers will sign a declaration form and will be required to have a DBS with their church/organisation (in line with their own policy).
- qualifications where relevant will be verified and a copy obtained by Pulse Ministries.
- suitable training will be provided for the successful applicant, this will vary dependent on role.
- the applicant will complete a probationary period, which will be 3 months for all full-time positions.

- all volunteers, whether full-time or church team, will be given, or have access to, a copy of Pulse's safeguarding policy and will know how to report any concerns.

Code of Conduct

When agreeing to work/volunteer for Pulse Ministries, all team members and volunteers will be asked to sign that they have read the Safeguarding Mission Statement and will commit to adhering to the Practice Guidelines (Section 5). They will also be expected to attend safeguarding training and ensure all team members are complying with the safeguarding policy. All workers/volunteers will be expected to raise appropriate concerns over any children/young person as well as fellow workers/volunteers to the Safeguarding Co-ordinator.

All workers/volunteers should be aware of the Volunteer Policy and be willing to adhere to this. They will be expected to be aware of their behaviour both in person and online, and to ensure this is in line with Pulse Ministries' policies and good practices.

SECTION 4 - PASTORAL CARE

Supporting with those affected by abuse

Pulse Ministries is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Depending on the relationship Pulse has with the individual requiring pastoral support, it will ensure that the best follow-up and support is given for the individual. This may include referral to statutory authorities, outside agencies or their local church.

Working with offenders

When someone volunteering for Pulse Ministries, or a church/organisation working with Pulse, is known to have abused children, or is known to be a risk to adults with care and support needs, Pulse Ministries will, in partnership with the church/organisation, supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep.

In the above instance, a contract would be drawn up between the offender, the church and Pulse Ministries, in order to safeguard all those involved.

SECTION 5 - PRACTICE GUIDELINES

As an organisation working with children and young people, Pulse Ministries strives to operate and promote good working practice. It recognises that, as stated in the Children Act 2004, it has a duty of care to ensure the safety and wellbeing of all those in its care.

Practice guidelines enable both workers and volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Abuse can be prevented by means of good practice.

Pulse Ministries suggests the below as guidelines to be followed at all events and within the organisation:

Good Practice

- All team must wear a Pulse T-Shirt or another form of Pulse identification in order to identify themselves. All part-time volunteers must have also completed a 'Declaration for Volunteers' form. Any adults not wearing a Pulse T-Shirt, must wear some form of Pulse identification (badge/lanyard etc).
- All team must sign in and out at the venue.

- All team should be DBS checked either with their church/organisation or with Pulse Ministries. If this is completed with Pulse, then a self-declaration form which also have been completed.
- All team must have read the Safeguarding Policy.
- All volunteers/church team must have read and signed the Declaration for Volunteers form.
- All team must maintain appropriate boundaries and avoid behaviour which could be misinterpreted.
- Pulse Ministries will ensure secure boundaries around the site, being aware of monitoring children/young people's safety at all times.
- All team should familiarise themselves with the premises *i.e. fire exits, first aid point etc.*
- Always report incidents and concerns must be reported to the Pulse Ministries Safeguarding Co-ordinator.
- Never deal with a situation on your own, call in somebody else.
- Don't be afraid to challenge unfamiliar and unidentified people on the premises - *Simply ask 'Can I help you?'*
- Make sure others can see you, if you are sitting alone with a child/young person.
- Pulse Ministries will be responsible for maintaining appropriate adult-child ratios for each event, this will be communication the relevant church contact.
- Where possible, wristbands will be used to register and identify children/young people involved with the event organisation by Pulse Ministries - see *Registration Pack*.
- All events where the children will be left at the venue without adult supervision, must include registration forms which have been approved by Pulse Ministries.
- At all events, regardless of whether the adults are in the vicinity, all children under 12 must be signed in by an adult and appropriate arrangements made for the collection of the children.
- When Pulse is working with a church for a holiday club mission, it will ensure safeguarding is part of it's training and preparation.
- Parents who are not designated leaders will be allowed to observe but not take part and they must be signed in a visitor and be accompanied by a DBS leader at all times.

You should:

- Treat all young people with dignity and respect - watch your language, tone of voice and body language.
- Discourage attention seeking behaviour or rough play.
- Never invite young people to your home.
- Never publicise church events without letting Team Pulse know.
- Never encourage the sharing of personal details e.g. phone numbers or social media accounts.
- Never give young people a lift home without prior consent and/or relationships built with parents/careers.
- Be prepared to act if you see another team member acting in a way that is inappropriate or that could be misconstrued. Speak to them directly or to Team Pulse if you have any concerns. If your concern is a member of Pulse Ministries please speak to the Safeguarding Co-ordinator from your church/organisation or contact the Chair of Trustees using the Form of Concern.

Specific practices

Toilets

Only DBS members of the team should take children to the toilet, it's always good to communicate to another team member that you're taking a child to the toilet. There is no need for the adult to go inside the toilet with them, they should wait outside. If there is a need for the adult to go into the toilet it is advised that, where possible, another leader is informed and will accompany the leader in this situation. Pulse Ministries will try, where

possible, to have designated children's and leader's toilets and will provide appropriate signage to ensure this is clearly communicated.

Filming and taking photos

Pulse Ministries will ensure permission from the responsible adult of each child/young person before photos/film are taken. This could have been completed by the church/organisation but it is the responsibility of the SLT to ensure this permission is sufficient for the photos/films to be used by Pulse.

Plain yellow wristbands will be used to identify those children/young people who don't have photo/film permission.

Physical Contact

Physical contact is a natural part of most relationships especially with children/young people. Physical contact is only dangerous when it amounts to violence, abuse, and flirtatious behaviour or is linked to a lack of respect for the individual. Here are some guidelines:

- Touch should be age appropriate and reflect the children/young persons need. *The child/young person, rather than you should generally initiate it.*
- Children/young people are entitled to determine the degree of physical contact with others except in an emergency.
- A hug in a group setting, or to comfort a child/young person in distress, is OK; use your common sense.
- Try not to be alone with a child/young person where others can't see you. If you are counselling a child/young person or having some other private conversation, ensure that another helper is in close vicinity.

Discipline

We always encourage children/young people to behave appropriately and with care, and aim to surround all activities/events with positive instruction.

- Never smack children/young people, no matter what the provocation.
- Do not use any form of physical restraint, which could be interpreted as assault. *If you need help with a difficult situation refer to Team Pulse for advice.*
- Build healthy relationships and be a good role model.
- Use a three-strike rule, if needed. (Strike 1 is a warning, Strike 2 is time-out with another adult, Strike 3 is contact with responsible adults).

Accidents

If a child/young person has an accident hand them over to one of the fully trained first aid leaders - *who will be identified with a first aid ID (badge/wristband etc)* - they will aid and fill out an accident form. The first aider may come back to the child's/young persons leader to discuss after-care, that leader will be responsible to inform parents of accidents and log their response on the form. The form must then be returned to Pulse Ministries. If a child requires treatment with a EpiPen this may only be aided by a fully trained EpiPen First Aid leader.

Praying with Children/Young People

Pulse Ministries encourages people to pray with children/young people but requires these guidelines to be followed :

- ideally, ensure there is more than one adult present, with at least one being of the same gender.
- use clear language and ensure the child/young person is aware of what prayer is, checking their understanding and agreement.
- ensure the Code of Conduct is being followed e.g. physical contact, body language etc.
- be age appropriate with language and remain vigilant throughout the time of prayer.
- make sure two prayer cards are filled in, one to be given to the appropriate leader and the other to be given to their responsible adult.
- for more details please read the 'Leading Children/Young People to Christ' document.

Communication of Safeguarding

As stated previously, it will be the responsibility of the Safeguarding Co-ordinator, the SLT and the Trustees, to make sure the Safeguarding Policy is effectively communicated within the entire team. When considering volunteers/team members, the ability to listen and communicate well, will be a high priority for those taking on the responsibility of caring for children and young people.

Pulse Ministries is aware that it will use various forms of online platforms to communicate with volunteers/church team and also children and young people it works with.

These guidelines are:

- avoid individual contact with any under 18 online, if necessary involve another adult in the communication - i.e. add them to the Facebook message
- make sure any online profile is appropriate and set to the highest level of security to ensure children cannot access personal information or see images of a personal nature.
- where possible, team should communicate via Pulse's specific and dedicated platforms
- use appropriate, but not over-friendly, language
- be clear and explicit about the information you need to share
- do not share personal information with children or request or respond to any personal information other than which is appropriate as part of your role
- only make contact online with children for reasons related to that of Pulse Ministries
- do not communicate online after 9:00pm with any children or young person.
- adhere to all other safeguarding practices, i.e. don't promise confidentiality and report any concerns to the Safeguarding Co-ordinator.

Host Homes

There are occasions where Pulse Ministries will stay in the homes of host families.

There should be no circumstance where any young people are in these homes without the accompaniment of a leader of Pulse Ministries.

Take Care of Yourself

When anyone has to deal with a safeguarding issue, there are feelings that need to be dealt with - hurt, confusion, anger, sadness, pity etc. Please at the first appropriate opportunity speak to Team Pulse, so that they can help you work through these emotions, and pray with you. **This must be the same day as the safeguarding issue took place.**

Working in Partnerships

As previously mentioned, Pulse Ministries works with a variety of churches/organisations in various contexts and venues. The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and will always make sure we have a copy of their safeguarding policy.

It is also our expectation that any organisation working with us will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

We will make sure that CCPAS helpline number is available to all churches/organisations with we work with, as well as the number for Childline.

CCPAS : 0303 003 11 11 / 08451204550

The Child Exploitation and Online Protection Centre (CEOP) : 0870 000 3344 33

ChildLine : 0800 1111

Appendix 1

This policy will be reviewed and re-signed every 12 months.

Date: November 2017

Signed: _____ Safeguarding Co-ordinator