

Chinese Overseas Christian Mission safeguarding policy

This policy has been approved and reviewed by the Leadership Team of COCM for the use by COCM staff and volunteers. It contains material sourced from a policy template provided by Thirtyone:eight.

Latest date of review of the policy: May 2023

Section 1 The General

1.1 Details of the organisation

Name of Organisation: **Chinese Overseas Christian Mission (“COCM”)**

Address: 2 Padstow Avenue, Fishermead, Milton Keynes, UK, MK6 2ES

Tel No: 01908-234100

General Email address: cocm@cocm.org.uk web: cocm.org.uk

Regulators: The Charity Commission for England and Wales (UK Charity No: 1135892)
 Companies House (Company No: 07106567)

Insurance Company: Ecclesiastical Insurance

Leadership Team: The team comprises the General Director and senior staff of COCM as designated by the Mission Council.

1.2 Current Officers under this COCM safeguarding policy

| Officer | Name | Email | Contact Telephone |
|---------------------------------|-----------------|--|-------------------|
| Senior Leader | Rev Henry Lu | henryluocm@gmail.com | 07515489305 |
| Safeguarding Coordinator | Rev Kam Hung Ho | kamhouk2023@gmail.com | 07877589173 |
| Deputy Safeguarding coordinator | Rev Henry Lu | henryluocm@gmail.com | 07515489305 |

1.3 The following is a brief description of COCM and the type of work / activities we undertake with children and adults who have care and support needs

COCM is a Christian mission, and as such directly organises evangelistic and training events for people of all ages, with specific events for children and young people, and has members

of staff who are in contact with people of all ages, including some who may have support and care needs.

1.4 Our commitment

1.4.1 As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

1.4.2 We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

1.4.3 We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

1.4.4 As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

1.4.5 The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by *thirtyone: eight*.

1.5 The responsibility of the Leadership

1.5.1 To endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

1.5.2 To provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached (see appendices 1- 5).

1.5.3 To ensure that the COCM premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

1.5.4 To appoint and 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 (see Appendix 4).

1.5.5 To agree not to allow the document to be copied by other organisations.

Section 2 Prevention

2.1 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:

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:

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in appendix 1

2.2 Safer recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form

- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and that the applicant knows how to report concerns.

For more details refer to Appendix 3, and to the COCM Staff Handbook which sets out the COCM Recruitment Policy.

2.3 Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

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

2.4 Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

Section 3 Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are set out in appendix 2.

3.1 Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

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 have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets *thirtyone:eight's* safeguarding standards.

We believe 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.

Section 4 Responding to allegations of abuse

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

4.1 Documenting a concern

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

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the current Safeguarding Co-ordinator (see the contact information in section 1) who will deal with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

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

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

4.2 Contact appropriate agency

The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the *thirtyone:eight* helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority:

Milton Keynes Safeguarding Board

www.mkscb.org

Tel: 01908 253169 / 253170

Out of hours Tel: 01908 265545

Adult Social Services

miltonkeynesccg.nhs.uk

Tel: 01908 253772

Out of hours Tel: 01908 725005

Police Protection Team Tel: [Thames Valley Police Tel 101](http://thamesvalley.police.uk)

4.3 The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern. The Safeguarding Co-ordinator may also need to liaise with the insurance company or the charity commission to report a serious incident.

4.4 Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

- 4.5 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.
- 4.6 Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from *thirtyone:eight*.
- 4.7 The Leadership 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.
- 4.8 The Leadership hope that members of the organisation will follow this procedure laid down in this policy although any individual as a citizen has the right to make a direct referral to the safeguarding agencies or seek advice from *thirtyone:eight*.
- 4.9 If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
- 4.10 The role of the Safeguarding co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Section 5 Detailed procedures where there is a concern about a child

5.1 Allegations of physical injury, neglect or emotional abuse.

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

- 5.1.1 Contact Children's Social Services (or *thirtyone:eight*) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- 5.1.2 Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- 5.1.3 Seek medical help if needed urgently, informing the doctor of any suspicions.
- 5.1.4 For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- 5.1.5 Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- 5.1.6 Seek and follow advice given by *thirtyone:eight* (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

5.2 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- 5.2.1 Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- 5.2.2 Seek and follow the advice given by *thirtyone:eight* if for any reason they are unsure whether or not to contact Children's Social Services/Police. *Thirtyone:eight* will confirm its advice in writing for future reference.

Section 6 Detailed procedures where there is a concern that an adult is in need of protection

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

6.1 If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

6.1.1 Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, *thirtyone:eight* can be contacted for advice.

6.1.2 If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

6.2 If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

6.2.1 Identify support services for the victim i.e. counselling or other pastoral support

6.2.2 Contact *thirtyone:eight* and in discussion with them will consider appropriate action with regards to the scale of the concern.

Section 7 Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

7.1 Liaise with Children's Social Services in regards to the suspension of the worker

7.2 Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

7.3 Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Section 8 Allegations of abuse against a person who works with adults with care and support needs

8.1 The safeguarding co-ordinator will:

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

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

Section 9 Pastoral Care

9.1 Supporting those affected by abuse

The Leadership 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 COCM.

9.2 Working with offenders and those who may pose a risk

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

Appendices

There are 5 appendices to this policy which are to be read in conjunction with the policy.

Approval and Adoption of the policy - This policy was approved by the COCM Leadership and will be reviewed annually.

Appendix 1 (to the COCM safeguarding document)

Guidance on abuse and how to respond to it

Introduction

These guidelines are to be read in conjunction with the COCM Safeguarding policy document. Any question as to the interpretation or implementation of these guidelines is to be referred to the Co-ordinator or the Deputy Co-ordinator, who will consult with *Thirtyone:eight* as necessary. Much of the material has been drawn from or based on material originally prepared by CCPAS (predecessor to *Thirtyone:eight*), adapted as necessary for COCM. None of it is to be reproduced or made available outside COCM, as it has been prepared specifically for use by COCM staff and volunteers only.

Working with children – abuse and disclosure

1. Definitions of abuse (recommended as criteria in England) *

1.1 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.

1.2 Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous 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 met 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.

1.3 Sexual abuse

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

1.4 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 adequate 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.

*definitions in relation to Scotland, Wales and Northern Ireland may differ from England slightly due to legislation in those countries

2. Further definitions of abuse

2.1 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)

2.2 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."

2.3 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 an individual's 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)

2.4 Domestic violence

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever that violence occurs. The violence may include physical, sexual, emotional or financial abuse."

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

2.5 Organised abuse

"Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related children and young people. 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."

2.6 Child prostitution

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

3. 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.

3.1 Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not usually exposed to falls rough games etc
- Injuries which 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*

3.2 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 dream or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia*

3.3 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

3.4 Race, culture and religion

Crucial to an 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, self-poisoning. Approximately 20,000 are treated in accident and emergency departments each year.

4. How to respond to a child wanting to talk about abuse

4.1 General points

- above everything else, listen, listen, listen
- 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 will 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 bribed or threatened not to tell
- 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 had been shared

4.2 Helpful responses

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

4.3 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.”

4.4 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 (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the COCM Co-ordinator/Deputy Co-ordinator or contact an agency such as CCPAS or go direct to Children’s Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed.

4.5 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 hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. [see also appendix 3 below]

Appendix 2 (to the COCM safeguarding document)

Good practice Guidelines for COCM staff and volunteers

1. Parental consent

The COCM Parental Information and Consent form (appendix 5) must be obtained in advance from the parent of any under 18 years old who attends an activity or holiday run by COCM staff. Attendance is not to be permitted without this. Attendance records must be made at the time of the activity. Consent forms and attendance records must be filed with the Co-ordinator or Deputy Co-ordinator on completion of the activity.

2. Staff/children ratio

All COCM events are to be appropriately staffed, including any crèche provided. The following ratios of adult helpers to children are required as a minimum (and no activity is to be staffed with less than 2 staff or approved volunteers, preferably one of each sex):

0 to 2 years 1 Adult: 3 children
2 to 3 years 1 adult: 4 children
3 to 8 years 1 adult: 8 children
over 8 -18 1 adult for 10 children

3. 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 (Heb 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 positives, 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 in support from other leaders if you feel so angry that 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 have tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have a disruptive child sit right in front of you or get a helper to sit next to them
- Be proactive and encourage helpers 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, whilst encouraging their strengths.

Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), or, after consulting with a leader, be banned from attending the activity for a period of time. If a child's behaviour continues to be disruptive despite measures taken as above, seek advice and guidance from the Co-ordinator or deputy Co-ordinator.

Pray with the other workers before a session and take time to debrief before you leave.

4. Counselling

COCM is a Mission, not a church, and many children may therefore only be in short term contact with staff. Whilst it is obviously appropriate to be aware that children may wish to make disclosures to staff, it is not appropriate for staff to engage in counselling children, which may be a long- term matter and in any event should only be offered after parental consent has been given. COCM staff should not therefore offer counselling to children. The Co-ordinator or Deputy Co-ordinator may in appropriate circumstances contact *Thirtyone:eight* for assistance in locating a suitable counsellor. Moreover, where there is an abuse allegation against a member of the COCM staff or volunteer, a further issue arises in that there is also a conflict of interest, which rules COCM out of being involved in any way at all.

5. Videos and photographs of children

Unless written parental consent has been given photographs and videos of children should not be used in COCM's printed publications and promotional materials, nor on the COCM website. Surnames or family names of children or any other personal details must not be disclosed. Consent must be given prior to taking any video or photo of a child. Photos or videos must be destroyed if consent has not been obtained. [see appendix 5 for forms]

6. Overseas teams

Where possible the nearest equivalent to a CRB check should be obtained for each volunteer as part of the application process to join a team. Failing that a reference from a pastor or senior church leader may be accepted as a substitute for a check.

Appendix 3 (to the COCM safeguarding document)

COCM recruitment, training, and support for staff workers and volunteers

1. Application forms

All COCM application procedures for staff and for volunteers will include the completion of a Voluntary Disclosure Form (see appendix 5) which will be returned to COCM and checked by the Co-ordinator or Deputy Co-ordinator who will advise the recruiter whether or not they may proceed with the application process. Prior to confirmation of appointment a satisfactory DBS check must be obtained for UK based applicants and the nearest equivalent check made for overseas applicants. The DBS application and report must be screened by the Co-ordinator or Deputy Co-ordinator and checked against the contents of the Voluntary Disclosure Form. COCM Boards handling applicants will be made aware of the COCM Safeguarding policy.

2. Handling of disclosure information

Disclosure information given by or obtained in respect of an applicant, volunteer or a member of staff is sensitive personal data which must be stored separately and securely from other personal information and must not be copied or disclosed to anyone other than those who are entitled to see it in the course of their duties (see COCM Data Protection policy for more details). Disclosure information must only be used for the specific purpose for which it is given. Storage must be in a secure place and for not more than 6 months following which the disclosure information must be destroyed. Any record of disclosure may refer to the date it was given, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure, and the details of the recruitment decision taken.

3. Training and support

The induction process for all new staff will include the provision of a copy of the COCM Safeguarding Policy and an outline of the main points in the policy and procedures. All staff members or volunteers who work regularly with children will be expected to attend a safeguarding training seminar, and all staff will be made aware of the key provisions of the COCM Safeguarding policy.

The Co-ordinator and Deputy Co-ordinator are available to advise and support staff. All staff and volunteers should be aware that they should not hesitate to contact them on a confidential basis whenever a concern as to a child protection matter arises. Their contact details will be provided to all staff and volunteers.

Appendix 4 (to the COCM safeguarding document)

COCM Safeguarding Co-ordinators

1. Appointment

The Co-ordinators are appointed by the General Director (with the approval of Council), one to be Co-ordinator and one to be Deputy Co-ordinator

2. Availability

The Co-ordinators are to be available as a resource to COCM staff and volunteers throughout the year. They should review their diary plans each year and if they find that there will be a period when neither will be available the General Director is to make alternative arrangements.

3. Training

Within 12 months of appointment they will attend a *Thirtyone: eight* training course or equivalent.

4. Tasks

The task includes:

- holding the COCM list of DBS checked workers and volunteers
- Receiving reviewing and holding Voluntary Disclosure forms, copy Parental Information and Consent forms, Consent to Photograph forms, and Accident and Incident forms
- Handling all COCM DBS checks
- Receiving all disclosure reports
- Making any referral to Social Services or the Police
- Dealing with all Safeguarding training in COCM
- Reviewing the Policy and Procedures annually
- Preparing and submitting an annual report to the General Director and Council

5. Data protection and the Co-ordinators

5.1 The Co-ordinators will have regard to the Data Protection principles (see COCM Data Protection policy) and will remember that all Safeguarding material is sensitive personal information which must be kept securely, allowing access only to relevant material by those who need to know.

5.2 All material held will be reviewed annually as part of the annual review and unnecessary material will be destroyed

5.3 Voluntary Disclosure forms will be handled in accordance with the practice guideline in Appendix 3.

5.4 Where Social Services and/or the Police are involved the Co-ordinators are permitted to disclose material required in connection with the investigation

5.5 Disclosure material not handed to Social Services or Police is to be placed in a sealed envelope and passed to the COCM Legal Adviser for storage. A record of the fact of storage, but not detail is to be kept.

Appendix 5 (to the COCM safeguarding document)

COCM Safeguarding forms

Introduction

These forms have been prepared for use only within COCM. Given that they contain personal data, forms must only be handled by and read by those people who need to have the information/consents for COCM mission and ministry activities – see the COCM data Protection Policy. Their contents must not be disclosed to third parties and if in doubt the Co-ordinator or Deputy Co-ordinator should be consulted.

The forms, with guidance notes regarding their use, are as follows:

SG1 Voluntary Disclosure Form

This form is to be used for all applicants for COCM staff posts, and all volunteers with COCM. The completed form is to be returned to the COCM Centre for evaluation by the Co-ordinator or Deputy Co-ordinator who will advise the COCM personnel manager (for staff applications) or the leader of the planned mission or activity, as the case may be, as to the acceptability or otherwise of the disclosure and who will also handle any necessary CRB check.

SG2 Parental Information and Consent Form for events (including residential events)

Where COCM organises or controls an event involving under 18's where parents are not present the COCM staff member leading this should arrange for a form to be completed for each participating child. The form should be held by the leader until the event is over. A copy should be filed with the Co-ordinator. This form is not required where COCM staff or volunteers participate in an event organised by a third party (that party should have their own child protection policy and procedures)

SG3 Accident and Incident Form

This form covers several purposes. It helps COCM discharge obligations to care for children and young people whilst in the care of COCM staff and volunteers, and it provides a record of what has happened which will also be useful in the event of any inquiry being necessary.

SG4 Using Images of Children – consent form

The completion of this form is required to enable parents/guardians/carers of children to consent to publication of photos or videos by COCM in COCM publications or on the COCM website etc. The completed form should be filed - with details of any image used – with the Co-ordinator.

COCM Form SG1

**Voluntary Disclosure form
STRICTLY CONFIDENTIAL**

This form is to be completed by all applicants to COCM, whether for staff posts or as volunteers.

To the Chinese Overseas Christian Mission

Voluntary Disclosure

I consent to a criminal records (CRB) check if appointed to the position I have applied for, or if approved as a volunteer with COCM. I am aware that details of pending prosecutions, previous convictions, cautions or bind - overs against me will be disclosed along with any other relevant information which may be known to the police, and lists held in accordance with the Protection of Children Act 1999.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence, or are you at present subject of a criminal investigation/pending prosecution?

Yes?..... No?..... (Please tick)

If yes, please give details, including the nature of the offence and the dates

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

Dated.....

Signed.....

Print full name

.....

Address.....

.....Postcode.....

Telephone number

.....

Email.....

This form is to be returned to:

.....

.....

Form SG2

Parental information and consent form for events organised by COCM

This form is must be completed signed and returned to be returned to the Chinese Overseas Christian Mission prior to the child or young person under 18 taking part in a COCM activity

Full Name of Child.....

Date of birth.....

Address.....

..... Postcode.....

Name of parent/carer

.....

Telephone number (day)..... evening

Mobile.....

If contact address differs from above write it here

.....

..... Postcode.....

Name of GP.....

Telephone number.....

Address of GP

.....

..... Postcode.....

NHS number.....

Date of last anti-tetanus injection.....

Details of any illness/disability

.....

.....

(continue on a separate sheet if necessary)

Details of any medication required to be taken during the event (Please note all medication is to be labelled correctly and clearly with the name of child, name of medication, and dose needed each day)

Details of any allergies or special dietary requirements

.....
.....

CONSENT

In an emergency and/if I cannot be contacted, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.

Please tick: Yes..... No.....

Signed (parent/or adult with parental responsibility)

.....

Print name of person signing

.....

Please note – the information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (this may not include a foster carer).

Form SG3

Accident and Incident form

This form is to be completed and filed with the COCM office after any accident or significant incident.

Day, place and time of the incident

.....

Names and addresses of those involved in the incident:

.....

.....

.....

Where did the incident take place?

.....

Name of group/organisation

.....

Who is the person responsible for the group? (name, address and telephone number)

.....

.....

Who was responsible for the group at the time of the incident (if different from above)?
(name, address and telephone number)

.....

.....

Which other persons were supervising the group at the time of the incident (names addresses
phone numbers)?

.....

.....

Who witnessed the incident? (Names addresses and telephone numbers – plus age if under
16) Normally only 2 witnesses are needed.

.....

.....

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

.....

.....

.....

Was any defective equipment involved? Yes? No.....?

If so, where is it now and who is keeping it?

.....

.....

.....

What action have you taken to prevent a recurrence of the incident?

.....

.....

Is there any ongoing danger to children/young people? YES?..... NO?.....

Who else do you need to inform?

.....

Date of signing report.....

Signature of person in charge of group at time of accident/incident

Signed.....

(Print name)

This form is to be returned completed to the COCM Centre.

.....

For completion by COCM administration

Name of COCM staff member who has received this form from the person responsible for the group

.....

Date of receipt.....

Checked by the Co-ordinator/Deputy Co-ordinator YES/NO

Date.....

This form is to be filed with the COCM Centre manager, and any accident on COCM premises is also to be logged in the Accident book. The form is to be checked by the Co-ordinator/Deputy Co-ordinator.

Form SG4

Consent to use images of children in COCM publications including website

To (name of parent or carer)

.....

Name(s) of child(ren)

.....

.....

Location of photograph/recording

.....

COCM would like to take photograph(s)/make a video/webcam recording of your child(ren)

These images may appear in our printed publications, on our website, or both.

To comply with the Data Protection Act, permission must be granted by the parent/carer before we can take and use images of your child(ren). Please answer questions 1 and 2 below, then sign and date the form. Please return it to:

Name.....

Address.....

To the parent

1. May we use your child(ren)s image in our printed publications? YES/NO?

2. May we use your child(ren)s image on our website? YES/NO?

Date.....

Signed (parent/adult with parental responsibility)

.....

COCM staff member

I have checked which parents have given consent for the use of images of their child to be used in COCM publications and/or website YES/NO

Date..... Signature.....

Conditions of use

1. This form is to be valid for a period of 2 years from the date of signature
2. Consent may be withdrawn in writing addressed to COCM at 2 Padstow Avenue, Fishermead, Milton Keynes MK6 2ES, and on receipt of such consent COCM will destroy any image(s) of your child(ren)
3. COCM will not publish family names/surnames or addresses of children without express consent
4. COCM may use group images with a general title e.g. “sports activity”
5. COCM will use only images where a child is suitably dressed, to reduce the possibility that such images may be used inappropriately.