



SAFEGUARDING CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS

POLICY & PROCEDURES

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A Few Myths:

'It couldn't happen here'

'We don't want to put anyone off'

'We don't have enough young people in our group to worry about it'

A Few Facts:

Any child or adult could be abused

Anyone could be an abuser

People who abuse can be devious and may be drawn to places where they have easy access to children or vulnerable adults

Church environments may be seen as an easy target

A Few things to Remember:

Be careful what you say

Be careful what you do

Be careful how you relate

INTRODUCTION:

Revive now works primarily with young people through various youth work activities.

However on occasion we may come into contact with both children and vulnerable adults and this document accounts for this too.

We recognise the reality that children, young people and vulnerable adults are victims of neglect and physical, sexual and emotional abuse. The question for us is: **in our pursuit of excellence, what precautions are we taking in our work within the community for children, young people and vulnerable adults?** We recognise that we have a responsibility before God, the children and young people, vulnerable adults, their parents (guardian/carers) and our community to safeguard ourselves, and those with whom we work.

Revive Newport pursues equal opportunities and welcomes people to serve on our teams on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records. This policy is not about mistrust, but rather about our responsibility as Christians to be ***"blameless in everything we do so there is no place to point the finger."*** (2 Cor 8v21).

Revive Newport strives to hold a trusted position in the community. Therefore, all youth/children workers and those working with vulnerable adults are expected to follow the guidelines in this booklet *so that* we:

- Know and implement the guidelines for good practice.
- Know how to protect children and young people from abuse and be aware of ways in which children and young people are harmed and possible signs of abuse.
- Know how to protect vulnerable adults from abuse and minimise their risks within the local community.
- Act responsibly if abuse is discovered or disclosed.
- Follow the agreed code of behaviour.
- Know what to do if an allegation is made about a fellow worker.
- Know who to speak to if they have any suspicions or concerns.

1. PREVENTION AND REPORTING OF ABUSE

It is the duty of all of us to prevent the **exploitation, physical, sexual, emotional, financial and spiritual abuse** and **neglect** of children, young people and vulnerable adults and the duty of all to respond to concerns about the well-being of children, young people and vulnerable adults and to report any such abuse or concerns suspected, discovered or disclosed directly by a child, young person or vulnerable adult.

Please refer to **Appendix 1** for the definition of a vulnerable adult. Please refer to **Appendix 2** for the definitions of the types and possible indicators of abuse. ***It is very important that these appendices are read and understood.***

If you come to suspect that a child or vulnerable adult has at some point been, or is currently being, injured/harmed by someone or that through neglect they have come to harm, you ***must*** report your concerns.

A child or vulnerable adult who is unhappy or being abused will often only talk about what is or has happened to them to people they trust and with whom they feel safe.

1.1 Guidelines for responding in the most appropriate way to a child, young person or vulnerable adult:

- Create a safe environment in which the child, young person or vulnerable adult can share their concerns.
- React calmly and try not to appear shocked as not to distress the individual further and manage your own emotions.
- Listen carefully to what the individual has to say, making appropriate eye contact with them.
- Allow them time to say what they want. Do not interrupt their flow. Do not fill in words, finish their sentences or make assumptions.
- If you need to ask questions to clarify what the individual is saying, always use open ended questions and never closed leading questions.
- As soon as you believe there is cause for concern, allow the individual to finish but do not question further.
- Accept what the individual says as true and make sure that the child, young person or vulnerable adult knows that *you* believe them.
- Reassure them and tell them that you know how difficult it must be to confide in you and how brave they are. Assure them that they are not to blame for abuse and that they have done the right thing by telling you.
- Do not promise or lead the individual to believe that the concern which affects them or others will be kept confidential. However, keep them informed in clear language that is suitable for age and understanding about next steps, eg a need to report to the Safeguarding Lead.
- Be aware that an individual may be frightened and that they may have been threatened if they tell of what has been happening to them.
- Remember even if a child, young person or vulnerable adult has been abused by their parents or other significant people in their lives that most individuals feel loyalty to them and often find it difficult to say things to their detriment.
- Make notes as soon as practicable afterwards using the child, young person's or vulnerable adults language and recording any questions asked to clarify information.

1.2 Procedure for responding to concerns:

1.2.1 RECORD AND REPORT:

As soon as possible after the child or vulnerable adult tells you about harmful behaviour, or an incident takes place that gives cause for concern make a full written record of the disclosure as soon as is practicable using the standard incident report form. Keep any paper written notes made at the time. These notes will be retained with the report as original notes.

Make sure the record is secure and confidential and made available only to the Safeguarding Officers as far as this is consistent with the welfare of the person concerned.

Sign and date the record then pass it to the designated Safeguarding Officer without delay (within 24 hours) who will then review it with any other relevant information and decide what action should follow. Any formal referral to Social Services or Police should normally take place within 24 hours of receiving the report. If the child or vulnerable adult is in imminent danger of harm a referral will be made without delay.

If the child or vulnerable adult is in ***imminent danger of harm*** and you are unable to contact either of the Safeguarding Officers a referral should be made to:

- The ISLE OF WIGHT MASH team (Multi-Agency Safeguarding Hub) **01983 823435** - operated 24 hours a day.
- If you believe the individual needs medical attention phone 111
- In extreme circumstances, for example if someone is being harmed *at that moment*, **call the Police immediately on 999.**
- All policies and procedures can be checked on <https://hipsprocedures.org.uk/>

If the referral has not been reported by one of the designated Safeguarding Officers but directly by the person with concerns, please inform one of the Safeguarding officers as soon as is practicable of the circumstances.

Whenever a formal report is made to Social Services or the police the Safeguarding Officer will report the referral to the **Safeguarding Trustee**. They will in turn inform the other safeguarding officer who will provide pastoral support to those concerned.

1.2.2 RESPONDING TO CONCERNS ABOUT BEHAVIOUR OF FELLOW WORKERS:

The basic three-stage process for responding to concerns as outlined in Appendix 3 will form the basis for responding to all concerns within Revive regarding the welfare of children, young people and vulnerable adults. Whether the worker is paid or unpaid, is a relatively new volunteer or a senior and experienced youth worker, there is a fundamental duty to ***record and report***.

In circumstances where an allegation has been made against someone who works with children, young people and vulnerable adults one of the Safeguarding officers will report this to the Local Authority Designated Officer (LADO). If the person has been removed from their post or would have been removed from their post had they not resigned or left the project because of the risk of harm that they pose. The **Safeguarding officer** has a duty to report this person to the Disclosure and Barring Service (DBS).

If a worker within Revive has been accused of causing harm to children, young people or vulnerable adults

this incident should be reported to the Charity Commission in the annual return by the **Safeguarding Trustee**.

1.2.3 WHEN THE CONCERN INVOLVES ONE OF THE SAFEGUARDING OFFICERS:

Should any concern arise regarding the Safeguarding Officers, the concern should be raised with the **Safeguarding Trustee** and/or one of the trustees and there is a fundamental duty to **record and report as above**.

2. CODE OF BEHAVIOUR

A code of behaviour is first and foremost about protecting children, young people and vulnerable adults. It will *also* help to protect workers from **false accusations** or unnecessary and **unwarranted suspicion**.

2.1 Respecting children, young people and vulnerable adults:

- Always treat all children, young people and vulnerable adults with **respect** and **dignity**.
- Always use age appropriate language and tone of voice. Always be aware of your own body language and the effect you are having on the individual.
- Listen well to all individuals. Always be careful not to assume you know what a child, young person or vulnerable adult is thinking and feeling. Listen to *what* is spoken and *how* it is said. At the same time, observe the body language to better understand what is being said.
- Do **not** engage in any of the following:
 - Invading the privacy of children, young people and vulnerable adults when they are using the toilet.
 - Rough games involving physical contact between a leader and a child, young person or vulnerable adult.
 - Sexually provocative games.
 - Making sexually suggestive comments about or to a child, young person or vulnerable adult, even “in fun”.
- Scapegoating, belittling, or ridiculing.
- When it is necessary to control or discipline children, young people or vulnerable adults, this should be done without using physical punishment.
- A child, young person or vulnerable adult should only be restrained (using no more than reasonable force) as an **absolute last resort** in order to protect them or a third person from harm.
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child’s own parent or carer should be called in to carry out such a task.
- Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.
- Workers should not normally plan to be alone with children, young people or vulnerable adults.

To **never plan to be alone with children, young people or vulnerable adults** should be a *guiding principle* for good practice. Further guidance is offered below on how this might work out in practice.

2.2 Avoiding being alone with children, young people and vulnerable adults:

All workers should plan their work with individuals in such a way that they will not normally be alone with children, young people or vulnerable adults where their activity cannot be seen by others. This will mean:

- A worker should never plan to be alone on Revive's premises with children, young people or a vulnerable adult.
- When there are insufficient leaders and workers to have two for each group, doors should be left open or two groups should work in the same room. (Wherever possible, doors should be fitted with glass panels).
- At least two people should be present before the doors are open as children, young people and vulnerable adults arrive for a group and at least two adults should remain until the last child, young person or vulnerable adult has left the building or room at the end of a meeting.

2.2.1 UNPLANNED OCCASIONS WHEN A WORKER IS ALONE WITH CHILDREN, YOUNG PERSON OR VULNERABLE ADULT

What if there are occasions when, despite careful planning, a worker finds themselves in a situation where they are in sole charge of children, young people or a vulnerable adult in the context of a youth work, community worker or some other related activity. In these situations a worker should:

- Assess the risks involved in sending the individual home against the risks and vulnerability of being alone with them.
- Wherever possible immediately phone another appropriate person to report the situation. Workers should know who they should phone in such a situation. It could be one of the **Safeguarding Officers** or the **Safeguarding Trustee**.
- Make a written report immediately afterwards and give a copy to the Safeguarding Offices and the safeguarding Trustee. *(The report serves two functions. It helps to ensure appropriate accountability for situations where there is increased vulnerability and risk. It also allows for monitoring of situations where workers are on their own with children, young people or vulnerable adults. If the same situation keeps recurring, working practices can be reviewed.)*

There may be other situations when a child, young person or vulnerable adult **asks to speak to a worker on their own**. The most common situation is when a youth worker or community worker is offering support or pastoral guidance to a young person or vulnerable adult where privacy and confidentiality are important. The following guidelines should apply:

- If the worker believes that to speak to the individual on their own would place them in a vulnerable position (for example, because the individual has developed an inappropriate attachment to the worker) the worker should insist that another worker should also be present.
- If it is possible for the conversation to be held in a quiet corner of the room where others are present, but where sufficient privacy can be assured, this option should be taken.
- If this is not possible, the conversation is best held in a room with the door left open or where there is glass in the door so that others can see inside the room.
- Wherever possible another adult should be in the building and the young person or vulnerable adult should know that they are there.
- Another adult should know that the interview is taking place and with whom.
- A worker should set an agreed time limit prior to the conversation and stick to it! It is the responsibility of the worker as the adult involved to set this ground rule and to end the session at the designated time. Make another appointed time to continue if necessary.
- A youth or community worker should not invite a child, young person or vulnerable adult to their home or go to the child, young person's or vulnerable adults home if they are alone.

2.2.2 WORKING ONE TO ONE (IN AN ONGOING CAPACITY)

It would be rare for one to one work to be part of the normal pattern of work with children under secondary school age. Working one to one with young people or a vulnerable adult can come out of a number of different situations:

- Taking time to listen as a young person or vulnerable adult shares an issue they are facing.
- Offering ongoing support and advice.
- A formal agreement involving a mentoring relationship between an adult and a young person or vulnerable adult.
- The need to meet a young person or vulnerable adult who is facing a crisis in their life.
- Discipleship of a young person or vulnerable adult including accountability, prayer, Bible study.

If a worker arranges to meet with a young person or vulnerable adult on their own outside of an organised youth/community work or church-based activity, whether as an ongoing arrangement or just as a one-off meeting, then that meeting should always be held in a **public area** where other adults are around, and the worker **must** inform the “non-involved” Safeguarding Officer, in advance, of each meeting time and location, along with the name of the young person or vulnerable adult involved and the reason for meeting up. This would normally be by phone, or via an SMS message. The “non-involved” Safeguarding Officer will keep an ongoing written record of all such meetings that take place.

2.3 Appropriate physical contact with children, young people and vulnerable adults:

It is hard to conceive how you can be a nurturing, caring worker with children, young people and vulnerable adults without some physical contact happening at least occasionally. For example, if a child or young person is distressed it is natural to put an arm round their shoulder. It could even be thought of as abusive not to respond by touching a child in such circumstances. However, we must be conscious that what to most is an innocent touch may have another, more sinister meaning for children or vulnerable adults who have experienced abuse. We must also be aware that some people can use the opportunity of physical contact with others not as a way of conveying love and support, but as a means of satisfying their own cravings.

The following guidelines are helpful when considering whether or not touch is appropriate in a given situation:

- For whose benefit is this taking place?
- If no one else is present physical contact should be avoided.
- Use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued. For example, an arm around the shoulder standing by the side of a child or young person is more appropriate than a full “hug”.
- Unless inappropriate because of a child’s age a worker should ask permission before seeking to comfort them in this way.
- Remember that not all express friendship or affection in the same way and some people (children included) find excessive touching an infringement of their personal space.
- If you find that the child, young person or vulnerable adult is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern.
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.

2.4 Offering Transport to Children, Young People or vulnerable adults:

Vulnerable and risky situations can be created when workers offer lifts to children, young people or vulnerable adults for different events. Some practices can be adopted to mitigate the risks involved:

- Although it is often impractical, whenever possible two adults should be present in a car.
- Parents should give permission for their child or young adult to be given transport and should be informed at what time to expect the child or young adult home. Where a Revive activity is planned in advance written consent should be obtained from the child or young adult's parents.
- Where possible workers should avoid giving regular lifts on their own to and from Revive activities.
- If the same group are regularly given lifts, consider picking up and dropping off in a different order each week so the same individual is not always the first or the last to be picked up or dropped off.
- If a child, young person or vulnerable adult is travelling alone in the car, they should be asked to sit in the back seat of the car.
- Workers should not spend unnecessary time alone in a vehicle, long conversations or unnecessary diversions should be avoided.
- Workers should avoid being alone in a car with a child, young person or adult who is particularly vulnerable, e.g. A child with a crush on the worker, or a child whose behaviour is difficult to manage.

2.5 Abuse of Trust:

Relationships between children, young people or vulnerable adults and their leaders take many forms, but all of them can be described as 'relationships of trust'. In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the Leader, who is in a position of power over the child, young person or vulnerable adult. It is important for all those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship.

It is always wrong for a Leader to enter into a romantic relationship with a young person or vulnerable adult; it does not make any difference whether or not the relationship is consensual, the imbalance of power makes it an abuse of trust and is therefore wrong.

To safeguard the leaders, young people and vulnerable adults, it is good practice when appointing young leaders to consider not appointing them to lead the peer group immediately below their own, but always leave a gap of at least one peer group. Therefore a 16 year old would not be in charge of 13 –15 year olds and a 19 year old would not be given leadership of 16 –18 year olds.

2.6 Use of electronic communication:

It is important to have guidelines in place for safe use of Mobile Phones, Instant Messaging Services and Social Networking Sites. Electronic communication must never become a substitute for face-to-face contact with children, young people or vulnerable adults. Below are some general principles that can help to ensure that Revive's overriding concern is for the well-being of those in their care.

- Only workers who have been appointed under Revive's agreed safeguarding guidelines should use any electronic means to contact a child, young person or vulnerable adult on behalf of Revive or one of Revive's projects.
- Workers should not put any pressure on those in their care to reveal their email address, mobile phone number and should be aware that parents have the right to decide whether this information is known by a leader.

- Workers should only use electronic means of communication with those children, young people and vulnerable adults from whom appropriate consent has been given detailed on the registration form.
- Digital / electronic communication with children of primary school age is not permitted.
- The use of personal instant messenger services (including facebook chat) should not be used under any circumstances. When using an NYC messaging service, a record of conversations can be (and is) kept. Therefore messaging services that, by default, are designed **not** to keep a record of messages sent/received (such as "Snapchat" for example), should **NEVER** be used to communicate with young people or vulnerable adults.
- Workers should not share any personal information and should not request or respond to any personal information other than that which is necessary and appropriate as part of their role.
- Workers should be careful in their communications using clear unambiguous language avoiding unnecessary abbreviations so as to avoid any possible misinterpretation of their motives.
- Electronic communications should only be used between the hours of 8am and 10pm.

Workers should give due consideration to their use of **mobile phones**. **Texting as a means of communication must adhere to the following guidelines.**

- "Text language" should be avoided so that there is no misunderstanding of what is being communicated.
- "Text conversations" should usually be avoided (that is, a series of text messages/emails being sent to and from between mobile phones).
- Where possible, text messages sent/received should be saved and stored on the worker's phone.
- The use of the phone camera should comply with the Revive's policy on photos/videos and workers should not retain images of children, young people and vulnerable adults on their mobile phones.

Workers should give due consideration to their use of **email** and social networking sites (eg **Facebook**) in their interaction with young people and vulnerable adults.

- Workers should not use their own private profiles to connect with young people and vulnerable adults on social networking sites, but only use Revive's social networking sites for any interaction in this way
- Lower age limits of social networking sites should be adhered to.

All communications via email or social networking sites should be transparent and open to scrutiny: Any email sent to a young person/vulnerable adult, or any social networking correspondence should only be used via the Revive sites.

3. RECRUITMENT, SUPPORT & SUPERVISION OF WORKERS

Revive will exercise proper care in the selection and appointment of paid and voluntary staff. The following procedures will be followed to ensure this.

3.1 Safe Recruitment:

- Any prospective volunteer (or paid) worker seeking to work with children, young people or vulnerable adults will have an informal interview with one of the Safeguarding Officers, during which the worker will complete an application form and provide contact details of two referees, at least one of whom should be outside of the church. The Safeguarding Officer will provide information about how the worker can initiate an online application for a DBS Certificate. OR, should the worker already have a Certificate, and be registered for the DBS Update Service, the Safeguarding Officer shall

arrange a time to witness the Certificate and appropriate ID documents. If the volunteer is under 16 years of age, appointment will *not* include a DBS check, but will instead be based on a self-disclosure made by the volunteer, signed by themselves and a parent/guardian. *Once they turn 16, a DBS check will be carried out*, as detailed below.

- Once the worker has begun an online DBS application, they will meet again with the same Safeguarding Officer, with their ID documents, to complete the application. When a Certificate has been issued the worker will be asked to register for the DBS Update Service, and will meet with the Safeguarding Officer for a third time to show them their Certificate and provide written permission for the church to check the status of the Certificate online on an annual basis.
- Once a recruitment decision has been made, this will be communicated to other relevant members of the youth/children/vulnerable adult's teams, and the worker will be asked to sign an agreement that they will adhere to the Revive's Safeguarding Policy and guidelines, before they are allowed to begin their role in any unsupervised capacity.
- Where possible, the annual update service should be used to check employees DBS status. If this is not possible annually, then as a minimum, every 3 years, all workers' DBS Certificates will be checked online via the DBS Status Check service, and a record of the outcome of these checks will be kept. Any concern arising from changes to a worker's DBS Certificate status, discovered during such a check, will be discussed between the Safeguarding Officers and, if necessary, the Safeguarding Officer will be asked to conduct a risk assessment of that worker.
- Volunteers coming from overseas will as far as possible be subject to the same procedure of recruitment as local worker. In lieu of a DBS disclosure an overseas volunteer will be asked to obtain declarations from their local police force that there is no known reason why the volunteer cannot work with children, young people or vulnerable adults.

3.2 Support and Supervision of Workers:

Each group/activity coordinator will be expected to provide ongoing support and supervision to their team of leaders (flowchart in place to highlight who supports who). This will be tailored to each leader's individual needs ensuring they know and operate within Revive's Safeguarding Policy and Guidelines. This will include an annual appraisal.

4. SAFE PRACTICE

Working within Safe Practice with children, young people and vulnerable adults means we need to develop a sensible culture of safety when working with children, young people and vulnerable adults by introducing procedures and practices that become 'second nature' to those who are working with all in their care.

All guardians of children, young people and vulnerable adults involved in youth club or Revive groups/activities will be asked to complete a registration form which will include relevant information required for the leaders to give an adequate provision of care. This will include details of any behavioural or learning difficulties, medical information and an opportunity for guardians to provide written consent to:

- Participating in the activities of that group.
- To photograph their child or vulnerable adult for use in youth club or church publicity material or on the Revive website.

- Electronic communications with their child or vulnerable adult where appropriate by the group leaders.

Special consent forms will be required for taking the child, young people or vulnerable adult off site for occasional activity or overnight events or activities. All registration and consent records will be monitored annually and updated as required or deleted if no longer applicable.

4.1 Risk Assessments:

An assessment of the premises must be carried out to assess the risks that may be posed to children and young people. Leaders of groups should also assess the risks involved in the programmes that they are planning and General Risk Assessment forms for leaders are available from the Revive office for the individual groups and activities.

4.2 Ratios of Leaders/Children and vulnerable adults:

An important aspect of any risk assessment is ensuring that there is an adequate ratio of staff to children and young people. The following table represents the recommended Minimum ratio of staff (over 18 years old) to children and vulnerable adults.

| Age of Children | Recommended minimum ratio; INDOOR activities | Recommended minimum ratio; OUTDOOR activities |
|------------------------|---|--|
| 0 – 2 years | 1:3 (minimum 2) | 1:3 (minimum 2) |
| 3 years | 1:4 (minimum 2) | 1:4 (minimum 2) |
| 4 – 7 years | 1:8 (minimum 2) | 1:6 (minimum 2) |
| 8 – 12 years | 1:10 (minimum 2) | 1:8 (minimum 2) |
| 13 years and over | 1:10 (minimum 2) | 1:10 (minimum 2) |

4.2.1 WHAT HAPPENS WHEN RATIOS FALL BELOW THE REQUIRED LEVEL?

The group leader will need to determine whether it is safe to continue with the planned activity, are there ways of reducing the risks such as changing the activity for that week?

- If the safety of the children, young people or vulnerable adults is going to be unacceptable then the event should be cancelled.
- Write a report detailing circumstances that lead to the reduced staffing levels and the actions taken to reduce the risks.
- Give a copy of the report to the Safeguarding Officers.

If there is an emergency situation that leads to a worker being on their own with a child, vulnerable adult or group they should follow the practices outlined above (see unplanned occasions when a worker is alone with children, young people and vulnerable adults).

4.3 Procedures for transporting children, young people and vulnerable adults:

If the arrangements for transporting children, young people or vulnerable adults are made informally between parents or carers the following procedures do not need to apply. However ***if the transport arrangements are offered and made by Revive*** the procedure set out below should apply:

- Written permission from the parent/carer should be obtained.
- The driver should understand and agree to Revive's code of behaviour.
- The driver should have a fully comprehensive insurance policy that covers voluntary work.
- Seat belts should always be worn and proper child seats and restraints used for young children in accordance with the law.
- Revive should not use people as drivers when their criminal record shows a record of driving offences that suggest the person may not be a safe driver.
- All volunteer drivers should be appointed following the procedures outlined in Revive's Safeguarding Children and vulnerable Adults Policy. The exception to this would be when a volunteer driver provides transport on an occasional trip which requires a number of drivers to accommodate transport needs. This person would need to be a known responsible member of the community and would still be subject to the above procedures in transporting children and vulnerable adults. They will be asked to confirm and sign a declaration to this effect.
- When a minibus or coach is used, ensure the driver is properly qualified and that there are adequate seats with seat belts for everyone, no small children on laps!

4.4 Outings and overnight events:

For any outing or overnight activity:

- A special risk assessment should be carried out including an assessment of the appropriate ratio of adults to children/vulnerable adults.
- Parents should be informed in writing of the arrangements.
- One adult should have responsibility for a small group even if the whole group stay together it helps to spread the overall responsibility.
- If travelling in several small groups it is good practice to insist that the same group of children, young people or vulnerable adults travel with the same adult on both the outgoing and return journeys so minimising the possibility of someone going astray.

For all over-night events special care is needed in arranging everything. Risk assessments are needed for transport, venue, ratio of numbers and gender of adults to children, first aid, basic food hygiene, fire safety, outdoor activities and insurance cover for everything. Separate parental consent forms are needed for each event.

Please speak to one of the Safeguarding officers about all such events and check with them that all "safe to grow" (6th edition) guidelines have been followed.

4.5 Photography:

It is not illegal to take photos of children, young people or vulnerable adults but we must comply with the Data Protection Act 2018 (GDPR). The following guidelines are advisable:

- Signed consent forms should be obtained from parents/carers.
- Sensitivity to those being photographed. Generally people do not mind having their photo taken but there may be moments when they would rather not. ● When photos are displayed of children, young people and vulnerable adults they should not ***under any circumstances*** be identified by name.
- Photographic material should be stored safely and securely by the person with overall responsibility for coordinating the youth and children's work – and any digital images taken of children or vulnerable adults should be stored only on their work computer.
- Leaders should not store images of children, young people or vulnerable adults on their mobile phones.
- Any photos sent to the press must not identify individuals by name, nor should the names of individual children, young people or vulnerable adults be able to be inferred from the accompanying caption or story.
- Copies of photos or digital images must not be distributed to other individuals without the permission of the parent/carer.

4.6 Safe Premises:

Revive takes seriously its responsibility to ensure that the Premises are safe for all who use them. The following checklist identifies guidelines to ensure the safety of all, especially children, young people and vulnerable adults.

- All doorways and passages to be kept clear at all times.
- Emergency Exits to be clearly shown at all times.
- The kitchens are out of bounds to children, young people and vulnerable adults unless supervised by a leader or a parent/carer.
- A First Aid Kit will be kept in the kitchen
- A record will be kept of all accidents, and any incidents requiring first aid treatment. An accident book will be available for this purpose.
- Any hazards noticed should be notified to Revive for action to be taken.

5. SAFE COMMUNITY

5.1 Who is responsible and when:

On occasions when Revive and other organisations are working together, things can become more blurred about who is taking responsibility for what and when, plus we recognise that with large premises a parent or carer cannot have eyes everywhere at the same time. ***Should adults see small children leaving the building without their parents or carers it is right that they should alert those around them and find the parents/carers without delay to ensure the safety of the children.***

As Revive we want to be a welcoming and safe community, caring for all from the youngest to the oldest. To this end we want to be clear about who is responsible for the care and protection of children, young people and vulnerable adults on a number of occasions, such as:

5.2 When a known offender is present:

It is the responsibility of all within Revive to work to ensure there is a welcome for all. This may sadly, at some stage, include an adult who is known to have been a bully or in the more serious case been convicted of sexually abusing children, young people or vulnerable adults. For these cases the **Safeguarding Trustee** and the **Safeguarding Officers** should determine what procedures and contract, if applicable, need to be put in

place to care for the offender, always respecting confidentiality where possible, BUT at the same time ensuring the safety of all children, young people and vulnerable adults.

The **Safeguarding Trustee** should determine whether the person is subject to supervision or is on the Sex Offenders' Register and if so, contact the offender's specialist probation officer (SPO) who will inform Revive of relevant information or restrictions.

5.3 PREVENT awareness:

It is important to note that specified authorities have considerable freedom in terms of how they implement their responsibilities under the Prevent duty, and it is Revive's intention to take a proportionate and risk-based approach to these matters.

Our well established diversity networks and the role of the Revive Safeguarding Officer play an important role in this regard. So too does the close level of pastoral care provided by Revive staff. Young people and vulnerable adults who attend Revive also benefit from other professionals that are available to drop in should they need to.

Revive is committed to staff, young people and vulnerable adults well-being, and has many support services available to them should outreach work need to be carried out (see appendix 4 for guidance used).

6. Safeguarding for workers and volunteers working with adults

Revive Newport holds a trusted position within the community. Therefore, all adults working and volunteering for Revive will be given equal opportunities and welcomed to share their talent and skills.

Everyone deserves the chance to be free from exploitation, abuse and hardship regardless of whether they have a disability or not. Safeguarding means protecting the health, well-being and human rights of adults at risk enabling them to live safely, free from abuse and neglect. It also means making sure that an adult's well-being is always supported and their views and wishes are taken into consideration.

If an adult confides in you and tells you about a harmful situation or a situation that would put them at risk, a full written record of the disclosure needs to be completed as soon as possible. The safeguarding officer then needs to be made aware so that appropriate action can take place to safeguard all involved.

If a worker or volunteer has outside agencies working with them to support their needs, then the session manager of should form a positive working relationship with their support workers to allow the best outcome for the worker or volunteer. This allows Revive Newport to gain a better understanding of the individual and gain help from agencies who may be able to provide specialist support.

All paid workers working with young people or vulnerable adults must attend the safeguarding training that is delivered by a registered social worker due to the nature of people who use 'The Living Room' and who wish to gain experience through volunteering.

APPENDIX 1: Definition of vulnerable adults

A **vulnerable adult** is an individual who is or may be for any reason unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Safeguarding adults' means protecting a person's right to live in safety, free from exploitation, abuse and neglect.

Within Revive we will safeguard all individuals. However, our young adults with learning disabilities are young people up to the age of 25 years old.

APPENDIX 2: Definition and Possible Indicators of Abuse

Defining abuse is not easy. Abuse ranges from someone neglecting or abusing a child or vulnerable adult by knowingly not preventing harm, or by inflicting harm. Abuse may occur in the family, the community, an institution and importantly for us, in a church setting. ***Most individuals who are abused know their abuser***; it is rarer that a stranger will abuse them. The following list sets out ways in which abuse can occur followed by indicators of abuse:

Physical Abuse:

Physical abuse is deliberately hurting an individual causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental - individuals who are physically abused suffer violence such as being hit, kicked, poisoned, burned, and slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness.

Emotional Abuse:

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child or vulnerable adult. It's sometimes called psychological abuse and can seriously damage an individual's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or vulnerable adult or isolating or ignoring them. Children or vulnerable adults who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this isn't always the case.

Sexual Abuse:

A child or vulnerable adult is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online, may involve physical contact, penetrative or non-penetrative acts or children and vulnerable adults watching pornographic material or watching sexual acts. Sometimes the individual won't understand that what's happening to them is abuse. They may not even understand that it's wrong.

Neglect:

Neglect is the ongoing failure to meet a child's or vulnerable adults basic needs and is the most common form of child abuse. A child or vulnerable adult may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child or vulnerable adult may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents.

Spiritual Abuse:

Where individuals are not allowed to decide for themselves their beliefs and courses of action related to spiritual matters, but the church (or its leaders) impose upon them certain regulations in order to control the response of that individual. (For example 'I've been told by God you are to...' or 'I know what is best for you'.)

Financial Abuse:

Financial abuse is a form of domestic abuse and is a way of having power over you. It involves someone else controlling your spending or access to cash, assets and finances. This can leave you feeling isolated, lacking in confidence and trapped.

Sometimes (but not always) financial abuse will be recognised by the police as coercive or controlling behaviour, which is also a criminal offence.

You do not have to be living with the person for the coercive or controlling behaviour offence to apply. Financial abuse can continue, or even start, after separation.

- Financial abuse can take different forms and can happen to anyone of any age. Abusers can be partners, ex-partners, family members or others, such as carers. Financial abuse is often part of wider economic abuse. Economic abuse can include: stopping you from going to work, college or university,
- causing you to lose out on benefits by not letting you go to appointments at the Jobcentre or apply for jobs, and
- controlling your access to essential things, such as food, clothing or transport.

Whilst Revive and all its appointed workers are committed to the protection of children, young people and vulnerable adults from abuse, we are aware that, although the following signs and symptoms **may** indicate abuse, we should not jump to conclusions. There *could* be other explanations. The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally prone to injury.
- 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 to participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse.

INDICATORS OF BULLYING

- The child or young person becomes withdrawn.
- A lack of desire to join activities with certain individuals.
- A drop in school marks.
- Torn clothing.
- Loss of friends.
- Avoidance of church groups and other activities.
- Unexplained bruising.

- The need for extra money or supplies.

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a child concerning sexual abuse.
- Inappropriate sexual awareness.
- Sexual activity through words, play or drawing.
- Child who is sexually proactive or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.

EMOTIONAL SIGNS OF ABUSE

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

APPENDIX 3: Adult Safeguarding

We need to ensure that adults at risk due to health needs, social care needs or disabilities are able to live in their community **free of abuse or neglect**.

The key principles of Adult Safeguarding are:

Empowerment – person-led decisions and informed consent.

Prevention – it is better to take action before harm occurs.

Proportionality – the least intrusive response appropriate to the risk presented. **Protection** – support and representation for those in greatest need.

Partnership – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. **Accountability** – transparency in delivering safeguarding.

Who is an adult at risk? Any adult (aged 18 or over) who:

- has care and support needs (these include health needs) and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs.

What is abuse of an adult? Abuse of an adult includes:

- Physical abuse – including hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions;
- Sexual abuse – including rape and sexual assault or sexual acts to which the adult has not

consented or was pressured into consenting;

- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks;
- Exploitation – either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain;
- Financial or material abuse – including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- Discriminatory abuse – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment;
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, for example. This may range from isolated incidents to continuing ill-treatment.
- Radicalisation – exposing an adult to extremist ideas which could lead to terrorism (see Prevent)

Adult abuse now also includes:

- Disability and other Hate Crime
- Domestic Abuse including Forced Marriage, other 'honour based violence' and controlling or coercive behaviour in an intimate or family relationship
- Female Genital Mutilation
- Human Trafficking
- Mate Crime – exploitation of a vulnerable adult by a befriender
- Modern Slavery- slavery, servitude or forced labour
- Restraint – unlawful or inappropriate use of restraint or physical intervention

APPENDIX 4: Three-stage Process for Responding to Concerns

STAGE 1

A worker has a concern about the welfare of a child/young person/vulnerable adult or the behaviour of an adult helper or leader

The person who has the concern has a duty to:

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Safeguarding Officer within 24 hours.

If a child is in imminent danger of harm a referral should be made to the police 999 or HANTS DIRECT without delay on 0300 300 0117

STAGE 2

The Safeguarding Officer receives the report of concern.

The Safeguarding Officer has a duty to

REVIEW AND REFER

The report will be reviewed by the Safeguarding Officers with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow.

Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or HANTS DIRECT without delay.

STAGE 3

After the decision has been made as to what action should be taken.

The Safeguarding Officers and the Safeguarding Trustee may have a duty to

SUPPORT AND REPORT

APPENDIX 5: PREVENT

Guidance sought and used from the following web address: https://www.lewes-eastbourne.gov.uk/resources/assets/inline/full/0/2_60541.pdf

Terrorism

There is no universal definition of terrorism but this commonly refers to criminal acts intended to provoke a state of terror in the general public. This covers all forms of terrorism, taking into account causes relating to religion, politics and race among others.

Violent extremism

Violent extremism can be described as the demonstration of unacceptable behaviour by using any means or medium to express views which incite, justify or glorify terrorist violence, seek to provoke others to terrorist acts or foster hatred which might lead to inter community violence in the UK.

Domestic extremism

The term is generally used to describe the activity of individuals or groups carrying out criminal acts of direct action to further their protest campaign. These people and activities usually seek to prevent something from happening or to change legislation or domestic policy, but attempt to do so outside the normal democratic process. The term covers extreme right wing and animal rights extremism. **Radicalisation**

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo and/or undermine contemporary ideas and expressions of freedom of choice (Wilner & Dubouloz, 2010).

APPENDIX 6 Safeguarding referral form

This form should be completed immediately after any incident in which concern is raised regarding safeguarding children, young people or vulnerable adults. This includes direct disclosures, observations and incidents during face-to-face work plus phone calls and other conversations with staff, volunteers or external parties.

Once completed, please email or hand directly to the relevant Safeguarding officer. If it is not possible to complete this form immediately, please ensure you make notes of the incident and contact a Safeguarding officer.

Revive Safeguarding Referral Form

| | |
|------------------------------|--|
| Details of Individual | |
| Last Name | |
| First Name | |
| Date of Birth | |
| Gender | |
| Address | |
| Post Code | |

Family Contact (if applicable)

| |
|---|
| Your full name: |
| Your role: |
| Your Contact details: |
| Date and time of completing this form: |

| |
|--|
| Date and time of the incident or report of concern: |
| Location: |

Please give details of the nature of the concern:

Notes: If you have witnessed this incident directly, then please provide full details of your concern, giving as much detail as possible as to what was happening before and after the incident, who was involved, including others who may have witnessed the incident etc.

| | |
|---|--|
| Safeguarding Officer Name: | |
| Date form received and read: | |
| Action taken following receipt of this form: | |
| | |