

last review: October 2023

date of next review: 2024

This policy will be reviewed annually.

SAFEGUARDING POLICY

Safeguarding is everybody's business

**PLEASE NOTE: all other documents in Section 5
'Safeguarding Documentation' form part of this policy**

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1. Safeguarding Policy Statement

Our values are

Including & Accepting, Empowering & Enabling, and Growing & Transforming.

We see a community where young people:

- belong, are accepted and growing in including others
- can contribute, make a difference and impact their locality
- are growing in confidence, resilience and their ability to cope with challenges.

At THRIVE LEEDS, we are committed to protecting the welfare of all children and adults at risk as they participate in our services and/or activities. We recognise our responsibility to comply with legislation, particularly to ensure that the welfare of children is paramount, and will constantly monitor developments in this field. However, we recognise that the best protection for children and adults at risk who are participating in our programmes is the vigilance and forethought of staff and volunteers in preventing circumstances where abuse could occur. To that end, at THRIVE LEEDS, we will strive to create a safe and secure environment where service users, volunteers and staff can work together confidently in mutual respect.

We also recognise our responsibility to take appropriate action when a child or adult at risk discloses that they are experiencing abuse or neglect, or if staff / volunteers have a concern about their welfare, and to ensure staff / volunteers have an understanding of what might indicate this and what action to take.

- It is the responsibility of each of staff member or volunteer to do what we can to prevent the abuse or neglect of children or adults at risk and to report any concerns discovered or suspected.
- We undertake to exercise proper care in the selection and appointment of those working with children or adults at risk, whether paid or volunteer.
- THRIVE LEEDS is committed to supporting, resourcing and training those who work with children and adults at risk, and to provide supervision.
- THRIVE LEEDS is committed to following current Government guidance and legislation in relation to the protection of children and adults at risk, with the additional support of guidelines produced by the NSPCC, Leeds Safeguarding Children Partnership and Leeds Safeguarding Adults Board
- Each worker (whether paid or volunteer) will undertake to observe the safeguarding procedures and good practice guidelines agreed at THRIVE LEEDS
- THRIVE LEEDS has appointed Hannah Dey as the Designated Child Protection Coordinator and David Cundall and Lucy Armstrong as trustees with specific responsibility for Safeguarding. Their role will be explained to those involved in THRIVE LEEDS and their contact details shared as appropriate

2. Definitions

- In UK law, and for the purpose of this policy a child is any person who has not yet reached their 18th birthday. However, we also work with young adults who have already reached their 18th Birthday. Our duty of care extends to them as well as to our volunteers and members of staff. How we handle the changeover into adulthood requires consideration, common sense and care.
- In some aspects of the work of THRIVE LEEDS, such as Messy Church, we work with adults at risk. An adult at risk is a person aged 18 or above who
 - (a) has needs for care and support
 - (b) is experiencing, or is at risk of, abuse or neglect, and
 - (c) as a result of those needs is unable to protect herself or himself against abuse or neglect or the risk of it.
- At THRIVE LEEDS, we recognise the serious issue of the abuse of children and adults at risk. This may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media or human trafficking (slavery).

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
Physical	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
Emotional	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
Sexual	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are

Types of abuse	Additional definitions
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.
Online Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner. The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.
Self-harm	Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Cuckooing	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced	An honour marriage / forced marriage is when one or both of the spouses do

Marriage	not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Peer-on-Peer Abuse	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
Child on Child Abuse	Child on Child abuse is when a child abuses another child of any age or stage of development
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

3. Responding to a child, young person or adult at risk who makes an allegation of abuse

- **Stay calm**
- **Listen** carefully to what is being said, don't interrupt
- **Do not promise to keep secrets** – find an early opportunity to explain that information may have to be shared if someone is either getting hurt or might get hurt if something isn't done to prevent it
- **Allow** the child, young person or adult at risk to continue at his/her own pace
- **Ask questions for clarification only**, and always avoid questions which suggest a particular answer (e.g. "what happened next?" rather than, "did s/he touch you?")
- **Reassure** the person that they have done the right thing in telling someone.
- **Tell them** what you will do next and who you are going to talk to about what they have said
- **Record** in writing what the child, young person or adult at risk has said, using their own words, as soon as possible
- **Follow THRIVE's** Safeguarding Reporting Procedure. If in any doubt about this procedure, talk the Coordinator or one of the THRIVE trustees with specific responsibility for Safeguarding.

REMEMBER:

It is important for everyone at THRIVE LEEDS to understand that the person who first encounters a case of alleged or suspected abuse **is not responsible for deciding whether or not abuse has occurred.**

That is the task for professional safeguarding agencies, following a referral to them about concern for a child, young person or adult at risk.

Reporting Procedure for Safeguarding concerns

If a worker at THRIVE LEEDS has a safeguarding concern about a child, young person or adult at risk who is attending activities organised by THRIVE LEEDS, this should be discussed with the Coordinator. A decision will then be made about whether it is appropriate to complete a 'checklist for reporting suspected abuse'.

If workers are in any doubt about:

- a) whether their concern is justified
- b) whether it is necessary to complete a 'checklist for reporting suspected abuse'
- c) at what stage to involve the child's parent/carer or the carer of an adult at risk

They should always discuss the matter with the Coordinator or one of the Trustees with specific responsibility for Safeguarding, who will then make a decision about whether to refer the matter to another agency. This may include informing the safeguarding officer for a THRIVE LEEDS partner church if the concern involves a child or family or adult at risk who attends one of the partner churches.

If the Coordinator is not available, and nor are either of the THRIVE LEEDS trustees with specific responsibility for Safeguarding, the Duty and Advice Team in Leeds Social Services

should be approached. This should happen on the same day that a 'Checklist for reporting suspected abuse' is filled in.

Useful contacts for advice in this decision making process are:

- Emma Goodley, District Safeguarding Officer for Yorkshire West Methodist District
goodleye@dso.methodist.org.uk 07743 006413
- Leeds Social Services Duty & Advice Team
0113 3760366, out of hours 0113 535 0600
- Leeds Adult Social Care
0113 2224401, out of hours 07712 106378
- NSPCC National Child Protection Helpline for advice
0808 800 5000, 24 hours, 7 days a week
- Thirty One: Eight
0303 003 1111

4. Safer Recruitment

Appointment process for workers

We follow an appointment procedure for all those who wish to be considered for a position working with children and young people at THRIVE LEEDS:

- Applicants fill in an application form and to complete a voluntary disclosure form, which includes details of two referees.
- The references will be taken up and volunteer will be interviewed.
- If both wish to move forwards following the interview, and application for an Enhanced Disclosure from the Disclosure and Barring Service is made.
- An extra level of check (called the barring list) is taken for adults who care for children overnight, eg. TT and WOW team for residentials.
- This process needs to be completed before a position is begun at Thrive.
- Once appointed, there is a probationary period of six months and regular Safeguarding training, with a 3 yearly update as a minimum requirement.

Code of Conduct for workers towards children and adults at risk

At THRIVE LEEDS, we value our children and also those young leaders (under 18s) and adults who put themselves forward to care for them as part of the work of THRIVE LEEDS

This Code of Conduct is not only designed to protect children and adults at risk, but also to guide adults in speaking and behaving appropriately.

Adults will:

- treat everyone with respect.
- provide children, young people and adults at risk with examples of good conduct.
- ensure that, whenever possible, there is more than one adult present during activities with children, young people or adults at risk or at least that you are within sight or hearing of others.
 - A young leader will never be left on their own to supervise activities
- respect the right to privacy of children, young people and adults at risk
- encourage children, young people and adults at risk to be able to point out attitudes or behaviour which they do not like.
- be aware of actions that can be misunderstood, including physical contact with a child, young person or adult at risk, no matter how well-intentioned.
- recognise that special caution is required when discussing sensitive issues with children, young people or adults at risk.
- be familiar with, and always operate within, the Safeguarding policies and guidelines of THRIVE LEEDS.
- challenge unacceptable behaviour and report all suspicions or allegations of abuse.
- seek approval of a group leader before arranging to meet with a child, young person or adult at risk outside of any THRIVE LEEDS activity.
- follow the guidelines of internet and mobile phone use when communicating in this way (see accompanying documentation)

Adults will not:

- use physical chastisement with any child, young person or adult at risk
- disclose intimate details about themselves to children, young people or adults at risk
- respond to any sexualised behaviour from a child, young person or adult at risk in a way which could be construed as welcoming or encouraging it. (THRIVE recognises that it is a normal part of a young person's development to explore their sexuality. Adults must maintain clear boundaries in their own response to this).
- have inappropriate physical or verbal contact with children, young people or adults at risk. What is appropriate and inappropriate contact can be discussed with the coordinator, a group leader or one of the trustees with specific responsibility for safeguarding.
- form an intimate or romantic relationship with any of the people in their care. No 'dating'. Young leaders are expected to be open about any romantic relationship, followed by a conversation about the impact of this on their role and the group.
- be drawn into inappropriate attention seeking behaviour.
- make suggestive or derogatory remarks or gestures.
- jump to conclusions about others without checking out the facts.
- ignore, exaggerate or trivialise safeguarding issues.
- allow children, young people or adults at risk to use inappropriate language unchallenged
- do things of a personal nature for children or adults at risk that they can do for themselves
- show favouritism to any individual.
- rely on your good name or that of THRIVE to protect you.
- take a chance when common sense, policy or practice suggest another more prudent approach.
- be under the influence of alcohol or other substance while working for Thrive
- smoke while in the presence of children and young people

Allegations against workers/volunteers/children

Allegations against Workers and Volunteers

All those working with children and young people should be aware that if an allegation is made against them that is referred to the statutory authorities, they will normally be advised or required to withdraw from their responsibilities while an investigation is carried out. They may even be asked not to attend church during this period. This does not necessarily mean the allegation has been proven.

A THRIVE Trustee with specific responsibility for Safeguarding and the Coordinator will try to ensure during any investigation children, young people or adults at risk involved are adequately supported, as well as the worker concerned.

If an allegation is made against the Coordinator or a member of their family, then a THRIVE Trustee with specific responsibility for safeguarding should be approached. Anyone can also contact outside agencies to report something or get advice: see list on page 5.

Allegations against children:

Children have always been curious about the opposite sex and/or experimenting sexually. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity or forces themselves on a child, then this is not mutual exploration, it is abusive. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these would be reported to Social Services and investigated in the same way as if an adult were involved, though it is likely that perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused.

5. Best Practice Guidelines for working with Young People

Recommended ratios

Indoor activities

Age	0-2	1:3
	2-3	1:4
	3-8	1:8
	8 and over	2:20 (male and female) plus one extra adult for every 10 children

Outdoor activities

Age	0-2	1:3
	2-3	1:4
	3-8	1:6
	8-13	2:15 (male and female) plus 1 extra adult for every 8 children
	13 and over	2:20 (male and female) plus 1 extra adult for every extra 10 young people

The ratios recommended above have been adopted by THRIVE LEEDS.

If it is not possible to adhere to these ratios, advice must be sought from the coordinator before proceeding with the group activity.

Consideration should be given to how many workers should be involved with a group and whether they should be male or female workers, or both. See section 4 for recommended ratios. A couple or immediate family members should be considered to count as only one person when planning events or activities and the distribution of workers through different groups; for example, if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Wherever possible couples or people who are related to each other should work with separate groups.

Young leaders under 18 years of age

Thrive Leeds defines a young leader as a person under the age of eighteen who volunteers to help lead activities run by Thrive Leeds.

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders will always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children (page 15) young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission will be sought for young leaders just as for any other person under 18 years of age.

Each young leader must have a written role description which describes what they are expected to do and who they are normally supervised by. This will be signed by the young leader, their parent/guardian and a Thrive staff member.

Role descriptions will be reviewed annually, but can be revised at any time if their role changes.

Thrive Leeds safeguarding trustees and Project Coordinator met on October 25th 2023 to consider procedures for the recruitment of young leaders and, specifically, whether young leaders aged 16-17 should be DBS checked as part of their recruitment process. After careful consideration of the contexts in which Thrive Leeds operates, and the balance of risks and benefits, it was decided not to DBS check young leaders aged 16-17 years. This decision will be reviewed each time the Thrive Leeds Safeguarding policy is reviewed.

Children with no adult supervision

When children turn up to, and want to join in with, activities organised by THRIVE LEEDS without the knowledge of their parents/carers, workers will:

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) in order to respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

6. Social media policy

At THRIVE LEEDS we want to make the best use of electronic communication, while ensuring that we value, protect and safeguard the children, young people and adults who work alongside them. Electronic communication should never be a substitute for face-to-face contact with children and young people and should be age appropriate

- Direct electronic communication with primary school aged children should be avoided
- Age limits of social networking sites should be adhered to

When using electronic communication with young people (aged above primary school), the following guidelines should inform our conduct:

- Parents/carers and young people have the right to decide if a worker is to have email address, mobile phone numbers. (see Privacy Notice, document 34c)
- Communication should generally be for information-giving purposes only, within the hours of 8am-10pm and kept to a reasonable amount
- All communication, as with all our engagement with young people, should be informed by the Code of Conduct in the safeguarding policy of THRIVE LEEDS.

Email and Instant Messaging (eg. WhatsApp, Instagram)

Messages should be limited to sharing information, for example, to remind young people about meetings. Workers will ensure that they are accountable by copying each message to the project coordinator: hannah.dey@thriveleeds.org.uk 07918 029840. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Workers should save significant conversations and keep a log stating with whom and when they communicated.

We have decided to use WhatsApp for group chats with under 16 year olds (age limit is 16) and have put the following safeguards in place. These are communicated when the group is set up and reminders sent:

- Be clear about the purpose of the group – for information sharing
- Adults will keep communication in this group and not contact under 16s directly. We will copy in another adult if we need to be in touch with you individually – tell another leader if an adult gets in touch with you and doesn't follow these rules
- Please don't share numbers from this group with other people unless you have permission from that person to do so
- The group will be deleted when it has completed its purpose

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.

- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Virtual gatherings

In particular circumstances, and with the permission of the Project Coordinator, arrangements can be made to meet with a group of young people virtually. These gatherings operate within the safeguarding procedures of THRIVE LEEDS.

- Parental consent must be obtained
- Two leaders must be present and be first to join, last to leave
- Minimum age limits should be adhered to
- No virtual youth meetings are to be recorded
- If there is a safeguarding concern, follow the given reporting procedure
- If using 'Zoom' or similar online meeting software:
- Protect the meeting with a password
- Use the waiting room to make sure that uninvited people do not 'gatecrash' the meeting,
- Send the meeting link privately, do not post it on social media.
- Send the invitation to parents
- Limit the use of the chat and screen sharing facilities to manage the space safely.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, all organisations must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded – this is on the consent forms and detailed on the group registers.
- Ask permission of the children and young people present when filming or taking a photo.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.

- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.
- Workers should not store pictures or films of children and young people on their personal computers. If you would like to keep any media that you've taken, please contact the coordinator hannah.dey@thriveleeds.org.uk and it will be stored on the computer in the THRIVE LEEDS office.
- When choosing media to use publicly, such as in Church meetings, services, etc, be sensitive to how it portrays the children and young people and consider their feelings about it.

7. Outings and Overnight Events involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with young people. Instead, workers should be situated in close proximity and ensure that the young people know where to go if they need help. There should be at least two workers on duty until all young people are asleep.

Where a young person is questioning their gender identity or considering, progressing or has completed gender reassignment we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed the DPS will seek advice from the Regional Safeguarding Lead.

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The

building will also need to comply with fire regulations.

- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

Swimming Trips

Recognising that children are likely to be dispersed around the swimming area with additional requirements for oversight as they get changed or visit the toilets there will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

Named person for safeguarding on the trip

There will be a named person for safeguarding on all outings and residential trips. This person will not necessarily be the Church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

8. Behaviour policy

In UK law, and for the purpose of this policy a child is any person who has not yet reached their 18th birthday.

At THRIVE LEEDS,

- we aim to provide an environment where children feel respected, cared for and safe.
- we want children to appreciate each other's company, enjoy the activities provided and learn about God's love for them through the role model of the adults they come into contact within the project.

To help achieve this, we have developed guidelines for encouraging positive behaviour. We understand that all behaviour is communication and seek to listen to children.

- We will recognise every child as a person in their own right.
- We will treat all children equally, fairly, kindly and consistently.
- We will set clear boundaries so that children will know expectations about behaviour and what will be challenged.
- We will praise and encourage to help everyone join in well.
- We do not label people or shout at them.
- We will take care to listen to and respond to all children involved in any incident and encourage children to do that for one another.
- We will encourage children to talk to each other when there is conflict and to resolve the conflict for themselves, with support as needed.
- We encourage everyone to join in as much as they feel able to. We take time to notice those who find it harder to get involved or need support to do so.
- We will check in with children who are struggling to engage, to see how they are and communicate the impact of behaviour on the group.
 - This may take place on an individual basis, or in a group setting.
 - Steps will be taken to include them positively, eg. fiddle toys, sitting next to a friend or leader, helping, time away (with support if needed) from the main activity.
 - If a child continues to find it hard to engage, a conversation with parents should be had so that the child can be best included, and strategies can be explored together.
 - If there was consistent behaviour which compromised the safety and sense of wellbeing of other children (and following every reasonable attempt to encourage positive engagement), careful thought would be given as to whether a child was able to be part of a particular activity and about to how embrace the child in the life of the wider Christian community of THRIVE LEEDS in other ways. This decision would be made by the group leader and THRIVE LEEDS coordinator.
- We do not permit smoking or vaping on any premises used by THRIVE. If a young person is of a legal age to smoke and wishes to do so, this can be arranged by a conversation between them and the group leader, considering the rest of the group.
- We will not allow anyone to be part of activities with children who is under the influence of alcohol or illegal substances.
- We will challenge and discourage swearing or offensive language.

- We acknowledge that children are changing very quickly, learning new things and that they often make mistakes in their social behaviour. It is our job as adults to respond thoughtfully to help them get it right next time.

Anti-Bullying Strategy for THRIVE LEEDS

For people to thrive and develop, they need to feel safe and secure. At THRIVE LEEDS, we acknowledge that any experience of bullying (either as a victim or a witness) threatens a person's sense of security and can give rise to fear and anxiety.

It is especially important that people are given a positive role model through the way adults in THRIVE LEEDS treat each other.

At THRIVE LEEDS, we believe that prevention is better than cure, and this will be reflected in our care of children and adults at risk

- We will supervise children well.
- We participate in activities with children, rather than observing.
- We will reflect on our programme looking for a balance of stimulating and interesting activities for different learning styles that suit the needs of each group.
- We believe in participation and will have opportunities for leading and taking responsibility.
- We will encourage children to build trusting relationships with workers, so that they can share any anxieties they have.
- We will ensure that some activities and conversations during sessions will focus on ways that children can deal with incidents or fear of bullying.

If an incident of bullying has been observed or reported:

- We will be clear with the person, whether a child or adult, who is alleged to have displayed bullying behaviour that such behaviour is unacceptable.
- We will support the person who has felt a victim of bullying.
- We will not label the person displaying bullying behaviour as a "bully" and will give positive reinforcement and encouragement for acceptable, non-bullying behaviour.
- We will maintain close observation in activities of those involved in the bullying incident.
- We will minimise opportunities when bullying could take place unobserved.
- We will liaise, in a confidential manner, with parents/carers about any incidents of bullying which involve their child(ren).

Online safety – Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are accessing their online world from wherever they are; there is no "safe space" and the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

At THRIVE LEEDS, we believe that an incident of bullying can be dealt with positively and confidently by workers, in close co-operation with children, their parents/carers and others.

THRIVE LEEDS Safeguarding Incident form

(Use additional sheets if necessary and attach securely to this form.)

Name of organisation	
Name of safeguarding coordinator	
Contact details of safeguarding coordinator	
Name of person to whom concerns were given	
Contact details of this person	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number Email address	

THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known)

When did it happen? (date, time)

Where did it happen? (specific location)

Who was involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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- Have the carers or parents / guardians been informed? (Please tick)
- If so, when and by whom?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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- Have the statutory authorities been informed?
- If so, please complete the table:

Example:

Authority	Police	
Name	Bobby	
Position	Child abuse officer	
Email contact	bobby@police.com	
Phone contact	077999	
Contacted by	Minister	
Date & time of contact	1.30pm 1/4/15	

Yes		No	
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- Has the project coordinator or, if not available, the Trustees of THRIVE LEEDS with safeguarding responsibility been informed? (*You MUST do this if the statutory authorities are involved*)
- If so, when and by whom?
- Any other action taken:

FUTURE ACTION TO BE TAKEN

- What action needs to be taken?
- Who is responsible for this?

SIGNATURES

Signature of Coordinator		Signature of THRIVE trustee with specific safeguarding responsibility	
Date & time		Date & time	