

Policy ix	CHILD PROTECTION/SAFEGUARDING POLICY	AUGUST 2019
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Ravi Zacharias International Ministries (RZIM) is committed to providing a safe environment for all children and vulnerable adults who visit or study with us, or who participate in outreach, access, or other similar activities involving members of RZIM.

To achieve this aim, those involved in the coordination of arrangements for activities involving children should review on a regular basis the range of activities that are undertaken so as to ensure that fellows, staff and students involved are aware of this policy and of whom they may approach for advice and assistance. Enhanced DBS checks may be required for certain roles that are “eligible” for especially where individuals are deemed to be carrying out “regulated activities” with children or vulnerable adults under the government DBS system. Employees have a duty to inform the Organisation of any changes immediately. Where necessary individuals carrying out regulated activities will need to be supervised in these circumstances until satisfactory enhanced DBS checks have been received.

This policy aims to protect all children and vulnerable adults, although clearly some parts of the advice will be more relevant to safeguarding younger children. The policy supplements and should be read in conjunction with RZIM's policies on health and safety. This policy formalises RZIM’s advice to all those working with children, outlines good practice, suggests measures to ensure child protection, defines abuse and outlines the necessary response.

The policy will be reviewed annually to ensure that it remains up to date, and recommendations for changes made, for approval by the Governing Body.

Ravi Zacharias International Ministries will take steps to ensure that this policy is available publicly, including being published on our website, and that steps are taken to ensure that its availability is brought to the attention of interested parties. Breaches of this policy may be treated as misconduct and be dealt with under our disciplinary procedures.

DEFINITIONS

For the purpose of this policy:

- A 'child' is any person under the age of 18; 'children' are to be construed accordingly.
- A 'vulnerable adult' is a person aged 18 or over whose ability to protect him-or her-self from neglect, abuse, or violence, is significantly impaired on account of disability, illness, or otherwise.

APPLICATION

This policy shall apply to all staff and students who come into direct contact with children and vulnerable adults, whether as part of their work or study. It applies to staff, fellows and associates who have a direct responsibility for children and vulnerable adults and also to staff, fellows and associates who, as part of their role, oversee activities where a guardian, who is responsible for the welfare of a child or vulnerable adult, may also be present. Such people may work with children and vulnerable adults in a variety of contexts, including, but not limited to, the following:

- as part of their general teaching and pastoral duties in the case of students under the age of 18;
- during the course of outreach activities in and with schools;
- on summer programmes;
- on open days;
- at interviews for undergraduate admissions; or
- as part of their programme of study (for example, in education, social work, or medicine).

GUIDANCE: CONDUCT AROUND CHILDREN AND VULNERABLE ADULTS

CONDUCT TO BE AVOIDED

The following conduct should be avoided, except in emergencies:

- spending excessive amounts of time alone with children or vulnerable adults away from others; and
- taking children or vulnerable adults to your home.

If cases arise where these situations are unavoidable, the full knowledge and consent of the parents, guardian, or teacher is required: for example, if a child requires transportation to hospital or if a parent fails to turn up at the end of a session.

CONDUCT NEVER TO BE SANCTIONED

The following conduct should never be sanctioned:

- engaging in rough, physical, or sexually provocative games;
- giving children or vulnerable adults inappropriate drugs or other inappropriate substances;
- allowing or engaging in any form of inappropriate touching;
- making sexually suggestive comments to children or vulnerable adults, even in fun;
- allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded, or not acted upon;
- doing things of an intimate nature for children or vulnerable adults that they can do for themselves.

It is important to be responsive to the child's or vulnerable adult's reactions. If they are fully dependent on the person providing support, that person should talk about what he/she is doing and give choices where possible and should avoid taking on tasks for which appropriate training is needed.

Those to whom this policy applies should remember that inappropriate behaviour can occur via the telephone, Internet and e-mail, as well as during direct interaction with children and vulnerable adults.

The Sexual Offences Act 2003 provides that intimate contact between an adult and a child where that adult was in a 'position of trust' to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child, or where an adult looks after children at an educational institution at which the adult is not also receiving education.

PHOTOGRAPHS, VIDEOS, AUDIOTAPES, CDS, WEBSITES AND WEBCAMS

It may be necessary for fellows or staff to take photographs or make videos of children or vulnerable adults for educational research or teaching purposes. An image of a child or vulnerable adult is personal data for the purposes of the Data Protection Act 1998.

Where images are stored in a way which makes the data subject identifiable, or where the images are to be used for publication, written consent should be obtained before the images are created. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of a parent or legal guardian should be obtained. Whenever an image of a child or vulnerable adult is published, the data subject should, as far as practicable, be unidentifiable.

GUIDANCE: IDENTIFYING ABUSE

Identifying Abuse

Abuse can be physical, sexual, emotional, or neglect. Specific examples of behaviour or action that may amount to abuse include:

- physical abuse – an adult physically hurts or injures a child or vulnerable adult;

- sexual abuse – adults use a child or vulnerable adult to meet their own sexual needs through full sexual intercourse, masturbation, oral sex, fondling, or inappropriate physical conduct, including touching and showing pornographic images;
- emotional abuse – the persistent emotional maltreatment of a child or vulnerable adult which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently;
- neglect – a child or vulnerable adult's basic needs are not met (e.g. food, warmth), or they are left constantly alone or exposed to undue risks of injury.

This list is not intended to be exhaustive. If any child or vulnerable adult shows signs of discomfort or is unhappy in a situation or with the level of care received, this should be reported, even where it is not clear whether an act of 'abuse' might have taken place.

Children and vulnerable adults are potentially at risk if exposed to adults who have a position of power or authority over them or if in a situation in which they are in contact with individuals who might be in a position to commit abuse. This risk is increased when inappropriate adults are present, or when unsupervised contact with children takes place.

Reacting to abuse/ alleged abuse

It is important that children and vulnerable adults are protected from abuse; therefore all complaints, allegations, or suspicions must be taken seriously. Allegations of this nature should be dealt with confidentially. However, whilst allegations should be treated confidentially, it is not always appropriate or sensible to promise complete secrecy, as it may be appropriate later to discuss in confidence the allegations with others.

If a child says or indicates that he or she is being abused or an individual has information or concerns that a child may be being abused, the person to whom this information has been passed should do the following:

- keep questions to a minimum so as to avoid leading questions which can cause problems in subsequent investigations or court proceedings;
- make a full record of the nature of the allegation and other relevant information such as date, time, place, and individuals concerned;
- consider children or vulnerable adults with special needs, such as those with speech impediments or those for whom English is not their first language;
- immediately inform senior management.

The positive duty imposed on other educational institutions to safeguard the welfare of children requires them to report or refer to a designated person in the Police or Social Services, as they have primary responsibility in the field of child protection. Ravi Zacharias International Ministries should take the same approach, and should refer matters of concern to the Police (who, when children are in immediate danger, should be telephoned on 999) or Social Services (01865 375515 / 0800 833408).

Once a report or referral of alleged or suspected abuse has been made, a criminal investigation may follow. A decision will be made as to whether the individual accused of abuse should be temporarily suspended pending further police or social services investigation, or pending internal disciplinary procedures within RZIM.

CONFIDENTIALITY

Ravi Zacharias International Ministries has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, it is not always appropriate or sensible to promise complete confidentiality to informants in circumstances of alleged abuse. In some circumstances, RZIM owes a duty of care to its students or visitors that cannot be fulfilled unless we take action on the basis of information that might have been provided in confidence. Where there is a risk of potential or actual harm, the duty of confidentiality must be weighed against the duty of care.

In discussions relating to the protection of children or vulnerable adults, wherever possible, RZIM's concern to respect privacy should be emphasised. The limited ways in which information might be

shared with named bodies and individuals should be outlined, and that the utmost discretion will be applied in sharing information should be emphasised.

Those to whom confidential information has been imparted may not always be sure whether to disclose this information. In these circumstances, they may seek advice (without disclosing identity) on whether the issue is sufficiently important for the confidence to be breached. Advice could be sought from others. A judgment will need to be exercised to balance the need to pass on information while safeguarding identity with a need to maintain strict confidentiality. In any case, the presumption should be that the passing-on of such information should be strictly on a need-to-know basis.

EVENTS INVOLVING UNDER 18's

Leadership

Once they're over 8, young people require one adult for every 8 children, then one extra adult for every 12 children after that. Parents or carers who are not regular leaders in the church can assist with occasional activities such as holiday workshops but should always work in the Organisation of two nominated and known leaders and be responsible to an appointed leader. Additional adults may help on one or two occasions but must be responsible to an appointed worker.

Venue

We need to ensure that the meeting place is warm, well lit, well ventilated and kept clean and free of clutter. We also need to ensure that toilets and wash-basins are easily available.

Food

If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired. Children's packed lunches should be kept refrigerated. Drinks should always be available.

Health and Safety

- Insurance, First Aid Kit and fire precautions should be checked.
- Adults should be aware of the fire procedures.
- Groups must have access to a phone in order to call for help if necessary.
- A First Aid kit and accident book should be available on the premises.
- All accidents must be recorded in the accident book.
- There must be a qualified first-aider on site.

Where First Aid is required, wherever possible, adults must ensure that another adult is aware of the action being taken. Parents must always be informed when first aid has been administered.

If the injury appears to be serious, the emergency services must be called without delay. No medicines may be given to children without the prior permission of the parents or carers.

Those aged 16 and 17 can give their own consents to medical treatment.

Depending upon the age and understanding of the child or vulnerable adult, they should, where appropriate, be encouraged to self-administer medication or treatment, including for example any ointment, or use of inhalers.

Leaders must have available contact details for the Accident and Emergency Departments of the local hospital, and any other out-of-hours emergency services.

Registration

Leaders must register every child or young person attending each specific activity with a form which includes their name, address, date of birth, contact number for their parent or carer and parental consent to the activity. For one-off events a list of the children should be kept.

Getting to and from event

For children over 11, it is the parent's or carer's responsibility to make arrangements with their child for collection or travelling home independently. Children and young people may not be taken out in transport without the prior consent of their parents or carers.

All those who drive children or vulnerable adults on church organized activities should normally be over 25 and should have held a full current driving licence for over two years.

There must be a children's officer or other responsible adult travelling as escort in the rear of the vehicle, in most cases sitting next to the door.

Photographs/ filming

Making and publishing images of children is usually enjoyed by children and parents and can bring useful publicity, but there are some important issues to note. If the event is a church service, nativity play or similar, then an oral notice can be given out at the beginning for the leader of the service or event, asking that any parent who objects to images being made of their child should either remove their child from view of the camera or approach the leader afterwards to ensure that any image they object to is not used. Be clear about whether the image is to be retained for further use. Store the image securely and dispose of it when it is no longer required.

Physical contact/ restraint

There shouldn't have to be any physical contact between you and a young person but if someone is extremely upset, you may want to comfort them, or you may need to help restrain someone who becomes excessively aggressive. Most of it is common sense but if you want to familiarize yourself with best practices or would like information on other safeguarding issues, you can find details here: <http://www.oxford.anglican.org/mission-ministry/safeguarding/forms-policies-and-practice-guides/> or/and <http://www.oxford.anglican.org/mission-ministry/safeguarding/safeguarding-handbook/>

RZIM Zacharias Trust Safeguarding Officer Contact

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