

Safeguarding Policy for Children and Young People

Child and Vulnerable Adult Protection Policy

Policy Statement and Principles

Message Community Church (hereafter referred to as the Church) is committed to the safeguarding of all children, young people and vulnerable church members and visitors. The Church is committed to the following safeguarding principles:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

Scope

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a safer Church for all.

This Church Safeguarding Policy is therefore applicable to “everyone associated with the Church, who comes into contact with children, young people and adults.”

Basis of policy

This policy is designed to be read in conjunction with, and is part of, the full safeguarding policy, which can be provided upon request. It should form part of the recruitment process as outlined in the full policy. In addition, any new volunteer must sign to acknowledge they have read Section A as part of their Role Description Form.

This document is intended to be compliant and consistent with the national policies

SECTION A

Guidelines for Recognising and Responding to Potential Child Abuse or Neglect

1. Definitions

Who is a child or young person?

Anyone under the age of 18 years.

2. What is abuse?

“The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.”

Children may be abused by someone causing them harm, or by a failure to prevent harm. They may be abused by people they know (or who know them), or more rarely by a stranger. The abuse may take place wholly online, or technology may be used to facilitate offline abuse. A child may be abused by an adult or adults, or another child or children. The following table gives the definitions of the main types of abuse as categorised in the UK central government document ‘Working Together to Safeguard Children,’ and the physical and behavioural signs and symptoms of such abuse, which have been taken mainly from the NSPCC website.

It is important to note that many symptoms of distress in a child can point to abuse, but there are other explanations too. Evidence of abuse should be taken seriously but we should also not jump to conclusions.

Type of abuse	Definition	Physical Signs	Behavioural Signs
Physical Abuse	<p>A form of abuse which may involve hitting, shaking, throwing poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</p>	<p>Bruises, black eyes, broken bones, scalds, burns, cigarette burns, human bites, or bruising which looks like hand or finger marks.</p> <p>Unexplained injuries, or injuries for which unconvincing explanations are given.</p> <p>Injuries to parts of the body where accidents are unlikely, such as thighs, back or abdomen</p>	<p>Becoming sad, withdrawn or depressed.</p> <p>Having trouble sleeping.</p> <p>Behaving aggressively or being disruptive.</p> <p>Showing fear of certain adults,</p> <p>Showing lack of confidence and low self-esteem.</p> <p>Drug and alcohol problems.</p> <p>Not doing as well at school.</p> <p>Criminal risk-taking behaviour.</p>

<p>Emotional Abuse</p>	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	<p>Speech disorders. Delayed physical development, Substance abuse. Ulcers, severe allergies.</p>	<p>Habit disorder (sucking, rocking, biting) Being aggressive or nasty towards other children and animals. Neurotic traits (sleep disorders, inhibition of play) Being overly affectionate towards strangers or people they haven't known for very long. Struggling to control strong emotions or have extreme emotions. Being unusually passive. Lacking confidence or become wary or anxious. Delinquent behaviour (especially adolescents). Developmentally delayed, lacking social skills. Having few, if any, friends.</p>
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Sexual Abuse	<p>Involves forcing or enticing a child or young person to take part in sexual activities [...] whether or not the child is aware of what is happening. The activities may involve physical contact, [or] include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males.</p>	<p>Pain, itching, bruising or bleeding in the genital or anal areas.</p> <p>Genital discharge or urinary tract infections.</p> <p>Sexually transmitted infections.</p> <p>Pregnancy.</p>	<p>A marked change in the child’s general behaviour. For example, they become unusually quiet and withdrawn, or unusually aggressive.</p> <p>They might avoid being alone with people, such as family members or friends.</p> <p>They could seem frightened of a particular person.</p> <p>They could use sexual language or know information you wouldn’t expect them to.</p> <p>They may be sexually active at a young age and may be promiscuous.</p> <p>The child may describe receiving special attention from a particular adult, or refer to a new, “secret” friendship with an adult or young person.</p>

Neglect	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Provide adequate food, clothing and shelter (including exclusion from home or abandonment) • Protect a child from physical and emotional harm or danger • Ensure adequate supervision (including the use of inadequate caregivers) • Ensure access to appropriate medical care or treatment 	<p>Untreated injuries, medical and dental needs.</p> <p>Repeated accidental injuries caused by lack of supervision.</p> <p>Tiredness</p> <p>Consistent hunger.</p> <p>Unwashed clothes, or inadequate clothing for the weather.</p> <p>Skin sores, rashes, flea bites, scabies or ringworm.</p> <p>Thin or swollen tummy.</p>	<p>Regularly displays fatigue or listlessness, falls asleep during activities.</p> <p>Steals food, begs from classmates.</p> <p>Reports that there is no carer at home.</p> <p>Frequently absent or late.</p> <p>Self-destructive.</p> <p>School dropout (adolescents).</p> <p>Extreme loneliness and need for affection.</p>
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	<p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<p>Poor language, communication or social skills.</p>	
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In addition to the above, the following are also recognised types of abuse:

Spiritual abuse: Although not a formal category of abuse, it is important to be mindful of the danger of spiritual abuse. Spiritual abuse is the inappropriate use of religious belief or practices to attempt to 'force' religious values or behaviours onto vulnerable people. It applies to occasions when any of the above types of abuse are purportedly done in God's name.

Domestic abuse: Witnessing domestic abuse is child abuse because impairment caused by seeing or hearing the ill treatment of another (e.g. witnessing domestic violence or abuse) is included in the definition of 'harm' in the Children Act 1989.¹

Sexual Exploitation: Child sexual exploitation is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They may be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and Cyberbullying: Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online Abuse: With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat room, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings. Please see section on 'social media' in Section B.

Electronic Images: The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting') can be particularly problematic and abusive amongst children and young people.

It is important to note that these categories of abuse are not mutually exclusive.

What to do if a child or young person discloses abuse

If a child or young person tells you about abuse, let them know you are listening to them and that what you are saying will be taken seriously, **but you must not promise confidentiality.**

Keep calm.

Be aware they may have been threatened.

Do not ask any closed questions and try to ask as few questions as possible. Ask only what is necessary. If a court case follows, it may be dismissed if it could be interpreted that an adult had guided the child disclosing the abuse, or influenced what had been said in any way.

Helpful questions or phrases to use would be:

- I'm glad you have told me/you were right to tell me
 - It's not your fault
 - I will help you
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- Why don't you tell me what happened?

Let them know what you are going to do next and that you will let them know the outcome. You may have to consider referring to Social Services or the Police if you feel a child or young person is in immediate danger and unable to return home.

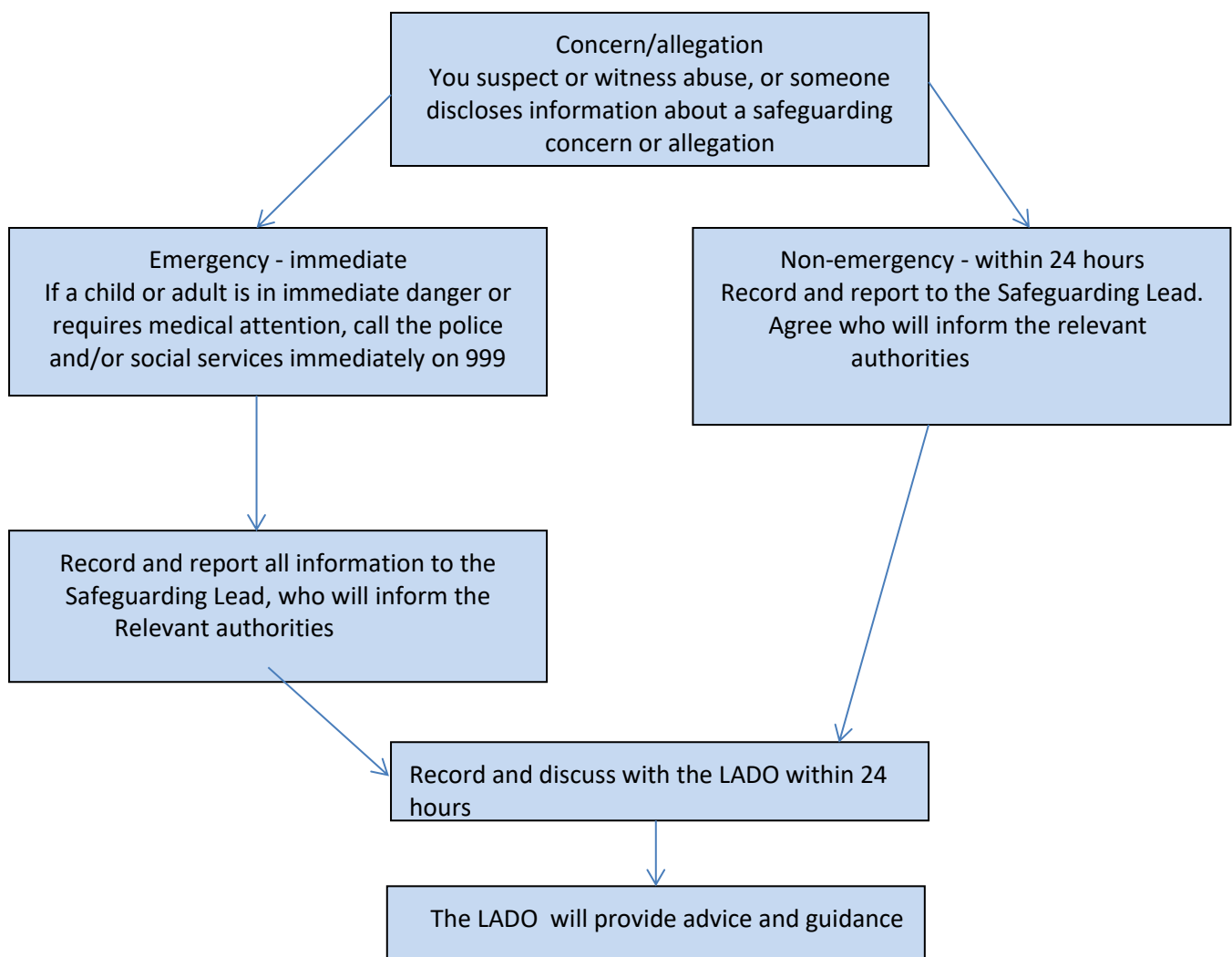
As soon as possible, make notes of both sides of the conversation. Use the recording incident form record your location, what activity was taking place, how the disclosure came about etc. Sign and date these notes and keep them even if subsequently typed. Please pass on all such confidential material (even if subsequently typed) to a member of the Safeguarding Team so it can be stored indefinitely in the Church's confidential, secure storage.

Speak at once to the Safeguarding Lead (details can be found in the key details at the end of this policy). Do this even if you are not sure of the implications of what you have learned, but your suspicions have been aroused.

Apart from telling the appropriate person as outlined above, this information must be treated as confidential. Do not inform or confront any alleged perpetrator under any circumstances.

Responding to Concerns of Abuse – reporting procedure

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner." Action should be taken quickly, following the procedure outlined below.



The Church will not itself investigate incidents of possible child abuse.

Responding to allegations of historic abuse

Allegations of abuse which took place in the past must be taken as seriously as recent allegations. It may have happened to an adult when they were a child or younger person, or to a child when they were younger.

A victim/survivor needs to be aware that if the alleged perpetrator is known to be currently working with children or young people in either a paid or voluntary capacity a referral to the statutory services – such as the Police – will be made

The procedure for reporting of historic safeguarding allegations is the same as that of recent allegations. A proper balance must be struck between protecting children and adults and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child or young person must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the child or young person have been assured.

Any safeguarding concern or allegation made against a church officer who has died must also be reported

Procedures and support following alleged abuse by a church officer

All concerns or allegations of abuse by a church officer must be reported

- If the concern involves the Safeguarding Lead, in a non-emergency setting, it must be reported to the incumbent, who will inform the relevant Safeguarding Lead.
- We will consider the necessity of providing pastoral support, or looking to outside agencies who can offer counselling resources

Victims/survivors who are children or young people will require specialist support.

Support for a church officer accused of a safeguarding allegation (hereafter referred to as the respondent) is provided by a Link Person.

The statutory agencies, where involved, will inform the Safeguarding Lead about when and what they can tell the respondent about the allegation which has been made.

SECTION B Supplementary Information for Specific Areas

The following information is designed to help workers and volunteers (hereafter referred to as 'leaders') carry out their ministry. If in doubt, please consult with your overall leader. The information and guidelines in this policy apply to all groups and types of activity.

Parental Consent

For all children enrolled in a regular activity, or on an activity that requires pre-registrations, the Church will seek to obtain parental consent before the relevant activity commences. Parental consent in no way transfers parental responsibility and parents may withdraw consent at any time.

- Parental consent, when given, is deemed by the Church to be applicable for all groups or activities in which the child will take part. Additional consent is needed for residential trips – please see 'Residential Weekend' section below.
- Parents will be asked whether they give permission for their child/ren to be photographed or videoed within the course of an activity or group. The Church and any leaders will respect any given permissions.
- Parents are asked to provide any medical information needed.
- All information contained on a Parental Consent Form will be treated as confidential and stored securely, in accordance with the Data Protection Act and GDPR 2018.

Transition of care of children and young people from parents/guardians to leaders

The Church Safeguarding Policy (this document, the full safeguarding policy and policy concerning vulnerable adults) is applied during the time period a child or young person is in the care of the leaders of the relevant activity.

Outside of group activities, which includes when parents have arrived to collect their children, parents are responsible for exercising sufficient supervision of their children.

For Sunday groups involving children between the ages of 0-11, parents are expected to take their children to their respective groups and ensure they are checked by a leader. This indicates the transference of responsibility from parent to group leader. Parents are also expected to check their child out when picking them up at the end of the session, thereby transferring responsibility back to the parent.

Registers

A register must be kept of all children, young people and leaders present at each group's meeting. If any allegation of abuse is made in the future about events happening now the Church can immediately find who was present on any given date.

Creation and distribution of the check-in lists is the responsibility of the Youth Minister.

In all cases, leaders are responsible for ensuring all children are checked in and out which should be completed promptly at the start and end of each session. Leaders will be trained on this procedure.

Ratios of leaders to children

The following table gives the minimum staffing levels for different age groups:

0-2 years	1 adult to 3 children	1:3
2-3 years	1 adult to 4 children	1:4

4-8 years	1 adult to 6 children	1:6
9-12 years	1 adult to 8 children	1:8
13-18 years	1 adult to 10 children	1:10

Each group should have at least two leaders, even for smaller groups, and if possible, one male and one female. Leader to children ratios should always be based on a risk assessment; for example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

- o Young people who are 14+ may assist with children’s work,. Any volunteers in this capacity contribute towards the number of children not the number of adults with regards to ratios.

No leader should be left on their own with children or young people and neither should children or young people be left unattended. In an emergency situation the emergency takes priority over the ratios.

If not enough leaders are available for a scheduled meeting/group, then leaders must either recruit another DBS screened individual to help (list available from a member of the Safeguarding Team), or meet in the same venue as other DBS-screened leaders, in full view of those leaders.

If two smaller groups meet in the same room, or in adjoining rooms where a separating door could be left open, then leaders are granted discretion in deciding how many leaders each small group needs.

Always ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.

Risk Assessment

To the full extent permitted by law, the Church cannot accept responsibility for accidents that happen on its premises when children are in the care of their parents.

Risk assessments are in place for each group or activity and reviewed annually by the group leaders.

Health and Safety

Doorways should be secured so that children and young people cannot get out (nor strangers in) without the knowledge of a leader. If children are being collected by a parent, leaders should ensure that children do not leave the building on their own.

No child or young person should be out of sight without a leader’s knowledge. Leaders should be aware how long children are out of the room. If a child goes missing, the following steps should be taken:

- Notify the other leaders and request help
- Immediately make a search of the surrounding area check the surrounding rooms and toilets
- Seal off any external exits as soon as possible
- If it becomes apparent the child has left the building, do a perimeter search of the outside of the building
- If the search is unsuccessful, notify the police, providing a description of the child and what they were wearing. Keep searching the area
- Notify parents
- Regardless of the outcome, make a note of the incident and fill in an accident form (kept in the First Aid Kits)

Children, except for a properly risk assessed activity, should not be permitted in any kitchen areas.

The Church has provided First Aid Kits. Leaders should familiarise themselves with the locations.

- In an emergency, while every attempt should be made to contact a parent, medical treatment should not be delayed. In such situations, the Church assumes that consent is granted by virtue of participation in the group or activity.
- No prescribed medication should be administered without parental consent
- First Aid should be publicly administered.

Leaders should have ready access to a fully charged mobile telephone.

Food provided by a parent for a specific child must not be shared with any other child.

Each group must have a leader trained in First Aid.

Discipline and behaviour management

Corporal punishment must never be used. If a child or young person's behaviour becomes dangerous, either to themselves or those around them, appropriate and proportional restraint may be used. Leaders should never shout at a child or young person unless the child or young person is in danger or is at risk of causing danger to others.

All leaders are responsible for providing a loving and respectful atmosphere. Encourage positive behaviour and redirect or correct inappropriate behaviour as necessary. Leaders should follow these guidelines:

- Treat all individuals with respect and dignity
- Ensure language, tone of voice and body language are respectful.
- Do not show favouritism to any one individual or group.
- Do not allow an individual to involve you in excessive attention seeking.
- Do not permit abusive peer to peer activities e.g initiation ceremonies, ridiculing or bullying.

Appropriate physical contact and conversation

Touch is a normal part of human relations: it can be used to stop a young child being hurt; it is a natural way of responding to someone in distress and should therefore not be seen as unacceptable. However, leaders should exercise wisdom and common sense when it comes to this area and be alert to situations in which their actions, however well intentioned, could be harmful or be misconstrued by others. Leaders should follow these guidelines:

- Always avoid being alone in a room with a child or young person. Keep everything public. For this reason, leaders should always use the single use/disabled toilet downstairs in the Church Hall.
- Conversations should be appropriate for the age of the young person.
- Avoid unnecessary physical contact with children and young people. Touch should be age appropriate and generally initiated by the child or young person rather than the leader.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult, child, or young person.

Communicating electronically with young people

Leaders should avoid *unnecessarily* communicating on a one to one basis with children and young people via:

- Text message
- Email
- Instant messaging
- Through social network sites

Where communication does occur by the above methods the following steps should be taken:

- The content of any messages should be limited to youth ministry related matters.
- If possible send messages to a group and not an individual young person, for example, sending a copy to the youth ministry leader or the young person's parent/guardian.
- Apart from in exceptional circumstances all communication should not occur between 10pm and 8am.
- Use clear, unambiguous language to reduce the chance of being misinterpreted.

If a children's or young people's group wish to set up a social networking presence, such as a Facebook group, this should be done in agreement with the Youth Minister and the following steps undertaken:

- Responsibility for administration of the site should be given to an appointed leader and not left open or given to children.
- Any site should be reviewed regularly
- Personal information should not be given out
- Leaders should not accept a child or young person as a 'friend' until the September after the child or young person has left Year 13 at school.
- Leaders should not delete any private email/message conversations between themselves and children/young people, in case there is a need to refer back to them at a later date.

The Church of England has issued some social media guidelines, to guide online behaviour².

As a church we have decided to use Zoom for our online video conferencing and have issued a risk assessment specifically for the use of Zoom, which has been approved by the PCC, circulated to parents, children's groups leaders and home group leaders and parents. This can be found in our Health and Safety policy or at the end of this document (Appendix A).

Bullying

Bullying is not easy to define, takes many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. name calling, racist remarks, threats) and emotional (e.g. isolating a child or vulnerable adult). Bullying will include:

- A deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully/bullies
- An outcome which is painful and distressing for the victim
- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive/offensive comments of a sexual nature

The Church takes bullying seriously and a leader will investigate any incidents that take place on Church premises. Each party will be spoken to separately. The leader or Youth Minister will then decide on the appropriate action which may include:

- Obtaining an apology from the bully/ies to the victim
- Informing parents (where appropriate)
- Insisting on the return of items of property
- Insisting on compensation by the bully/ies to the victim.

In extreme situations, a bully can be excluded from a group.

Transgender Issues

In accordance with our statement of values and beliefs (which can be found in full in the full safeguarding policy), we believe:

“[E]very human being has a value and dignity which comes directly from God’s creation of male and female in His own image and likeness. That image belongs to us by virtue of our creation and is not dependent on age, sex, health, mental health, social status or the like. Though that image is distorted by the fall, it is not destroyed and amongst other things this implies a duty to respect all people and to protect them from harm.”

As a Church, we believe that God made us in His image with worth and dignity and in order to uphold this belief we will need to review each transgender case individually. This will ensure the safeguarding of all who attend, as there will be various factors which make each case unique as every person is unique. In every circumstance we will seek to make contact with the young person and their family to lovingly explain our theological belief, and to carefully and thoughtfully put in place the most appropriate and helpful solution to ensure the child or young person, and their families, and all the other young people involved on the weekend, are cared for.

We recognise that Gender Dysphoria/identity is a genuine, complex, painful and challenging issue that some face, and we as a church want to love and support all who struggle with this. We want to ensure anyone who faces this struggle can come to us for support without embarrassment.

If a leader has any questions or concerns, they are to discuss them with the church leadership in the first instance.

Transport

If required to transport or children or young people as part of an organised activity, all driver-leaders must complete a Driver Declaration Form. This ensures the leader concerned is adequately insured, their car is safe and roadworthy and that they have a clean license, with no more than six penalty points.

Leaders who are driving should take steps to ensure that ordinarily they are not placed in a position where they are left alone with a child. This is best done by arranging a time and place for pick up and drop off.

There should always be more than one leader or more than one young person in the car. If this is not possible the leader should ask the child or young person to sit on the back seat.

Leaders should obey speed limits and not drive in convoys.

Leaders must be adequately insured and notify their insurance provider that they are transporting children – for example for a residential weekend if this is out of the ordinary for them.

Drivers must never carry more passengers than the number of seats in their car.

The following rules concerning car seats is taken from gov.uk and must be adhered to when transporting children³: •

Children must normally use a child car seat until they are 12 years old or 135cm tall, whichever comes first

- Children over 12 or more than 135cm tall must wear a seat belt.
- It is the driver’s responsibility to ensure that seatbelts and car seats are correctly installed and operated on children up to 14 years of age.

Leaders should set an example in following basic road safety when taking young people out on trips.

Residential Weekends and trips

Any activity offsite, residential or under the leadership of others requires parental consent in addition to the consent gathered in the course of usual activities. The following information needs to be distributed to the parents:

- The aims and objectives of the event of activity, clearly setting out the activities to be undertaken.
- The date of the event and its duration
- The details of the venue (including arrangements for accommodation if appropriate)
- Details of travel arrangements
- The name of the group leader and contact numbers
- Information about financial, medical and insurance arrangements

The leader organising the event should ensure they have copies of parental consent with them at all times.

The following guidelines should be followed whilst on the residential:

- Leaders should not go into rooms of young people of the opposite gender except in an emergency situation.
- Leaders should not sleep in the same rooms as young people
- Leaders should familiarise themselves with the weekend away site so they are aware of where fire exits are located. Leaders should inform the young people of where fire exits are located and where the assembly point is should the fire alarm sound.
- Leaders should consider the health and safety of all young people and leaders when organising activities or planning games.

For a weekend where parents are also present , caregivers are not responsible for any children (i.e. under 18s) outside the advertised time of the children’s or youth programmes. In all such times children are the responsibility of their parent or guardian.

These guidelines apply to any trips as officially organised by the Church; any trips organised by parents as a ‘social’ are outside of this policy.

Key Safeguarding Roles

The Message Trust has overall responsibility for Safeguarding at Message Community Church. This policy is maintained, reviewed and sanctioned by the PCC.

The Church Safeguarding Team have been given responsibility for Safeguarding within the church family from The Message Trust.

Key Contact Details:

Church Safeguarding Team:	Danielle Campsall 07393423274
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Manchester Social Services	<p>Contact us to report abuse or neglect of a child or an adult with care and support needs. <i>Even if you're unsure, report it to us so that we can check. You can report your concerns anonymously if you want.</i></p> <p>Call: 0161 234 5001 email: mcsreply@manchester.gov.uk</p>
National Contacts:	<p>Thirtyone:eight (formerly known as CCPAS – the Church’s Child Protection Advisory Service): 0303 003 1111</p> <p>Action on Elder Abuse Helpline: 0800 0699 784</p> <p>ChildLine: 0800 1111</p> <p>NSPCC: Child Protection Helpline: 0808 800 5000</p> <p>Police: Urgent 999 or local police 101</p>

Signed by.....

by.....

Date.....

Appendix A: Risk Assessment for church meetings held via Zoom

	Activity	Risk Factors	Risk Level without controls and measures	Controls and Measures	Risk Level with controls and measures	Named person responsible
1.	<p>Using Zoom for online church meetings</p> <p><i>A church meeting is a gathering of two or more people to specifically discuss church related business.</i></p>	Unwanted attendees at the meeting	Medium	<ol style="list-style-type: none"> 1. The meeting host must not share the meeting link or meeting ID on social media, website or any public platform. Meeting invitations must be by email only. The only exception to this is via the Message Community Church Facebook group, whose members are already admitted by the Vicar and is therefore not a public page. 2. The meeting host must password protect the meeting. 3. Where possible the meeting host should enable the 'waiting room' to control participant access to the meeting. 4. Where possible, the meeting host should 'lock the meeting' when the expected participants are present. 	Low	<ol style="list-style-type: none"> 1. Meeting host 2. Meeting host 3. Meeting host 4. Meeting host

2.	Young people meetings	Under 18s are in a Zoom room unaccompanied by an adult	High	<p>1. Any under 18s should be accompanied by an adult in the same physical house at all times. That adult will be responsible for supervising that young person.</p> <p>2. The meeting host must not share the meeting link or meeting ID on social media, website or any public platform. Meeting invitations must be by email only to parents' email addresses.</p> <p>3. The meeting host must password protect the meeting.</p> <p>4. The meeting host should enable the 'waiting room' to control participant access to the meeting. The meeting host must wait until two leaders are present</p>	Low	<p>1. Meeting host and parent/guardian</p> <p>2. Meeting host</p> <p>3. Meeting host</p> <p>4. Meeting host</p>
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Message Community Church

Child and Vulnerable Adult Protection Policy

				<p>before admitting children and young people to the meeting.</p> <p>5. Where possible, the meeting host should 'lock the meeting' when the expected participants are present.</p> <p>6. At the end of a meeting, the meeting host should either 'End meeting for all' or have at least two leaders present until all children and young people have left the meeting.</p>		<p>5. Meeting host</p> <p>6. Meeting host</p>
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3.	Using Zoom for online meetings	Software bugs or viruses allowing hackers to access the meeting	High	Any Zoom user must keep their installation of the Zoom software up to date (by accepting all prompts for software updates as soon as they are offered.)	Low	All Zoom users
4	Using Zoom for online meetings	Inappropriate or offensive behaviour by attendees causing distress or harm to other attendees of the meeting.	Medium	<ol style="list-style-type: none"> 1. Where possible screen sharing should be set to 'host only' 2. It is the responsibility of the meeting host to remove any participant from the meeting who may be causing disruption, or to mute their sound or video. If you have not already locked the meeting, do so now. 	Low	<ol style="list-style-type: none"> 1.Meeting host 2. Meeting host
5	Safeguarding	A safeguarding incident occurs	Medium	It is everyone's responsibility to report any safeguarding concerns which occur during a meeting to Danielle Campsall (07393423274) as soon as possible, following the procedure as set out in our Safeguarding Policy.	Low	All Zoom users

6	Environment	Participants inadvertently disclose potentially sensitive information to others by nature of what is visible to others in their background.	Medium	Make sure there is nothing personal in your background, for example, photographs of children which you would not want people to see ordinarily.	Low	All Zoom users
7	Recording of meetings	Data protection regulations are breached in the act of recording a Zoom meeting.	High	Although Zoom meetings can be recorded by the host, this should not be done. If there is a strong case to record, the permission of all attendees to that meeting should be obtained, either by verbal consent or emailed consent, prior to the start of the meeting.	Low	Meeting host

