



**New Generation Church NTA (NGC)**

# **Child Protection Policy & Procedures**

This Policy was approved  
by the Management Committee / Board of Trustees on (January 2019)  
This Policy will be reviewed by (January 2020)



## **1.0 Definitions**

- 1.1. In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18<sup>th</sup> birthday. For the purpose of these procedures the reference to children therefore means 'children and young people' throughout.

## **2.0 Policy Statement**

- 2.1 NGC is committed to protecting the welfare of all children as they participate in NGC's services and/or activities. NGC understands its responsibility to comply with legislation and will constantly monitor developments in this field. However, NGC recognises that the best protection for children participating in our programmes is the vigilance and forethought of staff and volunteers in preventing circumstances where abuse of trust could occur. To that end, NGC will strive to create a safe and secure environment where service users, volunteers and staff can work together confidently in mutual respect.
- 2.2 This policy should be read in conjunction with the Nottingham City & Nottinghamshire Child Protection Procedures. These procedures reflect and are compliant with Working Together 2006 and the following: the Education Act 2002, Every Child Matters: Change for Children Agenda, the Children Act 2004 and the National Service Framework (NSF) Children and Young People and Maternity Services.
- 2.3 NGC staff and volunteers are required to abide by the Staff Member/Volunteer Code of Conduct and, as part of that Code of Conduct, are required to notify NGC of any police record or other factor which may make that person unsuitable to work with children.
- 2.4 NGC will ensure that the Codes of Conduct, and the organisation's child protection procedures are continually monitored, developed and maintained and are appropriately communicated throughout the staff and volunteer network. Volunteers and staff throughout the organisation are responsible for ensuring that they are familiar with the Codes, Guidelines and procedures of the organisation, and that new staff and volunteers are appropriately inducted.
- 2.5 NGC will maintain several policies and procedures geared towards abuse prevention that include, but are not limited to the following topics:
- DBS Checks
  - Careful selection, training and supervision of staff and volunteers
  - Employee and Volunteer Disciplinary Process
  - Continuing education for staff
  - Procedure for reporting suspected abuse
  - Staff Member and Volunteer Code of Conduct

- 2.6 All staff and volunteers will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practising skills needed for the work.
- 2.7 Training on specific areas such as child protection, identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and volunteers, and will be regularly reviewed.

### **3.0 What is Abuse and Neglect?**

3.1 Working together 2006 provides the following definitions:

3.2 **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

3.3 **Emotional Abuse** is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment to a child, though it may occur alone.

3.4 **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

3.5 **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing
- shelter including exclusion from home or abandonment
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment
- 

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**3.6 Radicalisation:** Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. However, these signs don't necessarily mean a child is being radicalised - it may be normal teenage behaviour or a sign that something else is wrong.

#### Talking about terrorism

Children are exposed to news in lots of different ways and what they see can worry them. Our tips can help you have a conversation with your child.

- Listen carefully to their fears and worries.
- Offer reassurance and comfort.
- Avoid complicated and worrying explanations that could be frightening and confusing.
- Help them find advice and support to understand distressing events and feelings.
- Children can always contact Childline free and confidentially on the phone and online.

#### Dealing with bullying and abuse

It's important to address bullying and abuse following terrorist attacks.

- Some children may feel targeted because of their faith or appearance. Look for signs of bullying, and make sure they know they can talk to you. Often children might feel scared or embarrassed, so reassure them it's not their fault this is happening and they can always talk to you or another adult they trust. Alert your child's school so they can be aware of the issue.
- Dealing with offensive comments about a child's faith or background. If you think your child is making unkind or abusive comments, it's important to intervene. Calmly explain that comments like this are not acceptable. Your child should also understand that someone's beliefs don't make them a terrorist. You could ask them how they think the other child felt, or ask them how they felt when someone said something unkind to them.



**3.7 Child Sexual Exploitation:** Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

#### Types of child sexual exploitation

CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time.

When a child is sexually exploited online they might be persuaded or forced to:

- send or post sexually explicit images of themselves
- film or stream sexual activities
- have sexual conversations.

Once an abuser has images, video or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

#### Gangs use sexual exploitation:

- to exert power and control
- for initiation
- to use sexual violence as a weapon.

Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

### Signs:

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of some people, places or situations.
- Being secretive.
- Sharp changes in mood or character.
- Having money or things they can't or won't explain.
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Alcohol or drug misuse.
- Sexually transmitted infections.
- Pregnancy.

**3.8 County Lines:** County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse.

Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

County lines gangs are highly organised criminal networks that use sophisticated, frequently evolving techniques to groom young people and evade capture by the police. Perpetrators use children and young people to maximise profits and distance themselves from the criminal act of physically dealing drugs (National Crime agency, 2019). Young people do the majority of the work and take the most risk.

Dedicated mobile phone lines or "deal lines" are used to help facilitate county lines drug deals. Phones are usually cheap, disposable and old fashioned, because they are changed frequently to avoid detection by the police.

Gangs use the phones to receive orders and contact young people to instruct them where to deliver drugs. This may be to a local dealer or drug user, or a dealer or drug user in another county.

Phrases that young people may use to refer to county lines include:

- 'running a line',
- 'going OT/out there'
- 'going country'
- 'going cunch'.

These all refer to going out of town to deliver drugs or money (Thurrock Council, 2020).

### Risks

County lines is a cross-cutting issue that often overlaps with other forms of abuse and criminal exploitation. It can lead to serious physical and emotional harm to young people (Home Office, 2020a).

### Criminalisation

If adults who work with children don't understand that county lines is a form of abuse, they may see children involved in county lines activity as criminals rather than as victims of criminal exploitation (Children's Society, 2019).

This can lead to children not getting the safeguarding support and protection they need.

### Drugs

Perpetrators may use drugs and alcohol to entice young people into the gang lifestyle.

In some cases gangs trick young people into incurring drug debts that they then have to pay off through county lines activity. This is often referred to as 'debt bondage'.

### Physical violence

There is a strong link between county lines activity and:

- serious violence such as knife and gun crime
- the use of substances such as acid as a weapon
- homicide

(Home Office, 2018).

Conflict between rival gangs that are in dispute over who controls an area can lead to serious injury or death for young people who get caught in the wrong place.

The fear of serious physical violence as revenge for disrespecting, 'snitching' or 'grassing' is one of the things that prevents young people from leaving gangs or seeking help from the police and other agencies.

### Sexual abuse and exploitation

As well as being used to transport drugs, county lines gangs may sexually abuse and exploit children of any gender (National Crime Agency, 2019).

*This can happen through:*

- young people being forced into sexual activity with gang members or for the gang's financial gain
- vulnerable children being made to work off drug debts through sexual exploitation as 'payment' (this might happen after the child has been coerced into becoming dependent on drugs by the gang)
- children being groomed into what they believe is a romantic relationship with a gang member which then leads to exploitation

(National Crime Agency, 2019).

Some children are forced to transport drugs in ways that are invasive and harmful to their bodies. Young people may be forced to swallow bags of drugs to transport them, which could potentially be life threatening.

The practice of 'plugging' is also common, whereby drugs are inserted into a child's rectum or vagina. This is a form of sexual abuse and in some cases it can cause a child's death (Ofsted et al, 2018).

#### Trafficking and missing children

Young people can be trafficked to locations far away from where they live for long periods of time by a county lines gang. They may end up staying in unsuitable accommodation in an area that is unknown to them. This might include short term holiday lets or budget hotels.

#### Cuckooing

Cuckooing happens when a county lines gang takes over the home of a vulnerable adult by coercion or force, and use it as a base to deal drugs from. The vulnerable adult may have issues with substance misuse or mental health problems, be elderly or disabled or be in debt to the gang. These factors can make it easier for the gang to exploit and control them.

Children can be forced or coerced to stay at cuckooed addresses for long periods of time to deal drugs.

A cuckooed address is sometimes referred to as a 'bando' or a 'spot' by county lines gangs (Thurrock Council, 2020).

#### Financial exploitation and abuse

Gangs are known to launder money from drug sales through children's bank accounts, either by using an existing account or forcing or persuading the child to open a new one (Children's Society, 2019).



**3.9 Recognising Abuse:** Child abuse occurs to children of both sexes and all ages, in all cultures, religions, and social classes and to children with and without disabilities. All staff and volunteers should be alert to signs that a child may be at risk of significant harm. Some general considerations are as follows:

- Identification of child abuse may be difficult, it normally requires both medical and social assessment.
- Different types of child abuse may be present at the same time, e.g. a child who is being sexually abused may also be being physically abused. When enquiring into one type of abuse staff need to be alert to potential signs of other abuse.
- Always listen carefully to the child – pay particular attention to any spontaneous statement. In the case of children without speech or with limited language, pay attention to their signing or other means of expression, including behavior and play.
- Any delay in seeking medical assistance or indeed none being sought at all, could be an indicator of abuse.
- Beware if explanation of an accident is vague, lacking detail, is inconsistent with the injury, or varies with each telling.
- Take note of inappropriate responses from parents or carers.
- Observe the child’s interaction with the parents – particularly wariness, fear or watchfulness.
- Any history or patterns of unexplained injury/illness requires the most careful scrutiny. The fact that the parent/carer appears to be highly attentive and concerned should not divert attention from the assessment of risk.
- Beware if the child’s injury is inconsistent with the child’s development and mobility.
- Beware if there are indications of or a history of domestic violence. Violence towards adults may also indicate violence towards children and is itself be experienced as emotionally abusive.
- Children who are being abused often do not say and tend to perceive themselves as deserving of ill treatment. This is particularly so for children who are being emotionally abused.

#### **4.0 Staff Member/Volunteer Code of Conduct**

**4.1** It is important that both Service users and Staff members/Volunteers can participate in NGC activities in a safe and secure environment. This Code of Conduct has been developed for the protection of both service users and Staff members/Volunteers. To this end, NGC expects all its Staff members/Volunteers to abide by this Code of Conduct.

## **4.2 Each Staff member/Volunteer:-**

- 4.2.1 Will abide by the Guiding Principles and Programme rules of NGC in all activities as a NGC staff member/volunteer
  - 4.2.2 Will inform NGC of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable either as a NGC volunteer or for any particular NGC activity.
  - 4.2.3 Recognises that the role of a NGC staff member/volunteer places him/her in a position of trust with regard to all children who are service users participating in NGC programmes, the NGC organisation, and to colleagues in the staff member/volunteer and staff network, and undertakes to uphold that trust at all times.
  - 4.2.4 Undertakes to maintain, within the organisation's procedures, the confidentiality of any information relating to other staff member/volunteers, supporters, students or staff members made available to him/her in the course of the role as a NGC staff member/volunteer
  - 4.2.5 Will not knowingly place him/herself in a situation where the Staff member/volunteer is alone with a child or young person and will endeavour to ensure, as far as possible, that there is another adult in attendance at any meetings.
  - 4.2.6 Will ensure that any NGC activities involving children outside the normal activities are agreed and approved by her/his line manager in advance.
  - 4.2.7 Will not behave in any way, physically or verbally, that could be offensive.
  - 4.2.8 Remembers at all times that interactions between him/herself and service users must be such that no reasonable person observing that interaction could construe its nature as abusive.
- 4.3 *If you follow these simple guidelines, NGC staff, volunteers and service users will work confidently together in mutual respect.*

## **5.0 NGC's procedures for dealing with suspected abuse of trust by staff members/ volunteers:**

5.1 When dealing with issues concerning abuse of trust, Executive Committee Members must remember that the welfare of the children participating in NGC is paramount, but that we also have a responsibility to ensure that our volunteers are treated fairly and with respect. This procedure is designed to meet both those objectives. The Executive Committee should ensure that every member is fully aware of these procedures.

5.2 The term "*Child Protection Representative*" is used in the following procedure to indicate the appropriate person to represent NGC.

NGC's nominated Child Protection Representatives are:

...Naomi Williams & Dominic Lewis-Gordon....

5.3 The term "*Support Worker*" is used in the following procedure to indicate the appropriate person responsible for the welfare of the child in question - this may be the staff member's line manager or the volunteer's support worker etc.

**5.4 If the allegation of abuse concerns sexual or physical abuse, do not attempt to investigate. Notify the Police and inform the child's parent/carer**

5.5 If the allegation does not concern sexual or physical abuse and is of a minor enough nature to be dealt with locally, a meeting must be arranged for the soonest possible time between the Child Protection Representative, the Support Worker and the individual to whom the allegation has been made. If at any time the Child Protection Representative feels their knowledge or experience is inadequate to deal with the situation or allegation, they should contact the Local Authority, the numbers listed are listed in Appendix 1.

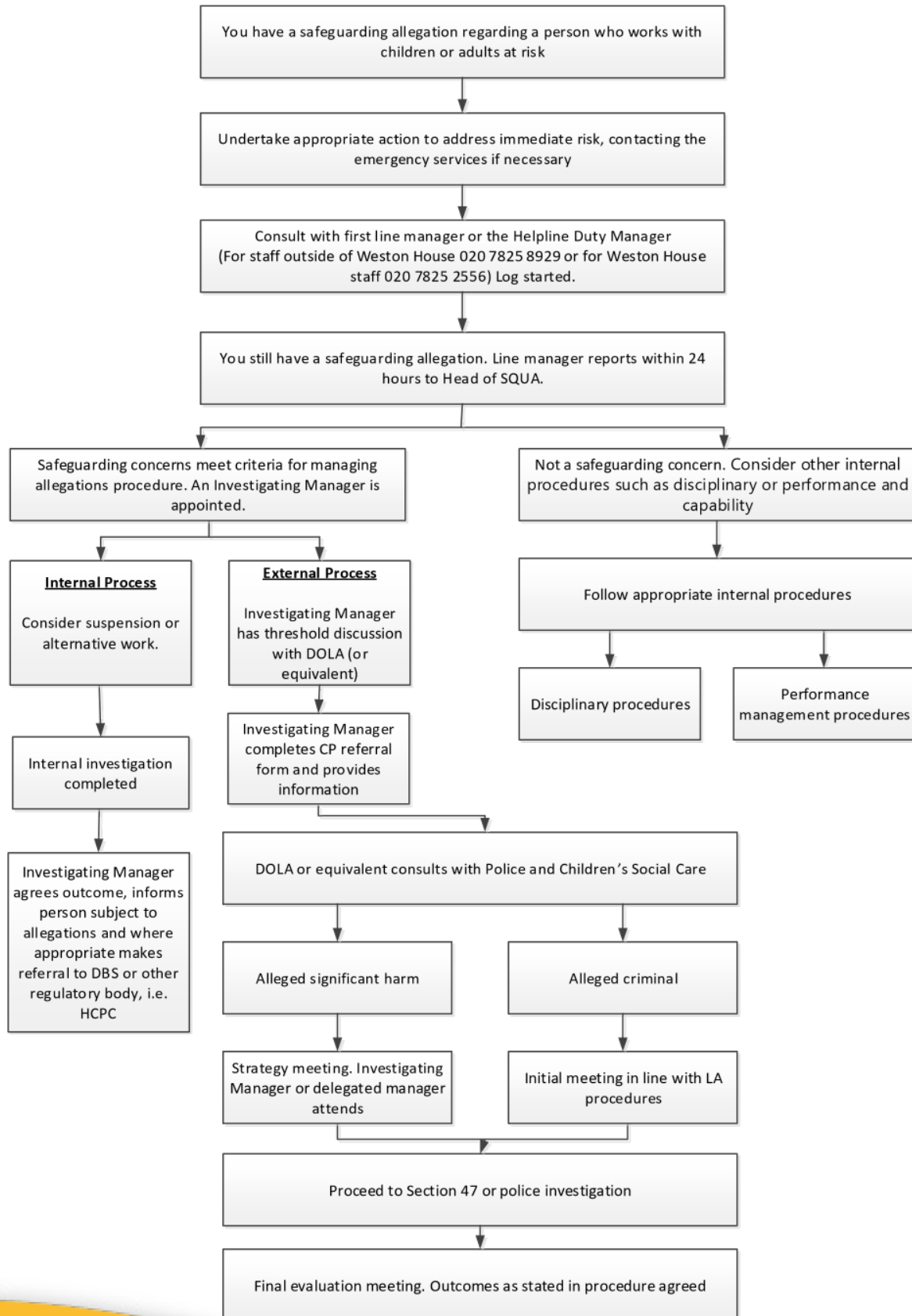
5.6 At that meeting, any notes made about the child's disclosure should be used to ensure all relevant facts are passed on. A course of action must be agreed and the decision taken as to whom will undertake further discussions with the vulnerable person. Under no circumstances must the person who made the allegation be contacted by anyone other than the nominated person, after the disclosure has been passed on.

5.7 The Child Protection Representative and the Support Worker will then determine the appropriate process of investigation. Once an allegation has been made the investigation should be conducted swiftly and with appropriate thoroughness. If it is deemed necessary to make enquiries of a third party, such enquiries should be conducted with discretion.

- 5.8 The staff member/volunteer who is the subject of the complaint must be informed of the complaint by the Child Protection Representative - though not necessarily of the identity of the person who made the complaint - and be given an opportunity to respond to it.
- 5.9 When interviewing the staff member/volunteer who is the subject of the complaint, it is important that this procedure is explained to the staff member/volunteer; that he/she is told that the investigation is being undertaken to establish the facts, and that any decisions will be based on the facts identified by the investigation. Explain that you will make notes of what they say to ensure you get the facts correct, but that they can see what has been written to confirm its accuracy. The staff member/volunteer must be treated with respect and allowed to state the facts as he/she knows them without interruption.
- 5.10 Having considered all the information available, and the views of the Support Worker, the Child Protection Representative must decide on an appropriate course of action. This decision should be communicated to the staff member/volunteer first and then, via the Support Worker, to the person who made the original disclosure.
- 5.11 Whatever the outcome of the investigation, the Child Protection Representative must complete a Complaints Procedure Form and return it, marked "Strictly Confidential", to:

**Rev. Dominic Lewis-Gordon / Naomi Williams**  
New Generation Church  
David Lane  
Basford  
Nottingham  
NG60JU

## Procedure for Dealing with Allegations against a Staff member/volunteer of Abuse of Trust





**6.0 Guidelines for Staff member/volunteers - Action to be taken if a child or young person discloses to you abuse by someone else.**

- 6.1 If a child who is a service user approaches you about an issue of abuse of trust, you must proceed with great caution.
- 6.2 The Staff/Volunteer's Code of Conduct specifies that a Staff member/volunteer should not place him/herself in a situation where he/she is alone with a service user who is a child. However, it is possible that a service user will be unwilling to make disclosures of this nature in anything but a one-to-one situation. *The Service user's needs must take priority in this situation. Ask if the service user would like someone else to be present - an adult or a friend - but if he/she declines, proceed with the interview, taking extra care with your behaviour and body language.***
- 6.3 Before the child goes into detail, explain the consequences of you knowing and the action you will take. Assure them that you will offer support but must pass any information to another professional who may take appropriate action. Explain that this may be the Child Protection Representative .
- 6.4 Keep calm and listen to the child - do not have physical contact at any time. Allow the Achiever to speak without interruption, accepting what is said.
- 6.5 Do not make judgements or offer opinion.
- 6.6 Explain again what will happen next. Find out when the child is next due to see the individual who is the subject of the complaint. (You will then be able to make a judgement as to the appropriate timing of your follow-up actions.)
- 6.7 If the complaint concerns a situation not related to NGC (e.g. at home or at school), refer the complaint directly to the Support Worker. Pass on all information disclosed to you by the child and then leave. All involvement by you ceases at this point.
- 6.8 If the complaint concerns a NGC staff member/volunteer, staff member or adult where the contact between that individual is a direct result of NGC activity, immediately inform the Child Protection Representative who will then initiate the procedure.

## **7.0 Action to be taken if you receive an allegation about yourself.**

- 7.1 Keep calm. Do not get involved in an argument which is likely to make the situation worse.
- 7.2 Immediately inform your line manager. The quicker that action is taken to investigate the allegations, the sooner the situation will be resolved.
- 7.3 Record the facts as you understand them.
- 7.4 Ensure that no-one is placed in a position which could cause further compromise. Do not contact another agency involved with the child or young person concerned.
- 7.5 Await further contact from your line manager.

## **8.0 Action to be taken if you suspect an abuse of trust has occurred**

- 8.1 Discuss your suspicions with your line manager.
- 8.2 Record the facts which support your suspicions
- 8.3 You may be asked to attend a meeting of the Child Protection Representative and the Support Worker who has regular contact with the child or young person involved.
- 8.4 Once your suspicions have been passed on to the appropriate person, you should have no further involvement.
- 8.5 **Whatever the nature of the complaint, it must be kept confidential. You must not discuss the disclosure with any individual or party other than those identified in the above procedure.**

Complaints Procedure Form

Date:

Nature of Complaint: *(please give brief description of complaint)*

Name and contact number of Child Protection Representative

Staff member/volunteer against whom complaint has been made:

Job role:

Name and Address of school/organisation/centre involved

Name and contact number of Support Worker involved:

Name and contact number of investigating Board Member/Staff Member:

Job role

As a result of the investigation, was the complaint upheld?

Action(s) taken:-

Signed \_\_\_\_\_ Job Role (e.g. Board Chair)

In the event of a complaint of abuse of trust, this form must be completed and returned regardless of whether or not the complaint is upheld.

## Appendix 1

The general number for children's social care is **0115 9155500**. Services are structured into three areas of the city.

- **North** area (Bulwell, Bulwell Forest, Bestwood, Sherwood, Mapperley, Berridge, Basford)
- **South** area (St Anns, Dales, Bridge, Dunkirk, Lenton, Clifton, Radford, Park)
- **Central** area (Wollaton, Bilborough, Radford, Park, Leen Valley, Aspley, Lenton Abbey)

The Emergency Duty Team can be contacted between 8pm and 8.30am from Monday to Thursday and from Friday from 8pm until Monday at 8.30am.

Tel: 0115 876 5600

---

**INTERNATIONAL BISHOP- Rev. H. Thomas, NATIONAL BISHOP - Rev. S. Samuel**  
**HEADQUARTERS CHURCH 7 Beechcroft Road, Tooting, London SW17 7BU**  
**Tel: (020) 8872 9416 Charity No. 264885**