



"Exploring faith; nurturing young people; transforming communities."

Safeguarding/Child Protection Policy

Updated: October 2023

SECTION 1

Details of our organisation

Name of Organisation: [Leeds Space Network \(Space\)](#)

Address: [c/o 22 Summerhill Road, Garforth, Leeds, LS25 1AX](#)

Tel No: [07904 004362](#) Email address: aeospace@gmail.com

Membership of Denomination/Organisation : [Leeds Christian Community Trust \(LCCT\)](#)

Charity Number: [1096860](#)

Insurance Company: [Public Liability Insurance with Ansvar Insurance](#)

The following is a brief description of our organisation and the type of work and activities we undertake with children / adults with care and support needs:

[Space is a youth organisation working with 11-19 year olds in Leeds. We aim to provide a safe place to empower and nurture young people from all backgrounds, in every aspect of their lives and to help them explore the Christian faith. Our groups meet once a week during term time in a variety of locations across the city, including schools, church halls and community centres. We provide activities such as games, computer games, art and craftwork and give time for young people to discuss life issues such as faith, self-esteem, their community, relationships and their potential.](#)

[Alongside the weekly meetings, we make regular home visits and arrange trips and residential opportunities.](#)

Our commitment

As a Management Committee/Steering Group, we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by THIRTYONE:EIGHT.

The Management Committee/Steering Group undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that they are welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- The Management Committee/Steering Group agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse**Understanding abuse and neglect**

Defining child abuse or abuse against adults with care and support needs is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult with care and support needs.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. *States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
2. *Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

- *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse of children

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2006)'.

Physical Abuse

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.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment 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 in so far as they met 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 developmental 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 of a child, though it may occur alone.

Sexual Abuse

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 or 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, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

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 and 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, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions of abuse in adults with care and support needs can be found in appendix 1.

Possible Signs and Symptoms of abuse**Physical Abuse**

Bruises, bites, burns, fractures etc that do not have an accidental explanation*

Inconsistent account of injury

Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc

Injuries that have not received medical attention

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains

Cuts/scratches/substance abuse*

Changes in routine

Bald patches

Isolation from peers

Fear of going home, fear if parents contacted

Fear of medical help, fear of adults

Violence or aggression

Over-compliance, fear of making mistakes

Emotional Abuse

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.

Nervousness, frozen watchfulness

Depression/aggression, extreme anxiety.

Continual self-deprecation

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Obsessions or phobias

Attention-seeking behaviour

Self-harming

Running away/ stealing/lying

Persistent tiredness

Drugs or solvent abuse, eating disorders

Fear if parents contacted

Masturbation

Soiling, smearing, enuresis

Sexual Abuse

Any allegations made by a child concerning sexual abuse

Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play

Sexual activity through words, play or drawing

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Anal/vaginal discharge, soreness or scratching

Truancy, lateness, reluctance to go home

Inability to concentrate and/or tiredness

Refusal to communicate, elective mute

Thrush, throat infections

Persistent complaints, illness

Eating disorders - anorexia, bulimia*

Attention-seeking

Self-harming, substance abuse*

Depression, withdrawal, isolation from peers

Reluctance to undress for PE, swimming

Injuries in the genital area

Does not trust familiar or particular adult

Bed wetting and soiling

Neglect

Constant hunger, tiredness or listlessness

Child dirty or unkempt, poorly clad or inappropriately clad for the winter

Poor school attendance, punctuality, poor concentration

Affection, attention-seeking

Untreated illness/injury

Pallid complexion

Stealing, scavenging or gorging food

Failure to achieve developmental milestones

Failure to develop intellectually or socially

Neurotic behaviour

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

Signs of possible abuse in adults with care and support needs can be found in appendix 1.

How to respond to a child or vulnerable adult wishing to disclose abuse

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Management Committee/Steering Group is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our adult workers, aged 18 and over, will receive in-house induction training and thereafter undertake recognised refresher training every 3 years. Written acceptance of the Space Child Protection Policy will be a condition of service after training.

The Management Committee/Steering Group will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to allegations of abuse - for Space groups

Under no circumstances should a Space worker carry out their own investigation into the allegation or suspicion of abuse. Procedures to be followed are set out below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Ann Ocsko (hereafter the 'Safeguarding Co-ordinator') tel no: 07904 004362 who is nominated by Space Management Committee/Steering Group to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Safeguarding Co-ordinator should also inform the LCCT Safeguarding Officer, Janice Brown, 0113 350 8622.
- In the absence of the Safeguarding Co-ordinator, or if the suspicions in any way involve the Safeguarding Co-ordinator then the report should be made to Claire Probert tel no: 07815 815963 (hereafter the 'Deputy'). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to THIRTYONE:EIGHT, PO Box 133, Swanley, Kent, BR8 7UQ, Tel: 0303 003 1111 or alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Leeds Safeguarding Children Partnership (LSCP) or Children's Social Services. Where the concern is about an adult in need of protection contact Adult Social Services or take advice from THIRTYONE:EIGHT as above.

LSCP Duty & Advice Team number is 0113 376 0336

Local Children's Social Services office telephone number between 9am and 5pm is 0113 222 4403. Out of office hours (evenings, weekends and bank holidays) call the Children's Emergency Duty Team (EDT) on 0113 5350600. If a child is in immediate danger, call the police on 999.

The local Adult Social Services office telephone number (office hours) is 0113 2224401, the out of hours emergency number is 0113 378 0644.

The Police Child Protection Team number is 101.

The secure email address for written reports is childscreening@leeds.gcsx.gov.uk

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place, with an electronic copy in Dropbox.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from THIRTYONE:EIGHT.
- The Space Management Committee/Steering Group will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from THIRTYONE:EIGHT, although the Space Management Committee/Steering Group hope that members of Space will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy have not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Management Committee/Steering Group demonstrate the commitment of Space to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Social Services (or THIRTYONE:EIGHT) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns (e.g. poor parenting) encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

- Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by THIRTYONE:EIGHT if, for any reason, they are unsure whether or not to contact Children's Social Services/Police. THIRTYONE:EIGHT will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection (Suspensions or allegations of physical, sexual, organisational, financial or discriminatory abuse, or neglect, self neglect, domestic abuse, forced marriage, trafficking or modern slavery):

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively THIRTYONE:EIGHT can be contacted for advice.
- If the adult with care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Partnership (LSCP) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO). The matter should also be reported immediately to the LCCT Safeguarding Officer.

SECTION 3

Prevention**Safe recruitment**

The Management Committee/Steering Group will ensure all workers, paid or voluntary, will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring (DBS) check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications, where relevant, have been verified
- A suitable training programme is provided for the successful applicant
- The applicant completes a probationary period
- The applicant is given a copy of the organisation's safeguarding policy and knows how to report concerns.

Disclosure & Barring Service Checks

Where a volunteer already has a current DBS check with Kidz Klub, Leeds Faith in Schools, MG Salvation Army (Space leaders who are SA employees), this would be acceptable for our records and proof of the check will be produced. Or if an applicant has recently had a DBS check with another organisation and has subscribed to the Update Service (enabling portability between organisations), we can apply for a Status Check.

Where this is not the case the volunteer will be checked through Leeds Space Network (Space), at the standard rate. If the new volunteer is known to us and has an existing DBS check with recognised churches (Dayspring, Mosaic, Bridge CC, St Luke's, St George's) as an interim measure, this will be considered acceptable until our own DBS check is completed.

If a new volunteer is on a gap/internship for a year or less and has had a DBS check done by the recognised church or charity with which he/she is working, this will be considered acceptable.

Where we have sessional leaders from an outside agency known to us, who will cover all their administration including a DBS check, this would be acceptable for our records and proof of the check will be produced.

Potential volunteers can visit until procedures as above are completed. Visitors' guidelines must be followed – see appendix 2.

Young Helpers – under 16s

Young helpers are young people in year 10 or above, who have come through Space and want to become part of the team of volunteers. Before starting they will complete a Young Helper Form (see Appendix 6) which explains their responsibilities and asks for parental consent. They will be closely monitored by the group leaders where they help. They must NEVER be left alone with young people in the Space setting.

When they turn 16 they are required to complete a full application form and apply for a DBS check. They will be supported in this by the SPACE Leaders at the group where they help.

Management of Workers – Codes of Conduct

As a Management Team/Steering Group, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. See Appendix 3.

SECTION 4

Pastoral Care**Supporting those affected by abuse**

The Management Committee/Steering Group is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of Space.

SECTION 5

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are detailed below.

Data Protection, Human Rights and Safeguarding

The General Data Protection Regulations (GDPR) 2018 are designed to provide privacy protection for individuals about whom certain personal information is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations must comply with the rules on processing data. Space has a **Data Protection Policy** which is available on request.

Where disclosing information might place a child, young person or an adult with care and support needs at risk, then safeguarding considerations take precedence over data protection. In certain circumstances the GDPR allow for disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children, young people and adults with care and support needs have the right to be protected from harm and therefore information relating to concerns that a child, or any other vulnerable person, is at risk of significant harm should not be withheld on the basis that it might be unlawful.

Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always be sought from Children's Social Services, Adult Services, or the police. THIRTYONE:EIGHT can also advise in such circumstances.

Registration

Prior to joining Space, every attendee is required to complete registration forms with their parent/guardian. These forms can be found in Appendix 4
A register is also kept at every meeting so we have a record of who has attended.

Meetings (in venues)

- All leaders to have child's consent, medical, photograph and transport forms with them at weekly meetings and to follow the leaders agreement (Appendix 5)
- All meetings should maintain an appropriate adult:child ratio (1:8 is recommended) and should have a minimum of 3 leaders.
- No visitors or visiting team member waiting for DBS check to be left on a 1:1 with any child
- No team member to be isolated with a child at any time – see Code of Behaviour (Appendix 3)
- No team member to follow child into toilets (if need be, stand at the door where you can be seen and if possible get a second adult)

Meetings (In the home)

These are not currently recommended. However, if they do take place, they must adhere to all the above requirements, regardless of the number of young people present. All rooms used for SPACE activities must be on ground level. Any adult living at premises where SPACE groups meet must be DBS-checked.

We are aware that leaders living in community do have young people dropping into their houses outside of SPACE meetings. This is at leaders' discretion and is not covered under SPACE. It is important to remember that parents should always know where their child is.

Trips

Any young person attending a trip or event with SPACE will receive a letter outlining the details of the trip, travel arrangements (including pick up and drop off times). Attached to this will be a permission form and swimming consent where necessary, which each young person is required to hand back prior to the date of the trip.

For any trip or event, the staff to young person ratio is no less than 1:5 and there must be a minimum of 2 leaders on any trip.

Before any trip can go ahead the trip organiser is responsible for carrying out appropriate risk assessments and submitting them to Ann Ocsko, Administrator, a minimum of 1 week prior to the event. No trip can go ahead until this has been undertaken and authorised to go ahead.

Any leader/ volunteer taking SPACE young people out without all of the above will not be covered by SPACE public liability insurance and will also be in breach of the Safeguarding Policy which they have agreed to, therefore disciplinary action would be taken.

The only exception to the above guidelines is where a defined relationship with a young person/family exists outside of SPACE, such as Godparent/child or relationships developed in the community. These events/trips would therefore not be SPACE trips.

Transport

Where transport is being provided by SPACE workers or volunteers in cars or minibuses the following principles will be adhered to:

- All drivers will have had a successful DBS check.
- Transport is provided in vehicles that are roadworthy with current MOT and Road Tax.
- All minibus drivers will be over 21 years of age and have held a full driving license for at least 2 years.
- Vehicle insurance for volunteers needs to be fully comprehensive. Paid workers must have business insurance. Volunteers should check with their insurers that they are insured for carrying young people.
- Seat belts will be worn at all times by all occupants of the vehicle.
- Children will not travel on their own with a leader unless this cannot be avoided. In these

circumstances the child would travel in the back of the car and the leader would be the same sex as the child.

Online Safety

Guidelines for all SPACE workers and volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be aware in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of SPACE, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of SPACE and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by SPACE to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure the SPACE domain name/logo appears with every Internet post made by a SPACE computer user. Any user may thus be viewed as a representative of SPACE while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- All email/text/messenger communication between a child and adult Space leader or volunteer should have another Space Leader copied in
- Use of skype and any other web camera or visual communication via the internet is generally not permitted except where circumstances dictate that face to face meetings cannot occur. In these circumstances group meetings can be held using conference calls such as Zoom/Skype/Teams.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded.

Social Media Policy

- All social media interaction between SPACE workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook, 16 for WhatsApp
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group

- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Acceptable Use Policy (This is included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is available on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- If provided by SPACE, WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with SPACE'S policy on social media – see above

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which SPACE considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of SPACE may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.
- Any photo taken on a personal phone should be emailed to Ann Ocsko and deleted from the phone as soon as possible.
- Photos will be stored in the 'Photos' folder of the SPACE Dropbox

Visiting

- Wherever possible, 2 adults to visit together or within close proximity
- In the event of visiting alone, leader will ring or text another member of their team at the start and finish of the round
- In the case of children and young people, a leader/volunteer will never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if they do not do so.

Mentoring Relationships

- (Leaders will be on their own with young people only in a mentoring situation. This must take place in a public place and parental permission must be in place)
- The relevant Group Leader should always be aware of any mentoring that is planned or taking place.
- Leaders will only be on their own with young people in a mentoring situation. This should take place in a public building. Where possible it should be in public, eg. a coffee shop or park. Where this is not appropriate, to allow the child to talk openly about sensitive issues then use a room in a building where other people are present and the following guidelines should be followed:
 - Work in a room that has windows and make sure curtains are open.
 - Keep any doors to the room open. If you must close the door for privacy, make sure it's kept unlocked.
 - Make sure you can always access a working phone in case of emergency.
 - Choose somewhere easily accessible for the children or young people and yourself.
- Parental permission should be in place unless the child is 16 or 17 and to involve the parent in the discussion would not be in the young person's interest.
- All leaders to have child's permission and medical/ transport forms with them for any mentoring meeting. There will not be specific letters for each variation of a mentoring session in terms of location. Parents/carers will sign 1 permission letter to allow their child to be in various locations for the purpose of mentoring only.
- When praying for/mentoring young people on a 1:1 basis the following guidelines must be followed: adult and child must be same-sex; the meeting should be in a public place; a hazard form should have been completed for the venue.
- If 2 or more young people are present, there must be at least 2 leaders.
- A general risk assessment must be undertaken by mentors for any proposed activities/ locations they would expect to visit in these sessions. These must be submitted to Ann Ocsko, Administrator, prior to any mentoring relationship beginning.
- When asking intercessors to pray for young people – give first name only, no photos.

First Aid

- Provision should be made for an appropriately qualified first-aider to be available at all activities together with an adequate First Aid kit.

Policy Review

The policy will be reviewed annually at leaders' meetings.

Management Steering Group/Committee

Space Management Team.

Designated Workers:

Ann Ocsko (Space) 07904 004362

Claire Probert (Space) 07815 815963

Incident Report

(to be used if a young person discloses or for recording a series of observations that are being passed on to the Safeguarding Co-ordinator)

Name of Child _____ Date/Time _____

Details of disclosure or observations causing concerns:

Signature of Team Member _____

Date _____

Appendix 1

Adults with care and support needs

Who are 'adults with care and support needs'?

Prior to the introduction of the Care Act in 2014, the No Secrets statutory Guidance which covered adult safeguarding, used a broad definition of a 'vulnerable adult' as a person: "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation". The Care Act 2014 has superseded this, and s42 now identifies 'an adult at risk.'

An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. Where someone is over 18 but still receiving children's services and a safeguarding issue is raised, the matter should be dealt with as a matter of course by the adult safeguarding team.

All partners should be using this definition when raising a concern about abuse/neglect of an adult.

What is 'abuse'?

According to No secrets (DH/Home Office, 2000), 'Abuse is a violation of a person's human and civil rights by another person or persons.' *No secrets* includes the following definitions of abuse:

- physical abuse: including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions
- sexual abuse: including rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting
- psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- financial or material abuse: including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating
- discriminatory abuse: including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Appendix 2

VISITOR GUIDELINES

Welcome to SPACE. We hope you enjoy your visit. If you have any questions don't hesitate to ask an adult worker.

To help us please follow the guidelines below.

- Wear a 'Visitor' badge.
- Only use phones during the session for an emergency call or to take part in an activity as directed by one of the session leaders. Otherwise keep them away in a bag or pocket.
- Join in, stick to the rules and have fun.
- If you see a problem speak to an adult leader- try not to get involved.
- Only take photographs during the session if agreed with the session leader.
- If we need to evacuate the building please accompany the team and familiarise yourself with Fire Exits.
- Visitors are not to be left alone with the young people or engage in any lengthy 1:1 conversations without another leader present, as per safeguarding guidelines.
- Visitors not to transport young people

Thank You

Appendix 3

ADULT CODE OF BEHAVIOUR

It is the policy of Leeds Space Network ('SPACE') to safeguard the well-being of every child and young person by providing a safe and caring environment and protecting them from neglect and from physical, sexual and emotional harm.

Any adult in SPACE has the duty to report concerns or suspicions and the right to do so in confidence and free from harassment.

CODE OF BEHAVIOUR

Do remember you are a role model at all times inside and outside SPACE. Set a good example for others to follow.

Do treat everyone with dignity and respect.

Do respect a young person's right to personal privacy.

Do treat all young people equally – do not show favouritism

Do report all allegations suspicion and concerns immediately

Do remember that you have been placed in a position of trust—do not abuse this.

Do plan activities that involve more than one other person being present, or at least are within sight and hearing of others.

Do create an environment where young people feel safe to voice their concerns

Do remember someone else might misinterpret your actions

Do regularly review your work with others.

Do remember this code at sensitive or difficult moments

Do tell other leaders where you are and what you are doing.

Do encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviour.

Do not trivialise or exaggerate abuse or let it go unreported.

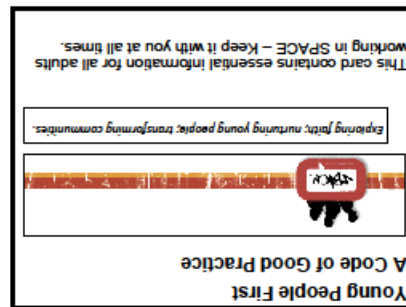
Do not allow activities which encourage bullying.

Do not use physical contact when dealing with young people.

Do not overstep the boundaries between yourself and young people whether physical, emotional or sexual.

Do not use inappropriate, suggestive or threatening language, whether verbal, written or online.

Do not jump to conclusions without checking the facts.



WHAT DO I DO IF...?

If a young person tells you they are being abused, you must:

1. Allow them to speak without interruption and accept what they say
2. Be understanding and reassuring - do not give your opinion
3. Do not ask leading questions
4. Tell them that you will try to offer support but must pass the information on
5. Inform a safeguarding co-ordinator immediately
6. Write careful notes of what was said, using the actual words
7. Include the time and date and full names of those involved
8. Sign and pass your notes on to a safeguarding co-ordinator

9. Make sure that SPACE activities pose no further risk to the welfare of young people

If you are concerned about a young person's safety and well-being or there is a concern, complaint or allegation about an adult or yourself, you must:

1. Tell a Safeguarding Co-ordinator immediately
2. Write careful notes of what you witnessed, heard or were told.
3. Include the time and date and full names of those involved
4. Sign and pass on your notes to a Safeguarding Co-ordinator.
5. Make sure that SPACE activities pose no further risk to the welfare of young people.

If the young person is at immediate risk of significant harm, contact the police or social services. Tell a Safeguarding Co-ordinator when you've done this.

It is your duty to report ALL safeguarding concerns as a matter of urgency following the correct process.

You must refer any concern or complaint to the Safeguarding co-ordinator. **DO NOT** investigate it yourself.

If you are in any doubt about what to do, contact a Safeguarding Co-ordinator
Annie: 07904 004362 Claire: 07815 815963
or the Thirty-One:Eight helpline on 0303 003 1111

YOUNG LEADER CODE OF BEHAVIOUR

It is the policy of Leeds Space Network ('SPACE') to safeguard the well-being of every child and young person by providing a safe and caring environment all and protecting them from neglect and from physical, sexual and emotional harm.

Everyone in SPACE has the duty to report concerns or suspicions and the right to do so in confidence and free from harassment.

CODE OF BEHAVIOUR

Do remember you are a role model at all times inside and outside SPACE.

Do treat everyone with dignity and respect.

Do treat all young people equally – do not show favouritism

Do report all allegations, suspicions and concerns to an adult leader immediately

Do remember someone might misinterpret your actions

Do respect a young person's right to personal privacy

Do allow young people to talk about any concerns they may have.

Do remember this code at sensitive or difficult moments

Do tell adult leaders where you are and what you are doing at all times.

Do remember this code when sending texts, emails, making phone calls and using social media

Do encourage an open and transparent culture

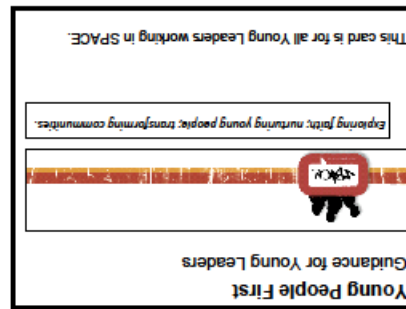
Do not trivialise abuse or allow it to go unreported

Do not allow activities which encourage bullying.

Do not take part in physical contact games with young people

Do not use inappropriate, suggestive or threatening language when communicating with young people

Do not plan to be alone with a young person or group—do run activities with at least 2 adults being present



What do I do if...?

If a young person tells you they are being abused or they raise a concern about their safety or wellbeing you should:

1. Allow them to talk without interruption and accept what they say
2. Be understanding and reassuring but do not give them your opinion
3. Tell them that you will try to offer support but that you must pass the information on
4. Tell an adult leader immediately
5. Write careful notes of what was said and pass to the same leader

If you have a concern about a young person's safety or wellbeing or there is a concern, complaint or allegation about an adult or yourself you should:

1. Tell an adult leader immediately
2. Write careful notes of what was said and pass to the same leader

If you are in any doubt about what to do, contact the Safeguarding Co-ordinators
Annie: 07904 004362 Claire: 07815 815963

Or the Thirty-One:Eight helpline on 0303 003 1111

If you have a personal concern and would like to talk to someone please call Childline on 0800 1111

Appendix 4

SPACE Permission / Registration Form

Please complete all sections of this form.

This form must be completed in order to attend SPACE

Young Person's Name:		Date of birth:
Young Person's address If possible please provide an email address or mobile number so we can keep in touch.	Address: Email: Mobile number:	
Emergency Contacts Please give name and phone number of 2 people who can be contacted in an emergency	Name: Telephone No:	Name: Telephone No:
Does your child have any medical conditions or additional needs we need to know about? Yes ▪ No ▪ If yes please give more details and tell us about anything we can do to help them to take part in activities at Space? If they need medication what is it and how often do they need to take it?		
Does your child have any known allergies (food, medication) or any special dietary requirements? Yes ▪ No ▪ If yes please give more details		

Leeds Space Network complies with the 2018 Data Protection Act. A privacy notice relating to how we look after your information is available upon request or on our website.

Parent/Carers Consent:

Please read the following information & sign below

- I agree to my son/daughter attending SPACE.
- I will ensure that my child understands that any rules and instructions given by staff and volunteers must be followed at all times and I realise and accept that in the event of my child's behaviour adversely affecting the safety of the activity, the leaders reserve the right to return my child home.
- I understand that every care will be taken to ensure the health, safety and welfare of my child but staff and volunteers cannot be held responsible for any loss, damage or injury my son/daughter suffers as a result of activities they take part in.
- I agree to inform the SPACE Leader of any changes in the medical conditions or allergies of my child, which may affect any activities they take part in.
- In the event my child is injured I consent to any reasonable medical treatment as deemed necessary by first aider/medical professional.
- I give consent for SPACE to contact my child via text or email to notify or remind them about activities.
- I give permission for my child to travel with SPACE by car or minibus where necessary.
- At SPACE we may from time to time photograph or video events and activities for use to promote SPACE or to satisfy our funders that activities have taken place. If you would rather your child was not in these photographs please inform your child's SPACE Leader.

Signed: _____ Date: _____

Parent/Carers Name (Print): _____

SPACE accepts no responsibility for loss or damage to personal possessions

Acceptable Use of the Internet Policy

- Where access to the internet is available on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- If provided by SPACE, WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with SPACE’S policy on social

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person’s login details.
- Access, download, send or receive any data (including images), which **SPACE** considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of SPACE may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Parent Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for **SPACE** and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/YP Agreement

I understand the importance of safety online and SPACE guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

Appendix 5

GROUP LEADER AGREEMENT FORM

All group Leaders must have with them at all weekly meetings and trips the following forms for all the young people present:

- Yearly Medical Form (updated on a yearly basis)
- Weekly Permission Form to attend Space
- Transport Form
- Register
- Signed Leaders' Yearly Transport Risk Assessment Form

Alongside the above forms leaders will also need to have:

Photo/Film consent form should any photos be taken of the young people

- Swimming Form (For swimming or any activity involving water)

To take any young people on any trips, or anywhere outside of the weekly meeting venue, you will also need:

- 2 Forms: one Trip/Event form and one Risk Assessment. This must be emailed to aeospace@googlemail.com 1 week before for the visit to take place
- Signed permission form for the event from every parent (keep for 3yrs)
- Basic Risk Assessment Instructions to read to the young people
- Register
- A list will have been given to a designated Space Leader in the city (not on the trip) containing names, addresses, medical info and emergency contact no's

I accept that it is my responsibility to ensure these documents are in place to protect the well being of the young people I am in charge of and that without these forms the insurance policy will not cover the work I am doing. I will ensure young people are only driven in cars where leaders have signed the transport Risk Assessment and have signed to say they have business insurance.

I am happy to be in any photos/videos on the website or Facebook page Y/N

I also accept it is my responsibility to ensure that any volunteers on my team complete an application form, Self-Declaration for a DBS form, Volunteer's Role Checklist (which I countersign and keep), Volunteer Agreement form and that they are given copies of the following documents::

Safeguarding Policy, Equal Opportunities Policy, Data Protection Policy, Personal Safety Policy, Health & Safety Policy

- Risk Assessment of the Weekly Venue, Risk Assessment for Transport

Signed:.....Full Name.....

Date:.....

A: 22 Summerhill Road, Garforth, Leeds LS25 1AX

T: 07904 004362

E: aeospace@googlemail.com

Appendix 6

YOUNG HELPER FORM

Full Name of Young Helper _____

DOB _____

Address _____

Phone number _____

Thank you for agreeing to be a Young helper at SPACE. We very much value and appreciate your willingness to serve God in this way.

You will be expected to help _____ (leader) with _____ (please state tasks). Above all help the children to have lots of fun but not forgetting to have fun yourself.

Never be aggressive, angry or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult. Above all show them God's love through your caring actions.

You will be assigned a named leader (please state) _____ who will give you care, personal supervision and guidance. You can talk to them at any time on any topic, even if it's not related to SPACE and even outside SPACE time. Also please contact them if you can't attend SPACE.

During SPACE other leaders may ask you to assist them when children are separated into different groups: please take your supervision from them for that period.

Finally, avoid too much close physical contact, children may wish to cling to you or jump on you whilst rolling around on the floor. Instead just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you are NEVER alone with the children. We will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the leader.

I _____ commit regularly to attend and help at SPACE for the agreed period of time with the exception of sickness, school outings, exams and study leave.

Signed _____

Age _____

Date _____

Travel arrangements getting home: I have made travel arrangements after SPACE particularly during the dark evenings, and these are as follows:

Approved by:

Parent/Carer (person with parental responsibility)

Signed: _____ Please keep a copy and return the other.

Agreed period: _____ months. Expires _____ You can arrange to renew this commitment at this date.

Appointment approved by: _____ (name of SPACE leader)

Named Leader: _____ Contact Number: _____