

Jesus Youth UK



**Safeguarding of Children and Vulnerable
Adults in Jesus Youth UK**

POLICIES AND PROCEDURES

Review Date: 30/08/2025



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Registered Charity Number: 1120415
Address: St. Charles Presbytery St. Charles Street Sheffield, S9 3WU

Jesus Youth UK National Safeguarding Board

| | |
|--|---|
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1. ABOUT JESUS YOUTH

Jesus Youth is an international Catholic Youth Movement. It has its beginnings in India in 1985, but is now active in 25 different countries around the world.

Jesus Youth is an initiative of young people themselves, who, filled with the Holy Spirit try to reach out to other young people. The strength of the movement is its special focus on a life centred on the Lord Jesus Christ: beginning with an experience of God nourished by prayer, the Word of God, the sacraments and fellowship, and sharing the Good News of Jesus Christ with others.

Jesus Youth is a network of small but vibrant groups of young people and families. In their own life situations, they strive to give time to the Lord, responding to the challenges of today’s world in the power of the Holy Spirit.

The Pontifical Council for Laity recognised Jesus Youth as an 'International Private Association of the Faithful with Juridical Personality' in May 2016.

Jesus Youth started in the United Kingdom in the year 2001 and since then has been active in most of the dioceses in England, Wales and in some of the dioceses in Scotland.

The head office of Jesus Youth UK is based in Sheffield. The address is St. Charles Presbytery, St. Charles Street Sheffield, S9 3WU.

2. STATEMENT OF COMMITMENT BY THE JESUS YOUTH MOVEMENT



The Jesus Youth Movement is committed to:

- The care, nurture of, and respectful ministry to all, especially children and vulnerable adults.
- The safeguarding of children and vulnerable adults from all forms of abuse.
- The establishment of safe, caring communities which provide a loving environment where there is an informed vigilance as to the dangers of abuse.
- A zero-tolerance policy in relation to any abuse of children and vulnerable adults and to prompt action.
- Empowering and educating young people to keep themselves safe from all harm and abuse.

3. SCOPE OF THIS POLICY

The scope of this policy applies to all persons who have or may be expected to have contact with children and vulnerable adults in the course of any Jesus Youth activities and in Jesus Youth Locations. This includes all volunteers, trustees, staff, clergy and any other members of Jesus Youth. This policy is not intended to cover those activities where the child or vulnerable adult is under the direct care /supervision of the parent or guardian.

The purpose of this policy is to demonstrate the strong commitment of the Jesus Youth Movement to the care, safety and wellbeing of all children and vulnerable adults in Jesus Youth Locations. It provides an outline of the policies, procedures and strategies developed to keep children and vulnerable adults safe from harm, including all forms of abuse in Jesus Youth Locations. This policy applies to all Jesus Youth members, programme participants, employees, volunteers, contractors, religious and clergy.

Following this policy is also part of our commitment to UK statutory bodies, the local Catholic diocese, to the Charity Commission, insurers and to other organisations which, quite rightly, require us to be diligent in safeguarding children.

This policy has a number of **Appendices** at the end. This is to reduce detail in the main part of the policy but they are integral to the policy.

4. KEY TERMINOLOGY

- i. A child in this document refers to anyone under the age of 18 years.



- ii. A vulnerable adult is a person over 18 years who is unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.
- iii. A Jesus Youth Location includes the programmes, groups, travels, gatherings and establishments, whether on site or virtual, related to the association.
- iv. Abuse can be categorised into 5 different types: emotional abuse, physical abuse, sexual abuse, neglect, financial abuse and spiritual abuse. A child may be subject to one or more of these at any given time. Detailed definitions have been included in Appendix 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.
 - 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.
 - 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.
 - Sexual abuse could be physical, psychological, emotional or verbal with sexual overtones. It includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by the minor. Sexual abuse can involve sexual contact, molestation or sexual exploitation of a child by any person, whether physical injuries are sustained or not.
 - Financial abuse is a form of mistreatment and exploitation involving the unauthorised or improper use of an individual's financial resources for another person's benefit. It can include a range of behaviours such as theft, fraud, exploitation, or the use of undue influence to gain control over a person's money or property.
 - Spiritual abuse is a form of emotional and psychological abuse in which a person's religious beliefs are used to harm, coerce, control, manipulate, or exploit them.



5. SAFEGUARDING

Safe Recruitment Policy for Staff and volunteers

5.1 Safe Recruitment Policy Statement

Jesus Youth UK is committed to creating and maintaining a safe, nurturing, and positive environment for all children, young people, and vulnerable adults. As part of our safeguarding responsibilities, we ensure that all recruitment and selection of staff and volunteers are conducted fairly, safely, and in line with UK legislation, statutory guidance, and the policies of the Catholic Church in England and Wales.

This policy applies to all staff and volunteers who work within Jesus Youth UK.

5.2. Principles of Safe Recruitment

Safeguarding first – protecting children and vulnerable adults is paramount in every recruitment decision.

Safer recruitment practice – no individual will work unsupervised with children or vulnerable adults until all required checks are completed.

Equal opportunities – recruitment will be fair, transparent, and in line with equality legislation.

Accountability – every stage of recruitment will be recorded and auditable.

5.3. Staff Recruitment Procedures

5.3.1 Role Description and Person Specification

Each staff role must have a clear written description outlining responsibilities, expectations, and safeguarding duties.

5.3.2 Application and Self-Declaration

All applicants must complete an application form and safeguarding self-declaration, providing a full employment/ministry history with explanations for any gaps.

5.3.3 References

A minimum of two written references will be obtained, including at least one from a recent employer, parish priest, or organisation leader. References must specifically comment on the applicant's suitability to work with children and vulnerable adults.

5.3.4 Interviews/Selection

Interviews will explore motivation, experience, safeguarding awareness, and attitudes towards children and vulnerable adults. At least one member of the panel must be trained in safer recruitment.

5.4. Pre-Appointment Checks

5.4.1 DBS Checks

All staff must undergo an Enhanced DBS check with barred list check. DBS checks will be renewed every three years, or sooner if required.



5.4.2 Right to Work and Identity Verification

All applicants must provide proof of identity and right to work/ministry in the UK.

5.4.3 Qualifications and Training

Where required, qualifications and professional registrations will be verified. All successful applicants must complete mandatory safeguarding training within their first three months.

5.5. Induction and Training

Induction will include safeguarding policies, reporting procedures, and codes of conduct. Ongoing training in safeguarding children and vulnerable adults will be provided regularly.

5.6. Supervision and Monitoring

All new staff will be subject to a probationary or trial period. Regular supervision and annual reviews will assess safeguarding awareness and performance. Concerns about conduct or safeguarding will be acted upon immediately in line with the Jesus Youth UK Safeguarding Policy.

5.7. Record Keeping

Recruitment records, including application forms, references, DBS outcomes, and interview notes, will be securely retained in line with data protection legislation. Only authorised safeguarding personnel may access these records.

5.8. Safeguarding Culture

All staff must sign and abide by the Jesus Youth UK Code of Conduct. Concerns about a colleague's behaviour or practice must be reported immediately to the Designated Safeguarding Lead (DSL). Failure to comply with this policy may result in disciplinary action or termination of role.

5.9 Safe recruitment of volunteers

All those volunteers working directly (providing regulated activities) with children and vulnerable adults in a Jesus Youth location should have undertaken an enhanced DBS check. They must also have two character references. Even if a volunteer holds an existing DBS with another organisation, this cannot be transferred over, but they will be required to complete a check through Jesus Youth UK.

The recruitment process of volunteers will be fair, transparent, and robust, and appointments of all volunteers will only be confirmed once all safer recruitment checks have been fully completed. Volunteers will have a clearly defined volunteer **job profile**



outlining the responsibilities, expectations, and required competencies for the position. Volunteers will be expected to demonstrate their ability to meet the requirements of the role, including adherence to safeguarding policies and procedures.

If a volunteer does not have a valid DBS check carried out by Jesus Youth, they should not provide regulated activities. They must only work under the supervision of another volunteer with Enhanced DBS carried out by Jesus Youth.

A volunteer role is classed as regulated activity if it involves, for example:

Unsupervised activities such as teaching, training, instructing, caring for, or supervising children.

Occurring frequently (once a week or more), or intensively (on 4 or more days in 30 days), or overnight (between 9 pm–6am).

As part of the induction, all volunteers working in Jesus Youth locations will be provided safeguarding and child protection training in keeping children safe including managing and reporting processes.

All volunteers are to sign to confirm they will follow the organisation's safeguarding code of conduct and reporting procedures.

The admin to the Safeguarding Board will ensure all those assuming office or responsibility meet these standards

5.10 Safe Recruitment of Under 18 Volunteers

5.10.1 No volunteer under 18 years is to be in a Jesus Youth Location without suitable adult supervision. Where an under 18 volunteer is leading a Jesus Youth group or activity, another Jesus Youth adult volunteer should be present.

5.10.2 Volunteers under the age of 18 are to be counted as children in ratios. Refer to section 6.5.5 for further details.

5.10.3 Volunteers under the age of 18 are required to complete parental consent forms and adhere to the code of conduct expected of all volunteers.

5.11 Risk Assessment

Risk assessments are to be completed by the Responsible Person in Charge for all events involving under 18's at a Jesus Youth location. The risk assessment will differ depending on the nature of the event, for example, a residential retreat, a one-day programme, or a prayer meeting. The Responsible Person in Charge must ensure that all necessary safeguards, health and safety measures and emergency procedures are in place to ensure the safety and wellbeing of all participants, particularly children and young people.

This should be reviewed and updated prior to each event. No event should take place without a completed risk assessment.



Safeguarding is everyone's responsibility and all those who support events at a Jesus Youth location are responsible for adhering to the guidelines in the risk assessments, keeping the venue safe and reporting any concerns they may have.

5.12 National Safeguarding Board

National Safeguarding Board Members and Regional Safeguarding Representatives are appointed through a rigorous and transparent selection process, overseen by the National Council.

Members will be vetted, with appropriate references and background checks carried out prior to appointment.

Individuals will typically come from a social work, education, or related safeguarding background, ensuring they bring extensive knowledge and experience in safeguarding practice.

All members will receive ongoing safeguarding training to remain up to date with statutory requirements and best practice guidance.

Roles and responsibilities:

- Develop, review, and update safeguarding policies and procedures in line with statutory guidelines.
- Organise and provide regular training sessions for staff and volunteers on safeguarding policies, procedures, and best practices.
- Promote awareness of safeguarding issues within the organisation and ensure that all members understand their responsibilities and procedures to follow in case concerns arise.
- Conduct initial assessments of reported concerns, ensuring appropriate actions are taken, including reporting to external authorities if necessary.
- Keep detailed, accurate, and secure records of all safeguarding concerns, reports, and actions taken. Handle all reports and investigations with utmost confidentiality and sensitivity.
- Liaise with local safeguarding boards, child protection agencies, and law enforcement as needed.
- Regularly evaluate the effectiveness of safeguarding practices and policies within Jesus Youth UK. Identify areas for improvement and implement changes to enhance safeguarding within the organisation.

5.13 Regional Safeguarding Representatives



Regional Safeguarding Representatives are appointed by the National Council in consultation with the National Safeguarding Board. Primary responsibilities include:

Primary Responsibilities:

- Implement the organisation's safeguarding policies and procedures at the regional level and ensure regional activities comply with safeguarding policies.
- Ensure all volunteers are aware of procedures to follow and know how to act promptly and appropriately when a safeguarding concern arises
- Act as the first point of contact for safeguarding concerns within the region and ensure all safeguarding concerns are reported to the National Safeguarding Board promptly.
- Maintain records of incidents and actions taken at the regional level.

5.14 Whistleblowing and Complaints

Whistleblowing is when concerns relating to wrongdoing, risk or malpractice are raised within the organisation or outside the organisation.

Jesus Youth recognise the importance of acknowledging the possibility of concerns and allegations arising against their own volunteers. All volunteers have a responsibility to act and intervene when it appears that a child needs to be made safe from risk of abuse or maltreatment. Jesus Youth are committed to ensuring an environment of vigilance and those who report concerns (whistleblowers) will be taken seriously.

Concerns or complaints about misconduct or mismanagement at a Jesus Youth location should be communicated to the National Coordinator or the National Safeguarding Board, depending on the nature of the concern.

All concerns will be taken seriously, investigated promptly, and appropriate action will be taken. Where required, relevant authorities will also be notified in line with safeguarding and legal obligations.

6. CREATING EFFECTIVE SAFE ENVIRONMENT

6.1 Conduct with children

Appropriate contact between Jesus Youth volunteers and children constitutes a positive part of Church life and ministry. Jesus Youth recognise that this is an important part of creating a loving environment, but all volunteers when working with children must ensure:



- Respect to the personal space and dignity of the child.
- Physical contact should not be initiated by volunteers e.g hugs. In the event that a child initiates physical contact, volunteers must respond appropriately, considering the age and gender of the child involved. Further guidance on appropriate and inappropriate contact has been outlined in the Appendix.
- When interacting with children, volunteers should generally work with other adults present, or informed. When volunteers have legitimate cause to meet alone with a child, where possible, this should be in a visible and accessible location.
- Volunteers should refrain from forming overly emotional attachments to a child, which includes avoiding spending too much time exclusively with a child.
- Volunteers are to avoid developing inappropriate intimate relationships with children.

If there is any doubt regarding appropriate conduct with children, volunteers are advised to talk to the Responsible Person in Charge for an event or the Safeguarding officer.

6.2 Offering guidance and mentoring

Providing mentoring and guidance form an integral part of Jesus Youth and the spiritual formation of children. Volunteers of Jesus Youth who provide any form of spiritual guidance are to respect the rights and ensure the welfare of each person to whom they provide such guidance.

Mentoring

The following guidelines are to be followed by volunteers who engage in formal mentor-mentee relationships as part of structured and ongoing mentoring programs, distinct from general guidance provided during events.

- For ongoing organised mentoring with a child, parental permission must be sought. Parents should be provided with information about the mentor and made aware of the frequency of meetings. A record of the meetings must be kept by the mentor including date, time and venue of meeting.
- Mentoring relationships should always be conducted with a mentor of the same gender, and meetings must take place in open and visible settings.
- Mentors are to keep clear boundaries and expectations for mentor-mentee relationships, placing importance on maintaining appropriate professional boundaries.
- Jesus Youth will ensure mechanisms for supervising and monitoring mentoring relationships, such as regular check-ins with mentors and mentees, oversight by leaders and clear protocols for reporting any concerns or issues that arise.
- Jesus Youth will provide training and support for mentors to equip them with the skills and knowledge needed to effectively mentor children.



When offering guidance in a mentoring capacity or within general events:

- Volunteers are not to overstep the limits of their competence. If it appears a child is in need of additional support e.g psychological support, volunteers should seek guidance from the Responsible Person in Charge.
- Volunteers should listen to the child showing patience, respect, sensitivity and a non-judgemental attitude.
- Volunteers should only give general advice and encouragement which is in line with Catholic teaching. In giving advice, offer suggestions and never give orders. Volunteers should avoid giving specific advice about problems involving decision making.
- Use clear and uncomplicated language, appropriate to the child's age and understanding.
- Volunteers who provide spiritual guidance are also to be diligent in seeking the help of the Responsible Person In Charge or raising concerns to the Safeguarding Officer when appropriate or necessary. Mentors are to follow protocols for reporting incidents of abuse, self-harm, or other serious concerns to responsible individuals.

6.3 Prayer Ministry

At Jesus Youth locations, optional prayer ministry may form parts of some events. All volunteers are required to take steps to minimise risks, especially considering that those who attend prayer ministry may be doing so from a place of vulnerability.

- Volunteers should pray in mixed-sex pairs (male and female), with the child.
- Unnecessary bodily contact should be avoided to ensure participants do not feel uncomfortable. Further guidance on appropriate contact can be found in appendix.
- Prior permission should always be sought before hands are placed on the head or shoulder of a participant. If a participant voices or shows signs of discomfort, the volunteer can pray over the child without touching.
- Praying over children or giving advice must always be done in a gentle, sensitive and responsible way.
- Event organisers should ensure they maintain a safe environment for prayer ministry to take place. This area should be open, ensuring visibility and transparency, while also maintaining privacy to prevent conversations from being overheard.
- Except in the case of safeguarding concerns, volunteers must ensure what is discussed in prayer is kept confidential and not raised with the participant or anyone else outside the prayer ministry setting.
- In the event a child chooses to disclose sensitive information of abuse within a prayer ministry context, it is imperative to report this to the Safeguarding Officer. Never



promise complete confidentiality to the child. While gently establishing clear boundaries, reassure the child that any sharing of their situation will be done on a 'need-to-know' basis only. Emphasise that their well-being is paramount, and every effort will be made to ensure they are cared for and supported.

- Children may pray with each other in pairs or small groups.

6.3 Visiting children in their homes

If a volunteer visits child(ren) and their families at home as a part of ministry, the following guidelines should be followed:

- Ensure verbal parental permission is sought prior to the visit.
- Never go into a child's home if the parent/adult carer is absent.
- Volunteers must ensure appropriate boundaries when visiting children in their homes by respecting privacy, and avoiding situations that may give rise to suspicion or misunderstanding.
- Ensure the volunteer is not alone with a child e.g in their bedroom.
- Ensure a responsible person within your ministry or team is informed of the visit.

Please note that this does not apply to personal arrangements made with parents outside of activities in Jesus Youth locations.

6.4 Photographs/videos of children

Parental consent to take photos/ videos of children during Jesus Youth activities is to be sought, prior to the event, through the parental consent form.

Parents are to be made aware that It is likely that these images may be used as:

- a record of the activity or the event
- publicity material for further activities or events on leaflets/ the Jesus Youth UK website/ magazines
- illustrations of the activities or events in published articles by Jesus Youth UK

When volunteers take photos of children, they are not to be stored on the volunteers personal device, but should be uploaded to the Jesus Youth server for security.

Jesus Youth understands that young people will take photos of each other, but if it is found that these photos are inappropriate in nature or being used in bullying, appropriate action will be taken.



6.5 Residential Events

6.5.1 Consent

All children under 18 must have expressed parental consent before they can attend a Jesus Youth event. This will be verified before admittance. A signed permission form must be produced by the child on arrival in order for:

- the child to attend the event and participate in activities offered
- permission for photography and videography
- confirmation that the child will adhere to the guidelines outlined in the Code of Conduct

Parents will also be provided with relevant information regarding the location of the event and contact details of a Responsible Person In Charge in case of any concerns leading up to or in the duration of the event. During the event, the Responsible Person In Charge will also be responsible for contacting the parents regarding any issues concerning their child.

For recurring events, a single parental consent form will be used. This form will remain valid for future events unless an update is made by the organisers or requested by the parents.

6.5.2 Accommodation

- Male and female participants will be roomed in separate assigned accommodations. Where possible, these rooms should be located within single sex corridors.
- Volunteers (same gender) will be roomed adjacent to the children's room or if this is not possible, on the same floor as children.
- Careful attention is to be given to individual needs when allocating rooms. Children within a similar age range should be grouped together where possible.
- No child will be accommodated in the same room with an adult unless it is their parents.
- Each night of the event, designated male and female volunteers will assume responsibility for night supervision. Children will be made aware of these individuals and their location to facilitate a prompt response in case of issues that may arise in the night.
- If volunteers need to enter a participants room, this should be done in pairs to ensure accountability, safeguarding of both the volunteer and the participant, and to maintain a safe and transparent environment. Volunteers will always ask before entering accommodation, changing rooms or washing facilities (except for emergencies) and only enter the accommodation or changing rooms of young people of the same biological gender.

6.5.3 Visitors on Site

Where possible, day visitors of residential events should notify program coordinators, prior to the event, of the date and time of their arrival. Where advance notice may not be



possible, visitors are required to sign in and out.

Visitors must not have unsupervised access to children.

6.5.4 Online Safety/ Social Media Policy

- Jesus Youth will ensure that all online content produced is appropriate for audiences of all ages when streamed. Parental permission will not be sought for viewers under 18, as internet permissions remain the responsibility of parents or guardians.
- As a general rule, volunteers should refrain from direct interaction with children whom they minister to at Jesus Youth events, via social media platforms. This includes not accepting friend/ follow requests from children. Volunteers must also refrain from sharing personal information such as mobile numbers, home addresses, or email addresses with children.
- Volunteers should not engage in private communication with children online or through phone.
- Communications prior to and following events should be made through parents/ carers. If in certain situations, it is required that a volunteer contact a child, this should take place with consent from the parent.
- For online gatherings, one-to-one contact may occur. Such interactions will be facilitated through secure platforms, ensuring transparency and safety of the child. Prior to engagement, prearranged schedules and timings will be communicated with parents, and consent will be obtained.

6.5.5 Ratios

[Guidance](#) recommends having at least two adults present when working with or supervising children. In line with guidance, Jesus Youth groups will adhere to the following adult-to-child ratios as the minimum requirement:

- 2 - 3 years** - one adult to four children
- 4 - 8 years** - one adult to six children
- 9 - 12 years** - one adult to eight children
- 13 - 18 years** - one adult to ten children

7. RESPONDING TO DISCLOSURES OF ABUSE

7.1 General Guidance:

You do not need to be a children's worker to report something that concerns you – anyone can do it, even if you are a child yourself. Safeguarding is everyone's responsibility.



- Remember that a child's welfare is paramount.
- Report even minor concerns, as several small issues together may indicate a more serious problem. If you are unsure whether something should be reported, seek guidance from the Regional Safeguarding Representative or National Safeguarding Board.
- Do not discuss the situation with others, except for the person you are reporting to and anyone they agree should be informed.
- Be clear from the outset that you cannot promise complete confidentiality, but explain who the information will be shared with and why.
- Do not discuss allegations with the alleged perpetrator.
- Some children who are experiencing abuse may drop small clues in casual conversation over time. If anything a child says concerns you, even if it is not a direct disclosure, record it accurately and seek advice from the Regional Safeguarding Representative or National Safeguarding Board.

Refer to Appendix 1 for further information in relation to reporting.

7.2 Dealing with disclosures from children

If a child makes a disclosure, how the volunteer responds is crucial as:

- Their attitude could stop a child telling them something which they may have taken a long time to build the courage to say.
- It can affect the outcome of any future court case/custody case.

The following guidelines are designed to minimise the risk of further trauma to the child and/or compromising any ongoing investigation:

1. Receive

- Show acceptance of what the child says, however unlikely it seems.
- Keep calm, listen, maintain an open mind and accept what is said without judgement.
- Make sure the child feels like they have been taken seriously.

2. Reassure

- Look directly at the child when speaking.
- Reassure the child they were right to tell you. Let the child know what you are going to do next and tell them that you will need to talk to someone whose job it is to keep them safe.
- Remember, even when a child has broken a rule, they are not to blame for the abuse.

| Helpful things you might say: | Avoid saying: |
|-------------------------------------|-------------------------------|
| ● You did the right thing. I'm glad | ● 'Why didn't you tell anyone |



| | |
|--|--|
| <p>you told me</p> <ul style="list-style-type: none">● You were very brave to tell me. I'm proud of you● This was not your fault● You are going to be okay● I believe you | <p>before?</p> <ul style="list-style-type: none">● 'Are you sure this is true?'● 'Why?' 'How?' 'When?' 'Who?' 'Where?'● 'I am shocked' or 'I can't believe that happened to you' |
|--|--|

3. React

- Listen carefully and patiently until the child has finished speaking. Do not jump to conclusions or make assumptions. Acknowledge their feelings and that it can be hard to talk about.
- Never push for information and do not ask leading questions. Respect that they may not tell you some of the details. Let the child explain in his or her own words what happened.
- Ask open questions like "Is there anything else that you want to tell me?"
- Do not criticise the alleged abuser; the child may love him/her and a reconciliation may be possible.
- Communicate with the child in a way that is appropriate to their age, understanding and preference.
- Be honest: let them know that you will need to tell someone else. Do not make the child repeat what they have told you to another adult.
- Do not discuss the concern with anyone else apart from the Regional Safeguarding Representative or National Safeguarding Board.

4. Record

As soon as possible, write down:

- Date, time, location, format of the information e.g. phone call, letter, direct contact and those present during the disclosure.
- The context and background of the conversation.
- What was said by the child (as much as possible in the child's own words) and how you responded.
- Record statements and observable things, not your interpretations or assumptions - keep it factual.

All records, including hand written notes, should be kept in a confidential and secure location. This will only be shared in order to safeguard the individual at risk.



8. ADDITIONAL DOCUMENTS & CONTACTS

This Safeguarding Policy should be read in conjunction with other relevant policies and procedures in order to deliver the highest possible quality of care to our children and young people.

[Safeguarding of Minors and Vulnerable Adults in the Jesus Youth Movement](#)

Catholic Safeguarding Standards Agency (CSSA)

<https://catholicsafeguarding.org.uk/>

Working Together to Safeguard Children 2023

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

ChildLine: 0800 1111

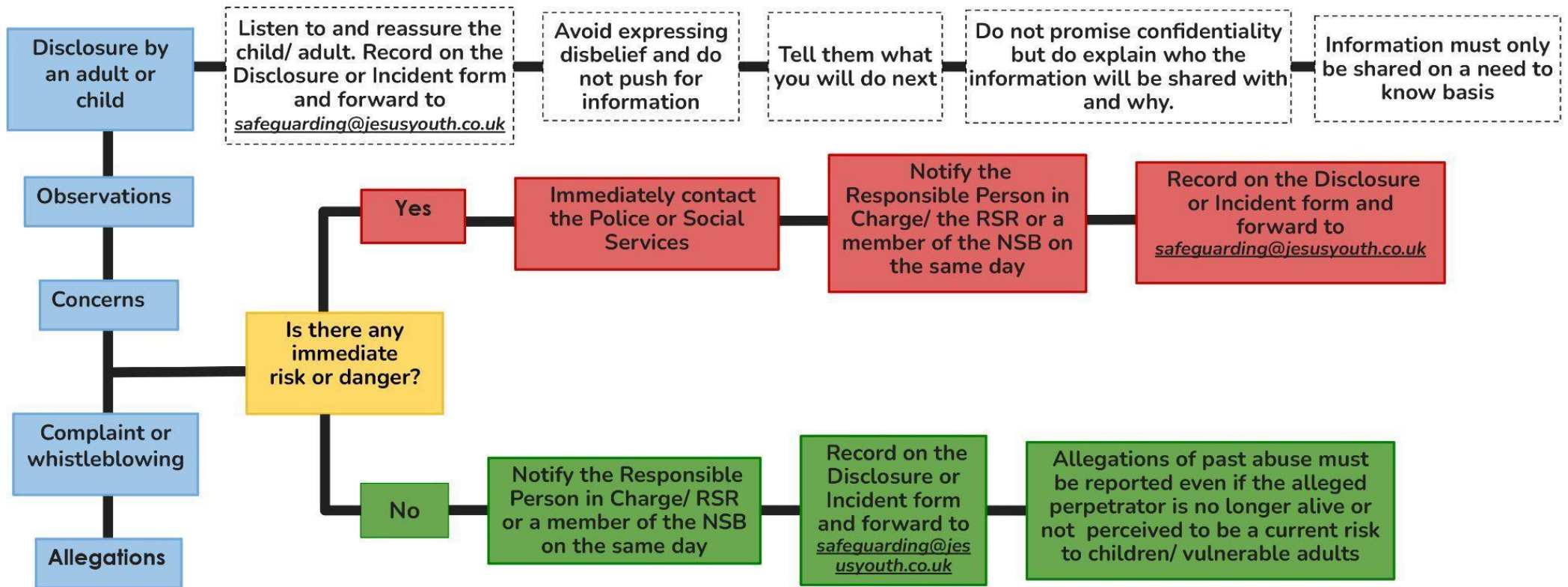
NSPCC: Child Protection Helpline: 0808 800 5000



Appendix 1: Procedure for when a disclosure is made

Procedure for when a disclosure is made:

All concerns must be brought to the Responsible Person in Charge of the event or the Regional Safeguarding Representative (RSR) or a member of the National Safeguarding Board (NSB). If you are unable to contact the above, contact the National Coordinator of JYUK.





Appendix 2: NSPCC Guidance for Types of Abuse and Possible Signs

PHYSICAL ABUSE

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes:

- hitting with hands or objects
- slapping and punching
- kicking
- shaking/ throwing
- poisoning
- burning and scalding
- biting and scratching
- breaking bones
- drowning

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

Signs of physical abuse

Bumps and bruises don't always mean a child is being physically abused. All children have accidents, trips and falls. Although there isn't just one sign or symptom to look out for, it is important to be aware of the signs.

If a child regularly has injuries, there seems to be a pattern to the injuries or the explanation doesn't match the injuries, then this should be reported.

Physical abuse symptoms include:

- bruises
- broken or fractured bones
- burns or scalds
- bite marks.
- scarring
- the effects of poisoning, such as vomiting, drowsiness or seizures
- breathing problems from drowning, suffocation or poisoning.

EMOTIONAL ABUSE

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Types of emotional abuse

Emotional abuse includes:

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes, or using sarcasm to hurt a child
- blaming and scapegoating
- making a child perform degrading acts
- not recognising a child's own individuality or trying to control their lives
- pushing a child too hard or not recognising their limitations
- exposing a child to upsetting events or situations, like domestic abuse or drug taking
- failing to promote a child's social development
- not allowing them to have friends
- persistently ignoring them
- being absent
- manipulating a child
- never saying anything kind, expressing positive feelings or congratulating a child on successes
- never showing any emotions in interactions with a child, also known as emotional neglect.

Signs of emotional abuse

There might not be any obvious physical signs of emotional abuse or neglect. And a child might not tell anyone what's happening until they reach a 'crisis point'. Possible signs may include:

- seem unconfident or lack self-assurance
- struggle to control their emotions
- have difficulty making or maintaining relationships
- act in a way that's inappropriate for their age.

The signs of emotional abuse can also be different for children at different ages.



SEXUAL ABUSE

Sexual abuse is when a child or young person is sexually abused, they're forced, tricked or manipulated into sexual activities. They might not understand that what's happening is abuse or that it's wrong for the abuser to do this to them. They might be afraid to tell someone or behave as though this is normal for them to experience, both are valid for the child to be displaying. Sexual abuse can happen anywhere – and it can happen in person or online.

Types of sexual abuse

Contact abuse:

Contact abuse is where an abuser makes physical contact with a child or forces the child to make physical contact with someone else. This includes:

- sexual touching of any part of a child's body, whether they're clothed or not
- using a body part or object to rape or penetrate a child
- forcing a child to take part in sexual activities
- making a child undress or touch someone else.
- Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes:

- exposing or flashing
- exposing a child to sexual acts
- making them masturbate
- forcing a child to make, view or share child abuse images or videos
- making, viewing or distributing child abuse images or videos
- forcing a child to take part in sexual activities or conversations online or through a smartphone.

Signs of sexual abuse

Knowing the signs of sexual abuse can help give a voice to children and can get support for that child earlier on. Sometimes children won't understand that what's happening to them is wrong. Or they might be scared to speak out. Some of the signs you might notice include:

If a child is being or has been sexually abuse online, they might:

- spend a lot more or a lot less time than usual online, texting, gaming or using social media
- seem distant, upset or angry after using the internet or texting
- be secretive about who they're talking to and what they're doing online or on their mobile phone
- behaving as though they have to be online at a certain time, or rushing to get on their phone
- have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet
- Expressing the need for money, this may be used if they are being blackmailed.

NEGLECT

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

1. Physical neglect - A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe. Signs could include being smelly or dirty, being hungry or not given money for food, having unwashed clothes or having the wrong clothing, such as no warm clothes in winter.
2. Educational neglect - A parent doesn't ensure their child is given an education. Signs could include increased absence from school.
3. Emotional neglect - A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
4. Medical neglect - A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations. Signs could include medical or dental issues, missed medical appointments such as for vaccinations, not given the correct medicines, poor language or social skills, regular illness or infections, repeated accidental injuries caused by lack of supervision, skin issues, such as sores, rashes, flea bites, scabies or ringworm, thin or swollen tummy or weight or growth issues.

CHILDREN WHO ABUSE

Any of the above could be perpetrated by another child. Bullying by peers and older children/teens should always be taken seriously.

Further information can be found on the NSPCC website (www.nspcc.org.uk) on what to look for in a child which may indicate abuse.



Appendix 3:

| Appropriate physical contact with children may include the following: | Inappropriate physical contact with children may include but not limited to the following: |
|--|---|
| <ul style="list-style-type: none">● Hugs● Pats on the shoulder or back● Handshakes● “High fives” and hand slapping● Touching hands, faces, shoulders and arms● Arms around shoulders● Holding hands during prayer or when a child is upset● Holding hands while walking with small children● Sitting close to small children● Kneeling or bending down for hugs with a small child● Verbal praise● Holding or picking up children three years of age or younger | <ul style="list-style-type: none">● Any form of unwanted touch● Full frontal hugs or “bear hugs”● Touching bottoms, chests, or genital areas● Lying down or sleeping beside a child● Massages, whether by a volunteers to children or by children to a volunteer● Patting children on the thigh, knee, or leg● Tickling, wrestling, or “roughhousing”● Touching or hugging from behind● Games involving inappropriate touch● Kisses on the mouth● Touching when in isolated areas such as bedrooms and staff-only areas● Making the child sit on the lap |



Appendix 4: Safeguarding Disclosure Form

This form should be used to record any safeguarding concerns in relation to a child or vulnerable adult. All information must be treated as confidential and passed onto the National Safeguarding Board (safeguarding@jesusyouth.co.uk) within one day of the incident.

In case of emergency, do not delay in contacting emergency services.

| Details of Child/ Adult | |
|-------------------------|--|
| Name | |
| Date of Birth | |
| Gender | |

| Details of Incident/ Concern/ Disclosure | | (Continue on a separate sheet if necessary) |
|---|--|---|
| Name of the Programme | | |
| Location | | |
| Date and time of incident | | |
| Method of disclosure | | |
| Details of incident <i>Outline the incident or concern. If a disclosure has been made, state what was said (in as much as possible in the child's own words) and how you responded. For concerns, detail what you have seen/been told, that makes you believe the child is being abused or is at risk of abuse.</i> | | |
| Reported to <i>Full name & contact details, including context and background of disclosure</i> | | |

| |
|--|
| Names of other adults present and their roles |
| Names of other children present |

| Form completion details: | (All records, including hand written notes, should be kept with this document) |
|--------------------------|--|
| Completed by | |
| Role | |
| Signature | |
| Form completion date | |



Appendix 5: Accident Report Form

This form is designed to report incidents/ accidents, as well as near misses. It should be completed by the volunteer who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted to the Responsible Person in Charge for the event.

| | |
|-----------------------|--|
| Name of Event: | |
|-----------------------|--|

| | | | |
|-------------------------|--|---------------|------|
| Details of Child | | | |
| Name | | | |
| Date of Birth | | Gender | MALE |

| |
|--|
| Nature of incident: <i>(e.g Medical / near miss / behavioural / missing person / loss or damage to property / data loss or breach)</i> |
|--|

| | |
|--|---|
| Incident Details: Date/ Time: | |
| Names of person(s) involved: | |
| Location of incident: | |
| Incident | <i>(Description of what happened and how it happened)</i> |

| | |
|--|--|
| Outcome of event & immediate actions taken <i>(tick box where relevant)</i> | |
| Ambulance required? | <input type="checkbox"/> Name of hospital/ medical facility attended if applicable: <input type="checkbox"/> |
| Police/ fire/ rescue services attended? | <input type="checkbox"/> |
| First aid treatment provided and by whom: | |
| Medication given: | |

| |
|---|
| Any resulting change of plans or disruption to the programme, if applicable: |
| Disciplinary procedures enacted: |



Form completion details: *(All records should be kept with this document)*

| | |
|-------------------------------------|--|
| Completed by | |
| Role | |
| Signature | |
| Form completed Date and Time | |