



Focus Safeguarding Policy

ORGANISATION DETAILS

Name: Christian Science Committee for "Focus"
Designated Safeguarding Lead: Karen Gould//Tricia Rickard
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Denomination/Organisation: **Christian Science Committee for "Focus"**

CONTEXT

The Christian Science Committee for Focus is established to promote the understanding and application of the Christian Science religion by:

1. Holding meetings for young people and the provision of other activities which foster among young people an awareness and an appreciation of the values and teachings of Christian Science, and which encourage the practical application thereof; and
2. Such other activities as the Committee shall from time to time consider appropriate.

Typically, Focus consists of a 10-14-day residential event for young people (aged between 15 and 30) interested in Christian Science with numerous organised talks, workshops, and leisure activities. Since 1989, Focus meetings have been held every four years at various locations around the UK.

Mini Focus offers an annual residential weekend event for young people between the ages of 18-40 and includes with numerous organised talks, workshops, and leisure activities, along with more informal weekend activities during the year.

Junior Focus organises and supervises youngsters from the age of 7-16 who travel to Crystal Lake Camp in USA where they take part in numerous organised activities under the regulated auspices of Crystal Lake Camp.

- Prior to the visit all parents and carers are invited to meet with the Committee and discuss Safeguarding processes and procedures, both for Focus and Crystal Lakes (Annex E in KCSIE)

ONLINE ACTIVITIES

Activities will also be held online. All online activities are monitored by at least two adults, one of whom should be DBS checked; youngsters are informed to dress appropriately and find a quiet space with suitable background; meetings should be ended for all to prevent students staying online together; presenters should not share personal contact details with youngsters under the age of 18.

POLICY STATEMENT

The Christian Science Committee for "Focus" (hereafter referred to as Focus) recognises the importance of its work with children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to its care during Focus events and activities.

Updated September 2022

Focus is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment and supervision for all the children's/youth workers for Focus
- Adopting a procedure for dealing with concerns about possible abuse.
- Supporting those affected by abuse.
- Ensuring all volunteers working directly with children, and trustees, receive appropriate safeguarding training.

Rule for Motives and Acts

In all the above we look for guidance to The Rule for Motives and Acts as stated in the *Manual of The Mother Church, The First Church of Christ Scientist, in Boston, Massachusetts* (Article VIII, Section 1) by Mary Baker Eddy:

Neither animosity nor mere personal attachment should impel the motives or acts of the members of The Mother Church. In Science, divine Love alone governs man; and a Christian Scientist reflects the sweet amenities of Love, in rebuking sin, in true brotherliness, charitableness, and forgiveness. The members of this Church should daily watch and pray to be delivered from all evil, from prophesying, judging, condemning, counselling, influencing or being influenced erroneously.

POLICY OF FOCUS

It is the responsibility of **each individual** within the Focus community to keep all children and young people safe by preventing and reporting the physical, sexual or emotional abuse of children and young people, including neglect, and peer on peer abuse (see Annex 4).

Focus:

- recognises the need to provide a safe and caring environment for children and young people.
- has a deep concern for the wholeness and wellbeing of all individuals.
- seeks to safeguard the welfare of all, regardless of age, ethnicity, gender, identity who come to Focus.
- has therefore adopted the procedures set out in this document (hereafter "the policy").

The policy and attached practice include reference to **Keeping Children Safe in Education (updated September 2023)** and has been written in conjunction the guidance provided by the National Youth Association (NYA). <https://nya.org.uk/skills/safeguarding-and-risk-management-hub/>

This Policy is available on the Focus website.

Focus will provide safeguarding training for all those acting as carers and supervisors, in order to identify types of abuses and how to respond appropriately. [Free training can be found on the following website: <https://nya.org.uk/> and all volunteers must complete this and provide to the DSL of the event

ROLES AND RESPONSIBILITIES

Role/Event	Name	Contact details
DSL/Deputy DSL Main Focus	Karen Gould/Tricia Rickard	07816 140076//07740 125947
DSL/Deputy DSL Mini Focus	Karen Gould/Tricia Rickard	07816 140076//07740 125947
DSL/Deputy DSL Junior Focus	Karen Gould/Helen de Leon	07816 140076//07969411354

Managing disclosures by a young person

We know that this can be a worrying time if a young person discloses to you. It's very important to remain calm and follow your organisation's procedures. Please ensure you are familiar with these procedures and ask your DSL or a member of the committee for clarity.

Remember to:

- Listen carefully to what they're saying
- Try not to express your feeling or views. Stay focused on what they are telling you. Your reaction and facial expressions could make them stop talking and take back what they're saying.
- Advise them that by telling you, they have done the right thing and that it's not their fault
- Please tell them that you are taking them seriously.
- As far as you can explain to the young person what you'll do next, this is important to explain the steps you are going to take.

You must:

- Report what the young person has told you as soon as possible so the details are fresh in your mind, and you can seek support and advice as to what to do next. Some good advice is to make notes as soon after you have spoken to the young person and keep the notes as accurate as possible. The reporting form is below as Annex 2

RESPONDING TO ALLEGATIONS OF ABUSE

- (i) All concerns must be referred to the Camp Designated Safeguarding Lead (DSL) or their deputy.
- (ii) The DSL has the authority to contact either the Social Services Department/ Police local to the child's home or the SSD/Police local to the Camp (or CCPAS for advice).
- (iii) The DSL has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the DSL, then the matter should be reported to the Deputy DSL. If the suspicions in any way implicate both the DSL and the Deputy DSL, then the report should be made in the first instance to the LADO (Local Authority Designated officer) - see Annex 3

DOMESTIC ABUSE

Domestic abuse can be psychological, physical, sexual, financial, or emotional. It can impact on children through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

SAFEGUARDING VULNERABLE ADULTS

We are committed to preventing the abuse and neglect of vulnerable adults. We aim to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of vulnerable older people. Abuse is a single or repeated act or lack of appropriate action which causes harm or distress to an older person.

What is a vulnerable adult?

A vulnerable adult is a person over the age of 18 who may be in need of extra support. to take care of themselves or protect themselves from harm.

What protection do they need?

If the safety or wellbeing of a person is in question, protection would be needed to ensure that person is safeguarded from abuse or mistreatment. This can be:

- Physical including hitting, slapping and punching
- Sexual including rape and other acts to which consent has not been given
- Emotional or psychological including threats and humiliation
- Neglect including being left without food, heating or personal care
- Discrimination including unfair treatment because of your gender, race, culture, background, age, disability, sexuality or illness.
- Abuse can happen anywhere – in a residential/nursing home, hospital, workplace, day centre, supported housing or in the street. The person abusing could be a family member, friend, neighbour, volunteer or carer.

How do I report a suspected case of abuse?

You can use the contact details below.

The information you give us will be handled sensitively but it is our responsibility to report any incidents of elder abuse so the information shared may not be able to be treated confidentially.

EVENT SPECIFIC CONTACT NUMBERS FOR THE AREA:

DSLs to check contact details prior to every event

- **Contact details for reporting a concern about a child during SUMMIT 2022**
 - Mon – Thurs 8.45-5.15pm and Friday 8.45-4.15pm – 0121 303 1888
 - Emergency out of hours – 0121 675 4806
 - Email: cass@birminghamchildrenstrust.co.uk
- **Contact details for reporting a concern about an adult during SUMMIT 2022**
 - To report possible abuse or neglect of an adult with care and support needs call – 0121 464 9001
 - AHMPoutofhours@birmingham.gov.uk
 - You can also report a concern in the following ways:
CSAdultSocialCare@birmingham.gov.uk or call 0121 303 1234
- **Contacts for Focus 2023 in Duchy College, Stoke Climsland, Cornwall**
 - **LADO** for Cornwall Telephone 01872 326536 email: LADO@Cornwall.gov.uk
 - **Police** If there is an immediate issue of safety, then the Police should be called
 - **Cornwall Social Services** Child protection team - Non urgent concerns should be referred to 0300 123116
 - **Urgent** out of hours: 01208 51300. [weekdays from 17.15 (16.45 Fridays) until 8.45 am the following morning. Weekends from 16.45 Friday until 8.45 the following Monday
 - Contact 'Early Help' if there are concerns which are non-urgent: 01872 322277 for advice. Monday – Thursday 8.45- 17.15

(iv) Concerns will be shared on a 'need to know' basis. A written record of the concerns should be made in accordance with Focus procedures as found in this document and kept in a secure place, (in a secure Dropbox folder, only accessible by DSLs).

The role of the DSL/ deputy DSL is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989

- Whilst any concerns regarding the safety or welfare of a young person will normally be reported to the DSL, the absence of the DSL or Deputy DSL should not delay referral to the Social Services Department.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies, although Focus hopes that its members will use the procedure outlined here. If, however, the individual with the concern feels that the DSL/Deputy DSL has not responded appropriately, or where they have a disagreement with the DSL(s) as to the appropriateness of a referral they are free to contact an outside agency direct. (See Annex 3)

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If a child has a physical injury or symptom of neglect, the DSL/Deputy DSL will:

- Contact Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will tell the parents or carers unless doing so will place the child or young person at risk or if advised not to do so by Social Services.
- Seek medical help if needed, informing the doctor of any suspicions.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the DSL/Deputy DSL will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer.

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

Focus will ensure all workers will be appointed, supported, and supervised in accordance with the principles set out in government guidelines KCSIE (Sept 2022).

Safe recruitment:

- All appointments are approved by the Steering Committee
- All those working directly with children or young people will require to complete Safeguarding training, DBS clearance and will need to sign that they have read and understood the Focus Safeguarding policy. (see end of this document).

This policy will be reviewed annually and prior to any event

Please copy and email the following to the nominated DSL

I have read and understood the above Safeguarding Policy:

Signed _____ Date _____

Print Name _____ Role _____

CHECK LIST:

- ANNEX 1: APPLICATION FORM AND SELF DECLARATION – on completion to be handed to DSL
- ANNEX 2: LOGGING A SAFEGUARDING CONCERN – on completion to be handed to DSL
- ANNEX 3: FLOW CHART FOR HANDLING ALLEGATIONS AGAINST ADULTS WHO WORK WITH YOUNG PEOPLE
- ANNEX 4: CHILD-ON-CHILD ABUSE
- APPOINTMENT PROCESS – see page 4 above
- SAFEGUARDING POLICY – once read and signed to be handed to DSL
- DBS CHECKS – via Charton manor – on completion to be shown to Tricia Rickard
- TRAINING – see page 4

1. Focus will provide safeguarding training for all those acting as carers and supervisors, in order to identify types of abuses and how to respond appropriately. [Free training can be found on the following website: <https://nva.org.uk/>]

2. Please send confirmation of:

3. Confirmation that the above training has been completed

a. Reading and understanding the above policy (see page 5)

b. Prior to each event the process for reporting concerns will be confirmed

SUPPORT

1. DSL or deputy will be on site throughout the event.
2. Following a disclosure, support will be offered to all those involved

ANNEX 1: APPLICATION FORM AND SELF DECLARATION (NSPCC)

For completion by the person applying for the role.



Name of candidate/person:	
Previous name(s): <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address with postcode: <i>Please include dates from and to (MM/YYYY) for each address</i>	
Mobile telephone	
Date of birth	
Gender	

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Have you ever been known to any Children’s Services department or police as being a risk or potential risk to children?	<input type="checkbox"/> <input type="checkbox"/> Yes No
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	<input type="checkbox"/> <input type="checkbox"/> Yes No
If yes, please provide further information and include details of the outcome:	
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	<input type="checkbox"/> <input type="checkbox"/> Yes No
If yes, please provide further information:	
Do you have any unspent convictions in the UK or overseas?	<input type="checkbox"/>

	<input type="checkbox"/> Yes		<input type="checkbox"/> No
If yes, please provide further information:			
<input type="checkbox"/> Confirmation of declaration (tick box)			
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention			

<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature or candidate:	
Print name	
Date:	



ANNEX 2: REPORTING A SAFEGUARDING CONCERN
To be completed following disclosure/ reporting concern to the DSL

Young Person's Name:	Date of birth:
Other people involved	
Reason(s) for recording the incident:	
Date of incident:	
PLEASE RECORD ANY INFORMATION/CONCERNS THAT YOU HAVE BELOW REMEMBER TO KEEP IT CLEAR AND FACTUAL. Continue over leaf if necessary.	
Is the young person in immediate risk of danger? Yes <input type="checkbox"/> No <input type="checkbox"/> If the risk is urgent, you must speak to a DSL immediately	
Location: (At a Focus event or another location)	
Note any action already taken, including the name(s) of anyone to whom your information was passed:	
Date when form completed:	Time:
Name and position of person completing report:	Signature:

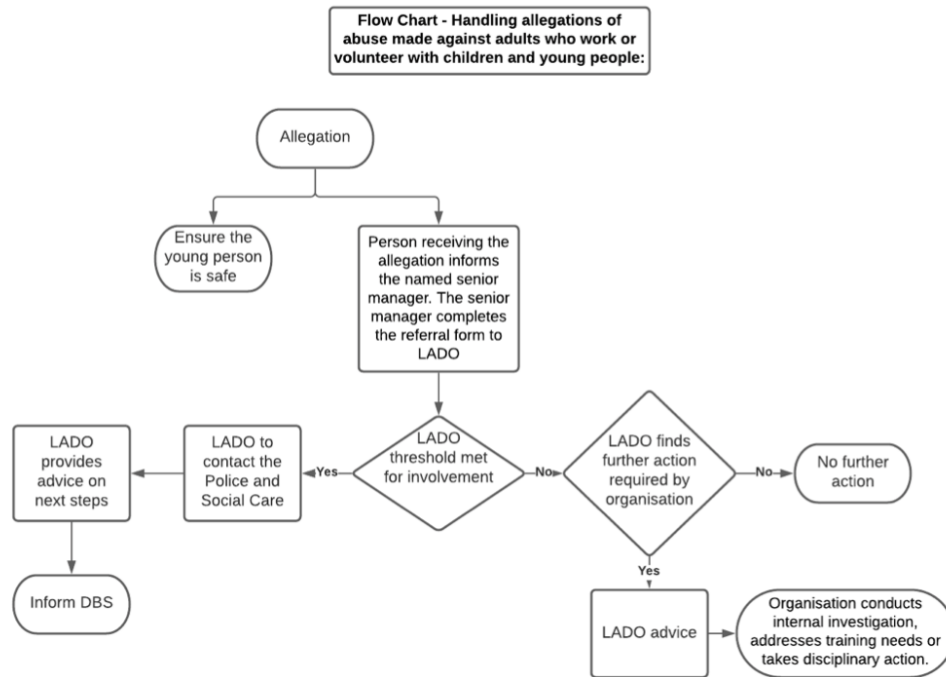
Designated Safeguarding Lead comments: *(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):*

Signed By Author:	Name:	Date:
Signed By DSL:	Name:	Date:



ANNEX 3: FLOW CHART FOR HANDLING ALLEGATIONS AGAINST ADULTS WHO WORK WITH YOUNG PEOPLE

1. Discuss allegation with DSL
2. If concern is regarding the DSL or deputy DSL – see flow chart below:



ANNEX 4: CHILD-ON-CHILD ABUSE

Children can abuse other children. This is called child-on-child abuse.

It is essential that all staff and volunteers understand the importance of challenging inappropriate behaviours between children, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it

The definitions of this include:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to

- obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving
- harassment, abuse or humiliation used as a way of initiating a person into a group
- and may also include an online element).