



# Safeguarding Policy

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SECTION 1: INTRODUCTION

CHRIST CHURCH LONDON	
REGISTERED OFFICES	
1-3 Coborn Street London E3 2AB	<a href="mailto:office@christchurchlondon.org">office@christchurchlondon.org</a> <a href="http://christchurchlondon.org">christchurchlondon.org</a>
SUNDAY SERVICES	
Stockwell: 10:30am: Platanos College, Clapham Road, London SW9 0AL	
Sutton (English and Cantonese speaking): 10.30am: Sutton High School, 55 Cheam Road, SM12AX	
Central London: 11am: Mary Ward House, Tavistock Place, WC1H 9SN	
Mile End: 10.30am: 1-3 Coborn Street, London E3 2AB	
MORE INFORMATION: <a href="https://christchurchlondon.org/sunday-services/">https://christchurchlondon.org/sunday-services/</a>	
OTHER ACTIVITIES: Pastoral Support Team, STEPS course, Alpha Course	
REGISTERED CHARITY NO:	1111950
COMPANY NO:	05546205
INSURANCE:	Public Liability insurance provided by: Access Insurance

SAFEGUARDING CONTACTS			
Safeguarding Trustee	All services	Chee Yeen Fung	<a href="mailto:Safeguarding@christchurchlondon.org">Safeguarding@christchurchlondon.org</a>
Safeguarding Lead	All services	Joy Tilsley	<a href="mailto:joy@christchurchlondon.org">joy@christchurchlondon.org</a>
Safeguarding Champions	Stockwell	Louisa Richards, Faith Purcell	<a href="mailto:stockwellsafeguarding@christchurchlondon.org">stockwellsafeguarding@christchurchlondon.org</a>
	Sutton	Catherine Ishola, Heather Rushton	<a href="mailto:suttonsafeguarding@christchurchlondon.org">suttonsafeguarding@christchurchlondon.org</a>
	Central	Paige Evans, Natalie Powell	<a href="mailto:centralsafeguarding@christchurchlondon.org">centralsafeguarding@christchurchlondon.org</a>
	Mile End	Adnan Khan	<a href="mailto:mileendsafeguarding@christchurchlondon.org">mileendsafeguarding@christchurchlondon.org</a>
	STEPS	Louisa Richards	<a href="mailto:stepssafeguarding@christchurchlondon.org">stepssafeguarding@christchurchlondon.org</a>



Christ Church London seeks to be a community in London that serves the capital and beyond. As a church we want to engage with people’s questions, and create an environment where anyone can explore matters of faith. We want to help everyone discover how they can use their unique skills and passions to contribute to the strengthening of society, build community and serve those who are in need. We want to be a church that is empowered by God the Holy Spirit to live effective lives and do what Jesus asks us to do.

We run Sunday activities at our morning services for children and young people, while parents attend the service, and we are also involved with social action projects reaching local communities around London.

DEFINITIONS	
Safeguarding	In this policy, safeguarding is defined as protecting all people who come into contact with Christ Church London. This includes all those who benefit from our work and activities, our staff and volunteers, and especially children, young people and adults with care and support needs.
Children	A person under the age of 18. Safeguarding children means to: <ul style="list-style-type: none"> <li>• protect children from abuse and maltreatment</li> <li>• prevent harm to children’s health or development</li> <li>• ensure children grow up with the provision of safe and effective care</li> <li>• take action to enable all children and young people to have the best outcomes<sup>1</sup></li> </ul>
Adult with care and support needs	Safeguarding adults at risk means protecting their right to live in safety and free from abuse and neglect. Adults at risk may: <ul style="list-style-type: none"> <li>• have needs for care and support (whether or not the local authority is meeting any of those needs) and</li> <li>• as a result of those care and support needs be unable to protect themselves from either the risk of, or the experience of abuse or neglect.</li> <li>• be experiencing, or is at risk of, abuse or neglect</li> </ul>
	An adult at risk of abuse may: <ul style="list-style-type: none"> <li>• have an illness affecting their mental or physical health</li> <li>• suffer from drug or alcohol problems</li> <li>• have a learning disability</li> <li>• be frail<sup>1</sup></li> </ul>
Workers	Workers in this context refers to all paid staff, contractors and volunteers with responsibility for children or vulnerable adults, or those looking after adults with care and support needs

<sup>1</sup> <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#children-adults-at-risk>



Vulnerable Adult	The term ‘vulnerable adult’ refers to a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.
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The trustees and senior leaders recognise the need to provide a safe and caring environment for everyone, especially children, young people and adults with care and support needs. We recognise that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We want to create an environment that is safe for everyone, and as such we take a zero tolerance approach to all abuse, including but not limited to discrimination, harassment and bullying. We expect all staff and volunteers to adhere to the procedures set out in this Safeguarding Policy and [Safeguarding Handbook](#) in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

We have membership with Thirtyone:eight, a Christian charity that is one of the UK’s leading independent safeguarding specialists. They provide safeguarding advice, training and resources and this policy and the handbook are based on their ten Safe and Secure safeguarding standards.

The trustees and senior leaders undertake to:

- Promote a safer environment and culture
- Commit to the safe recruitment, support and training of those with responsibility related to children, young people and vulnerable adults in the church
- Respond promptly to every safeguarding concern or allegation
- Care pastorally for victims/survivors of abuse and other affected persons
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Respond to those that may pose a present risk to others
- Promote a culture of zero tolerance of all forms of abuse, and a culture of treating everyone with dignity and respect in attitude, language, and actions, throughout all of the church’s activities.
- Support the Safeguarding Leads and Champions in their work and in any action they may need to take in order to protect children and adults with care and support needs.

This policy is reviewed annually by the Safeguarding Lead and designated Safeguarding Trustee.

## SECTION 2: PREVENTION

### Understanding Abuse and Neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults 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.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in our [Safeguarding Handbook](#).

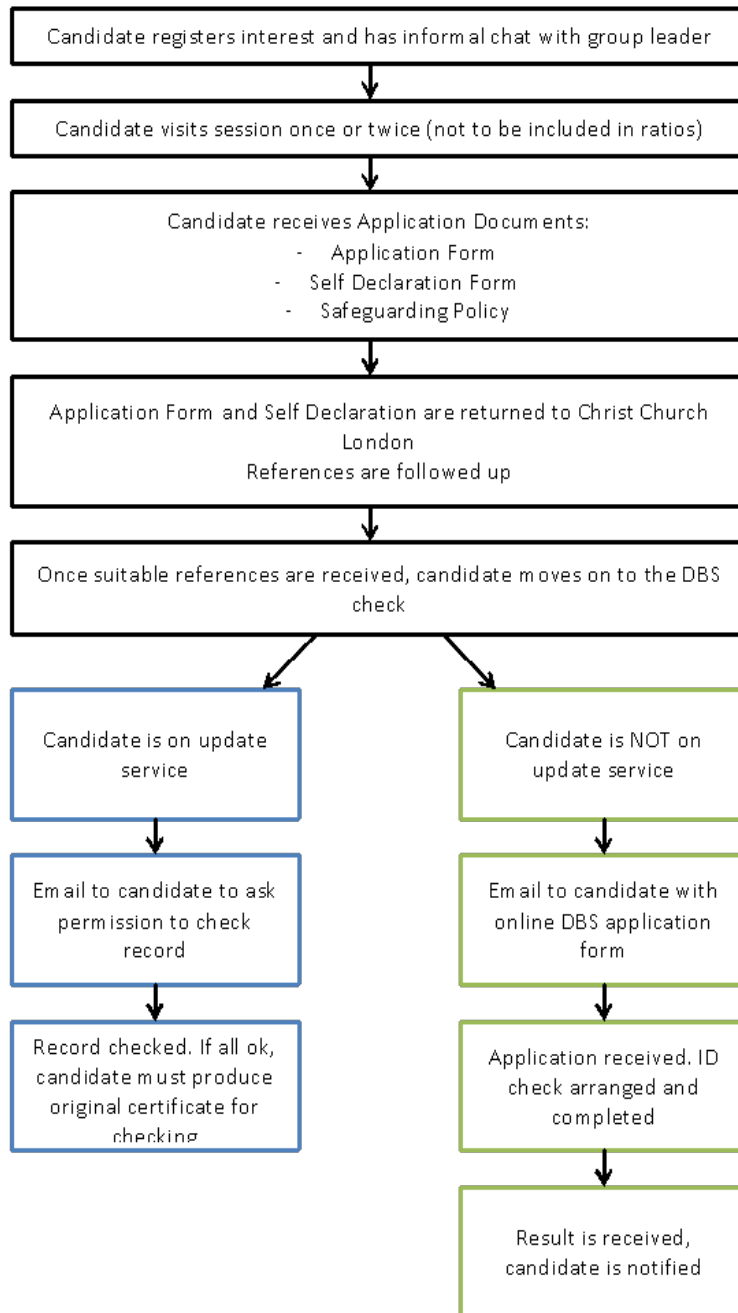
### Safer Recruitment

The trustees and senior leaders will ensure all workers 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 shortlisted have been interviewed. Volunteers will have an informal chat about their suitability for the serving position
- Safeguarding has been discussed at interview or the informal chat
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check (DBS) has been completed where necessary in compliance 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 has completed a probationary period
- The applicant has been given a copy of the organisation's Safeguarding Policy and knows how to report concerns.

We follow the flow chart below recruiting volunteers for children's work.

Volunteer Recruitment Flow Chart



If there is a query with the result, the applicant will be asked to bring their certificate to the Safeguarding Champion and discuss taking the application forward.

Please note that in the case of the DBS certificate containing prior convictions, cautions or warnings, the safeguarding champion will review the information with the applicant, and assess the impact this may have on the role applied for. A blemished disclosure does not necessarily prohibit someone from serving – we will take a decision on a case-by-case basis.



## Safeguarding Training

The trustees and senior leaders are committed to ongoing safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. Our senior leaders, safeguarding trustee, safeguarding lead, safeguarding champions and children's/youth leaders will attend external training sessions every three years. Our volunteer workers will receive in-house safeguarding awareness training at least annually.

The trustees and senior leaders 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.

## Code of Conduct

The trustees and senior leaders 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.

As a Christian organisation committed to working with people including children and adults in need of care and support, it is expected that all staff and volunteers conduct themselves in a manner which will give proper expression to faith in Jesus Christ as Lord while they are in this position of trust.

We expect our workers to adhere to the following code of conduct:

- Ensure that everyone is treated with dignity and respect in attitude, language and actions
- Maintain high standards of behaviour at all times
- Act inclusively, making everyone feel welcome and valued
- Listen well and, regarding disclosures of abuse, report any concerns to the Safeguarding Champion or Lead
- Maintain an environment free from harassment, bullying and victimisation by anyone
- Act with integrity at all times
- Recognise that all adults working with children, young people and vulnerable adults are in positions of trust, and ensure they do not, even unwittingly, use their position of power and authority inappropriately
- Actively pursue a life following Jesus, being transformed more and more into his image. This includes everything from prayer, worship and reading the bible to how you act around others and how you spend your time, money and energy
- Be open to receiving spiritual guidance and advice from your service leader, seeking support where necessary
- Maintain boundaries (including via personal social media accounts) and avoid behaviour that might be misinterpreted. Any kind of sexual relationship between an adult and a child (under the age of 18) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Trustee



- Promote a culture that does not tolerate inappropriate, discriminatory, offensive or harmful behaviour towards any person, including through social media (either with personal or CCL-run accounts).

If you experience or witness unacceptable behaviour, contact the Safeguarding Champion or Lead to report your concerns. All concerns reported will be treated seriously and sensitively.

## SECTION 3: PRACTICE GUIDELINES

As a church 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 or unfounded 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, which can be found in the [Safeguarding Handbook](#).

### Working in Partnership

Christ Church London works in partnership with a range of organisations to support the objectives of the church and reach those most in need, in the UK and internationally. The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We maintain a zero tolerance approach to all forms of abuse with regards to the activities of our partners. We therefore have clear guidelines stating our expectations of those with whom we work in partnership, whether they are in the UK or overseas, and discuss with all partners our safeguarding expectations.

Where information needs to be shared with partner organisations or safeguarding services, a data sharing agreement will be in place. Wherever possible, this information will be shared with consent, unless there is a lawful basis to share without consent, such as safety being at risk. We will ensure that the information we share is necessary for the purpose for which we are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely<sup>2</sup>. We understand our responsibility to keep children and adults safe regarding data protection and GDPR and will act in accordance with these laws.

We believe good communication is essential in promoting safeguarding – for those we wish to protect, for everyone involved in working with children and adults and for all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

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<sup>2</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

## SECTION 4: RESPONDING TO ALLEGATIONS OF ABUSE

We are committed to encouraging and enabling anyone to come forward and raise concerns related to safeguarding. All concerns will be treated seriously and sensitively.

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse by asking probing questions or interviewing any others involved. This is a highly skilled role and any attempts on your own could affect possible criminal proceedings. Our duty is to record the information shared with us and follow procedures according to the [Flowchart for Action: Children](#) and [Flowchart for Action: Vulnerable adults](#).

All relevant workers and volunteers must complete Christ Church London's mandatory safeguarding training on an annual basis.

### Guidance for Responding to a Concern or Allegation Raised

Remember the 5 Rs: (1) Recognise, (2) Respond, (3) Record, (4) Report, (5) Reflect

The worker should respond to a concern in the following way:

#### 1. Recognise

Before you can respond to concerns, you need to recognise and identify that a person may be at risk of harm or abuse. This may happen:

- When you or someone else spots the signs or indicators of abuse – these are things that a person sees or hears, or things that another person tells them.
- When a person makes a disclosure of abuse and tells someone directly about their experience of abuse or comes to them for help.

The Safeguarding Handbook provides more detail of the types of abuse and neglect, as well as the signs and symptoms to look out for.

#### 2. Respond

Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously. It is important to stay calm, make no judgments and empathise. Do not criticise the alleged perpetrator.

Reassure the person that they were right to tell you. Never make a promise to keep what has been said a secret but you can reassure them that only those who need to know will be told.



React only as far as is necessary for you to establish whether or not this disclosure requires further action, but do not interrogate for full details. Avoid asking leading questions. If you need to try to get more detail about what has been disclosed, use questions such as ‘Tell me...’, ‘Explain to me...’ or ‘Describe to me...’.

Explain your next steps to the person, i.e. who you will be speaking to and what will happen next.

**3. Record**

If possible, make brief notes during the conversation to record what is being said by the person reporting a concern. Include the date and time of when the notes were recorded and, and keep these safe, however rough they are. If you are unable to make notes at the time, write down what was said as soon as you can (ideally within 1 hour).

As part of your records, include the date, time, place and any noticeable non-verbal behaviour or physical signs of abuse. You may choose to record this by sending an email to yourself which will automatically generate a reliable date and time stamp. Ensure you record what was said rather than your interpretation of what they are telling you. Be factual at all times.

If you ask further questions, remember to record the questions you have asked as well as the responses provided.

**4. Report**

If you have an immediate concern regarding a person’s safety – for example, if you believe there is a risk to their life or a crime has been committed – call the police.

In all other scenarios, the person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Champion for their service:

Safeguarding Champions	Stockwell	Louisa Richards, Faith Purcell	<a href="mailto:stockwellsafeguarding@christchurchlondon.org">stockwellsafeguarding@christchurchlondon.org</a>
	Sutton	Catherine Ishola, Heather Rushton	<a href="mailto:suttonsafeguarding@christchurchlondon.org">suttonsafeguarding@christchurchlondon.org</a>
	Central	Paige Evans, Natalie Powell	<a href="mailto:centralsafeguarding@christchurchlondon.org">centralsafeguarding@christchurchlondon.org</a>
	Mile End	Adnan Khan	<a href="mailto:mileendsafeguarding@christchurchlondon.org">mileendsafeguarding@christchurchlondon.org</a>

- On a Sunday – if the Safeguarding Champion is not available, the concern should be escalated to the Service Leader.



- Mid-week – if there’s an immediate concern (which does not warrant calling the police or social services), contact Thirtyone:eight on 0303 003 1111 for advice. Other concerns can be emailed to the Safeguarding Champion using the email addresses above.
- If the concern is in any way linked to a Safeguarding Champion or Service Leader, it should be reported to the Safeguarding Lead and/or Trustee:

Safeguarding Lead	All services	Joy Tilsley	<a href="mailto:joy@christchurchlondon.org">joy@christchurchlondon.org</a>
Safeguarding Trustee	All services	Chee Yeen Fung	<a href="mailto:safeguarding@christchurchlondon.org">safeguarding@christchurchlondon.org</a>

The above people are nominated by the trustees and senior leaders to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities.

If the suspicions implicate the Safeguarding Champions, Lead and/or Trustee, the report should be made in the first instance to **ThirtyOne:Eight**, PO Box 133, Swanley, Kent, BR8 7UQ, tel: 0303 003 1111.

Alternatively contact Social Services (contact details below) or the police.

The safeguarding team member should contact the appropriate agency or the thirtyone:eight helpline for advice. They should then contact Social Services in the area the child or adult lives, or if that is not known, the area in which the concern is being reported.

CHRIST CHURCH LONDON SERVICE	SOCIAL SERVICES CONTACT INFORMATION	
	CHILD SERVICES (OUT OF HOURS)	ADULT SERVICES (OUT OF HOURS)
STOCKWELL	LAMBETH: 020 7926 5555	LAMBETH: Call 101 or online form: <a href="https://www.lambeth.gov.uk/forms/raising-concerns-that-an-adult-may-be-at-risk-form">https://www.lambeth.gov.uk/forms/raising-concerns-that-an-adult-may-be-at-risk-form</a>
SUTTON	SUTTON: 020 8770 5000	SUTTON: <a href="http://www.suttonsab.co.uk">www.suttonsab.co.uk</a> 020 8770 6770
CENTRAL LONDON	WESTMINSTER: 020 7641 6000	WESTMINSTER: 020 7641 2176
MILE END	TOWER HAMLETS: 020 7364 4079	TOWER HAMLETS: 0300 303 6070

- The Safeguarding Champion and/or Safeguarding Lead may need to inform others, depending on the circumstances and/or nature of the concern:



- Safeguarding Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Other church or third sector organisations upon reasonable request for the purpose of safeguarding their membership from known or potential perpetrators.
- Suspicions must not be discussed with anyone other than those nominated above.
- A Safeguarding Report form will be completed and submitted promptly online by the safeguarding champion or worker who was informed of the incident. All safeguarding reports are automatically sent to the Safeguarding Lead.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Champion, referrals to Social Services, the Police or taking advice from thirtyone:eight should not be delayed in the scenario where safeguarding support is unavailable.
- The trustees and senior leaders will support the Safeguarding Team in their roles 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.
- If a worker has a concern about another worker, this should be referred to the Safeguarding Lead and/or Trustee. Please also refer to the Whistleblowing Policy.
- If the concern is about the Safeguarding Lead and/or Trustee, this should be referred directly to Thirtyone:eight (tel: 0303 003 1111).
- 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 Leadership hope that members of the church will use the process outlined above. If, however, the individual with the concern feels that the Safeguarding Team has not responded appropriately, or where they have a disagreement with the Safeguarding Team as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the trustees and senior leaders demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead 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.

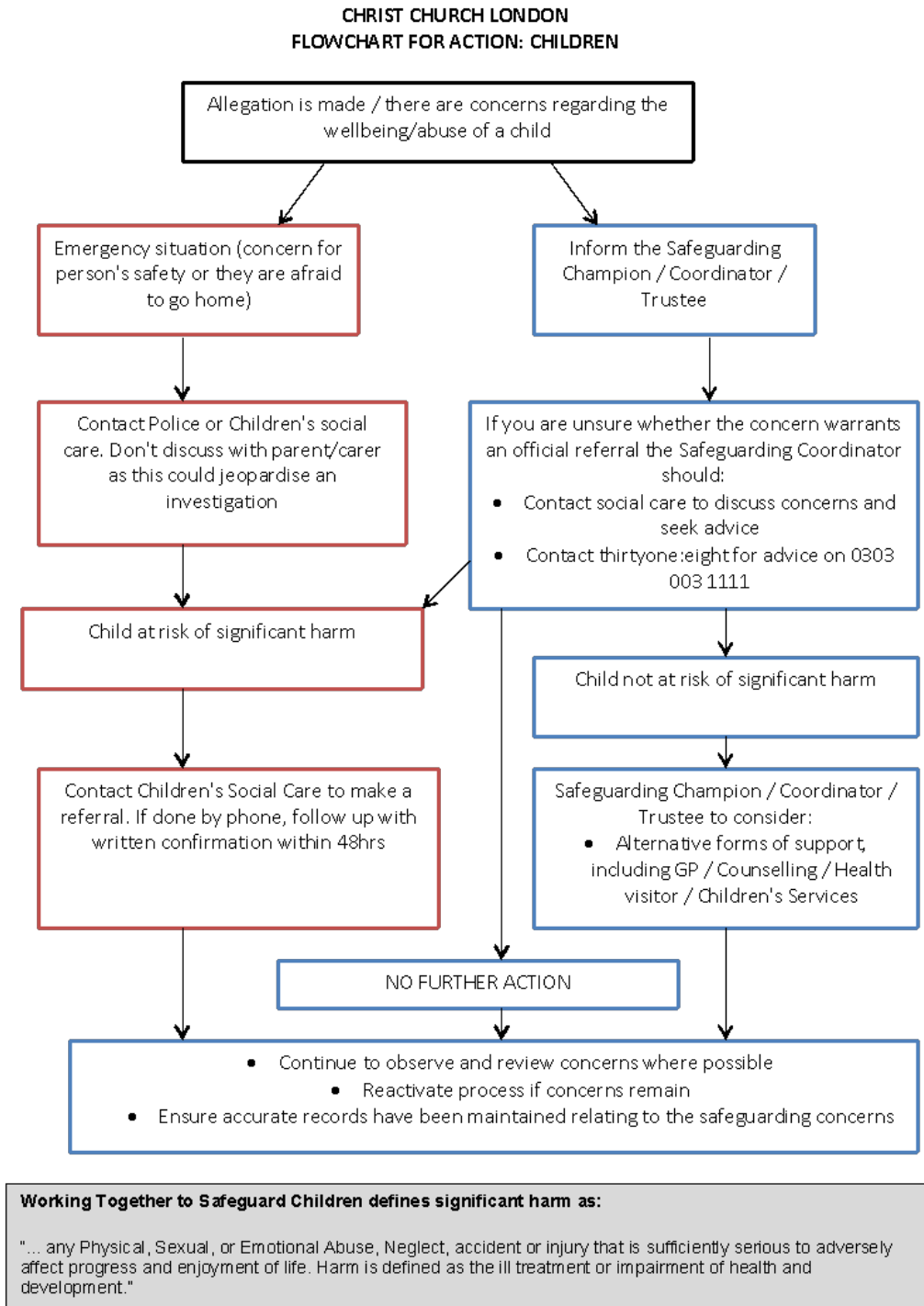
## 5. Reflect

The final R is to reflect. Following any incident all those involved should consider:

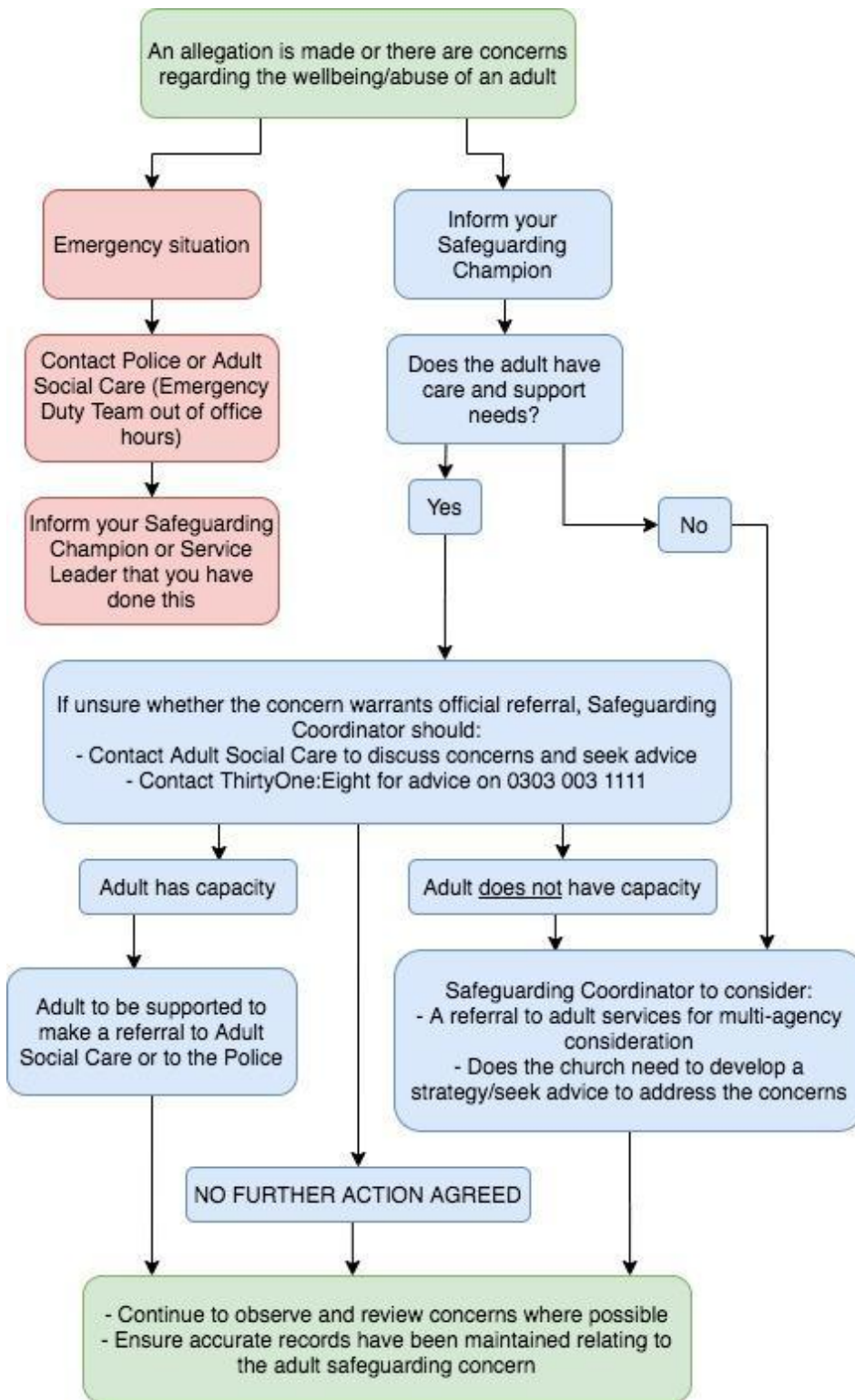
- Was the situation handled as well as possible?
- Were the policies and processes followed correctly?
- Do the policy and processes need to be amended?
- Is there a need for further training or awareness?
- What other areas of learning are there for us as an organisation?

The Safeguarding Lead will handle this process.

Flowchart for Action: Children



Flowchart for Action: Vulnerable adults





## SECTION 5: PASTORAL CARE

### Supporting Those Affected by Abuse

The trustees and senior leaders are 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 Christ Church London. Pastoral support will be offered through an individual's Community Group leader in the first instance. Our pastoral support team may also be called upon for a defined period of prayer support, and may also signpost individuals to external agencies. We offer a number of pastoral courses through the year and may also refer people to professional counselling services for specialist help.

### Working With Those Who May Pose a Risk

When someone attending the church is known or suspected to be a risk to children or adults, the Service Leaders will assess the situation on a case-by-case basis, arranging appropriate boundaries, including exclusion from specified church activities, or supervision of the individual concerned, and offer pastoral care.

### Working With Offenders and Ex-offenders

Christ Church London looks to support offenders and ex-offenders, whilst remaining wholly committed to safeguarding and the protection of everyone who may be at risk of harm. We will continually assess whether we feel that Christ Church London has the necessary structures in place to fully support the individual while remaining committed to our safeguarding policy.

In discussion with the individual and their supporting officer, we may agree boundaries for all church activities, in particular those activities with children and vulnerable adults present, which may include exclusion from specified activities. Agreements will be tailored to each individual on a case-by-case basis and adherence will be monitored closely. We will work closely with any statutory authorities with responsibility for the offender, cooperating with them to help and support the individual.

Please note that the children's workers and other key volunteers may need to be made aware of any boundaries that are in place, even if they are not given the full details of the offender's history.

## SECTION 6: ONLINE SAFETY POLICY

### Thirtyone:eight Online Safety Definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).



## Policy guidelines for Church Workers/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 circumspect 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 the church / organisation, 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 the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation 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.
- Use of web camera or visual/video communication via the internet is generally not permitted for one on one conversations.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera in a group environment for project purposes, and has clear aims and objectives for its use).

## Social Media Policy

- All social media interaction between 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 lead.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook.
- 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.

## 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 from those with parental responsibility 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 from those with parental responsibility in line with the photographic guidelines.

## Acceptable Use Policy

- Where access to the internet is provided 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.
- WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with Christ Church London's policy on social media.

## Children and Workers Must 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 Christ Church London considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Directly contact children under the age of 11

## **Sanctions for Violating the Acceptable Use Policy in the Opinion of Christ Church London 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.