

# Godstuff Safeguarding Policy

*Last reviewed June 2024. Next review needed in June 2025.*

**Charity number:** 1080740

## Brief description of purpose of charity

Godstuff is a small charity set up to advance the Christian faith, advance education in accordance with Christian principles, provide facilities for recreation, sport or other leisure time occupation for person who have need of such facilities and to promote and fulfil other charitable purposes beneficial to the community.

Currently Godstuff has two main areas of support and provision:

- Supporting and underwriting Godstuff Holidays (also referred to as the holiday in this document)
- Offering training to churches and allied organisations

This safeguarding policy applies to everyone who carries out the work of Godstuff.

## Our commitment

Godstuff are members, and follow the guidance, of thirtyone:eight (<https://thirtyoneeight.org/>).

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

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight (<https://thirtyoneeight.org/>).

The trustees and overall leaders of Godstuff Holidays undertake to:

- follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above (as advised by thirtyone:eight)

- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation and that it is welcoming and inclusive
- support the Safeguarding Officers in their work and any action that may need to be taken in order to protect children and adults with care and support needs

For training events undertaken in churches and allied organisations, background checks will be made on the trainers and volunteers following this policy.

## Safer recruitment

Godstuff trustees and all adults on the Godstuff Holidays team will be recruited via the safer recruitment policy.

At all times, a named trustee will be the designated charity safeguarding officer (and a second trustee will be named as deputy safeguarding officer) and will be responsible for ensuring the procedures outlined in this policy are followed.

The charity safeguarding officer will collect:

- evidence of annual safeguarding training for trustees
- evidence of annual safeguarding training for all adults volunteering and working (the team) on Godstuff Holidays
- evidence that safer recruitment processes have been followed

A designated safeguarding officer (and deputy) will always be present on Godstuff Holidays.

The overall leadership will ensure all team are trained, supported and supervised in accordance with government guidance on safer recruitment, which includes the following items.

1. Application process and references
2. DBS checks (overseas police check if appropriate)

Recruitment of ex-offenders

3. Convictions or cautions for offences against children
4. Drug possession, supply or use
5. Driving offences

### 1. Application process and references

For a new person joining the team on Godstuff Holidays, two references will be required. One reference may be from current team/ overall leader, but the referee must not be related to the new team member. A second reference is required from someone outside the charity or Godstuff Holidays. The new team member will also be required to have a conversation with an overall leader to ensure suitability for the holiday.

For returning team, overall leaders must approve acceptance onto team having ensured the person is in good standing with their church, or in sympathy with the aims of the holiday depending on their role.

All volunteers will be required to complete a declaration of suitability to work with children and young people

## 2. DBS

Each year, all team will be required to provide an Enhanced DBS for work with children dated within 3 years of the end of the current year's holiday. DBS certificates registered on the Update Service will be accepted and evidence will be collected to demonstrate a check has taken place for that year's holiday.

If someone applying to be on team does not have a current Enhanced DBS certificate dated within 3 years, Godstuff will pay for an Enhanced DBS check to be undertaken through thirtyone:eight.

If someone applying to be on team cannot produce a current Enhanced DBS certificate dated within 3 years, and refuses to undertake an Enhanced DBS check, they will not be accepted onto the team, and this will be reported to the charity safeguarding officer.

## 3. Offences

No volunteer will be accepted if they are known to have harmed children, have a prior conviction relating to harm against children or domestic violence, or have been barred from working with children by the Disclosure and Barring Service (DBS)

## 4. Drugs

Volunteers with any offence involving possession, supply or use of drugs, where the conviction took place within three years prior to the individual's application will not be accepted. After three years have elapsed since the conviction, the charity safeguarding officer and holiday safeguarding officer will review each individual application supported by a new DBS check indicating no new convictions within that three year period.

Volunteers who have used drugs or any other substances leading to a change of behaviour (e.g. petrol, legal highs, glue), which doesn't appear as a conviction on their DBS certificate but has been highlighted in a self-disclosure or a reference, for example, will be considered by the charity safeguarding officer and holiday safeguarding officer on a case-by-case basis.

## 5. Driving offences

Volunteers with any offence involving dangerous driving, driving under the influence of alcohol or drugs or careless driving where the conviction took place within ten years prior to the individual's application will not be allowed to drive with any passengers in any vehicle during Godstuff Holidays.

## Safeguarding training and code of conduct

All trustees will be required to undergo annual safeguarding training.

Safeguarding training will be conducted annually for all adults present on Godstuff Holidays, including the code of conduct and how to respond to allegations of abuse.

The charity safeguarding officer will be responsible for ensuring annual training takes place and safer recruitment policies are followed.

## Code of conduct for adults

### Proactive safeguarding and code of conduct

- Team members should treat everyone with dignity and respect in attitude, language and actions
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the young person
- Listen well to everyone. Be careful not to assume you know what a young person is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said
- Be aware of any physical contact you may have with a young person and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger
- Do not make sexually suggestive comments about or to a young person, even in 'fun'
- Avoid rough games involving physical contact between an adult and a young person
- Do not scapegoat, belittle, ridicule or reject a young person
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form and pass confidentially to the holiday safeguarding officer

### Keeping contact public

If a young person wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room or outside area where other people are present
- You leave the door open if you are in a room on your own
- Another team member knows where you are

### Social media and photography

- We would not expect a team member who has met a young person on the Godstuff holidays to be communicating with that young person outside the holiday or on social media.
- If a team member is in the same church as a young person, they are subject to the policies of the church.

### Sleeping arrangements

- In accordance with site accommodation, sleeping arrangements are assigned and reinforced by team members.
- Strict segregation will be maintained between sleeping areas of different sexes. Young people and team members should not be allowed in single-sex areas of the opposite sex.

## Code of conduct for young people

## Alcohol, tobacco, e-cigarettes and controlled substances

- Nobody may smoke or vape inside any buildings used on Godstuff Holidays, or in any enclosed public space. A designated and discreet outside smoking area will be provided and all smoking and vaping will be restricted to that area. Whilst a single-week setting is inappropriate to tackle the long-term issue of nicotine addiction, the aim is to never have a young person start smoking or vaping during the holiday.
- If you suspect some individuals to be in possession of controlled drugs, you do not have the right to search them, although you can ask them to turn out their belongings. You do, however, have the right to search lockers, etc. which are part of the site.
- If you find any controlled drugs outside prescribed, medical use, you should do the following:
  - confiscate the drugs, ensuring that you have a witness, and hand them in to the local police. The law allows you to do this anonymously, but we advise you to telephone the local police station before you arrive. Alternatively, you are legally allowed to dispose of them but you may well fall foul of other legislation (e.g. environmental);
  - contact thirtyone:eight for advice on next steps, including whether to contact parents.

## Bullying

- Everyone on the holiday, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously, investigated and action will be taken swiftly.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying are to be recorded on an incident form together with the actions that are taken or, if appropriate, a safeguarding form and passed confidentially to the safeguarding officer.

## Photographs and video images

- Young people will be informed at the beginning of the holiday that they must not take photos or videos of others without their explicit consent.

## Responding to allegations of abuse

Volunteers should follow Godstuff guidelines and report any concerns to the safeguarding officer of Godstuff Holidays.

- Listen carefully and show acceptance of the young person
- Do not ask questions except to clarify what the young person has said
- Reassure the young person that they were right to speak to you
- Explain that you are not able to keep anything that is said confidential but you will only pass it to the safeguarding officer (SO; or directly to thirty-one:eight if the SO is implicated)
- Write down the conversation as accurately as you can as soon as possible
- Pass the written notes to the safeguarding officer confidentially
- Do not discuss the case with anyone other than the safeguarding officer/ thirty-one:eight
- Consider your emotional response and speak to the safeguarding officer if necessary

## Record keeping

Completed safeguarding forms and associated files will be kept indefinitely in a Google Docs folder only accessible to (names to be checked and/or updated at each annual review of the policy):

The Safeguarding Trustee of Godstuff charity: **Buff Stone** [buffstone@gmail.com](mailto:buffstone@gmail.com)

The Deputy Safeguarding Trustee of Godstuff charity: **Kim Petty** [kimpetty@btinternet.com](mailto:kimpetty@btinternet.com)

The Safeguarding Lead on Godstuff Holidays: **Becky Ward** [rjxward@gmail.com](mailto:rjxward@gmail.com)

The Deputy Safeguarding Lead on Godstuff Holidays: **Gill Fenton** [gill@godstuff.org.uk](mailto:gill@godstuff.org.uk)

## Safeguarding Officer responsibilities

Ensure Safeguarding training occurs annually for all adults present on Godstuff Holidays.

Provide clear and accessible information on the holiday for how to contact thirty-one:eight

- Thirtyone:eight Safeguarding Helpline: 0303 003 1111 (Option 2). Helpline available between 7am and midnight.

Use flowcharts to determine courses of action.

Contact thirtyone:eight for guidance when:

- Presented with information concerning an allegation made by a child or young person on the holiday
- Concerned about the welfare of a child or young person
- Concerned about the behaviour of an adult towards a child or young person on the holiday
- Concerned about the behaviour of a child or young person e.g. sexualised behaviour

Contact the safeguarding trustee if:

- An allegation is made against someone else on the holiday
- A young person or adult goes home
- A team member is reprimanded for inappropriate behaviour but does not respond appropriately

The safeguarding trustee is responsible for ensuring all paperwork is kept in secure storage and digital files are saved on a password protected document.

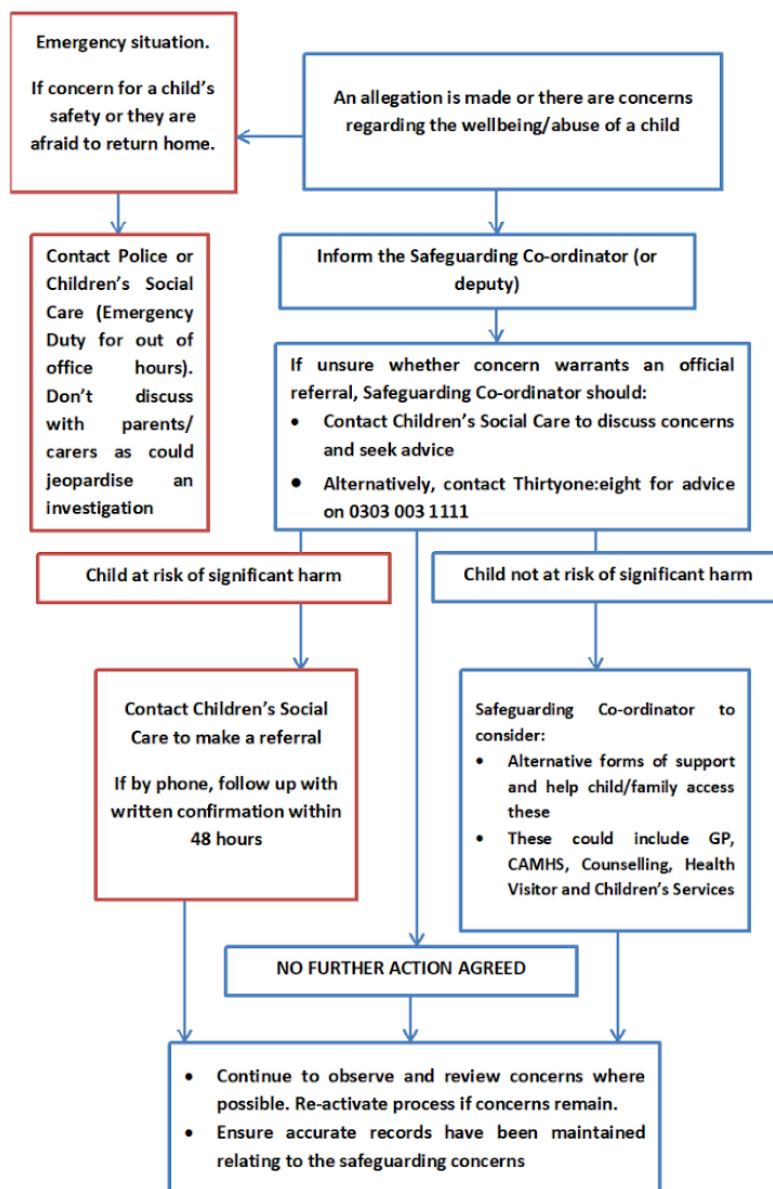
## Concerns and queries

If you have any queries about our safeguarding or the policy, or you feel that a safeguarding concern has not been dealt with appropriately, then contact our charity safeguarding officer (Buff Forbes-Stone [buffstone@gmail.com](mailto:buffstone@gmail.com)) or her deputy (Kim Petty [kimpetty@btinternet.com](mailto:kimpetty@btinternet.com)). Names to be

checked and/or updated at each annual review of the policy or thirtyone:eight on 0303 003 1111  
(Option 2).

## Flowchart for Action Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



### Working Together to Safeguard Children defines significant harm as:

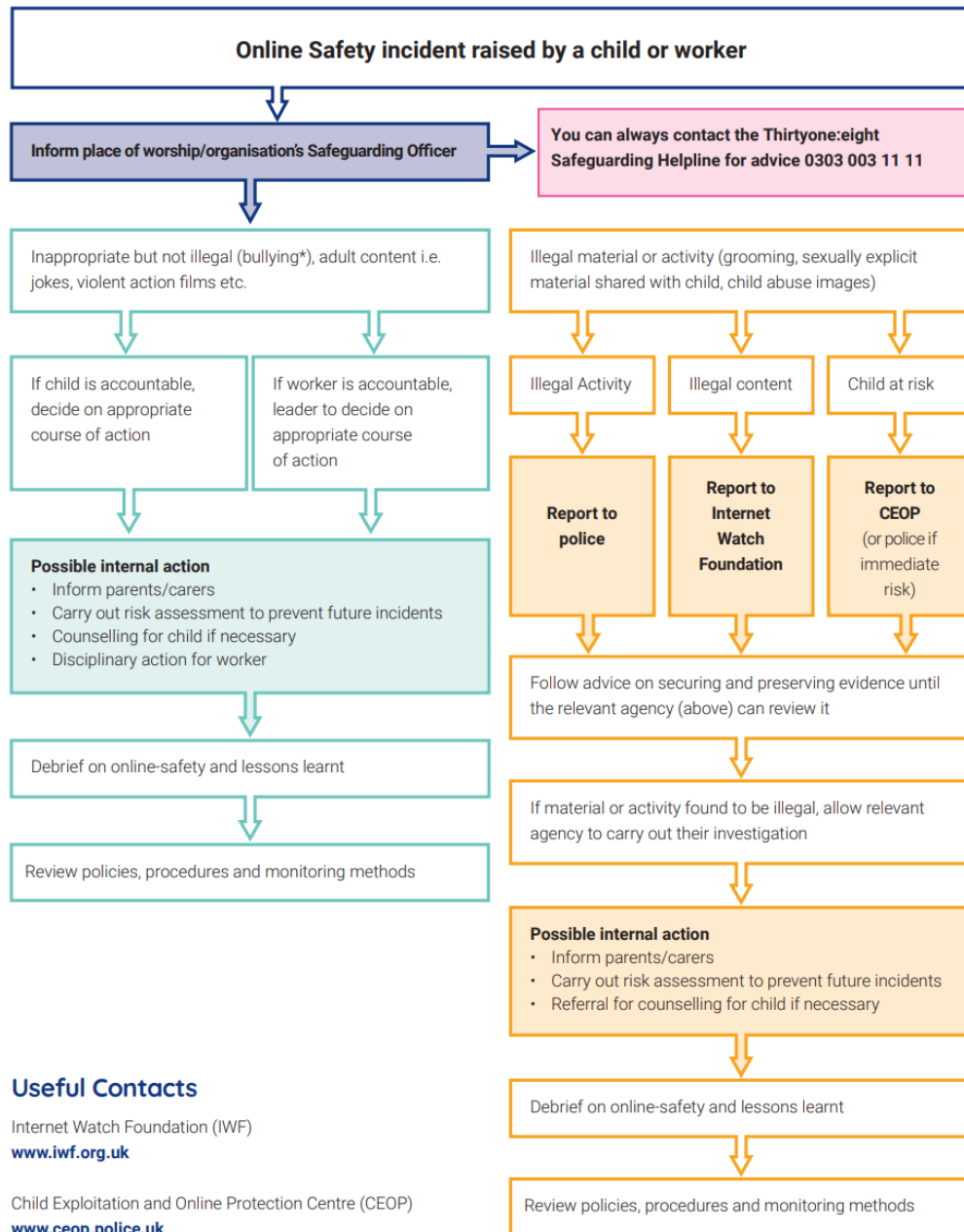
“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”



# Online Safety Flowchart



Creating safer places. Together.



## Useful Contacts

Internet Watch Foundation (IWF)  
[www.iwf.org.uk](http://www.iwf.org.uk)

Child Exploitation and Online Protection Centre (CEOP)  
[www.ceop.police.uk](http://www.ceop.police.uk)

(\* Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

## Action for Adults at risk flowchart

This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision

