



# **Litchard Mission Church**

## **Safeguarding Policy**

August 2023

## CONTENTS

<b>1. Ethos</b>	Page 2
<b>2. Recruitment</b>	Pages 3–4
<b>3. Training and supervision</b>	Page 5
<b>4. General guidelines</b>	
<b>a. Ratios</b>	Page 6
<b>b. Respecting children</b>	Page 6–7
<b>c. Physical contact</b>	Page 7
<b>d. Transport</b>	Page 7
<b>e. Registering children</b>	Page 8
<b>f. Photography</b>	Page 8
<b>g. Communication</b>	Page 9
<b>h. Online meetings</b>	Page 9
<b>i. Mentoring</b>	Pages 9-10
<b>j. Romantic relationships</b>	Page 10
<b>k. Health and safety</b>	Page 10
<b>5. Possible abuse</b>	Page 11
<b>6. Disclosure of abuse</b>	Page 12
<b>7. Complaints procedure</b>	Pages 13–15
<b>8. Updating the policy</b>	Page 16
<b>9. Appendices</b>	
<b>a. Definition of terms</b>	Page 17
<b>b. Key contact details</b>	Page 18
<b>c. Statement of faith</b>	Page 19
<b>d. Volunteer agreement</b>	Page 20

## 1. ETHOS

This document provides the policy, procedures and good safeguarding practices for the protection of children, young people and vulnerable adults during meetings and activities organised by Litchard Mission Church.

Our aim is to provide a safe environment for people of all ages to learn about the Christian faith, with clear guidelines that are communicated to all leaders and parents or guardians.

We aim to ensure that each child, young person and vulnerable adult is respected as an individual and due consideration given to their wishes and feelings.

We recognise the importance of the family and will work in cooperation with parents, guardians and carers.

We will work to protect children and vulnerable adults from abuse and will take action where abuse is suspected or disclosed.

We will give support and supervision to all paid and volunteer workers involved in children's and young people's work, and those who work with vulnerable adults, ensuring the policy is adhered to by providing training on a regular basis.

Safeguarding issues refer to all children and young people up to and including those aged 18, and vulnerable adults will also receive the overall care afforded by this policy.

## 2. RECRUITMENT

The importance of taking proper care when appointing people to work with children or young people cannot be minimised. A consistent and transparent recruitment procedure will be followed for Team members and Volunteers at both regular groups and one-off events.

### **Paid Workers**

Where a Youth and Families Worker is to be employed by the church the post will be advertised publicly. Applicants will submit a CV and covering letter, with references, and the successful applicant will have been interviewed by the Pastor, Elders and Safeguarding Officer. The final appointment will not be made until a DBS check has been completed.

### **Team Members**

Team Members are members of Litchard Mission Church who have regular involvement in one or more of the groups or activities run by the church. The application procedure is as follows:

1. The applicant will have an informal chat with the Pastor or Youth and Families Worker to assess their suitability, communicate expectations and their role, and to inform them of the full application procedure. The church leadership will discuss the application before any further decision is made.
2. Applicants must provide two references, ideally one from outside of a Christian context, for example from current or previous employment.
3. The potential applicant may then attend the group with supervision, and without major responsibilities being allocated. They may wish to observe the group for up to three sessions without committing themselves to the full application process.
4. DBS checks are then to be done, and references are to be followed up if they have not already been received. The applicant may also have a further conversation with the Pastor and/or Youth and Families Worker at this stage.
5. New Team Members will be asked to read and sign the Safeguarding Policy, and attend the next available Safeguarding training.
6. Within the first 6 months, new Team Members will have a further conversation with the Pastor or Youth and Families Worker to assess their suitability. If Team Members are not suitable for that particular role, it is in the children's interest and the Team Member's own interest, that they find a role in ministry that better suits their character and gifts.

## **Volunteers**

At both regular groups and one-off events, Team Members may be supported by Volunteers. These Volunteers may be members of the church, but are not required to be. We are grateful to those who volunteer to use their gifts and give their time to help in these ways.

Applicants will have a conversation with the Pastor and/or Youth and Families Worker, and be made aware of the role of Volunteers. They will sign the Volunteer Agreement (see Appendix D).

Volunteers will not be alone with children, and will not require a DBS check, although a DBS check is encouraged for regular Volunteers. Volunteers will not be able to give talks, lead teaching or be responsible for Bible discussions. At the discretion of the Pastor and Youth and Families Worker, exceptions may be made for Volunteers who are members of Litchard Mission or other churches to give talks or lead teaching.

## **Under-18 Volunteers**

Young people under the age of 18 are able to volunteer in different groups, events and activities. However, duties will be age-appropriate, and young people should be at least 3 years older than the oldest attendee of the group they are assisting with.

Youth and children of all ages should be encouraged to use their gifts in the church. However, they should be supervised by an appropriate Team Member in that activity. It is the responsibility of that Team Member to, as far as possible, ensure that the young person is protected from being exploited by others, or being placed in vulnerable positions.

### **3. TRAINING AND SUPERVISION**

The church is committed to supporting and resourcing training for those who work with children and young people on behalf of Litchard Mission Church. If Team Members/Volunteers have training needs they should discuss these with the Pastor and/or the Youth and Families Worker, who will inquire about facilitating training.

All Team Members are required to attend training sessions as arranged by the Youth and Families Worker and/or Safeguarding Officer. Attendance for Volunteers is optional, but encouraged. This training will cover the contents of this Safeguarding Policy. These sessions will be arranged at least once per year, and Team Members are encouraged to attend annually. All Team Members are required to attend at least one session every two years.

## 4. GENERAL GUIDELINES

### A: Ratios

There must always be a suitable ratio of DBS-checked Workers (Team Members or Volunteers) to children and young people during church activities. This ratio needs to account for situations where, for example, someone has an accident and needs immediate attention.

For activities where parents/guardians are present, such as Tuesday Toddlers and Messy Church, parents/guardians will be made aware that they are responsible for their children. The ratios below will not apply in these cases.

In line with NSPCC guidance, the ratios for activities at Litchard Mission without parents present will be:

Age	Ratio <sup>1</sup>
0-2 years	1:3
2-3 years	1:4
4-8 years	1:6
9-12 years	1:8
13-18 years	1:10

These ratios are a basic guideline on the *minimum* number of DBS-checked Workers required. Wherever possible, married couples should not be alone with children or young people. It is strongly advised that there should be both male and female Workers present. For outdoor activities, it is important to think about risks involved and increase the number of adults supervising where necessary.

### B: Respecting children and their boundaries

All children and young people must be treated with respect and dignity. This includes using age-appropriate language, considering tone of voice and being aware of the effect of body language on the child or young person.

Workers should listen well. They should be careful not to assume they know what a child or young person is thinking or feeling. They should listen to what is spoken and how it is said, and observe body language to better understand what is being said.

The following should not be engaged in:

- Invading the privacy of children or young people when they are using the toilet or shower.
- Sexually provocative games.
- Rough games involving physical contact between adults and children.
- Making sexually suggestive comments about or to a child or young person;

---

<sup>1</sup> Based on NSPCC guidance, published 2019 at <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>.

- Scapegoating, belittling, ridiculing, or rejecting a child or young person.

Another adult should be present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.

When it is necessary to control and discipline children and young people, this will be done without using physical punishment. A situation may, however, arise where a child or young person needs to be restrained in order to protect them or a third person.

Activities should be age-appropriate and children should not be compelled to take part.

## **C: Physical contact**

It is hard to conceive how you can be a nurturing caring worker with children and young people without some physical contact happening at least occasionally.

For example: If a child is upset it is natural to want to put an arm around their shoulder. It could even be thought as abusive not to respond by touching a child in such circumstances. However, this action may have another, more sinister meaning for children who have experienced abuse. If the child is cringing or responding in a negative way to being touched then the worker should stop immediately and find an alternative, non-tactile way to convey their concern.

Workers should be aware of their own behaviour in terms of touching, and that of other Workers. Always be prepared to answer the question, "For whose benefit is this taking place?"

It is advisable to avoid touching a child when no one else is present in the room. If one worker is concerned about another adult's conduct, they should follow the Complaints Procedure outlined later in this policy.

## **D: Transport**

Parent/guardian permission must be provided where Workers will be providing transport for Children and Young People. Ideally, this permission will be given in writing, but verbal consent will be appropriate in some circumstances.

Where Workers provide transport, the following guidelines will apply:

1. Seatbelts must be worn by all Children and Young People in Workers' cars and wherever provided in coaches / minibuses. Children should be transported in suitable seating as required by law for their age.
2. Workers should try to avoid long periods in transit with Children / Young People or vulnerable adults.
3. Only Workers with DBS checks can provide regular transport to children or vulnerable adults.
4. Children and vulnerable adults should travel in the rear of a vehicle driven by a Worker, where possible.
5. Where children have to be collected by someone other than the recognized parent/guardian a simple password system should be used.



6. Drivers and vehicles must be properly insured and legally roadworthy.

## **E: Registering children and youth**

All children and young people should be registered with details of full name, date of birth, full address, contact, *and* emergency contact telephone number(s) and any allergies or medical conditions that may affect them whilst on site (e.g. nut allergy, asthmatic). This can be done on paper or online.

This information must be provided by the parent/guardian. Where children arrive on their own, where possible, a parent/guardian should be contacted by phone to gain their verbal permission for their child to attend. A sign-up form needs to be completed before they next attend, either in person or online. If unable to gain verbal permission from a parent/guardian, the child will still be allowed to attend the activity and a record should be kept of attempts to contact.

Contact information should be readily available to Workers. Be aware that in some families, there are legal constraints on contact with children by absent parents/family members.

Contact details should be held in accordance with the church's data protection policy, which is available on the church website and accessible to all Workers. Care should be taken to ensure that access to these contact details is limited to those who are DBS-checked staff at the clubs.

Parents/guardians bringing their children should have a clear understanding of what sort of activities the child or young person will be doing and the time limits of these.

Arrangements for returning children to their parents/guardians should be clear. Where children are collected from activities, (which will normally be the case with children up to 11 years of age) a nominated leader should be delegated in each group to help ensure children leave with the right adults or get safely off the premises.

## **F: Photography**

When a child/young person is registered for a group or event, parents/guardians will have the option to give permission for photos to be taken. The permission form will outline how and where these photos will be used. Only Team Members will be permitted to take photos, and only the Pastor or Youth and Families Worker will be permitted to post photos on social media. Extra care will be taken when photos are published on social media.

Parents/guardians will be permitted to take photos of their own children, provided other children are not identifiable in the photo. This policy will be made clear when children arrive.

## **G: Communication**

Workers should not contact children or young people by email, phone, text or social networking sites without parent/guardian permission. Where a child or young person contacts a Worker and parent/guardian permission cannot be sought, the conversation should be visible to another Team Member (e.g. copying them into any email correspondence).

## **H: Online meetings and activities**

In some circumstances, online meetings will be conducted using Zoom or similar technology. Workers should ensure the safety and protection of participants in online meetings in the following ways:

1. The meeting details will not be posted publicly, but only shared privately with those who have expressed an interest in attending.
2. A waiting room will be used to ensure only those expected join the call.
3. There will be at least 2 DBS-checked adults from the church on the call at all times. In some circumstances, one of these adults may be off-screen but will still be present.
4. Only the host (one of the leaders) will be able to share their screen with others.
5. The chat feature will be supervised by one of the leaders to ensure it is being used appropriately.
6. None of the meetings will be recorded, and no screenshots will be taken of participants during the meeting.

Parents/guardians should support these guidelines by ensuring that:

1. Children are aware of how to use the mute and video buttons to restrict what is seen or heard by others in the meeting.
2. Children attend the meeting using a device that is not in their bedroom or another closed room where they are alone.
3. Children understand the risks of sharing things online, both verbally and visibly.
4. Children know who to speak to if something happens in a meeting which upsets them or makes them feel unsafe.

## **I: Mentoring**

Any mentoring must only take place with parent/guardian permission, and the parent/guardian should be informed about the nature of the discussion. The time and location should be agreed upon and shared with parents/guardians. Where one-to-one meetings take place, e.g. in a Bible study, another adult who is aware that this is taking place should be in the building and the young person should know they are there.

It is good practice to set an agreed time limit prior to the mentoring session and to stick to it. The adult involved has the responsibility to set this ground rule, to end the session at the designated time and to make another appointed time to continue if necessary.

The Eldership should be informed of any plans for mentoring sessions prior to the first meeting.

## **J: Romantic relationships**

It is not acceptable for any Worker to have a romantic relationship with a child or young person (anyone aged 18 or younger). Such a relationship cannot be consensual because the child/young person is ultimately in a weaker position of power, leaving them vulnerable to exploitation and intimidation.

In these circumstances the Worker must be removed from their responsibilities. This should happen regardless of the age of the leader or the young person. The parents must also be informed of what has taken place in a discussion with one of the church elders and the Youth and Families Worker.

## **K: Health and safety**

Litchard Mission Church commits to ensuring that:

- **Furniture** is in a safe condition.
- **Equipment** and potentially hazardous tools, cleaning fluids, etc are stored in a safe place.
- **Electrical equipment** is regularly checked.
- **The First Aid box** is easily located and clearly marked.
- **Incident and Accident Forms** are easily accessible, and Team Members and Volunteers are aware of where they are located. Accident forms should be used for minor injuries sustained by anyone in the church building. Incident forms are to record major injuries, issues of concern (e.g. fights, bullying), or instances where adults have had close contact with a child (e.g. to help them in the bathroom). Parents/guardians will be informed in any of these cases. The Safeguarding Officer will also be informed of any completed Incident forms.
- **Fire extinguishers** are provided throughout the building and are checked regularly. Fire exits are clearly marked and kept clear.
- **Insurance** is appropriate for the church's work with children and young people on and off site.
- **Risk assessments** will be done for each group and updated if any changes to the group take place.
- **Contact details** are stored securely on site, in line with the church's data protection policy, so that only DBS-checked Team Members can access them.

## 5. POSSIBLE ABUSE

Children and vulnerable adults may be harmed in a number of ways. Categories are defined in the Children Act 1989, and the Safeguarding Vulnerable Groups Act 2006 which include:

- Physical - with signs such as bruises, other marks, fractures
- Emotional - such as lack of affection, intimidation, threats, humiliating or abusive language
- Sexual - where adults use children for sexual satisfaction (children occasionally abuse other children if they themselves are exposed to abuse)
- Neglect - when dependency needs are not met or they are not protected.

Often there may be a combination of the above.

Suspicion of abuse may arise in a worker's mind where a child or vulnerable adult has excessive bruising or other trauma, displays disturbed behaviour (for which there may be other reasons), is thought to have significant change in demeanour or behaviour e.g. withdrawn or aggressive, uses language inappropriate to their age or draws sexually explicit pictures.

However, caution must be exercised and ANY suspicion must be voiced only to the Youth and Families Worker/Pastor and Safeguarding Officer as outlined below.

Where abuse is suspected or disclosed, the welfare of the child is paramount. Protecting children from harm is of primary importance and confidentiality cannot be maintained if to do so places a child or young person at risk. Where a parent or guardian may be implicated in the abuse, the advice of the Safeguarding Officer should be sought.

If an adult has a concern about a child, young person or vulnerable adult, they should discuss their concerns with the Safeguarding Officer. If their concern is about the Safeguarding Officer, they should speak with either the Pastor or the Youth and Families Worker. The church's Complaints Procedure is outlined in detail below.

## 6. DISCLOSURE OF ABUSE

In the event that a child, young person or vulnerable adult decides to disclose abuse with someone in the church, the guidance is as follows:

Individuals should not:

- Promise confidentiality.
- Ask leading questions.
- Take responsibility for deciding whether or not abuse is actually taking place.
- Act alone.
- Take sole responsibility for what has been shared, or any concerns they may have.
- Share what has been disclosed with anyone other than the Safeguarding Officer.

Individuals should:

- Listen carefully.
- Where possible, this conversation should take place where other Team Members can witness what is taking place.
- Inform the person disclosing abuse that what they say may need to be shared with the Safeguarding Officer.
- Write down what is said in his or her own words.
- Talk to the Safeguarding Officer with full details of what they know to be fact. The Safeguarding Officer may contact thirtyone:eight or Social Services for advice.
- If the Safeguarding Officer is informed of a situation they are responsible for deciding whether as a church the matter will be taken further. However, every citizen has a responsibility to protect the vulnerable and should report matters to Social Services if they feel this is in the best interest of the child – it is then their own decision and does not reflect the position of the church.

If the concerns of abuse in any way involve the Safeguarding Officer, the Pastor or the Youth and Families Worker will identify another person with whom the concerns can be discussed.

## 7. COMPLAINTS PROCEDURE

If an incident occurs or you are concerned about something happening in one of our groups, Litchard Mission Church would encourage you to bring it to our attention. As per our safeguarding policy, we will take any complaint/report of this kind extremely seriously and will respond as quickly and efficiently as possible. This document will outline when and how to bring a complaint to our attention, along with what actions the church will take next.

### **What do we mean by complaint?**

Complaint not in the sense of not liking something, but to raise a serious concern about something taking place in one of our groups that you feel could be harming or potentially endangering a child/young person in our care, either physically, sexually, spiritually, or mentally. This could include the wider running of the group, a specific oversight, or the action(s) of a specific Worker/Workers.

Anyone can bring forward a complaint, concern or grievance. However, in different circumstances the procedure will vary as follows:

#### **a) If a child or young person feels they have a grievance with any adult in the church:**

We would encourage the child or young person to find someone they trust to talk to. Here, they should be directed to speak to the Youth and Families Worker. If the complaint involves the Youth and Families worker, they should be directed to one of the Elders of the church or the Pastor.

After being directed to one of the above, the Youth and Families Worker/Elder/Pastor will take appropriate action. They will:

1. Listen carefully to the child or young person in a safe space.
2. Write down what they have said in their own words.
3. As soon as possible, notify parents/guardians of the situation as well as the Safeguarding Officer. If the complaint involves the Safeguarding Officer, the church Pastor will identify another person with whom the concerns can be discussed.
4. The adult the child/young person spoke to, along with the parents and Safeguarding Officer, and the child/young person if they would like, will then discuss the complaint and what will happen next. The decision may be made to speak to other witnesses or the children/young people involved to get a clear picture of the situation. The priority will always be the safety and happiness of the children and young people in our care.
5. The agreed upon action will then be enacted and, where appropriate, the wider leadership of the church (elders and pastor) will be informed of what happened.
6. In cases where abuse is disclosed, even if it involves a member of the church, the matter will be referred to Social Services. All referrals to Social Services will be discussed with the church Pastor so that he can be aware of the pastoral needs of all concerned.

**b) If an adult wants to raise a complaint either on behalf of a child(ren) or young person(s), or based on their own concerns:**

We encourage you to contact either the Youth and Families Worker, the Safeguarding Officer, an elder, or the pastor of the church. This initial contact can take place either by phone, email or face-to-face discussion.

From here, the person contacted will take appropriate action by:

1. Listening carefully to the complaint being raised.
2. Write down what has been said as well as recording the date, time and location of where this initial complaint is being raised. Where possible, they will save details of this conversation (e.g. making a note of the time and duration of the phone call, saving emails etc.)
3. If not speaking face-to-face, they will arrange to meet in-person to discuss the complaint further.
4. Where necessary, they will notify relevant parents/guardians of the situation as soon as possible, as well as contacting the Safeguarding Officer. If the complaint involves the Safeguarding Officer, the church Pastor will identify another person with whom the concerns can be discussed.
5. After this, a meeting will take place between the contacted adult, the adult raising the complaint, the Safeguarding Officer, and where necessary the relevant parents/guardians. Here they will discuss the complaint and the immediate action that should be taken. The decision may be made to speak to other witnesses or the children/young people involved to get a clear picture of the situation. However, the priority will always be the safety and happiness of the children and young people in our care.
6. The agreed upon action will then be enacted and, where appropriate, the wider leadership of the church (Elders and Pastor) will be informed of what happened.
7. In cases where abuse is disclosed, even if it involves a member of the church, the matter will be referred to Social Services. All referrals to Social Services will be discussed with the church Pastor so that he can be aware of the pastoral needs of all concerned.

**Who to contact:**

**Peter Evans**, Safeguarding Officer

Email: [peter@litchardmission.co.uk](mailto:peter@litchardmission.co.uk)

Phone: 01656 650070

**Caroline Taylor**, Youth and Families Worker

Email: [caroline@litchardmission.co.uk](mailto:caroline@litchardmission.co.uk)

**Adam Thomas**, Pastor

Email: [adam@litchardmission.co.uk](mailto:adam@litchardmission.co.uk)

Phone: 01656 652546

**Bridgend Social Services**

General enquiries: 01656 642320.

Out of hours emergencies: 01443 743665

**Declaration:**

Every complaint we receive will be listened to and fully investigated. If a complaint is brought forward about a leader, that leader will not be permitted to continue as a leader in any group until the matter has been fully resolved. During the investigation of a complaint, we will be as transparent as possible with the parents/guardians involved. Our desire will always be to provide a safe environment for the children and young people in our care, physically, mentally and spiritually.



## 8. UPDATING THIS POLICY

This policy will be reviewed at least every two years (sooner if necessary), by the Safeguarding Officer, in communication with the Pastor and the Youth and Families Worker.

Changes that are made will be highlighted in the margin of the church's copy of the policy. In the event of a more extensive update, a new document will be produced.

The revised document will be signed by the Safeguarding Officer, Pastor, Youth and Families Worker and Elders. It will also be read and signed by all Team Members. It will be located in a place where all Workers at the church have access to it. A copy will also be placed on the church website.

The most recent updates have been:

- August 2023 (this version)
- August 2022
- August 2021
- September 2019

## 9. APPENDICES

### Appendix A: Definition of terms

<b>On-site</b>	Anywhere on the Church premises.
	<b>Children</b> Generally refers to 0–18 year olds. Sometimes used together with ‘Youth’ to distinguish age groups (see ‘Youth’).
<b>Youth</b>	11–18 year olds.
<b>Infants</b>	4–7 years
<b>Juniors</b>	7–11 years
<b>Comprehensive</b>	11–18 years
<b>Elder</b>	One of the church leadership team, with overall responsibility for church activities.
<b>Worker</b>	Any employee, Team Member or Volunteer involved in youth and children's work.
	<b>Youth and Families Worker</b> The staff member who oversees the church’s youth and children’s work as a whole.
	<b>Safeguarding Officer</b> First point of contact for all workers to take concerns over abuse to. The current Safeguarding Officer is Dr Pete Evans (contact details below).

**Appendix B: Key contact details**

**Peter Evans**, Safeguarding Officer

Email: [peter@litchardmission.co.uk](mailto:peter@litchardmission.co.uk)

Phone: 01656 650070

**Caroline Taylor**, Youth and Families Worker

Email: [caroline@litchardmission.co.uk](mailto:caroline@litchardmission.co.uk)

**Adam Thomas**, Pastor

Email: [adam@litchardmission.co.uk](mailto:adam@litchardmission.co.uk)

Phone: 01656 652546

**Social Services, Bridgend**

General Enquires 01656 642320.

Emergencies (outside normal working hours) 01443 743665

**Churches' Child Protection Advisory Service (Thirtyone:eight)**

24 hour helpline: 0303 003 11 11

(Will allow you to talk anonymously & give advice)

Further information online at [www.thirtyoneeight.org](http://www.thirtyoneeight.org)

## Appendix C: Statement of faith

Our events and activities are open to anyone, but are run in accordance with our statement of faith, which is as follows:

- We believe **the Bible** to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is **one God**, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our **Lord Jesus Christ**, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe in the universal need of **salvation** from sin and from eternal condemnation, through the mercy and grace of God.
- We believe that for the salvation of lost and sinful people, **regeneration** by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the **Holy Spirit** by whose indwelling the Christian is enabled to live a godly life.
- We believe in the **resurrection** of both the saved and the lost; the saved to the resurrection of life and the lost to the resurrection of damnation.
- We believe in the **eternal security** in Christ of the true believer.
- We believe in the **spiritual unity** of believers in our Lord Jesus Christ.

## Appendix D: Volunteer agreement

At both regular groups and one-off events, Team Members may be supported by Volunteers. These Volunteers may be members of the church, but are not required to be. We are grateful to those who volunteer to use their gifts and give their time to help in these ways. The purpose of this agreement is to outline the ways in which Volunteers of Litchard Mission Church can still be involved in events run by the church.

Everyone volunteering at an event must understand and agree to the following:

- The volunteer is not allowed to be in a room alone with a child/children. Two adults who are not married must always be present. This applies to all under 18s.
- The volunteer will discuss with the Youth and Families worker how they'd like to be involved in the event in ways that align with their gifts, experience, and interests, whilst also being inline with our Safeguarding Policy.
- The volunteer will not be able to give talks, lead teaching or be responsible for Bible discussions. At the discretion of the Elders and Youth and Families Worker, exceptions may be made for volunteers who are members of Litchard Mission or other churches.
- The volunteer will be expected to have read and understood Litchard Mission Church's Statement of Faith. The volunteer is not required to agree with these statements but must agree to uphold them in the group/event and not do or say anything to challenge, criticise or undermine them.
- The purpose of the events run by Litchard Mission Church is to tell people about the Christian faith and give them an opportunity to respond. The volunteer must agree to aid in this as far as possible and not do anything to undermine this purpose.
- If the behaviour or actions of a volunteer in regard to this agreement are challenged, the volunteer will meet with the Youth and Families Worker and/or the Pastor of Litchard Mission Church to discuss what further action will take place.

I have read procedures outlined in this policy, and commit to ensuring it is adhered to by the church.

**Pastor**

Name:

Signature:

Date:

**Safeguarding Officer**

Name:

Signature:

Date:

**Youth and Families Worker**

Name:

Signature:

Date:

**Elders**

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

I agree with the procedures outlined in this policy, and commit to ensuring it is adhered to by the church.

**Team Members**

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date:

Name:  
Signature: Date: