



Vital Information for our  
Bible School Students,  
Voluntary Workers, Group Leaders and Staff

“There can be no keener revelation of a society’s soul than the way in which it treats its children”  
*Nelson Mandela, Former President of South Africa*

“Every child you encounter is a divine appointment”  
*Wess Stafford, President Emeritus of Compassion International*

## **Your Role & Responsibilities**

When you are involved in an outreach group or with children onsite at Capernwray you are representing the ministry of Capernwray, Christianity, and ultimately, Christ Himself.

We really hope you enjoy the opportunities you get to engage with guests, visit churches and take part in some outreach Opportunities. We strive to offer guests and churches a consistently high standard of individuals who can help (and certainly not hinder) them in their church services and programme events. Please do all you can to make sure you and your group are prepared, presentable and polite in all your dealings with outside groups. We want to be clear in our expectations of how we want anyone representing Capernwray to behave when working with children (anyone under 18 years of age is classed as a child in UK law).

**Children must be treated with the utmost care and respect. We teach with love and grace. We play fairly and gently. We supervise with care and respect. We engage positively, maintaining a healthy adult / child relationship.**

**Permanent staff, voluntary workers & student placements on an Outreach** are available to HELP churches with youth groups ALONGSIDE the inviting church members.

Our Staff and Bible School students are NOT provided to churches to run activities that involve supervising children by themselves. Supervision MUST be done by church members. A church should not rely on us to run an on-going programme; instead we can come and assist them as they have on-going input into young lives.

## **Act On Any Concerns You Might Have**

Any and all of your concerns on an outreach should be voiced with the church leader (assuming they themselves are not personally involved in any allegations) and then followed up verbally with a Capernwray Staff member (listed on back page). Ideally you should write down notes of any incident within two hours of the event to retain an accurate record. Our 'Logging a Safeguarding Concern Form' is on our Drive.

## **Capernwray Hall's Safeguarding Policy**

Our Safeguarding Policy (written guidelines for working with under 18 year olds) is drafted by 31:8, a Christian UK organisation who advise us on procedures ('Best Working Practices') as well as giving advice on dealing with issues of abuse, working with re-offenders and supporting victims of abuse. In addition the Capernwray Safeguarding Policy takes into account the requirement of Keeping Children Safe in Education 2022 and Working Together to Safeguard Children July 2018.

## **Social Media**

Capernwray's protocol is that staff and students do not connect with children via social media or by personal phones.

## **Communication and Online Activity**

- Be respectful – It's easier to say hurtful or disrespectful things online. Be thoughtful and remember to be careful with your words.
- Watch your grammar - It is difficult to know the tone of a conversation, so be mindful of how you structure sentences.
- Don't post or share (even privately) private content such as pictures/videos without permission.
- Be forgiving – Be understanding with others when they struggle with online communication.
- Be aware of radicalisation and extremism when using the internet, keep a check on sites you visit and content you read. If you are worried about something, talk to our safeguarding lead.

## **Etiquette – Video Calls/Zoom/Google Meets**

- Turn up early!
- Prepare
- Clothing is NOT optional - Remember that even though you are alone others can see you.
- Be presentable; Have a professional attitude to online meetings, look awake alert and ready to engage fully.
- Be aware of your surroundings; don't have mess/clothes in camera view.
- Mute is your friend - Mute when you are not talking to stop distracting background noise.

**Please Remember: This leaflet is NOT a substitute for our formal and full Safeguarding Policy.  
Full Policy is available on our website.**

**Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity. 1 Timothy 4:12**

We have some very clear practical requirements in our Safeguarding Policy for all staff, volunteers and students to follow:

**DO** supervise the children as you would want another adult to look after and care for your younger siblings, cousins, nephews or nieces.

**DO** provide a positive example and Christian witness to young people. This includes dressing appropriately to ensure you are not the focus of attention.

**DO** play your part in helping to develop an ethos where all people matter and ensure that all children are treated by everyone (other adults and other children) in a kind and loving way. Discipline gently and in an encouraging manner using no aggressive or forceful physical contact or verbal abuse.

**DO** put the care, welfare and safety needs of a child first.

**DO** speak to the person in charge immediately if you suspect that a child is experiencing bullying or harassment. Bullying IS NOT tolerated at any Capernwray event.

**DO** be aware of the vulnerability of some groups of children to being isolated (left out of activities) and hurt - for example children with disabilities and learning difficulties, children of ethnic minorities.

**DO** respect a child's culture (for example their faith and religious beliefs).

**DO** respond sensitively to children who seem anxious about participating in certain activities.

**DO** pass on the positive influence that you received from adults as a child. And **DO** avoid passing on any negative input that was delivered to you as a child. Make The Change!

**DO** remember that YOU ARE AN ADULT - your days of being a child are over! You now have the privileges and the huge responsibilities of being an adult. When interacting with children you must set a good, Godly standard. UK law will hold you accountable to this responsibility / privilege.

**DO** advise the church leader and then the appropriate Capernwray Staff of any incidents that concern you.

**DO NOT** ever under-estimate the contribution that you can make to the development of safe communities for children.

**DO NOT** discuss personal issues about a child or their family with other people except with the person in charge when you are concerned about the child's well being.

**DO NOT** allow children to swear or use sexualised language unchallenged.

**DO NOT** spend a disproportionate amount of time with a child on your outreach at the expense of other children.

**DO NOT** initiate physical contact with children. Embrace when you are embraced by a child, but do not prolong contact, and do not be exclusive to individual children.

**DO NOT** be in a situation where you are alone with a child. If this does happen, explain the reasons to the leader of the event.

**DO NOT** promise confidentiality - instead offer/promise help and support - then deliver.

**DO NOT** exchange telephone numbers or connect on Social Media with any under 18 year old children that you meet as you represent Capernwray.

**DO NOT** post photos of under 18 year olds on social media. Always extend a common courtesy to individuals of any age by having permission before you take/share photos of them in any manner.

**DO NOT** take or keep photos that could cause embarrassment or concern to children or their parents. Do not create a 'Capernwray Photo Memory Box' for yourself at the expense of shaping some young lives by connecting with them in person.

**DO NOT** use electronics for your sole personal use while on an outreach opportunity. (no headphones!)

**Position of Trust:** Since 2022 adults who supervise children in a religious setting will commit a criminal act if engaging with 16 or 17 year olds in a sexual relationship.

## **Types of Abuse...**

*The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.*

### **Physical**

Injuries not consistent with the explanation given for them  
Injuries that occur in places not normally exposed to falls, rough games, etc.  
Injuries that have not received medical attention  
Reluctance to change for, or participate in, games or swimming  
Repeated urinary infections or unexplained tummy pains  
Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\* Cuts/scratches/substance abuse\*

### **Sexual**

Any allegations made concerning sexual abuse  
Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour. Age-inappropriate sexual activity through words, play or drawing  
Child who is sexually provocative or seductive with adults  
Inappropriate bed-sharing arrangements at home  
Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations Eating disorders - anorexia, bulimia\*

### **Emotional**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Depression, aggression, extreme anxiety, nervousness, frozen watchfulness  
Obsessions or phobias  
Sudden under-achievement or lack of concentration.  
Inappropriate relationships with peers and/or adults.  
Attention-seeking behaviour  
Persistent tiredness  
Running away/stealing/lying

### **Neglect**

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc

### **Spiritual**

Linked with Emotional Abuse, this could be defined as an abuse of power done in the name of God or religion. For example a leader who intimidates and imposes their will on other people, perhaps threatening the wrath of God if disobeyed. Those under their leadership are fearful to challenge or disagree believing that they will lose the leader's (and more importantly God's) acceptance and approval.

*\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.*

**Discuss any concerns with church leaders who will know the children and their background better than you do. Talk with Capernwray staff where necessary.**

**Designated Safeguarding Lead(s):** Heather Tallents [heather.tallents@capernwray.org](mailto:heather.tallents@capernwray.org) (SMT & HR & Admin Director), Forest Paget [forest.paget@capernwray.org](mailto:forest.paget@capernwray.org) (SMT & Holidays), Hester Martin [hester.martin@capernwray.org](mailto:hester.martin@capernwray.org) (Bible School), Marie Gildea [marie.gildea@capernwray.org](mailto:marie.gildea@capernwray.org) (Holidays)