**THE GREENHOUSE**

**SAFEGUARDING POLICY**

**MAY 2022**

This is a working document that is regularly

reviewed and updated, at least annually.

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Date: May 2022

# GREENHOUSE OPERATIONAL DETAILS

|  |  |
| --- | --- |
| Name of Place of Worship / Organisation | The Greenhouse |
| Church Meeting Address: | High Chimneys North WingDavis Street Hurst RG10 0TH |
| Church Office Address: | High Chimneys North WingDavis Street Hurst RG10 0TH |
| Tel No: | 07958311961 |
| Email address: | sharon.kloppers@gmail.com |
| Membership of Denomination/Organisation:  | TBC |
| Registered with Charity Commission /Charity Number  | TBC |
| Insurance Company: |   |
| Safeguarding Co-Ordinator: | Anna ChurchillBev Churchill |
| Safeguarding Overseer: | Jean Pierre Kloppers |

# INTRODUCTION

## PURPOSE OF THIS POLICY DOCUMENT

The purpose of this Safeguarding Policy is to explain to any current and potential staff, leaders and volunteers with any responsibility over young people the risks involved, principles to abide by and safety measures that must be taken when working with young people (or adults at risk) under the banner of The Greenhouse.

## DEVELOPING A CULTURE OF SAFETY

We, as The Greenhouse, exist to see the redemptive life and power of the gospel of Jesus Christ manifest in the people we interact with and the spaces we have influence over. We believe that every human being has been made in the image of God, and as such, has inherent value and dignity.

We want to foster a culture where young people are included, valued, listened to and where they can thrive. Safeguarding is therefore at the heart of what we believe.

As such, we endeavour to encourage a growing culture where:

1. Everyone takes responsibility for keeping young people safe.
2. We safeguard children with excellence, as we live out an authentic witness to the gospel we profess.
3. We promote the safety of young people and take steps to prevent them from experiencing harm.
4. Vigilance in child safety helps to entrench the credibility of The Greenhouse in the local community.
5. Children are listened to, respected and the Safeguarding Co-Ordinator is swiftly informed of any disclosures and observations of harm or potential harm to a young person.
6. Best practice principles are known, understood, and applied within new and changing situations rather than held as a narrow set of rules.
7. Child safety conversations form a natural part of leadership meetings, event planning and informal conversations. “Teachable moments” are used, and feedback encouraged as child safety considerations are continually reviewed.
8. Full communication with the Safeguarding Co-Ordinator occurs in response to any significant breaches of this Safeguarding Policy and / or where child safety is compromised.

## LEADERSHIP

As of May 2022, the pastoral leadership consists of the planting couple Jean Pierre and Sharon Kloppers. The team is expected to grow over the coming months and years with volunteers being recruited as well as part-time and full-time staff. The trustees of the Greenhouse are:

Brooke Johnston 077 99600475

Minu Westlake 079 68374847

Vaughan Wickins 073 84795903

MAIN MEETINGS

Our main gathering takes place every Sunday afternoon 4-6pm in homes.

MIDWEEK ACTIVITIES

We meet online Wednesday evenings to pray for an hour – no inperson meeting. Teenagers aged 13-18 gather every second Friday for social & apologetic conversations

## LEADERSHIP COMMITMENT

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults at risk. We acknowledge that children, young people and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, 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 guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertakes to:

* endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above;
* provide ongoing safeguarding training for all its employees and volunteers and will regularly review the operational guidelines attached at no greater than a 3-year interval;
* support the Safeguarding Co-Ordinator in their work and in any action they may need to take in order to protect children and adults at risk;
* file a copy of the policy and practice guidelines with CCPAS and the local authority and any amendments subsequently published.
* We will provide Safeguarding Training run by, or arranged by our Safeguarding Co-Ordinator on a yearly basis which our employees/volunteers will be expected to attend. If an employee fails to attend over 24 months they will not be allowed to continue to work with children/young people.
* We will provide a document which summarises our child protection training, which all new employees will be expected to sign to show their agreement.
* The Leadership will also ensure that children 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.

# RECOGNISING AND RESPONDING TO AN ALLEGATION OR SUSPICION OF ABUSE

Defining child abuse or abuse against a vulnerable 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 vulnerable adult.

## DEFINITIONS

The abuse of children and young people can take many forms.They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difﬁculties) are especially vulnerable and need special care and protection.

Based on the UK central government document ‘Working Together to Safeguard Children’ categorises, for the sake of this policy we deﬁne abuse in terms of:

* Physical abuse including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
* Emotional abuse including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying).
* Sexual abuse including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.
* Neglect including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.
* Domestic Abuse: Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.
* Sexual Exploitation: Child Sexual Exploitation is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafﬁcked into or within the UK for the purpose of sexual exploitation.
* Bullying and Cyberbullying is behaviour that hurts someone else–such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere–at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyber-bullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.
* Electronic Images: The downloading, keeping or distributing of indecent images of children are all classiﬁed as sexual offences. Such offences are sometimes referred to as non-contact, sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as ‘sexting’– can be particularly problematic and abusive amongst children and young people.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a volunteer or staff member or leader carry out their own investigation into an allegation or suspicion of abuse. The following procedure must be followed by the person receiving the allegation to provide maximum protection for both the young person and leader handling the disclosure.

1. Listen – don’t interrupt or ask leading questions
2. Do not promise confidentiality
3. Assess that they will not return to a dangerous situation after talking to you
4. Contact the Safeguarding Co-Ordinator
5. Write down as soon as possible (within 24 hours) the conversation, actions you took and any signs of abuse / injury / neglect
6. Record any subsequent conversations and all actions or conversations you undertook in dealing with the disclosure
7. Do not tell anyone (including parents) unless specifically directed by the Safeguarding Co-Ordinator
8. Seek advice from the Safeguarding Co-Ordinator on providing ongoing support

Name: Anna Churchill (Safeguarding Co-Ordinator)

Tel: 078 89636563

Email: annakristinachurchill@hotmail.co.uk

Name: Bev Churchill (Deputy Safeguarding Co-Ordinator)

Tel: 079 19181717

Email: beverly.churchill@hotmail.co.uk

The above are nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding and Deputy Co-Ordinators or, if the suspicions in any way involve the Safeguarding and Deputy Co-Ordinator, then the report should be made to:

Name: Jean Pierre Kloppers

Tel: 07804431913

Email: jpkloppers@gmail.com

If the suspicions implicate both the Safeguarding Co-ordinators and the Safeguarding Overseer, then 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 or the police.

Where the concern is about a child the Safeguarding Co-Ordinator should contact Children’s Social Services

[Contact Advice and Assessment Service (CAAS)](https://www.westberks.gov.uk/CAAS)

Tel: 01635 503090

Email: child@westberks.gov.uk

Adult Social Care

Tel:01635 503050

Email: edt@bracknell-forest.gov.uk

Police Protection Team Tel: 999/101

CCPAS 0303 003 1111

Childline 0800 1111

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-Ordinator, the absence of the Safeguarding Co-Ordinator, Deputy Co-Ordinator or Elder overseeing child protection should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Leadership will support the Safeguarding Coordinator overseeing child protection in their role 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. 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 Greenhouse will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-Ordinator/ Elder overseeing child protection has not responded appropriately, or where they have a disagreement with the Safeguarding Co-Ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable. The role of the Safeguarding Co-Ordinator/ Elder overseeing child protection 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.

Detailed procedures where there is a concern about a child:

## Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-Ordinator/ Elder overseeing child protection will:

* Contact CAAS (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
* Not tell the parents or carers unless advised to do so, having contacted CAAS.
* Seek medical help if needed urgently, informing the doctor of any suspicions.
* For lesser concerns, (e.g. poor parenting), encourage the parent/carer to seek help, but not if this places the child at risk of significant harm.
* Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact CAAS direct for advice.

Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to CAAS.

## Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-Ordinator/ Elder overseeing child protection will:

* Contact the CAAS Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
* Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact CAAS/Police. thirtyone:eight will confirm its advice in writing for future reference.

## Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-Ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with CAAS in regard to the suspension of the worker.

#  PREVENTION

## SAFE RECRUITMENT

As the Leadership appoints new staff and volunteers into the future, we will ensure all employees will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that for all applicants (voluntary and paid)

* There is a written job description / person specification for the post
* A face-to-face interview
* Those applying have completed an application form and a self-declaration form
* Qualifications where relevant have been verified
* Background check (DBS) has been obtained
* Overseas applicants have obtained a background check from the overseas territory where they have been residing and will need to apply for the relevant UK background check within one month of moving to the UK
* Safeguarding has been discussed before the successful applicant starts their job and the applicant will sign a declaration form to confirm their agreement with our safeguarding principles
* Written references have been obtained, and followed up where appropriate
* A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
* The applicant has been given a copy of the organisation’s safeguarding policy, and knows how to report concerns.
* Volunteers will only be recruited from within our own church membership or with local staff endorsement.
* A suitable training programme is provided for the successful applicant.

## Management of Workers – Codes of Conduct

We are committed to supporting all employees and volunteers and ensuring they receive support and supervision. Accountability should be part of our policies as well as our culture. Every staff member and volunteer will be assigned to a line manager who ensures training in the safeguarding policy and procedures.

## ELECTRONIC COMMUNICATIONS POLICY

‘Electronic Communication’ includes any form of communication with a young person over electronic devices. This includes text messaging, social media, chat rooms, blog sites etc.

Only approved staff and volunteers may interact with young people or take still / moving images of teenagers on behalf of the Greenhouse. In whatever interactions or communication a leader has with young people, whether face-to-face, electronic or in print, it is crucial that the leader follow these core principles:

1. Consent
2. Transparency
3. Accountability
4. Being above reproach

The Greenhouse leadership acknowledge we have a duty of care to investigate any concerns of alleged misconduct of a leader / staff in their use of social media. If found culpable, any such individual will be held fully accountable for their actions.

1. CONSENT
	1. Explicit written consent must be obtained from the parent / legal guardian before:
		1. Taking photos or videos of a young person, and this must only be used for promotional use or internal purposes within the Greenhouse.
		2. Communicating with a young person via any electronic means. Such interactions must clearly derive from a leader’s role as a youth leader, and a young person’s contact details must not be passed on to anyone outside of the church network without specific parental consent
	2. Consent from the young person should be requested ahead of photos or videos being taken. If they request a photo or video be removed, their request should be honoured.
	3. From the Greenhouse leadership – in light of arising circumstances and safety / privacy concerns, the leadership or Safeguarding Co-Ordinator may suspend or ban:
		1. Photos and videos being taken of a specific child
		2. Leaders / staff communicating with a particular young person electronically
		3. A particular employee / volunteer from communicating electronically with any teenager

A young person will never be identified by their full name in any public media without sound defensible reason and only with the express permission of the parent and the young person.

1. PHOTOS AND VIDEOS OF YOUNG PEOPLE

As beneficial as these images may be, the risks involved could be:

* 1. Accessed by potentially anyone online
	2. Copied, stored and circulated without the child’s knowledge or consent.
	3. Edited inappropriately
	4. Used to violate young person’s privacy
	5. Used by a sexual predator, bully or harasser.

Once a photo is posted online or publicly, it is very difficult to control where it ends up.

1. DUTY TO REPORT SAFEGUARDING CONCERNS

Safeguarding issues may be raised or detected over social media. Comments should be considered the same as if they were made in a public place. Anything alarming should be reported to the Safeguarding Co-Ordinator as per the process explained above.

# PASTORAL CARE

The Leadership is 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 The Greenhouse.

## Working with offenders

When someone attending The Greenhouse is known to have abused children, or is known to be a risk to vulnerable adults the leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

## RISK ASSESSMENTS

Any new activity requires a risk assessment form (Appendix 2) to be filled out.

In carrying out a risk assessment, you need to be able to show that:

* A reasonable and proper check was made
* You considered who might be affected
* You dealt with the obvious hazards and considered the number of people who might be affected
* The precautions are reasonable and the remaining risk is low.

1. Identify Hazards
2. Decide who might be harmed and how and then write it down
3. Identify existing controls
4. Prioritise the risks
5. Identify any further action that is required
6. Report and Review
7. Store appropriately: Risk assessments should be available on site should an Environmental Health Officer or member of the Health & Safety Executive visit the activity. Copies should be uploaded to Google Drive and shared with the Safeguarding Co-Ordinator.

# MINISTRY PRACTICE GUIDELINES

As a church working with children and young people 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 accusation.

Key principles of good practice:

* Always work in the clear sight of another leader. DO NOT work in a room alone with a child.
* Be careful about touching.
* Confidentiality is important:
	+ Never promise confidentiality to a child
	+ Keep any suspicions you may have about a possible abusive situation between you and the Safeguarding Coordinator
* When activities involving children/young people are taking place, only workers assigned to the group should be allowed free access to the area.

## PARENT CONSENT FORMS

A consent form is required from a parent/legal guardian of every child or teenager engaging in an activity. These will be sent out as an online Google form and so stored online. A copy can be found as Appendix 3

## REGISTERS

A register will be taken at each activity, including names of young people, staff, leaders, visitors and other adults in the vicinity. Arrival and departure times should be recorded. For all events there will be a legal record of everyone present, including timings, from both a safeguarding and fire safety perspective.

## NEW VISITORS

When a young person attends an activity for the first time:

* Discover whether the parent/carer knows where they are
* Sign them in fully
* Understand any medical or special needs
* Send them home with:
	+ Consent form link (to be returned by 3rd visit)

It is crucial that a signed consent form is returned for the young person to continue in the activity

## STORAGE

All consent forms, registers and log forms should be held securely, confidentially, indefinitely, and accessibly.

##

## RATIOS

Leaders/staff/volunteers should never be alone with a young person for a protracted period of time. ‘Alone’ means in an enclosed space where the leader is not visible by other leaders. This can be avoided by having at least 2 leaders assigned to each group of young people and considering how activities and conversations can take place in line of sight of others.

|  |  |  |
| --- | --- | --- |
| AGE | ENVIRONMENT | RECOMMENDED MIN LEADER: YOUTH RATIO |
| 13-18 | Indoor & Outdoor | 2:20 |
| 11-18 | Indoor | 2:20 |
| 11-18 | Outdoor | 2:16 |
| 4-11 | Indoor & Outdoor | 2:16 |

## LEAVING EARLY

Young people shouldn’t leave an activity early without their parent’s permission.

1. Young people aged 13+: If they’re adamant to leave a session early, no attempt should be made to physically restrain them. Encourage them to phone their parents to ask permission to leave. If the young person refuses and tries to leave then unfortunately you will have to let them go, but call their parents immediately to advise them of the situation. Make a full record of the call. The young person’s parents are deemed responsible for his/her refusal to stay and/or their refusal to phone their parents.
2. Young people aged under 13: If they’re adamant they are going to leave a session early then you should phone their parents and ask them to collect their child or give them permission to make their own way home. A full record of the call should be made. In order to keep the young person on site, locking the doors is preferable to using physical restraint. If the parents cannot be contacted and the young person becomes aggressive you may need to call the police for advice.

##

## AGE-SPECIFIC PROVISIONS

Toileting

If a baby needs a nappy change or a child accompanying to the toilet, their parent will be brought in to undertake this, unless prior written permission has been given for a named staff/leader to undertake this duty (parents will be informed of any instances at the end of the session).

# APPENDIX 1. RISK ASSESSMENT FORM

Name of activity:

Location of activity:

Date of activity:

Name of activity leader:

Description of activity:



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Identify the Hazards | Who might be harmed? | Existing Controls | Priority (likelihood [1-5] x severity [1-5]) | Further Action Required | Report and Review |
|               |   |   |   |   |  |

Name of risk assessor:

Signed:

Date:

# APPENDIX 2. CONSENT FORM YOUTH ACTIVITIES

[TITLE OF ACTIVITY]

DETAILS OF THE ACTIVITY:

Date & Time:

Key Activities:

Address:

 YOUNG PERSON’S DETAILS:

Name of Young Person:

Date of Birth:

Address:

Home Phone Number:

Mobile Number:

CONTACT DETAILS FOR PARENT/CARER:

Name of Legal Parent/Guardian:

Relationship to Young Person:

Home Phone Number:

Mobile Number:

Who will collect your son / daughter?

Is there anyone who we are NOT allowed to release your son / daughter to?

MEDICAL DETAILS:

NHS number:

Name of Doctor:

Address of Doctor:

Phone number of Doctor:

Allergies / Dietary Requirements:

Any current or recent medical problems we should be aware of?

Details of any medication your son / daughter is currently taking, the dosage and whether it can be self-administered.

Should your child require a painkiller / anti-histamine, are you happy for them to be given:

Paracetamol YES / NO

Ibuprofen YES / NO

Antihistamine YES / NO

Date of last anti-tetanus injection:

The following section should be read and signed ONLY by the young person’s parent or legal guardian:

*By signing this form, I agree that:*

* I give permission for a trained first-aider to administer first aid to my young person as the first-aider considers necessary in the best interests of my young person.
* In an emergency, if I cannot be contacted, despite all reasonable attempts to do so by the leaders, I give permission for my young person to undergo any medical / dental treatment, including the use of anaesthetics and blood transfusions, as considered necessary by the medical authorities. I acknowledge that any medical costs are my responsibility to settle
* I expect my young person to behave in a manner that will not cause concern to the leaders, that even though they will give the utmost priority to the safety of the young people in their care, they cannot be held liable for behaviour that leads to accident or injury.
* I understand that if my young person misbehaves, the leaders may forbid them from further participation and require me to collect them at my expense. If they cause deliberate damage to property, I agree to pay for the cost of replacement.
* I understand that all data provided on this form will be held in accordance with the General Data Protection Regulation and will be used by the Greenhouse to process the personal data given on this form for use in relation to my young person participating in this event.

I give consent for The Greenhouse volunteers to contact my young person outside of the event via electronic means, in accordance with our Electronic Communications Policy

YES / NO

I give consent for photos and videos to be taken of my young person, which may be used on our website, social media or other online / offline fundraising and publicity material according to our Electronic Communications Policy

YES / NO

NAME OF PARENT OR LEGAL GUARDIAN:

DATE:

SIGNATURE:

# APPENDIX 3. INCIDENT LOG FORM

 A written record of any incident or suspicion is a mandatory part of our process. Where possible, the written record should be made within 24 hours of the event.

(a copy held as a Google form – to be stored digitally)

FULL NAME OF YOUNG PERSON:

PARENT/CARER NAME:

ADDRESS OF YOUNG PERSON:

POSTCODE:

NAME OF ANY SIBLINGS:

DATE OF BIRTH:

GENDER:

YOUR FULL NAME:

YOUR ROLE AT THE GREENHOUSE:

TELEPHONE NUMBER:

EMAIL ADDRESS:

DATE INCIDENT OCCURRED:

DATE OF CONVERSATION / SUSPICION:

TIME OF CONVERSATION:

DATE SAFEGUARDING CO-ORDINATOR INFORMED:

DATE OF THIS WRITTEN REPORT:

NO. ADDITIONAL SHEETS USED (attached):

How long have you known the young person and in what context?

Give brief details of the context of the conversation:

What did the young person tell you? What observations have you made?

Describe any signs of abuse/injury/neglect that you were able to see:

Did the young person understand that you are not able to keep this confidential?

YES / NO. How did they react?

What actions did you take upon receiving this information?

Did you have concerns about the immediate situation they were returning to after speaking to you?

Have you had any subsequent conversations with the young person in relation to this?

YES / NO. If yes, have they disclosed any further details?

Does anyone else know this situation?

YES / NO If yes, state full names and explain how they know

Signed:

This form must be sent immediately to:

Anna Churchill – email Annakristinachurchill@hotmail.co.uk

Please also pass on any relevant correspondence you have had with anyone in relation to this case.

We advise you to keep a copy for your own records.