



CONTAGIOUS

BIBLE MINISTRIES

Safeguarding Policy

**Protection of Children, Young People
and Vulnerable Adults**

**Contagious Bible Ministries
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Thank you for being a leader or CREW member at a Contagious conference. We pray that the conference runs smoothly and that you have no cause to use this resource in relation to a safeguarding incident.

However, in every situation we need to be prepared so please read this policy and it's guidelines carefully and familiarise yourself with the various forms.

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Safeguarding team and Contact details

(Please see your local conference information for your designated safeguarding officers)

Email for all confidential records: safeguarding@contagious.org.uk

Contact **31:8 (CCPAS) helpline** for advice and any cases that arise: **Helpline** **Tel:** 0303 003 11 11

The main Safeguarding Team at Contagious Bible Ministries comprises:

Safeguarding Co-ordinator:	Nick Jackman	nick.jackman@contagious.org.uk	Tel: 07933 068667
Safeguarding Trustee:	Gareth Mitchell	gareth@christchurchdunstable.org.uk	Tel: 01582 661621
Contagious Administrator:	Geoff Blake	geoff.blake@contagious.org.uk	Tel: 01582 855898

Date: July 2019

1. MISSION STATEMENT

1.1 The Contagious Leadership recognises the importance of its ministry to children, young people & vulnerable adults (delegates) and its responsibility to protect and safeguard the welfare of all those entrusted to the care of Contagious.

As part of its mission, Contagious Bible Ministries is committed to:

- Valuing, listening to and respecting all children and young people. Herein after called Delegates. We will also promote their welfare and protection and seek to safeguard them from harm.
- Safe recruitment, supervision and training for all the Leaders and CREW within Contagious Bible Ministries
- Adopting and following a procedure for reporting and dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse at Contagious events or in a different environment.
- Maintaining good links with the statutory childcare authorities and other organisations, including following specialist guidelines.

1.2 As Christians we are called to the highest standards in every area of life. A Christian organisation, in particular, must endeavour to ensure that everything is done in such a way as to honour God and commend the gospel. Conversely, nothing should be done or allowed which brings the name of the Lord into disrepute. We must therefore act responsibly in our work with Delegates.

1.3 Safeguarding has a high priority within Contagious; all those working with delegates must read and abide by this policy. We are also concerned to protect Contagious Leaders and CREW from acting in ways that could be misunderstood or leave them open to allegations of abuse.

2. CONTAGIOUS BIBLE MINISTRIES POLICY

2.1 Contagious Bible Ministries leadership recognises the need to provide a safe and caring environment for all delegates. It also acknowledges that delegates can be the victims of physical, sexual and emotional abuse, and neglect. The Contagious leadership has therefore adopted the procedures set out in this document (hereafter "the policy"). It also recognises the need to build constructive links with statutory and voluntary Safeguarding agencies. The policy and attached practice guidelines are based on a model published by the Churches' Child Protection Advisory Service (CCPAS). The Contagious leadership undertake to file a copy of the policy and practice guidelines with the Contagious Conference Safeguarding Co-ordinator and Contagious administrator.

2.2 The Contagious leadership is committed to on-going Safeguarding training for all Leaders and CREW and will regularly review the operational guidelines attached.

2.3 The Contagious Leadership also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

3. LEADERS AND CREW

3.1 The Contagious Leadership will ensure all Leaders and CREW will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines Working to Safeguard Children HM DoE 2015:54 and CCPAS guidance as issued.

3.2 Leaders and CREW are those who have been appointed to work with Contagious delegates. Contagious will take all reasonable steps to ascertain the background of all Leaders and CREW. This will be done through evidence of a DBS/PVG check in accordance with our safe-recruitment procedures. In addition two references will be sought from a church leader and acquaintance. This information will be reviewed by the Contagious Administrator and referred to the Contagious Conference Leader and Director of Contagious if necessary. CREW will be 19 years and over (England) or 18 years and over (Scotland).

3.3 Contagious will not accept anyone as a Leader or CREW where there is a criminal conviction, reference or information shared that calls in to question their ability to uphold the principles set out in this policy.

3.4 All those working with delegates need to be extremely careful that their actions cannot be misunderstood. Each worker is responsible for his/her own actions. At the same time Leaders and CREW need to monitor each other and be free to help each other by pointing out anything that could be misunderstood. Where a Leader or CREW are concerned as to the conduct of another they have a responsibility to report this to the Safeguarding Officer and/or Contagious Conference Leader.

3.5 All Leaders and CREW must be willing to undertake training as the Contagious Leadership consider necessary.

4. CARE OF CONFERENCE DELEGATES

Contagious takes the safety and wellbeing of all Conference delegates seriously and any Contagious event, activity or meeting should be a place of safety.

4.1. Parental consent forms must be completed in advance by the parent or guardian of the delegate wishing to attend.

4.2 Names and contact information for all delegates who attend Contagious events must be recorded for emergency purposes. A logbook/register must be kept by each Contagious event leader to record the following:

- Delegates who attend
- Leaders and CREW who attend

An overall register should be kept for each Conference/Venue, and once completed handed to the Contagious Administrator for safekeeping in Contagious files.

4.3 In planning events and activities, Contagious leaders must take into account any medical condition and/or any special needs of the delegates in the group.

4.4 Where an incident occurs whether this be an accident, safeguarding concern or other incident of note, then the relevant recording documentation is to be completed and stored securely.

5. SUPERVISION OF GROUP/DELEGATES' ACTIVITIES

The Contagious Leadership will provide details of the supervision for each specific activity in the Contagious Practice Guidelines below:

5.1 Normally each regular activity will have one recognised leader; in some circumstances there may be joint leadership but one worker must take ultimate responsibility. The leader's name will be recorded in the event program.

5.2 Wherever possible there should be a mix of male and female leaders.

5.3 Suggested minimum leader/delegate ratios:

2 adults for up to 20 delegates then 1 extra adult for every 1-10 delegates above the first 20

5.4 Those over the age of 18 years are deemed adults and they are responsible for their own wellbeing, except delegates receiving care and/or with special needs. Contagious Leaders and CREW are responsible for the care and well being of delegates during Contagious events and activities.

5.5 Where Leaders and CREW know they will be absent from an activity, they should inform the group leader. Where the leader/delegate ratio will be breached, another PVG/DBS checked adult should be organised to cover and ensure leader/delegate ratios are met. Where this ratio cannot be met, the activity must be cancelled.

A risk assessment form should be completed for activities such as:

- Outdoor activities
- High risk or dangerous activities
- When catering for people with disabilities or special needs

Guidance on how to carry out a Risk Assessment and the form for recording can be found at <https://contagious.org.uk/policies-and-forms/>

6. FIRST AID & SAFETY

First aid kits and accident reporting forms are available at all Contagious events. The appointed first aider for the conference or event should ensure the contents are checked regularly and restocked as necessary.

First-aid volunteers should be encouraged to have first aid training but if that is not the case the first-aid leader should ensure they have access to a phone to call for help if required.

ALL accidents, however minor should be recorded on an 'Accident and Incident form' by a Leader and as soon as possible after the incident. The form should be passed to the Contagious Administrator as soon as possible after the conference or event who will arrange for it to be stored securely. In the event of an accident, the parent/carer of a delegate or young person should be asked to read and sign the form.

This form is not restricted to accidents and the group leader if unsure should consult with the Conference or Event Leader as to whether the form should be completed after a particular incident.

Any concerns over the safety of any equipment should be raised with the Conference Leader as soon as possible who will raise any concerns with the relevant site personnel.

7. TYPES OF ABUSE AND PREVENTION OF ABUSE AT CONTAGIOUS

We all have a duty of care towards delegates to identify and prevent abuse.

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. (Working to Safeguard Children HM DoE 2015: 92)

Abuse may be found in many forms, physical, sexual, mental, financial, emotional or discriminatory, and more than one type of abuse may be present in any incident.

Abuse Type	Definition	Prevention	Possible signs/indicators of abuse
Physical	Where actual or attempted physical harm is done to a young person, or knowingly not prevented from being done.	The level of physical contact must be appropriate to the needs and age of the delegates. As far as possible everything needs to be done in public. Touch should generally be initiated by the delegate and not the Leader or CREW. Leaders and CREW may use reasonable force to restrain a delegate, either to protect them from themselves or to protect other delegates. Play fighting between Leaders/CREW and delegates should normally be avoided	Injuries that are unexplained, unusual or untreated. Reluctance to change for or participate in games or swimming
Sexual	Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, has initiated the act or given consent. The activities may involve physical contact, non-penetrative acts and may also include non-contact activities, such as looking at, or in the production of sexual images, or sexualised messaging, or grooming a child. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes	The Bible is clear that all leaders work within a relationship of trust All should strive to give true dignity and respect to delegates, protecting them from any forms of sexual embarrassment, Great care should be taken to safeguard the privacy of delegates. No delegate should be disturbed whilst (un)dressing or whilst in the bathroom Only a family member or trained carer to help a delegate with special needs, unless at immediate risk. Avoidance of sexual embarrassment should include the avoidance of innuendo and include wearing modest clothing. Sexualised behaviour or behaviour which can be misconstrued should be avoided. Such behaviour is unhelpful for young people and may place Leaders/CREW at risk.	Excessive, inappropriate preoccupation with sexual matters or detailed knowledge of adult sexual behaviour, evident in words, play or drawings. Being sexually provocative with adults.

	<p>advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (as defined above)</p>	<p>Any sexual act (as defined) is deemed to be abusive and must be avoided. Any abusive behaviour, if proved true, will result in the leader's suspension and removal from leadership.</p>	
Emotional	<p>Where emotional ill treatment of a child may have an adverse effect on the child's emotional development. Ill treatment may involve threats, conveying to a child they are worthless, unloved, inadequate, or valued if they meet the needs of another person. It may include silencing or 'making fun' of a child. It may involve bullying (including cyber bullying).</p>	<p>Leaders/CREW should value all delegates as God values all life. All should strive to give true dignity and respect to delegates; Care should be given to the language and tone in which delegates are spoken to and given opportunity to be listened to. Leaders/CREW should take care to show value to all delegates and encourage respectful interactions between delegates Leaders/CREW should be alert to signs of bullying and act to stop this.</p>	<p>Changes or regression in mood or behaviour, especially withdrawal, depression, aggression or extreme anxiety. Obsessions or phobias. Sudden under-achievement. Attention seeking.</p>
Neglect	<p>Where there is persistent failure to meet a young person's basic physical and/or psychological needs, or to protect them from any form of harm or danger, likely to result in the serious impairment of the young person's health or development</p>	<p>The physical and mental welfare of all those at Contagious event should always be a matter of the greatest priority for Leaders/CREW. For this reason any delegate should be safeguarded at all times to ensure they are safe and secure. Appropriate Risk Assessments should be undertaken Where a risk is observed this must be acted up The individual needs of each delegate must be considered and met e.g. physical disability</p>	<p>Child/Young Person is not able to fulfil s that would be expected of their age, or there is maladaptation- socially, physically, emotionally. Possibly evident absence in basic care of child/Young Person and they may look malnourished/unkept.</p>
Financial	<p>This includes the theft or mishandling of a person's finances, borrowing from delegates, and also any pressure with regard to wills or financial transactions, or misappropriation of a person's benefits or possessions.</p>	<p>No Leader/CREW should agree to look after money for a delegate. Leaders/CREW should avoid making any suggestions on how their money should be spent which may be guided by selfish intentions. Leaders/CREW should not lend money to delegates nor should they borrow money from a delegate</p>	
Discrimination	<p>Any form of racist, sexist or ageist verbal abuse or verbal abuse with regards to a delegates sexual orientation or physical disability. It also includes withholding of any</p>	<p>Contagious Bible Ministries recognises the need for each delegate to be treated as an individual, also the need to realistically take into account the specific needs of a person, including any factors that may</p>	

	reasonable service to any delegate because of their race, sex, age, sexual orientation or disability.	make an activity unsafe for them. It will never be the case that all those at Contagious event can be treated in exactly the same way, but an effort should be made, as far as is reasonably practicable.	
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In summary:

Contagious Leaders and CREW are called to

- **Protect and Care** for all Delegates in a manner that promotes their welfare and safeguards them from harm.
- **Build Healthy Relationships.** Avoid being alone and out of sight with a Delegate and stay visible in actions and words. Ensure safe boundaries are maintained for all parties and that the relationship of trust is not misconstrued or abused.
- **Keep Watch.** Be aware of the conduct of fellow leaders and raise any concerns appropriately with the Safeguarding Officer. Be vigilant of the conduct of the Delegates to ensure they are behaving appropriately within the group.

8. SELF-HARM AND YOUNG PEOPLE

The National Institute for Clinical Excellence (NICE) defines self-harm as ‘intentional self poisoning or injury, irrespective of the apparent purpose of the act’ (NICE, 2004)

Common indicators are someone hitting, cutting or burning themselves deliberately to produce a wound, taking small doses of substances that are poisonous or just cause discomfort (for example swallowing spoonfuls of Tobasco or vinegar), and unhealthy behaviours such as eating disorders, deliberately engaging in unsafe sex, or smoking heavily, in order to put their own health at risk to a greater or lesser extent.

Self-harm has become an issue that almost anyone who works with young people will have to face at some time. It is strongly linked to problems with low self-esteem and confidence, as well as with problems dealing with negative emotions such as anger, frustration and anxiety. Self-harm also seems to be more common in those who have been bullied, or experienced other traumatic events such as abuse. It is also very common in those who are struggling with issues about their self-image and often occurs alongside eating disorders.

Leaders and CREW who suspect that a young person may be involved in self-harm must inform the Safeguarding officer and follow the practice in respect to recording and reporting incidents/concerns.

The young person should be encouraged to seek help and guidance.

9. Not Used

10. PHOTOGRAPHY AND VIDEO

Since the introduction of the Data Protection Act in 1998, we must be careful if we want to take photographs or film footage of people, and how those images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with legislation as well as safeguarding delegates.

We will inform parents and carers that some photos and filming may take place at our activities and possibly used in Contagious published material.

- When using photographs of delegates, use group pictures and never identify them by name or other personal details. These details include e-mail, postal addresses or telephone numbers.

The onus will be on the parent or carer to inform Contagious if they have any objections to photographs being taken or used.

Leaders and CREW should also exercise discretion when uploading photos to social media sites to ensure that the above policy is adhered to. If in doubt check with the Safeguarding Officer/Co-ordinator.

11. ELECTRONIC COMMUNICATION

Contagious acknowledges that electronic communications are a legitimate means of communicating with delegates, but particular diligence needs to be applied when Leaders and CREW use electronic devices to communicate with young people. Please consider the following guidelines:

11.1 Messaging using electronic devices

- Where possible try to communicate in a group e.g. Whatsapp group so that communication is in a public domain.
- Generally, use electronic communication for passing information or simple non-emotional communication. If a young person uses electronic communication at a deeper relational level (e.g. talking about personal struggles, conflicts with others, disclosures, questions about faith, issues with relationships) then send a courteous reply saying that it would be better to either arrange to meet in a public environment or suggest they meet with their own church youth leader. If communication of this nature takes place, please copy the text and reply to safeguarding@contagious.org.uk and include your SUS co-leader in the conversation.
- In group or public messaging, avoid communication of a 'mocking' or 'banter' nature that could be misconstrued and do not communicate with young people between 10pm and 7am. Never use electronic communication for words of correction or discipline.
- All pictures or video footage taken during Contagious should either be shared in a public domain or deleted from your devices. Do not store footage or images that have not been shared. Only share images on social media of groups of young people and do not identify or 'tag' them. You will be informed if any parents specifically request that they do not wish their child to appear on social media. You must respect this in all circumstances, whether or not the individual is clearly identifiable or not.
- Nano conferences (age 11-13) have a policy to collect all devices at nighttime from the yp to prevent unhelpful use over night when they should be sleeping.

11.2 Social Networks

- Contagious recognises social media as a method of communication with all types of people and wants to positively use this medium for good witness, encouragement and promotion of our events. At the same time, we recognise that social media can be used for inappropriate, damaging or unhealthy purposes, so we urge everyone to be cautious and vigilant in this area.
- All Leaders or CREW should realise that their social media platforms are likely to be accessed by young people at Contagious. All content on a Leaders or CREW social media should be worthy of a good Christian witness, whether during Contagious or afterwards. If images, comments or other content is inappropriate, or can be easily interpreted wrongly then it is the responsibility of Leaders and CREW to remove it. We all need to keep each other accountable by identifying any areas of concern on each others social media pages.
- We want to dissuade leaders and CREW from accessing, 'liking' or communicating with delegates through social media, but if contact is considered to be safe and appropriate, then please ensure that all communication is kept in the public domain.
- Avoid giving any young person focused attention online for a prolonged period of time, even if you think your motives are pure (e.g. avoid regularly 'liking' posts and limit the number of comments or messages in any period).
- Where a delegate and a Leader/CREW are linked to the same church then the guidelines of that church take priority.

12. HOW SAFEGUARDING INCIDENTS SHOULD BE DEALT WITH;

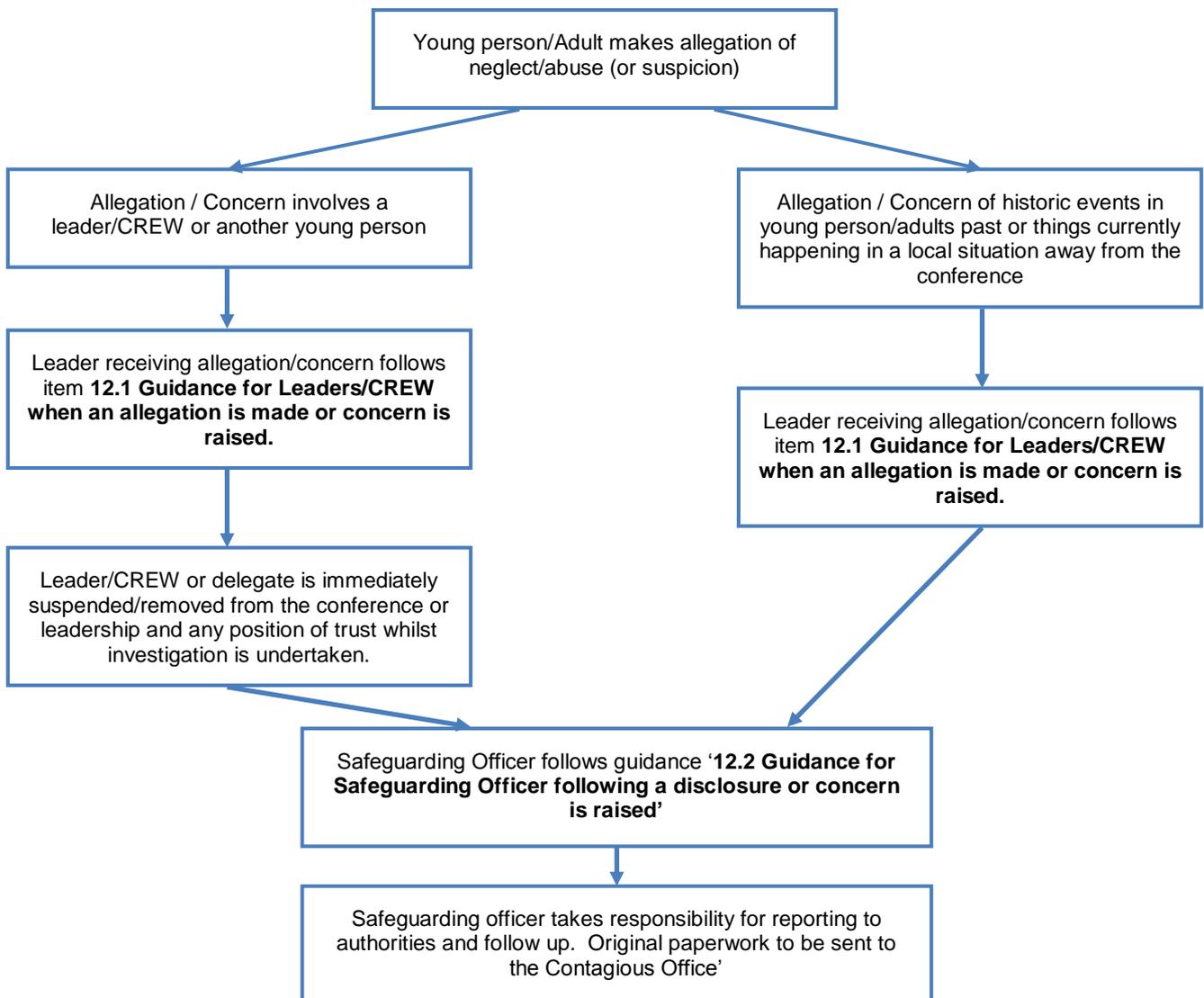
Contagious Bible Ministries recognises it holds no authority to investigate and will ensure appropriate agencies are informed to undertake such;

Contagious upholds its duty to appropriately respond to allegations by a young person or adult and to suspicions that raise questions regarding a young person's welfare.

Two leaders will be appointed within each Contagious Conference as Safeguarding Officers; one female and one male.

The Safeguarding Officers must ensure they are contactable by all Leaders and CREW throughout the event should any incidents need to be reported to them.

The following details an overview and the duty/actions of each party in the event of an allegation/suspicion is thereafter detailed.



12.1 Guidance for Leaders/CREW when an allegation is made or concern is raised.

12.1.1 How to respond if someone makes a disclosure or have concerns about a young person;

- Remain calm and do not appear shocked
- Listen. Accept what the young person is saying
- Be clear about what you have seen or heard. Write it down as soon as you can including names, dates, time, physical marks and name other witnesses
- Don't ask leading questions. Don't press for information. It is not your job to investigate
- If you do ask questions only ask open questions; what, who, where, when. Do not ask Why.
- Reassure the young person you are there to listen and that they have done the right thing. BUT avoid judgement statements e.g. 'I believe you' or 'are you sure'
- Don't promise absolute confidentiality – let them know you will need to share the information with others on a *need-to-know* basis.

12.1.2 What to do next;

- Ensure they will not return to a dangerous situation
- Consider whether they require medical attention
- Contact the Safeguarding Officer and inform them of the information. Do not speak of the incident to anyone else unless agreed with the Officer.
- If the suspicions implicate the Safeguarding Officer contact the Safeguarding Coordinator or Trustee:
- Write the conversation down (on the relevant form) while it is fresh in your mind (within an hour if possible), including any actions you took.
- Keep any other hand written notes securely with the formal paperwork.

12.2 Guidance for Safeguarding Officer following a disclosure or concern is raised.

12.2.1 Upon learning of a Safeguarding Incident the Safeguarding Officer should take the following action;

NOTE: these are detailed in an approximate chronology of action however, it may be necessary to undertake certain actions earlier depending on the incident;

- Ensure the young person is safe. If they need medical attention ensure this is sought immediately. The Safeguarding Officer should attend hospital/police interview and inform staff of any protection concerns. The register and parental consent forms should be taken for purpose of informing the parent/carer if appropriate.
- Ensure that the person to whom the allegation was made documents the child's concerns using the relevant paperwork. (if possible within an hour of the allegation)
- Any witnesses should make formal recordings.
- Ensure the information is not discussed with those involved or required to know for purposes of acting upon the incident.
- Contact CCPAS for advice if appropriate. They have a 24 hour helpline and will be able to advise you on any actions that need to be taken (31:8 helpline 0303 003 11 11)

- The Safeguarding Officer should institute the necessary action to report the incident to the Local Authority Social Services and/or Police Safeguarding Team if appropriate
- Ensure that any instructions you are given by the professionals involved are followed.
- There should be decision on when to inform the parent/carer, who will do this, when they will be informed and what detail they will be given. Information should not be withheld from a Parent/carer unless they are the cause of concern. Seek advice from CCPAS or other professional agency where there is uncertainty.
- The Contagious Safeguarding Committee should be informed where appropriate e.g. the matter involving an allegation against a Contagious Leader/CREW and their immediate suspension required.
- It may be appropriate to inform the home Church Leadership of the incident and this should be considered and decided upon appropriately.
- Ensure a record is kept of all contact and action you take.
- At the end of the event, send all paperwork to do with the incident to the Contagious Office marked CONFIDENTIAL.
- Also pass on copies of paperwork where appropriate to the Local Authority/Police.
- Ongoing support should be offered by the safeguarding Officer, Safeguarding Committee and Home Church Leadership to the Leader or CREW.
- The Safeguarding Officer may also be required by conditions of the Charity Commission to immediately inform the Charity Commission if a Contagious worker, leader or volunteer has an allegation of abuse made against them. This constitutes a serious incident and as such the Charity Commission should be informed if the investigation leads to action being taken by the Child Social Services and/or Police Safeguarding Team. Advice on this will be available from the Safeguarding Coordinator or Trustee.

12.3 Guidance for Contagious Conference Leader

The Contagious Leadership will support the Safeguarding Officers 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.

12.4 The Right of Others to Report

It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS, although the Contagious Leadership hope that members of the team will follow this policy. If, however, the individual with the concern feels that the Safeguarding Officer has not responded appropriately, or where they have a disagreement with the Officer(s) as to the appropriateness of a referral they are free to contact an outside agency direct.

We hope by making this statement that the Contagious Leadership demonstrate the commitment of Contagious Bible Ministries to effective Delegate protection.

13. ALLEGATIONS OF ABUSE AGAINST A CONTAGIOUS LEADER OR CREW

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above the Safeguarding Officer will need to inform the Safeguarding Committee and the Home Church Leadership at once who will decide what further action to take.

Contagious Bible Ministries will securely record information in respect to Leaders and CREW that causes concern as to their conduct and suitability to serve within Contagious. It will be the decision of the Safeguarding Trustee and relevant Contagious Conference Leader as to what information is recorded and action taken. This log will only be accessible by such parties. Only information that would cause concern as to the safeguarding of Delegates and Leaders/CREW within the Conferences should be recorded.

14. SUPPORT FOR THOSE AFFECTED BY ABUSE

The Contagious Leadership is committed to offering pastoral care, working with statutory agencies as appropriate in their investigation, and to support those attending the Contagious conferences and Events that have been affected by abuse.