



Safeguarding Policy and Procedures

Protection of Children, Young People and Vulnerable Adults

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Contents

SAFEGUARDING TEAM AND CONTACT DETAILS	3
ROLE DESCRIPTIONS	4
<u>POLICIES</u>	
1. MISSION STATEMENT	5
2. CONTAGIOUS BIBLE MINISTRIES POLICY	5
3. SAFE RECRUITMENT	6
5. CARE OF CONFERENCE DELEGATES	6
6. SUPERVISION OF GROUP/DELEGATES' ACTIVITIES	7
7. HEALTH & SAFETY	8
8. TYPES OF ABUSE AND PREVENTION OF ABUSE AT CONTAGIOUS	9
<u>PROCEDURES</u>	
1. SELF-HARM AND YOUNG PEOPLE	12
2. PHOTOGRAPHY AND VIDEO	13
3. ELECTRONIC COMMUNICATION	13
3.1 Messaging using electronic devices	13
3.2 Social Networks	14
4. HOW SAFEGUARDING INCIDENTS SHOULD BE DEALT WITH	15
4.1 Guidance for TEAM/CREW when an allegation is made or concern is raised	16
4.1.1 How to respond if someone makes a disclosure or have concerns about a young person	16
4.1.2 What to do next	16
4.2 Guidance for Safeguarding Officer following a disclosure or concern is raised	17
4.2.1 Safeguarding Officer should take the following action	17
4.3 Guidance for Contagious Conference Leader	18
4.4 The Right of Others to Report	18
5. ALLEGATIONS OF ABUSE AGAINST A CONTAGIOUS LEADER OR CREW	19
6. SUPPORT FOR THOSE AFFECTED BY ABUSE	19

Appendix A Safe Recruitment Policy

Appendix B Partial Terms and Conditions

Appendix C Risk Assessments

Appendix D One to Ones

Appendix E Safeguarding and Pastoral Response Guide

Form A Accident and Incident Form

Form B Safeguarding Report Form

Form C Safeguarding Communication Form

Form D Risk Assessment Form

SAFEGUARDING TEAM AND CONTACT DETAILS

Please see your local conference information for your designated safeguarding officers. They will also have all the local contact information you will need in case of a Safeguarding incident.

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

Christian Safeguarding Services (CSS)

Tel: 0116 218 4420

Call for any advice needed.

The **Safeguarding Committee** at Contagious Bible Ministries comprises:

Safeguarding Designated Lead	Amanda Owen	amanda.owen@contagious.org.uk	07813 792589
Safeguarding Trustee	Gareth Mitchell	gareth@christchurchdunstable.org.uk	01582 661621
Safeguarding Consultant	Nick Jackman	nick.jackman@contagious.org.uk	07933 068667

ROLE DESCRIPTIONS

Safeguarding Designated Lead –

Reviews and develops Contagious' Safeguarding Policy yearly. Helps to guide and support the Safeguarding Lead and officers on each conference.

Safeguarding Trustee – Gareth Mitchell

Ensures that the Safeguarding Policy is up to date and meets with requirements. Is available to help with any major safeguarding concerns or issues raised.

Safeguarding Consultant – Nick Jackman, Director of Contagious

Liaises to the Trustees to ensure they are kept up to date with safeguarding issues and are fully informed of any safeguarding concerns. Is available to help with any major safeguarding concerns or issues raised.

Safeguarding Lead - Conference Coordinators

The Coordinator has responsibility for ensuring all the people and facilities are in the right places and supported in their roles. He or She works closely with the Teaching Leader in planning, delivering and reviewing the conference. They may have some teaching responsibilities, but their main role is to manage the TEAM.

Safeguarding Officers

Male and/or female for each conference and report to the Conference Coordinator

SUS Group Leaders and Medical Supervisors

If a safeguarding concern is raised to them, they will write the report of what has happened and report to Safeguarding Officers of their Conference.

Event Administrators

There will be an Event Administrator at each event to give administrative support to the team. Any paper work and safeguarding forms should be handed into them, they will securely store them until the end of the conference when they will ensure it gets to the Safeguarding Designated Lead.

Event Co-Ordinators

The person responsible for administration leading up to the event. This may be the same person as the event administrator but not necessarily. The Coordinator has responsibility for ensuring all the people and facilities are in the right places and supported in their roles.

Conference Co-Ordinators

The person responsible at each event for appointing key leaders into positions of responsibility for the teaching, activities and other roles. Arrange a date and location for the Team Training day.

Operations Team

Led by the Operations Director, the staff team that work throughout the year.

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 which includes treating each other as equal in the sight of God. 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 guidance from Christian Safeguarding Services (CSS).

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 NSPCC about preventing abuse in a Position of Trust. 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. SAFE RECRUITMENT

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 Together to Safeguard Children and Christian Safeguarding Services.

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 (see Appendix A for more information). If the applicant is an overseas resident we require their country of residence's equivalent criminal background check. In addition, two references will be sought from a church leader and acquaintance. This information will be reviewed by the Teaching Leader and referred to the Director of Contagious if necessary. CREW will be 19 years and over (England) or 18 years and over (Scotland).

3.3 If we receive a blemished DBS/PVG and/or reference, an individual Risk Assessment will be carried out by the Safeguarding Designated Lead and may include the Director of Contagious, the Conference Coordinator, the Referee if applicable, CSS and any other appropriate parties. The applicant's data will be handled confidentially at all times, including when liaising with third parties. If the blemishes disclosed are not considered to pose an ongoing risk to young people, the applicant will be approved. However, if there is a high risk or the information shared calls in to question their ability to uphold the principles set out in this policy the applicant will not be approved.

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, as seen in the Terms and Conditions (Appendix B) 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 The Event Coordinator and Administrator will keep an overall register of names and contact information for all delegates who attend Contagious events must be recorded for emergency purposes.

A logbook/register must be kept by the SUS Group Leader to record the following at each meeting:

- Delegates who attend
- Leaders and CREW who attend

Once the conference is over both of these will be handed into the Admin Team on site or sent to the Safeguarding Designated Lead once Contagious is over.

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 by the Admin Team on site. If it is a safeguarding concern it will be stored in a locked container/room by the Event Co-ordinator and Administrator until the end of the conference where all forms will be sent to the Safeguarding Designated Lead.

4.5 One to Ones will be done in a public place, with others in sight, and a log to be kept that a meeting has happened. See more in Appendix D.

4.6 Contagious' policy for young people who are found missing from their beds after 'lights out' and before morning is found in our Terms and Conditions, see Appendix B.

4.7 When there are Contagious visitors to the site, they will sign in and out with the Event administrator and be given a visitors lanyard. They will not be alone with any delegate at any time, unless they are the parent/guardian of the delegate.

4.8 The Conference Coordinator will liaise with the venue about any non-Contagious people on site during the conference week, e.g. construction workers, maintenance workers, other groups sharing the site, etc. in order to keep our risk assessments up to date. The Conference Coordinator will relay the information to the Team members.

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.

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

5.3 Suggested minimum leader/delegate ratios:

MAX/GO: 2 adults for up to 20 delegates
plus 1 extra adult for every 1-10 delegates above the first 20

ADVENTURE: 2 adults for up to 16 delegates
plus 1 extra adult for every 1-8 delegates above the first 16

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 wellbeing 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.

5.6 A risk assessment form should be completed for:

- Each venue there is a Contagious conference
- Outdoor activities
- High risk or dangerous activities, including crafts if necessary
- When catering for people with disabilities or special needs

Guidance on how to carry out a Risk Assessment is found in Appendix C and the form can be found here under Form E or on our website.

6. HEALTH & SAFETY

First aid kits and accident reporting forms are available at all Contagious events. Each conference will have a qualified Medical Supervisor. The appointed Medical Supervisor for the conference should ensure the contents are checked regularly and restocked as necessary. The Medical Supervisor will have all the necessary information for local care if needed. They will have the information needed from parents/guardians regarding each child's medical, dietary and special educational needs and will supervise medication in accordance with the instructions received from the parent/guardians and the prescription guidelines. (More information can be found in our Terms and Conditions, see Appendix B).

Where possible, the Medical Supervisor will be supported by First-aid volunteers, both male and female. They should have first aid training and be able to contact the Medical Supervisor should they require additional help.

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 Admin team on site by the end of the conference and after the conference they will arrange for it to be stored securely. If the accident is outside of bruises, bumps, headaches, etc. 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 Coordinator 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 Coordinator 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 Together Safeguard Children)

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	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	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>grooming a child. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p> <p>Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes 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>trained carer is to help a delegate with special needs, unless at immediate risk.</p> <p>Avoidance of sexual embarrassment should include the avoidance of innuendo and include wearing modest clothing. Sexualised behaviour which can be misconstrued should be avoided.</p> <p>Such behaviour is unhelpful for young people and may place Leaders/CREW at risk.</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>	
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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 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.</p> <p>Leaders/CREW should take care to show value to all delegate and encourage respectful interactions between delegates.</p> <p>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.</p> <p>Obsessions or phobias, sudden under achievement, or attention seeking.</p> <p>Various forms of abuse or self-harm can be present in someone who has been bullied.</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</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</p>	<p>Child/Young Person is not able to fulfil that which would be expected of their age, or there is maladaptation – socially, physically, and emotionally. Possibly evident absence in basic</p>

	the serious impairment of the young person's health or development.	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 upon. The individual needs of each delegate must be considered and met e.g. physical disability.	care of Child/Young Person and they may look malnourished/unkept.
Financial	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.	No Leader/CREW should agree to look after money for a delegate. They 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 them.	
Discrimination	Any form of racist, sexist or ageist verbal abuse or verbal abuse with regards to a delegate's sexual orientation or physical disability. It also includes withholding of any reasonable service to any delegate because of their race, sex, age, sexual orientation or disability.	CBM recognises the need for each delegate to be treated as an individual. The need to realistically take into account the specific needs of a person, including any factors that may make an activity unsafe for them. It will never be the case that all those at an event can be treated in exactly the same way, but an effort should be made as far as is reasonable practicable.	

Procedures

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.

1. 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 spoonful’s of Tabasco 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. **There is usually an underlying issue that is pushing them to self-harm.**

Leaders and CREW who suspect that a young person may be involved in self-harm must inform the Safeguarding Lead or Safeguarding Officers and follow the practice in respect to recording and reporting incidents/concerns. If there is any significant physical risk that would need to be dealt with first. ***If any doubt in what to do contact Christian Safeguarding Services for advice.***

The Safeguarding Lead along with another leader should ask the young person to surrender any self-harming articles they have in their possession. If there is self-harming going on at Contagious, the young person’s parents will be informed if they are 16 and under. If older than 16 we will speak to the young person about telling their parents or

another trusted adult in their life, this will all depend on the nature of the self-harm. Contagious has a responsibility to keep everyone safe on site and if we are unable to do so the young person may need to be sent home. The young person will be encouraged to seek help and guidance and a follow up conversation will happen after Contagious is over.

2. PHOTOGRAPHY AND VIDEO

Because of The Data Protection Act 2018, 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. Once Contagious is over, the Leader/Crew member will forward all pictures and videos to the Contagious Operations Team (admin@contagious.org.uk) and delete them from their devices. The Operations team will send out a reminder email regarding this.

3. 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:

3.1 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.
- Adventure and Go conferences (age 8-10 and 11-13) have a policy that says their SUS Leader will collect all devices at night time from the young person to prevent unhelpful use over night when they should be sleeping.

3.2 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 other's 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.
- Leaders/Crew will not engage in any form of social media with those attending Adventure or GO

4. 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;

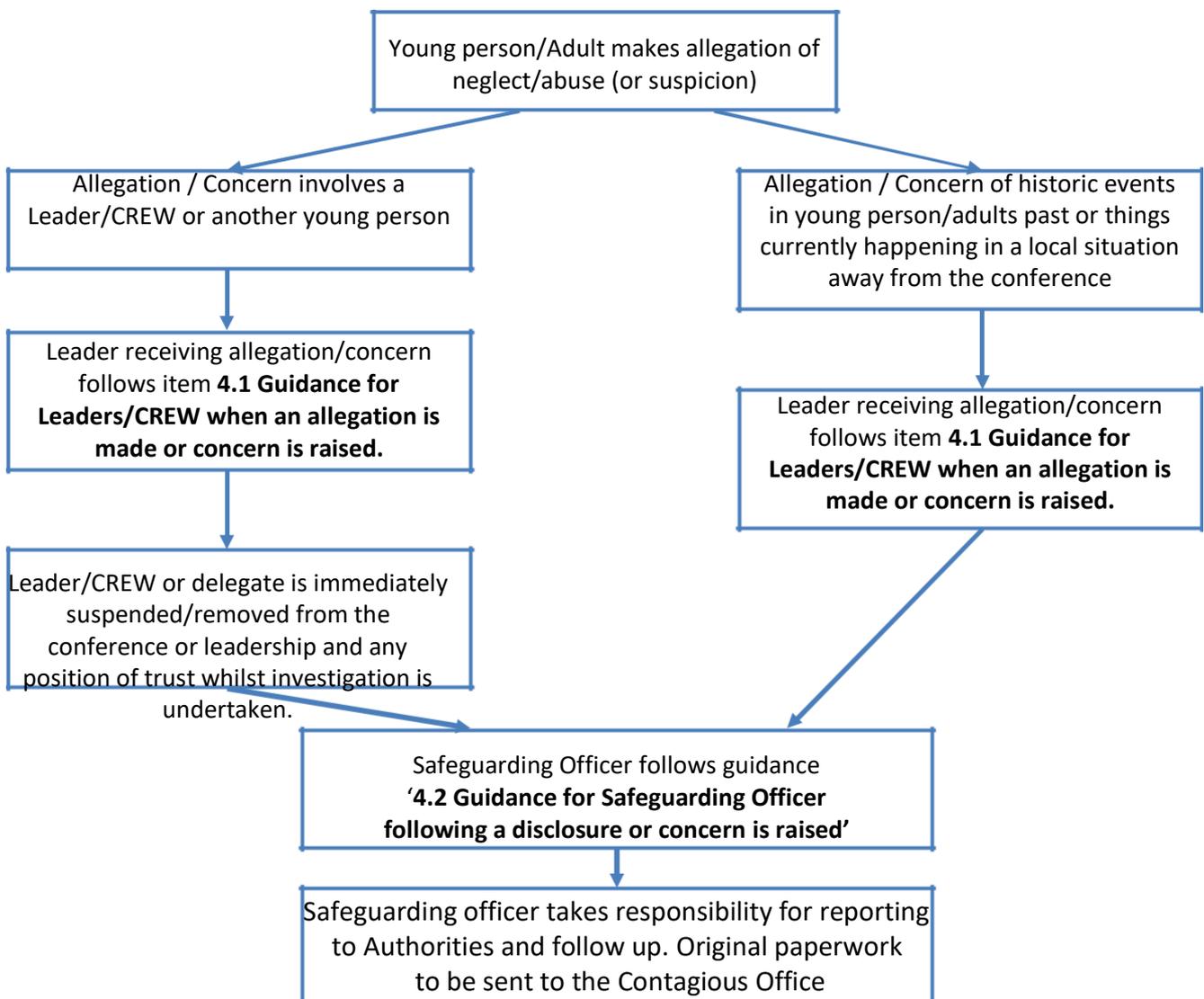
Contagious upholds its duty to appropriately respond to allegations by a young person or adult and to suspicions that raise questions regarding a young person’s welfare.

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.

For a more detailed response list, please see Appendix E for the Safeguarding and Pastoral Response Sheet.



4.1 Guidance for TEAM/CREW when an allegation is made or concern is raised.

4.1.1 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.
- Write what is said down as the young person has said it. Don't summarise.
- 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 (including last time happened). 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.

4.1.2 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. The Safeguarding Officer can ask advice of the Safeguarding Lead on site and if needed the Safeguarding Consultant.
- Consult the *Safeguarding and Pastoral Response Guide*, found in Appendix E.
- If the suspicions implicate the Safeguarding Officer or Lead contact the Safeguarding Designated Lead 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. Write it down exactly as the young person has said, not in your own words.
- Keep any other hand written notes securely with the formal paperwork. Make sure they are held with the Safeguarding Lead on your site who will keep them in a locked box until the end of the conference. They will then return them to the Safeguarding Designated Lead.
- If necessary, seek help for yourself. Don't feel you need to carry how the incident has affected you by yourself. Please speak to the Conference Coordinator or the Designated Lead.

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

4.2.1 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 Christian Safeguarding Services (CSS) for advice if appropriate. They will be able to advise you on any actions that need to be taken (helpline 0116 218 4420)*
- If necessary, the Safeguarding Lead 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 advice 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 CSS 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 Safeguarding Designated Lead at the Main 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 Trustee 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 Designated Lead or Trustee.

4.3 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.

4.4 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 CSS, 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 Lead/Officer has not responded appropriately, or where they have a disagreement with them 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.

5. 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 Lead will need to inform the Safeguarding Committee at once who will then 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, the Designated Safeguarding Lead 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.

6. 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.

APPENDIX A**Safe Recruitment Policy****1. Application Form**

Anyone who would like to work on a Contagious conference as a TEAM or CREW member needs to fill out an application form through the Contagious website. CREW will be 19 years and over (England) or 18 years and over (Scotland).

2. References

Those applying to work on Contagious will need to provide two referee names, one of whom should be a church leader. Both should be someone who have known you for at least 6 months and neither should be a family member.

3. Attendance

Those who have been as a Leader or CREW for two years or less will need to fill out a Personal and Spiritual Life section. If you have attended for more than 2 years you are not required to do this.

4. DBS/PVG

You must have an up to date DBS (England residents) or PVG (Scotland residents only).

An acceptable DBS:

-Is an Enhanced DBS with the Child Barred List checked

-Is on the Update Service

-If you are not on the Update Service it needs to be one year or less old OR has been done by Contagious therefore it can be three years or less old.

An acceptable PVG:

-Your PVG needs to be done by Contagious

5. Approval

Once an application has come through, along with the two references, the Designated Safeguarding Lead will pass them onto the correct Conference Coordinator and refer to the Director of Contagious if necessary who will read and approve the application. If the applicant is not known to us, we may additionally seek to interview them either by phone or in person.

6. Finished Application

Once an application has come been approved by the correct Conference Coordinator and the DBS/PVG has been checked, the Designated Safeguarding Lead will send the applicant an email with their invoice.

Overseas Applicants

1. If an applicant is not a resident of the United Kingdom, they do not need a DBS/PVG but we will require a criminal background check from their country of residence, you will not be able to come to Contagious without one. Guidance can be found here: [Criminal Records for Oversea Applicants -GOV.UK](#)

Risk Assessment

Contagious will pause an application of a Leader or CREW member 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.

1. If we receive a blemished DBS/PVG and/or reference, an individual Risk Assessment will be carried out by the Safeguarding Designated Lead and may include the Director of Contagious, the Conference Coordinator, the Referee if applicable, CSS and any other appropriate parties. The applicant's data will be handled confidentially at all times, including when liaising with third parties.
2. If the blemishes disclosed are not considered to pose an ongoing risk to young people, the applicant will be approved. There may need to be restrictions placed on them, this will be decided case by case. However, if there is a high risk or the information shared calls in to question their ability to uphold the principles set out in this policy the applicant will not be approved.

Handling and Storage of Information

1. The Designated Safeguarding Lead (DSL) will record DBS information and can keep the relevant information needed (e.g. certificate number, etc) but will not hold on to anyone's DBS form, either electronically or physically. Copies will be shredded and emails will be completely deleted.
2. The DSL is able to hold onto Contagious' copy of an applicant's PVG, they will be stored in a locked cabinet at the Main Office.
3. During each conference any safeguarding information will be moved as soon as practically possible to a locked container in the locked room of the Safeguarding Lead. At the end of the conference the locked container will be given back to the DSL to handle.
4. Safeguarding information will be scanned and sent to safeguarding@contagious.org.uk where it will be securely stored. All paperwork will then be shredded. An email reminding other leaders to do the same will be sent and confirmed.

APPENDIX B

Partial Terms and Conditions (for full Terms and Conditions please see the website)

These are the terms and conditions on which we supply our conferences and events. Please read these terms carefully before you submit your booking/application to us. There is important information for you to understand and accept about us, the events, our service and care, and our expectations about delegates conduct. If you would like further clarification or have any questions about these terms, then please contact us.

Behaviour

It is expected that all participants at Contagious will behave reasonably, in a responsible manner, respectful of leaders, other delegates, the property and staff of the venues, and accept any rules imposed in order to ensure the smooth, safe running of an event. Some of our events include delegates or young people that are 18 years or over. Whilst we recognise, they are adults, we expect our young adults to comply with the general rules of the conference like other younger delegates and submit to the authority of the leaders (e.g. bedtimes). Alcohol and illegal drugs are not permitted at Contagious. Smoking and Vaping are not permitted at any of the sites used by Contagious venues which are designated no smoking areas. The Contagious leadership team reserve the right to dismiss anyone for disruptive, disrespectful or rebellious behaviour, for an infraction of Contagious policy, for inappropriate sexual activity or for other physically or emotionally inappropriate behaviour, without obligation to refund any part of the fees. Collection or travel from the event would then be the responsibility and at the expense of the delegate/parent/guardian. If a delegate, through inappropriate behaviour, causes loss or damage to Contagious property or the venue property, then the delegate/parents/guardian would be expected to pay for any deliberate damage caused. Most teaching sessions/meetings and some activities on Contagious conferences are not optional and all delegates are expected to participate in those sessions. If a delegate refuses to attend these sessions without due reason and therefore opts out of the purpose of the conference, they will be asked to leave and Contagious will have no obligation to refund any part of the fees. Collection or travel from the event would then be the responsibility and at the expense of the delegate/parent/guardian.

Please note that it is not acceptable for a young person whilst at Contagious to leave their dorms after lights out. We want to express the seriousness of the situation to the young people at the same time explaining the importance of looking after themselves, each other, the team and the reputation of Contagious. We will encourage them to be wise, godly and responsible. There will be very clear boundaries about young people leaving their rooms and will add the sanction that if anyone is found missing from their beds after 'lights out' and before morning then we will:

1. Call the young person's mobile (if we have their number) and ask them to return immediately.
2. After 10 minutes if they are not back we will call their parents (whatever time of night it is) and say that if young person does not return we will call the police and report them missing.
3. For all young people found outside, their parents will be contacted and asked to collect their young person that day and will be removed from camp.

Safety and Supervision

The safety and welfare of the children and young people is our priority so we ensure high levels of adult supervision. We maintain a high ratio of adults to young people appropriate to the activity. Most of our leaders are volunteers who give their own time (and contribute to their own costs) in order to run Contagious events. All children and young people are allocated to a small group (SUS group) where they have the care and supervision of at least two adult leaders. Contagious leaders are recruited safely through an application process where they provide information about themselves, their Christian commitment and experience of working with children or young people. We check the suitability of each leader by careful reading of their application, obtaining two positive references (including one from their home church leader) and obtaining a clear DBS or PVG check. If the applicant is not known to us, we may additionally seek to interview them either by phone or in person. We aim to maintain a ratio of 1 leader to every 5 young people attending the event. Each SUS group (small group of between 6 and 12 people) will have at least two leaders. Each SUS leader will be supported and supervised by an experienced Coordinator and Teaching Leader. Further support and supervision of the conference is provided through the Vision and Teaching Team and Operations Team who serve under the authority of the Board of Trustees. Further details of these teams are available on the website. Leaders are expected to attend a training day, prepare well for the teaching and activities and familiarise themselves with our safeguarding policy and procedures.

Health and Safety

It is important that full disclosure of all relevant medical issues, dietary requirements, allergy information or additional needs are made to the Contagious Team in order that they are able to provide the correct level of care to each delegate. Information should be shared during the booking process, but if more dialogue is needed please contact the Operations Team. Risk Assessments are carried out on all supervised activities, and our leaders will exercise reasonable supervision of all Contagious attendees. All Contagious conferences have Medical Supervisors who will supervise medication in accordance with the instructions received from the parent/guardians and the prescription guidelines. Medical supervisors where needed, will issue 'over-the-counter' medication, such as paracetamol or anti-histamine in accordance with the instructions on the medication and a record will be kept of the time, dosage and reason. If symptoms persist beyond two doses of over-the-counter medication, we will seek further advice from the person's parent/guardian or a NHS medical practitioner. We will undertake first aid to any of the participants in the case of injury or emergency. Should any further treatment be deemed necessary, we will refer to the nearest NHS facility and inform you as soon as possible. We keep records of all incidents or first aid treatment which are available on request. We take the safeguarding of Children, young people and vulnerable adults seriously.

Appendix C

Risk Assessments

It is the responsibility of the Safeguarding Designated Lead (SDL) to make sure the Conference Coordinator fills out a Risk Assessment Form for each of the venues there is a conference held at. The Coordinator will need to liaise with the venue to have a clear understanding of what is going on in the building. The Coordinator will find out if there are any other groups on site, any work being done on site, if there will be outside contractors or other people not associated with the venue on site. The Coordinator will coordinate with the venue about how they are handling things and then write an overall risk assessment for the week.

It is the responsibility of the Contagious Coordinator to fill out the Risk Assessment Forms for the different activities that will be run onsite. These help the leaders of the activity to analyse the risks and helps them decide if the activity is safe to run.

A risk assessment form should be completed for activities such as, outdoor activities, high risk or dangerous activities, including crafts if necessary and when catering for people with disabilities or special needs.

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 took into account the number of people who might be affected.
- The precautions are reasonable and the remaining risk is low.

Filling out the form:

- Identify the Hazards by walking around the area or thinking of what your activity involves to see if there is anything that could cause harm.
- Assess impact and fill in the relevant number.
- Assess likelihood and fill in the relevant number.
- Obtain the total by multiplying the numbers

The Coordinator will need to ensure all risks are mitigated where possible and if total are in the red band on the form DO NOT undertake the activity.

The form for recording can be found here under Form D or at

<https://contagious.org.uk/policies-and-forms/>

Appendix D

Contagious One to Ones

Aim

Each young person who attends Contagious Max is offered a one to one meeting with their SUS leader. The aim of a one to one is to:

- **Meet the needs of a young person.** One to ones are **not** to fulfil a need in a leader.
- **Provide an opportunity for a young person to speak to a mature Christian** about their spiritual walk with God and ask any questions about the Christian faith.
- **Provide support**, advice, biblical guidance and prayer for a young person.
- **Provide a safe place for a young person to share** any pastoral or safeguarding concerns they have and direct them to appropriate further help and support.

...But NOT

Contagious One to ones are:

- **NOT a counselling session.** Whilst some young people may wish to share deep pastoral needs, the one to one is not a counselling session where issues are broken apart and put back together again. Point or direct young people to seek help or arrange for further support to be provided if appropriate.
- **NOT an interrogation!** Do not ask leading questions about their moral life or seek to expose wrong behaviour.
- **NOT the start of an ongoing discipleship relationship.** We are not the local church or parent who have the responsibility for the ongoing discipleship of a young person. Even if a young person does not have good role models back home, SUS leaders are not expected to develop ongoing mentoring relationships with the young people.
- **NOT a Bible study.** They are not the place for a prepared Bible Study, although there may be opportunities to open Bibles to clarify some of the teaching if the young person has a question.
- **NOT the place for leaders unburden themselves.** A SUS leader needs to be very careful about sharing their own struggles. Whilst we want to be real and practical with young people, adults must not use the one to one relationship as a place of confession, counselling, seeking assurance from a young person. Sounds obvious, but sometimes leaders have felt like they need to be completely open and exposed before a young person is open with them – not true. If a leader feels convicted or needs to talk, please share with a senior leader.
- **NOT the place for leaders to share all their mistakes.** A SUS leader needs to be very wise about what life experiences they share with young people. If you share your failures, you could cause a young person to stumble over the same sin (Mark 9v42).

Guidelines

- **Offer a One to One (it's optional).** The SUS leader should offer to have a one to one with a young person in their group towards the middle or end of the week. The young person is free to decline a one to one if they do not want to meet.
- **Give 3 hours' notice prep time.** A young person should be given at least 3 hours' notice from arranging a time to meeting up, in order to give them time to prepare.
- **Agree a suitable time and place.** Agree an appropriate time and place to meet e.g. outside the dining hall, by the steps, entrance to the hall etc. Do not meet after 9pm and try to avoid taking time when the young person would prefer doing activities.
- **Explain what it involves.** Explain the aims of the one to one and show the young person the page in their teaching books of the sort of questions you will be asking them. Tell them the one to one will be between 20-30 minutes (no more) and that you will pray for them at the end.
- **Meet in a public place.** Always meet in a public place with other leaders/young people in view. Meal times are ideal or a short walk between sessions. **Never be alone with a young person in a room.**
- **Prepare and pray.** SUS leaders should prepare for the one to one in prayer and think about the questions to ask. Have a notepad and pen with you to write notes. Do not promise confidentiality but say that information will only be shared on a need-to-know basis for the young person's benefit and welfare.

Format and Questions

Subject	Lead Question	Secondary questions
Contagious (2 mins)	How have you found Contagious this summer?	<i>What have you enjoyed? Friendships? What has been most difficult? Would you change anything?</i>
Teaching (4 mins)	What part of the teaching have you most appreciated?	<i>What's the one big thing you have learnt this week? How have you got to know Jesus better this week? Anything about the teaching frustrated you or made you angry? What have you learnt this week that has made your heart sing?</i>
Questions about Teaching (4 mins)	Would you like to ask any questions about the teaching this week?	<i>What has been most difficult to understand? Would you like to go over anything again?</i>
Spiritual health (10 mins)	How would you describe your own spiritual journey?	<i>Would you describe yourself as a 'Christian'? How does your life reflect your love for Jesus? Put into your own words what you understand about who Jesus is and what he has done for you? Describe how you are with your friends, parents/family. Where are the battles or inconsistencies in your life? Describe how you meet with Jesus regularly – church, youth group, bible readings, prayer, podcasts, worship music, discipleship relationships back home?</i>
Personal application of teaching (4 mins)	If you've been challenged or encouraged by the teaching this week, how do you want to be different when you return home?	<i>What's the one big thing you want to tell yourself in one week's time, one month, six months, one year etc? What difference would you like your friends/family to see in you?</i>
Closing question (1 min)	Is there anything else you want to talk about?	<i>A completely open question to allow them to share or ask anything. Don't press them, just give a brief opportunity.</i>
Prayer (5 min)	What can I pray for you?	<i>Spend a few moments to pray for them. You could ask them gently if they would like to pray too. Praise God for some of things you have learned. Thank God for saving/teaching the young person. Ask God to continue to show his grace to the yp. Pray for them as they return home.</i>

Afterwards

- **Log** that a meeting has happened on the SUS Register sheet.
- **If** further action is needed make a note on a safeguarding form
- **If there has been a safeguarding disclosure:** write down any safeguarding disclosures as soon as possible after the meeting. If the young person is in any danger or there is a further risk of harm ACT NOW. Inform the safe guarding officer at the conference (or call Nick Jackman on 07933 068667)
- **Pray** for the young person.
- **Notes.** If you have written any notes of your one to one, please take a picture of them and send them to safeguarding@contagious.org.uk for safe keeping.
- **If further pastoral support is needed** please share your concerns with your Teaching Leader or Pastoral Lead.

APPENDIX E
Guide for Responding to Safeguarding / Pastoral Concerns at Contagious

The following guide is for use by the **Safeguarding Officer** at each conference to provide help when determining the level of response to a safeguarding or pastoral concern raised by a young person in our care. There are **5 levels of response** to safeguarding/pastoral concerns listed below that have been applied to general scenarios. Of course, there are **many more questions to be asked in each and every situation that may make our response change**, either increasing concern leading to a referral, or assuring us that the young person is adequately supported and no further action is necessary.

IF IN DOUBT, ALWAYS CALL CHRISTIAN SAFEGUARDING SERVICE (CCS) HELPLINE 0116 218 4420

Level 5	Safeguarding Incident and YP in danger. Immediate action - YP is in immediate danger and needs to be removed from harm. Contact authorities (LADO and/or Police). Seek advice from CCS helpline 0116 218 4420. Contact YP's local church safeguarding officer.
Level 4	Safeguarding Concern. Contact CCS helpline 0116 218 4420 and seek advice. Follow helpline consultant's advice. If advised, contact LADO and/or YP's local church safeguarding officer / youth worker / pastor, for follow up support.
Level 3	Pastoral Concern / possible Safeguarding Concern. With <i>or without</i> YP's consent, contact the YP's local church safeguarding officer/youth leader/Minister and/or parent for ongoing support.
Level 2	Pastoral Concern. Seek YP's consent to contact someone from their church or home to provide ongoing support. If YP refuses consent, assess reasons and seriousness of concern, then either go to Level 3 or Level 1.
Level 1	Pastoral Care. Encourage YP to seek further help and stay linked into church/youth group. No follow up.

Category of Concern	Scenario	8-10's	11-13's	14-15's	16-17's	18+
Forms of Abuse (see definitions and guidance in The Safeguarding Policy page 9)	Physical Abuse - Any disclosure or signs or affects or suspicions of actual or attempted physical harm done to a young person, or knowingly not prevented from being done (see definitions and guidance in Safeguarding policy page 9)	4/5	4/5	4	3/4	3/4
	Sexual Abuse - Any disclosure or physical signs or suspicions of sexual abuse (see further concerns below)	4/5	4/5	4	3/4	3/4
	Emotional abuse - Any disclosure or signs or affects or suspicions of emotional ill treatment of a child that may have had 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).	4/5	4	4	2/3	2/3
	Neglect - Any disclosure or sign or affects or suspicions of neglect, 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	4/5	4	4	3	2
	Financial abuse - Any disclosure or sign or affects or suspicions of financial abuse. 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.	3	3	3	3	2
	Discrimination - Any disclosure or report of discrimination in the 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 reasonable service to any delegate because of their race, sex, age, sexual orientation or disability	3	3	2	2	2

Category of Concern	Scenario	8-10's	11-13's	14-15's	16-17's	18+
'Soft' Drug Use	Frequent user of soft drugs that is more than just social participation with friends but has become more dependent on the drugs. May have debt problems or manipulating others out of money for the habit.	4/5	4	4	4	4
	Occasional use of soft drugs in a social group. Does not appear to be dependent on the drugs.	4/5	4	3	2	2
	One off use/ experiment with drugs.	2	1	1	1	1
	YP feels responsible for parent/person in their home, who is frequent user of drugs.	4	4	4	4	3
	YP has a friend who is a frequent user and he/she feels responsible for their wellbeing.	3	3	2	2	2
'Hard' drugs	Frequent user of hard drugs leading to health problems and dependence on the drug.	5	5	4	4	4
	Occasional use of hard drugs alongside regular soft drugs.	5	5	4	4	4
	One off use/ experiment with drugs that was not enjoyed.	3	3	2	2	2
	YP feels responsible for parent/person in their home, who is frequent user of drugs.	4	4	4	4	3
	YP has a friend who is a frequent user and he/she feels responsible for their wellbeing.	3	3	2	2	2
Alcohol	Regular drinking to excess	4/5	4	4	4	3
	Occasional drinking to excess	4/5	4	3	2	2
	One off time/experience of drinking to excess	2	1	1	1	1
	Young person's concern about Parent/friend drinking habits	3	3	3	3	3
Technology	Social media obsession (checking overnight, multiple times/hour, FOMO, mood dependent on posting and 'likes')	3	3	3	3	3
	Gaming addiction (over 5 hours a day, skipping meals to play, regularly through the night, spending excess money online, mood controlled by online experience)	3	3	3	3	3
	Gaming unhealthy usage (over 2-3 hours a day, sometimes late night, always thinking about/seeking the next gaming time, mood controlled by online experience)	3	3	3	3	3
Gambling	Frequent betting/playing with stakes higher than affordable. Problems with debt. Manipulating people or situations to get money to gamble.	4	4	4	3	3
	Fairly regular playing online poker/slot machines/quiz apps etc. Stakes within affordable range. No debt yet. In idle moments thinking about the next bet/win.	4	4	4	3	3
	Infrequent or one off bet/game within affordable range (e.g. poker with friends, online poker / betting apps / lottery).	4	4	1	1	1
Sex or Sexual activity	Report or disclosure of sexual abuse or rape or nonconsensual sex / sexual activity.	4/5	4/5	4/5	4/5	4/5
	Multiple sexual partners with peers, seeking many and variable sexual experiences.	4/5	4	4	2	2
	Sex within committed consensual relationship outside of marriage. YP not repentant nor uneasy about consensual sex outside of marriage.	4/5	4	3	2	2
	Sex within committed consensual relationship outside of marriage. YP feeling remorseful and repentant.	4/5	4	3	2	2
	Sexual activity, heavy petting without intercourse. YP remorseful and repentant.	4/5	3	2	2	1

Category of Concern	Scenario	8-10's	11-13's	14-15's	16-17's	18+
Sexting	Sent or received images of nudity between child/adult.	4/5	4/5	4/5	4/5	4/5
	Frequently sent or received images of nudity or of a sexual nature to/from peers.	4/5	4	4	4	1
	Occasionally sent or received messages/images of a nudity or sexual nature to/from peers.	4/5	4	4	4	1
	One off or infrequent sight of text messages of a sexual nature or sex images.	4	3	2	2	1
Pornography	Regular, obsessive viewing of pornographic images sometimes of an extreme nature. No remorse.	4/5	4	3	2	2
	Frequent use of porn. No remorse.	4	2	2	2	2
	Frequent use of porn. Showing remorse and repentant.	3/4	2	2	2	2
	Occasional/infrequent use of porn. Showing remorse and repentant.	3	2	2	2	2
Body Image/ Eating Disorder	Excessive/obsessive focus on appearance, body building, extreme diet, considering cosmetic surgery, emotional wellbeing controlled by appearance. May include taking many supplements, body improvement drugs or strict physical fitness regimes.	2	2	2	2	2
	Self-loathing, poor diet, erratic behavior. May or may not have eating disorder.	2	2	2	2	2
	Self-confessed eating disorder with no obvious physical symptoms. Talk of low mood, anxiety and unhappiness.	3/4	3	3	3	3
	Excessive focus on extreme sport/physical activity that makes an YP physically or emotionally unhealthy.	2	1	1	1	1
	Leader concern over YP eating habits. YP appears unhappy or anxious.	3	3	2	2	2
Depression / Anxiety	YP admits suicidal thoughts or shares of failed attempts.	4/5	4/5	4/5	4/5	4/5
	YP shares feelings of low mood / anxiety / depression / loneliness (but no feelings/thoughts of suicide)	2	2	2	2	2
	YP shares that a friend/family member is depressed and talks about suicide.	2/3	2/3	2/3	2/3	2/3
	Leader concern about YP low mood/anxiety / opting out.	2	1	1	1	1
Self-Harm						
	Self-harm at a low level (Scratching, hair pulling, hitting walls)	3	3	2	2	2
	Self-harm at a medium level (cutting, biting, hitting)	4	4	4	4	4
	Self-harm at high level (secret cutting, taking pills/chemicals, suicidal thoughts)	4/5	4	4	4	4

Form A

CONFIDENTIAL

Accident and Incident Form

This form should be completed by a leader immediately after any accident or incident where a person was injured or placed near harm. Share this form with the Conference administrator/coordinator to agree any follow up action that is necessary.

This form should be scanned or pictured and sent to admin@contagious.org.uk for secure storage.

Name of Conference/region			
Day, date and time of the incident			
Where did this incident take place?			
List the people involved in the incident and identify the person in charge and those who were injured.	Name	SUS	Mobile
Describe the accident/incident: <i>How did the accident happen?</i> <i>Who was present?</i> <i>What equipment was used?</i> <i>What injuries were sustained?</i> <i>Describe first aid or medical treatment given</i>			
What action, if any, have you taken since the incident to prevent further harm?			
Who have you informed about the incident? <i>Administrator/Coordinator/First aider?</i>	Name	Role	Mobile
Your Name:	Signed:		SUS no.
Mobile:			Date:
To be completed by Conference Coordinator/ Administrator			
Describe what action you have taken and who you have informed			
Name:	Signed:		Date:
Mobile:			

Form B**Contagious Safeguarding Report Form – Confidential**

This form should be completed by the person to whom a disclosure had been made, or by a witness to a situation which raises safeguarding issues.

It should be signed by the person completing the form
The form should also be signed by the Safeguarding Officer.

Following the event the form will be collated with any other paperwork and sent to Contagious Administrator for secure storage.

In the event of an external investigation a copy of this information will be passed to the police and/or Social Work Services.

Name of the Conference/Region _____

About the Child/Young Person;

Name _____

Date of Birth _____

SUS group _____

Church (if known) _____

About the Contagious Conference;

Name of SUS Leader(s) _____

Mobile/s _____

Name of Safeguarding Officer _____

Mobile of the Safeguarding Officer _____

About the Incident;

Place where the disclosure or incident for concern was raised;

Date and time when concern was raised _____

Name and contact details of people who were present at time concern raised;

Name _____ Contact _____

Name _____ Contact _____

Name _____ Contact _____

(please use additional sheet if more space required)

Form C

CONFIDENTIAL

Contagious Safeguarding Communication Sheet

This form is to be used by the Safeguarding Officer to record full details of each communication (phone call, email, letter) in relation to a safeguarding issue or pastoral concern raised at a Contagious conference. It should be signed as a record of what was communicated.

Following the event the form will be collated with any other paperwork and sent to Nick Jackman by scanning or taking a photo of all documents and emailing them to safeguarding@contagious.org.uk for secure storage.

Name of the Conference/Region _____

Communication in relation to _____
 (name of child/young person and DoB)

Date & Time	Name of Person Communicated with and their role.	Contact Details	Form of communication	Detail & outcome; Attach any written communication

(Please use additional sheet if more space required)

Name of Person Completing the form

Signed:

Date:

Form D

Risk Assessment Form

Date	
Assessed By (Name and Signature)	
Activity	
Event	

Identified Hazards	Persons at Risk	Impact	Likelihood	Total	Actions Tak

1. Identify Hazards
2. Assess impact, fill in relevant number
3. Assess likelihood, fill in relevant number
4. Obtain the total by multiplying the numbers
5. Ensure all risks are mitigated where possible
6. If totals are in the red band DO NOT undertake activity

		Impact			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Unlikely	1	2	3	4
	Seldom	2	4	6	8
	Occasional	3	6	9	12
	Likely	4	8	12	16
	Frequent	5	10	15	20

