

Safeguarding Policy

This is an edited version of the TT Safeguarding Policy for the web, which has personal phone numbers removed.

The Titus Trust Safeguarding Co-ordinator is John Miller
To contact him: safeguarding@titustrust.org or phone: xxx

Last updated 4th February 2017

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Other related documents (not included in this policy)

- Titus Trust Leaders Manual
- Procedure for appointing associates

- c) Policy for recruitment and induction of trustees
- d) Procedure for DBS checks of trustees, staff and volunteers
- e) Procedure for reference checks of staff and volunteers
- f) Staff workers child protection training log
- g) Staff application form
- h) Reference form in respect of potential staff
- i) Staff contract of employment
- j) Child protection declaration form (online)
- k) Reference form in respect of leaders
- l) Reference form in respect of assistant leaders, scampers, cooks and helpers

Revision List

Revision Made	Revision Location	Date Made	Revision Maker
Safeguarding Co-ordinator	Page 7	28-06-16	James Stileman
Appointment of volunteers – para 3 & 4	Page 20	26-06-16	James Stileman
Formatting (margin size – affecting page numbering throughout, though not impacting the above locations) and on page 1, websites of camp groups.		31/01/17	Antonia Instone
Out of hours phone number for Derbyshire Children's Services removed.	Page 14	31/01/17	Antonia Instone
Appointment of volunteers – para 3. Question from reference form updated.	Page 19.	31/01/17	Antonia Instone
Change of Safeguarding Co-ordinator	Page 6, 11, 14, 22	4/02/17	Tim Dossor
Insert: "(Trustee with responsibility for Safeguarding)"	Page 14	4/02/17	Tim Dossor
Addition of Safeguarding Co-ordinator details to top of document	Page 1	4/02/17	Tim Dossor

Section 1

Details of the Titus Trust

Registered Address: 12 Lime Tree Mews, 2 Lime Walk, Oxford, OX3 7DZ

Tel No: 01865 760 944

Email address: info@titustrust.org

Charity Number: 1066751

Company Number: 3473879

Insurance Company: Access Insurance (Public liability insurance for £5,000,000)

The following is a brief description of our organisation and the type of work and activities we undertake with children:

- The focus of the Trust's work is to provide fun activity holidays for young people at which the core truths of the Christian faith are explored. The Trust is delighted to have the support of many parents, Anglican and other church leaders, and a large number of senior figures in UK education.
- This past summer there were 21 holiday camps attended by 1,346 school children and 349 fee paying undergraduates. As well as summer camps the Titus Trust runs Easter Revision camps and Christmas and New Year conferences for 6th formers and students.
- The holidays are split into four camp groups. For more information on what is provided do feel free to browse the camp group websites at:
 - www.glod.co.uk
 - www.iwerne.org and www.forresholidays.org
 - www.lymingtonrushmore.org
 - www.ldnholidays.org

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator in his work and in any action he may need to take in order to protect children and vulnerable adults.
- notify CCPAS when the Safeguarding Policy has been updated and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

Section 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard on our events we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:
No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse:

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2013)'.

Abuse and neglect are forms of maltreatment of a child. 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and symptoms of abuse (children & young people)

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

Physical

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

Sexual

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

Emotional

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

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

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

How to respond to a child wishing to disclose abuse (Effective Listening)

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful response

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Titus Trust staff and associates will receive centralised training at least once a year at one of the termly staff meetings (most likely during the Lent term). Volunteer leaders will receive training either at pre-camp training days and weekends or at the set-up day before children arrive.

The Safeguarding Controller and other key staff (at least one person from each camp group) will attend a Facing the Unthinkable seminar run by CCPAS (or similar child protection training).

The Leadership will also ensure that children are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures should be adopted:

- In the first instance staff and volunteers must report their concerns to the Overall Holiday leader but as soon as possible these must be passed to John Miller (hereafter the "Safeguarding Co-ordinator") who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to David Aston (hereafter the "Deputy"). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then advice should be sought, in the first instance, from the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact the local Children's Social Services. Because Titus Trust holiday parties take place at various venues throughout the year and frequently change from year to year the telephone number for each local CSS may not be listed but most office and out of office emergency numbers are listed in appendix C. The Police Public Protection Team telephone numbers are also available at appendix C.

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. A copy of the incident report (at appendix J) should be given to the Safeguarding Co-ordinator after the event.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of Titus Trust will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator / deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional

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

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Public Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

Allegation of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). A referral to the Disclosure and Barring Service may be necessary if the investigation proceeds.

Section 3

Prevention

Safe recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

For further details about safe recruitment see the following procedures:

- Appointment of Staff workers
- Appointment of volunteers for associate training scheme

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and 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.

Section 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the Titus Trust. It will be the responsibility of Camp Group leaders to ensure that those affected get the appropriate care either within the camp group network or via external agencies

Working with offenders

The Trust will not allow people who are known to have abused children, or known to be a risk to vulnerable adults to attend a Titus Trust event.

Section 5

Practice Guidelines

As an organisation working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in. These can be found in the camp group leaders' handbook and/or in the briefs and risk assessments for each activity.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and young people. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by: **Iain Broomfield (Chairman of Trustees)** _____

Date: _____

Appendices

Appendix A

Trustees Safeguarding Statement

We, the trustees of the Titus Trust, [hereafter referred to as the Leadership] recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on: 9th June 2015.

The Titus Trust is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the Titus Trust.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all connected with the Titus Trust affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this organisation.

John Miller - Child Safeguarding Coordinator (Staff)

Mr David Aston - Deputy Child Safeguarding Coordinator (Trustee)

A copy of the full policy and procedures is available from the Titus Trust office in Oxford by calling 01865 760 944

CCPAS has been notified that our policy has been updated

Signed by **Mr Adrian May** (trustee i/c policies), on behalf of the Trustees of The Titus Trust

Signed _____

Date _____

Further Definitions of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome By Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence or Domestic Abuse

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

In June 2014, the publication *The Right to Choose* (HM Govt) provides guidance for agencies working together to deal with forced marriage. Forced Marriage Protection orders became law in June 2014.

Home Office (2009) *What is Domestic Violence?* London: Home Office defines domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. (Section 9.17)

Investigating complex (organised or multiple) abuse (Child Sexual Exploitation)

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role.

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. Further information about the Act can be found in *Home Office Circular 10/2004* [Found at www.homeoffice.gov.uk].

FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK. [Available from Dorkenoo et al, 2007 FORWARD UK]. (Sections 6.14 – 6.16)

Phone numbers

LOCAL CHILDREN'S SOCIAL SERVICES AND POLICE CHILD PROTECTION TEAM

Camp	Children's Social Services Office	Out of Hours (Emergency)	Police
Iwerne & Forres			
Iwerne Summer - Holt, Norfolk	0344 800 8020		101
Forres Summer - Fordingbridge, Hants	0300 555 1384	0300 555 1373	101
Iwerne Easter - Iwerne Minster, Dorset	01258 472652	01202 657279	101
Iwerne CHP & NYC- Elstree, Berks	01635 503090	01344 786543.	101
Lymington Rushmore			
LRH Senior Summer - Lymington, Hants	0300 555 1384	0300 555 1373	101
LRH Junior Summer - Sandroyd, Wilts	0300 456 0108	0845 6070 888	101
LRH Easter, Sixth Form HP, & Student Conference - Rushmore, Wilts			101
Glod			
Glod Senior Summer - Llandudno, N. Wales	01492 575111	01492 515777	0845 607 1002
Glod Inter Summer, & Easter Revision - Shrewsbury, Shrops	0345 678 9021	0345 6789040	0300 333 3000
Glod Student Conference - Buxton, Derbs	01629 533190		101
LDN			
LDN Senior Summer & Easter - Maidwell, Northants	0300 126 1000	01604 626938	101
LDN Junior Summer - Elstree, Berks	01635 503090	01344 786543.	101

Titus Trust Personnel

Safeguarding Co-ordinator – John Miller

Deputy Safeguarding Co-ordinator – Mr David Aston (Trustee with responsibility for Safeguarding)

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
01372 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS 
setting standards in safeguarding

CCPAS, PO Box 133,
Swanley, Kent, BR8 7UQ.
Tel: 0845 120 45 50
Email: info@ccpas.co.uk
Web: www.ccpas.co.uk

Code of conduct towards children and young people

General Principals

It is important there is a culture of dignity and respect towards those being cared for on Titus Trust holidays and house parties. This can be achieved by workers:

- understanding the organisation's safeguarding policy and good working practice
- listening to children, young people and vulnerable adults.
- respecting boundaries and privacy of those being cared for
- knowing how to deal with issues of discipline in line within the organisation's code of conduct
- developing an awareness of disability issues as well as issues of equality and inclusion

The principles and the guidelines below will be reflected in the volunteer leaders' handbooks for each camp group

Guidelines for discipline

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules e.g. no swearing, racism or other forms of discrimination, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive:

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Policy for the appointment of Titus Trust Staff

1. All staff working for Gloddaeth, Iwerne, Lymington Rushmore, Forres and LDN Holidays are employed by the Titus Trust.
2. Most prospective workers are already well-known to the Titus Trust, having previously served as volunteers or associates. Other candidates tend to be recommended by our supporters and are considered by those supporters to be suitable persons to work with children. All prospective workers will be asked to complete an application form and self-declaration form (see extract at appendix 2). The application form will ask candidates about their physical and mental health, previous experience of working with children, whether or not they have ever had an offer to work with children declined by a prospective employer and will require all candidates to sign a significant child protection declaration.
3. The Application Form will ask candidates to provide details of three referees, including one church referee and one work referee who was (or is) responsible for the immediate supervision of the candidate. All referees will be contacted and will be notified that the candidate would be working closely with children (sometimes in an unsupervised situation). Referees will be asked a number of questions relating to the suitability of the applicant for the job and the following question: **"If appointed the applicant will be placed in situations where he or she will work closely with children and young people and may sometimes have unsupervised access to those children and young people. To the best of your knowledge, is there any reason why the applicant would be unsuitable to care and be responsible for children and young people?"** The reference also includes space for referees to make any additional comments regarding the applicant's suitability to work with children.
4. If any reference causes the Trustees or the relevant Camp Group Leader to have any concern about the candidate's suitability to care for children, then the Trust will take further action before employing that candidate. Such action may include meeting with the relevant referee or with other persons who know the candidate in a similar capacity. All references will be held on file for at least 10 years.
5. If any statement made by the candidate (in an application form, self-declaration form or during any discussion during the recruitment process) causes the Trustees to doubt their suitability, then further action will be taken. For example, additional meetings may be held with the candidate and third parties.
6. Post interview, all successful applicants will be required to agree to request an Enhanced Disclosure from the Disclosure & Barring Service ("DSB") and no applicant will be offered an employment contract until a satisfactory Enhanced Disclosure has been obtained. It will be made clear to all candidates that employment will be conditional upon the obtaining of a satisfactory Enhanced Disclosure. These Disclosures may delay the recruitment process but demonstrate the Trust's commitment to child protection. Potential "Associates", who seek employment with the Titus Trust for one year only, will also be required to agree to request an Enhanced Disclosure from the DBS. Any 'blemishes on the DBS certificate will be dealt with by a recorded risk assessment.
7. No candidate will be offered employment until after a satisfactory interview has been conducted (and not before the Enhanced Disclosure has been received). The Trustees conducting the interview will ask questions relating to the candidate's suitability to work with children. Potential Associates may be interviewed either by Trustees or by the relevant Camp Group Leader. In either case, they will be asked questions relating to their suitability to work with children.
8. Before a job offer is made, the candidate will be given a copy of this Safeguarding Policy and it will be made clear that the candidate would be required to comply with this Policy.
9. Workers will be given a contract of employment. This contract will act as a written acceptance by the new employee of the Trust's Safeguarding policy. In addition, it will be a condition of service that the worker must report all allegations or concerns about possible abuse.
10. All workers will be provided with a clear job description detailing a description of their tasks, supervisory arrangements (both of themselves and their responsibility for others) and any guidelines and agreed procedures. Each worker will have a named supervisor and have regular opportunities for meetings with that supervisor so that work can be discussed, issues aired and prayer support given.

Policy for the supervision and training of staff

1. Once a person has become a Trust employee, the Trust has a continued obligation to train them in safeguarding, to monitor their behaviour and to conduct interviews with them to discuss child protection.
2. New staff will be given a probationary period. During, and at the end of, this probationary period, the Camp Group Leader should obtain feedback from other members of staff on the progress of the new worker. The appointment should only be confirmed after such feedback if the Camp Group Leader and the Trustees are satisfied that the new worker is a suitable person to work with children.
3. Within their first year of employment, each member of staff (including Associates) will be encouraged to attend a safeguarding course operated by an organisation such as CCPAS or to participate in an alternative form of safeguarding training. In addition, at least one staff meeting every year should consider safeguarding issues and incorporate some training and a chance to review our work and practices together as a group.
4. Camp group staff meetings should provide an opportunity to review guidelines and discuss problem areas. Camp Group Leaders must ensure that safeguarding features on the agenda of these meetings at regular intervals.
5. All staff have an obligation to monitor one another and to encourage each other to comply fully with the Titus Trust Safeguarding Policy. Where any member of staff is given any reason to be concerned about the behaviour of another member of staff, he or she must inform the Camp Group Leader. If a member of staff is concerned about the behaviour of the Camp Group Leader, then he or she must report the matter immediately to the Chairman of the Trust. A member of staff's first duty is to the safety and well-being of the children within our care, and where there is any doubt or reason for concern, the Chairman of the Trust should be contacted.
6. Camp Group Leaders have the main responsibility for monitoring the behaviour and work of all staff within their teams. If a Camp Group Leader believes that a member of his team has failed to comply with the Titus Trust Safeguarding Policy, then he must meet with that member of staff and address the breach. If there has been a serious breach, then the Camp Group Leader must inform the Chairman of the Trust.
7. Camp Group Leaders must interview every member of their staff team (on a one-to-one basis) at least once a year to discuss child protection matters. At such meetings, the Camp Group Leader should ask the member of staff to consider his or her practices and behaviour in the light of the Trust's Safeguarding Policy. In addition, each member of staff should be asked to comment on the behaviour of the other members of staff in that team. Where appropriate, the Camp Group Leader should feedback this information to the Operations Director with a view to this Policy and the Trust's practices being improved.
8. The Trustees have the responsibility for monitoring the behaviour and work of the Camp Group Leaders (and Overall Holiday Leaders). If a Trustee believes that a Camp Group Leader or Overall Holiday Leader has failed to comply with the Titus Trust Safeguarding Policy, then he or she must meet with that person and address the breach. If there has been a serious breach, then the whole body of the Trustees ought to be informed.

Policy for the appointment of volunteers for Titus Trust events

1. As the Titus Trust provides residential holidays for children, the Trustees acknowledge that great care must be taken to ensure that all volunteers on our holidays are people who are suitable to work with children. All volunteers must be contacted by a member of the Titus Trust staff before they attend their first Titus Trust event to discuss their role as a volunteer..
2. Prior to each holiday, **all volunteers who may have contact with children** on the holiday (including, but not limited to, all leaders, scampers, assistant leaders, cooks, helpers and sports instructors) will be required to complete an online safeguarding self-declaration questionnaire. The safeguarding questionnaire must be completed by every volunteer wishing to attend any Trust holiday. These questionnaires must be retained on file for at least 10 years.
3. Volunteers will be asked to provide the details of 2 references every three years. Referees should know the volunteer well for at least two years and should be unconnected with the Titus Trust. One should know the volunteer in a Christian context. When contacted, these referees will be notified that the candidate will be working closely with children and is likely to have unsupervised access to children. Referees will be asked "If appointed the applicant will be placed in situations where he or she will work closely with children and young people and may sometimes have unsupervised access to those children and young people. To the best of your knowledge, **is there any reason why the applicant would be unsuitable to care and be responsible for children and young people?**" Additional space will also be provided for referees to make any additional comments about the suitability of the volunteer. Telephone references must not be sought.
4. In addition, **all volunteers who may have contact with children** on the holiday will be required to obtain a satisfactory Enhanced Disclosure from the Disclosure & Barring Service. Generally, no volunteer will be allowed to attend a Trust holiday, unless a copy of his or her satisfactory Disclosure has first been received by the Safeguarding Co-ordinator. When a DBS check has not cleared before the beginning of a holiday due to an unexpected delay volunteers may be able to serve on a holiday but the following restrictions will be applied:
 - a) That they have no direct contact with the children
 - b) Sleep well away from the children
 - c) Their group leader knows that they don't have a cleared DBS
5. Only volunteers whose names appear on the Operations Director's List of Disclosures Received (as regularly updated) can be treated as having obtained a satisfactory Disclosure. Where volunteers have applied for a Disclosure, but they are not named on the List of Disclosures Received, they will need to contact the Disclosure and Barring Service and may need to re-apply.
6. If a volunteer was asked by another organisation to apply for an Enhanced Disclosure (e.g. for a school or youth club), they will still need to apply for a further Disclosure for the Trust. However in 2013, the Disclosure and Barring Service launched their 'Update Service' which lets applicants keep their DBS certificates up to date online and allows other organisations to check a certificate online. The Trust will accept disclosure clearance through this facility as long as the type of clearance corresponds with the Trust's requirements. Specifically, it must be for Enhanced rather than Standard disclosure and it must cover 'Working with Children' and not just adults. This will involve the Trust contacting the DBS for updated information.
7. Disclosure is an additional safeguard and cannot be relied on as a substitute for other practices outlined above. In respect of all volunteers, including Current Volunteers, staff must obtain a satisfactorily completed online Safeguarding Form (every year) and the above provisions relating to application forms and references remain unchanged.

Policy for the supervision and training of volunteers

Training for volunteers

8. All volunteers need to be made aware of child protection issues and should be given adequate training. Training should cover a) avoiding misunderstandings on our holidays, b) what should be done when we suspect abuse, and c) what should be done when allegations of abuse are made.
9. This Safeguarding Policy must be made easily accessible to all volunteers on every holiday and the Overall Holiday Leader should draw the existence of this Policy to the attention of all volunteers at the start of each holiday.
10. In addition, the Overall Holiday Leaders should ensure that all volunteers are given a copy of the Trust booklet entitled "Safeguarding: a guide for volunteers" at appendix 8. Overall Holiday Leaders should encourage all volunteers to take a few moments to read through it and discussion may be appropriate in the Leaders' room on every holiday. Preferably copies of this booklet should also be sent to each volunteer prior to each Trust holiday and should be referred to on training days/weekends.

Supervision of volunteers

11. On all Trust holidays, the person with overall responsibility for the welfare of the children will be the Overall Holiday Leader. Usually this will be a senior member of staff (usually the Camp Group Leader), but on occasion, the Trustees may delegate such responsibility to a senior volunteer. The Overall Holiday Leader on a Trust holiday will act as the Safeguarding Officer on that holiday. He is responsible for all child protection matters and is answerable to the Trustees on such matters.
12. Every member of staff has responsibility for monitoring and supervising the behaviour of volunteers and ensuring that the Titus Trust Safeguarding is complied with. Any member of staff or any volunteer who sees another worker acting in a way which could be misinterpreted should speak to that individual or to the Overall Holiday Leader about his or her concerns. The Overall Holiday Leader has responsibility for ensuring that volunteers comply with the Policy. If he considers that a breach has taken place, then he must address the matter with the volunteer concerned. Where there has been a serious breach, the volunteer should be sent home and the Trust Manager should be informed immediately. A written report should be made immediately by the Overall Holiday Leader and any witnesses to the breach.
13. During each holiday (preferably within the first 3 days of that holiday), leaders should discuss safeguarding matters at one of the leaders' meetings. This is an opportunity to ensure that everybody has read the Safeguarding guide for volunteers and is aware of the main issues, and to review procedures and share concerns. The Overall Holiday Leader must make certain that all leaders know to feedback to him any concerns or doubt relating to safeguarding.

Titus Trust - Safeguarding Incident Form

Please use this form to record any incidents which may occur involving child protection issues whilst a child is attending a Titus Trust event or in a position of care by a Titus Trust staff worker or volunteer.

This should include a report of any disclosures or allegations of abuse made by a member or senior camper.

This form should be passed to the Titus Trust Safeguarding Co-ordinator as soon as possible.

Where did it happen? -

Date _____ **Time** _____

Name of affected person(s): _____

What happened? _____

Was anyone else involved in the incident, if so, what was their role? _____

What action was taken immediately afterwards? _____

Any other action taken? _____

Signed: _____ **Date:** _____

*Please take this form as soon as possible to the Holiday Leader.
To be completed by the Holiday Leader.*

What action was taken?

Telephoned CCPAS for advice on how to act? Yes / No

Informed John Miller at the Titus Trust as appointed Child Protection Co-Ordinator?
Yes / No

Other Action Taken:

Change of procedure agreed:

TT Guidelines revised? Yes / No

Staff notified of changes: Yes / No

Signed: _____ **Date:** _____

Guidelines for the prevention of abuse

As a volunteer on a Titus Trust holiday, you should:

- Treat all children and young people as individuals, and with respect and dignity.
- Be thoughtful about your language and tone of voice.
- AVOID the following:
 - Invading the privacy of children (particularly in bathrooms and when they are changing)
 - Rough, physical or sexually provocative games
 - Inappropriate or intrusive touching and language
 - Any scapegoating, ridiculing or rejecting of a child
- Learn to control and discipline children without using any physical means (other than restraint by holding to prevent injury).
- Never let children or young people involve you in excessive attention-seeking behaviour, especially any that may be overtly sexual or physical in nature.
- Ensure that you are never alone with a child in a place where you cannot be seen by other leaders and think carefully before getting into a car with any campers.
- Try to find a place that is open and visible for any counselling situation where privacy and confidentiality are important.
- Challenge any unacceptable behaviour by any other volunteer or other person on the holiday and report all allegations / suspicions of abuse to the Overall Holiday Leader.
- Speak to a member of staff or call the Operations Director on 01865 760 944 if you wish to clarify any matter relating to the Trust's Safeguarding Policy.



Safeguarding A guide for all volunteers

In recent years Safeguarding has become a matter of great importance in society as a whole. As volunteers on a Titus Trust holiday, the need to provide adequate care for children and young people, must be at the forefront of our minds.

The Titus Trust has a Safeguarding Policy which gives detailed guidance on how to provide proper care to children and how to respond in the event of matters of abuse or concern. There is a copy of this Policy in the Titus Trust Leaders' Manual and all volunteers should make time to read it. This leaflet is not a substitute for that Policy, but is intended as a handy reference for all volunteers.

What is abuse?

There are several categories of abuse which have been officially defined in Government documents. The following are the most common:

Physical	Where children suffer physical harm or injury or where there is a failure to prevent such injury
Emotional	Where children do not receive love and affection; they may be frightened by threats and taunts or be given responsibilities inappropriate for their age
Sexual	Where children or young people are involved in sexual activity they do not fully comprehend or to which they are unable to give informed consent (includes involving children in producing or watching pornography)
Neglect	Where adults persistently and severely fail to care for children or protect them from danger

Children and young people in God's world

As Christians, it is vital for us to be seen to be doing everything possible to care for and ensure the well-being of all children and young people entrusted to our care. Every Titus Trust holiday should therefore be a model community where:

- Children are respected, nurtured and kept safe
- Leaders and all other volunteers are supported and encouraged
- Love and respect for families is promoted and parents are supported and encouraged

In a time when abuse is an all too common factor of children's lives, we have a unique opportunity on each holiday, to stand with children and young people and to powerfully demonstrate Christ's love.

The Titus Trust's commitment

The work of The Titus Trust is carried out both by paid staff and by a large number of Christian volunteers. We believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do. Therefore:

- We are committed to the nurture, protection and safekeeping of all, especially children and young people
- It is our responsibility to protect children and young people from physical, sexual, emotional and organised abuse and neglect, and to report any abuse suspected or discovered
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children and young people. We will provide adequate supervision and recognise mutual accountability

If you need emergency advice, telephone:

- CCPAS (The Churches' Child Protection Advisory Service): 0845 120 4550 (this is a 24 hour Christian helpline. The Titus Trust is a member of CCPAS and so any TT leader can ring and seek advice on any safeguarding matter at any time.)
- or
- NSPCC: 0808 800 5000

Procedures on Titus Trust holidays

All volunteers on every Trust holiday must be committed to the protection of children from abuse. If you suspect that a child or young person has been abused, or is being abused, you must inform the Overall Holiday Leader. The following behavioural signs **may** be indications of child abuse:

Physical	Unexplained or hidden injuries; lack of medical attention
Emotional	Reverting to "younger" behaviour; nervousness; sudden underachievement; attention seeking; running away; stealing or lying
Sexual	Preoccupation with sexual matters (evident in words, play or drawings); being sexually provocative; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children
Neglect	Appearing ill cared for or unhappy; being withdrawn or aggressive; having injuries or ongoing health problems.

If a child tells you about abuse

1. Do not panic. Try to be composed and sympathetic.
2. Listen carefully and keep on listening.
3. Do not ask questions and do not start to investigate.
4. Accept what you hear without passing judgment and reassure the child that he or she was right to speak to you.
5. Do not promise confidentiality – explain that you will have to tell the Overall Holiday Leader.
6. Stay with the child until they are reassured and comforted. Only leave the child once you have told them what you intend to do next.
7. Immediately tell the Overall Holiday Leader or, if he is unavailable, a member of the Titus Trust staff (unless they are implicated in the allegations).
8. Make careful notes (the circumstances, what the child said, what you said etc.) as soon as possible (preferably within one hour). Include dates and time of incident/recording and keep safely.
9. Do not talk to others about allegations.
10. Pray for all concerned.