

# GRACE CHURCH TRURO

## Safeguarding Policy Statement

### Section 1: Details of the Organisation

Grace Church Truro  
5 Grenville Road  
Truro  
TR1 3TJ

Tel: 01872 709880

Email: [info@gracetruro.org](mailto:info@gracetruro.org)

Elders: Matt Leach

Ben Sewell

John Peters

Andrew Sampson

[Elders@gracetruro.org](mailto:Elders@gracetruro.org)

Trustees: Ray Gilliland (Chair)

Paul Williams

Kathryn Nichols

Judy Pyke

Kerry Doyle

Helen Sewell (Treasurer)

[Trustees@gracetruro.org](mailto:Trustees@gracetruro.org)

Safeguarding Coordinator: Laura Sampson [laura.sampson@gracetruro.org](mailto:laura.sampson@gracetruro.org) 07858041966

In association with Advance ([www.advancemovement.org](http://www.advancemovement.org)) group of churches

(in wider association with Newfrontiers – [www.newfrontierstogether.org](http://www.newfrontierstogether.org) )

**Charity Number:** 1138212

**Company Number:** 07328613

Public Liability Insurance with Ansvar

Sunday services, including children, are usually held at:

The Mylor Building

Truro College

College Road

Truro

TR1 3XX

## **Brief description of our organisation and the type of activities we undertake with children and adults with care and support needs**

We are first and foremost a family of God's people committed to demonstrating and proclaiming the fullness of life found in Jesus. Truro is the principal city within Cornwall with people of many different backgrounds. Grace Church aims to reflect this diversity in its membership, and we have a wide congregational age range.

We have a team of dedicated and competent children's workers who provide sessions for all our children up to the age of 18 on Sundays as well as other social events for the 11-18's (Grace Youth) at other times. We have a pastoral care team that looks after adults within the church in addition to the pastoral support provided by community groups.

We have midweek community groups meeting in people's homes in addition to the Sunday meetings. Alongside this we have other small groups based on interests which also gather outside of Sunday meetings.

We work in partnership with other organisations in the local community such as Foodbank, CAP, and Transforming Lives for Good.

We are working towards the planting of 'Grace Church Porthtowan' with a view for a congregation to gather regularly in that community in January 2025. Grace Church Porthtowan will come under the governance oversight of Grace Church Truro.

## Section 2

### Introduction

Good governance helps an organisation to prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this is the board of Trustees.

The trustees are appointed to have independent authority and legal responsibility for how an organisation or charity runs; as well as to have a critical role in decision making and compliance, while also helping to set the values, standards and behaviours of the organisation.

*"The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance can be pivotal to whether a charity achieves its stated object." (ICSA The Governance Institute, 2017)*

### Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship. *Adults who lead within Grace Church as elders, trustees, team leaders, community group leaders or in a pastoral care capacity are also seen as having positions of trust.*

It is vital that all workers, employed or voluntary, ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal (England/Wales) (Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16- or 17-year-old under their care or supervision.

The following Safeguarding Policy and attached practice guidelines/appendices are based on the safeguarding standards published by thirtyone:eight (formerly known as the Churches Child Protection Advisory Service - CCPAS) of which Grace Church is a member.

This document aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- Those who lead do so by example,
- And are committed to endorsing and following all national and local safeguarding legislation and procedures, to ensure the safeguarding of all.
- Those that work or volunteer are safely recruited and trained for their roles.
- There are accountability structures and codes of conduct.

- The premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and it is welcoming and inclusive.
- The values of the organisation are embedded in its day-to-day actions and behaviours of its people.
- There is open communication.

The trusting relationship between worker and child, young person or adult with care and support needs means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

## **Our Commitment**

As a Leadership at Grace Church, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and 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 building constructive links with statutory and voluntary agencies involved in safeguarding.

## **Section 3: Prevention**

Defining child abuse or abuse against an 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 adult.

To safeguard those in our places of worship and activities 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. 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.*

In addition, including in relation to adults, Grace Church adheres to the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment. Detailed definitions and signs and indicators of abuse, as well as how to respond to a disclosure of abuse are included here in our policy: APPENDIX 1.

### **Safer 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
- Those short listed have been interviewed
- Interview panels for employees of Grace Church should be comprised of a mix of two elders and two trustees or one trustee and the safeguarding coordinator, depending on the role.
- Safeguarding has been discussed at the interview
- Written references have been obtained, and followed up where appropriate
- Qualifications where relevant have been verified

- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- A suitable training programme is provided for the successful applicant
- The application has completed an agreed probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- All employees of Grace Church will undergo an appraisal process each year with an internal line manager or chair of trustees. Elders will undergo the appraisal process with the chair of trustees or an external church partner.

## **Safeguarding awareness and training**

Grace Church 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, including volunteers in roles involving unsupervised contact with children and adults with care and support needs, will receive induction training and undertake safeguarding training on a regular basis.

This is provided in-house, organised by the Safeguarding Co-Ordinator using Thirtyone:eight materials as the basis of this training. External, additional training may be undertaken for further support in areas like pastoral care and trusteeship.

The Leadership will also ensure that children, young people and adults with care and support needs 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.

## **Practice Guidelines**

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

We have specific good practice guidelines for the activities we undertake, attached in the appendices.

For some activities, specific forms are needed e.g. consent forms, risk assessments etc. The relevant forms are held online and can be seen on request from our church administrator, Saskia Archbold, ([saskia.archbold@gracetruro.org](mailto:saskia.archbold@gracetruro.org))

## **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

adults with care and support needs, and will be given clear expectations about what is expected of them. They will also receive further training as necessary.

Before individuals start working with Grace Church, including with children, young people and adults with care and support needs, they need to understand and acknowledge the responsibilities and trust inherent to their role. In addition, under Health and Safety at Work legislation, organisations have a duty of care towards the well-being of all workers and ensure they are treated fairly. They are required to provide a safe working environment and guidance on safe working practice.

#### **Section 4: Partnership Working**

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

We therefore have clear guidelines regarding our expectations of those with whom we work in partnership, whether in the UK or not. We will expect any organisation with whom we work to have their own policy that meets statutory safeguarding standards. We will discuss safeguarding and have agreements/understandings in place for raising concerns and communication.

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

## Section 5: Responding to Allegations of Abuse

Under no circumstances should a worker/volunteer carry out their own investigation into an allegation or suspicion of abuse.

The person who has become aware of an allegation of abuse should report the concern by following this procedure:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

→ **Laura Sampson** (hereafter the "Safeguarding Co-Ordinator")

Telephone: 07858 041966

Email: [laura.sampson@gracetruro.org](mailto:laura.sampson@gracetruro.org)

The above 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.

→ Concerns may be logged securely and sent directly to the above using the online 'Report a concern' form on the Grace Church website on the safeguarding page.

Available online here:

<https://gracetruro.churchsuite.com/forms/0jchomhu>

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 John Peters (Deputy Safeguarding Coordinator) 07795 053957

OR Kerry Doyle (Safeguarding Trustee) 07707772150

- If the suspicions implicate both the Safeguarding Co-Ordinator and the Deputies, then the report should be made in the first instance to:

**Thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

Telephone: 0303 003 1111. Option 2

Alternatively contact Social Services or the Police.

- The Safeguarding Co-Ordinator should contact the appropriate agency, or they may first ring the Thirtyone:eight helpline for advice. They should then contact social services in the area where the child or adult lives.



## **Cornwall Children's Social Services**

Multi Agency Referral Unit  
3 North County Hall  
Treyew Road  
Truro  
TR1 3AY

0300 1231 116

[multiagencyreferralunit@cornwall.gov.uk](mailto:multiagencyreferralunit@cornwall.gov.uk)

## **Cornwall Adult Social Services**

Adult Social Care  
0300 1234 131

out of hours on 01208 251300

[Safeguarding adults - Cornwall Council](#)

## **Police Protection Team**

Devon and Cornwall Police

[01392 420320](tel:01392420320)

- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made according to these procedures and kept secure.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The Leadership will support the Safeguarding Coordinator/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 Thirtyone:eight, although the Leadership hopes that members of Grace Church Truro will use this procedure.

If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct.

We hope by making this statement that the Leadership of Grace Church Truro demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

## **5.1 Detailed procedures where there is a concern about a child**

### **Allegations of Physical Injury, Neglect or Emotional Abuse**

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

- Contact Children's Social Services (MARU - see above) 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 MARU.
- 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 Thirtyone:eight (who will confirm their advice in writing) if unsure whether 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 MARU or Police Child Protection team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

## **5.2 Detailed procedures where there is a concern that an adult needs protection:**

**Suspicious or allegation of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.**

If there is a concern about any of the above, the Safeguarding Coordinator/Deputy will:

- Contact the Adult Social Care team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Coordinator will:

- Identify support services for the victim i.e., counselling or other pastoral support.
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## **5.3 Allegations of abuse against a person who works with children/young people**

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 the Local Safeguarding Children Board (LSCB) will:

- Liase with Children's Social Services regarding the suspension of the worker.
- Make a referral to a designated officer for the Cornwall and Isles of Scilly Safeguarding Children Partnership on 01872 326 536. The function of this designated officer (formerly LADO) is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

## **5.4 Allegations of abuse against a person who works with adults with care and support needs.**

If allegations are made against a person who works with adults at risk in a paid or voluntary capacity (a 'person in a position of trust' or PIPOT) the local Safeguarding Adults Board must be notified and will respond by making enquiries to decide what response is necessary. This can be requested by contacting 0300 1234 131.

The safeguarding coordinator will:

- Liase with Adult Social Services regarding the worker's suspension.
- Make a referral to the DBS following the advice of Adult Social Services.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## Section 6: Pastoral Care

### Supporting those affected by abuse

Grace Church 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 church. In addition to pastoral care offered by the Elders and persons they deem to be suitably experienced, referrals will be made to other counselling agencies as appropriate. Working with offenders who may pose a risk.

When someone attending Grace Church is known to have abused children, or is known to be a risk to adults, the Leadership will supervise the individual concerned and offer pastoral care. In its safeguarding commitment to the protection of everyone who may be at risk of harm, they will set boundaries for that person which they will be expected to keep.

A code of behaviour contract with clear boundaries will be drawn up together with details of support and accountability. It should be tailored specifically to individual circumstances and informed by risk assessments from the statutory agencies. This contract will be signed by the person involved and a Trustee. The Elders, in consultation with the Trustees, will appoint someone to whom the person will be directly accountable and who will pastorally care for that person.

### Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:  Laura Sampson Position: Safeguarding Co-Ordinator

Signed by: Position: Chair of Trustees

Signed by: Position: Elder/Trustee Liason

Date:

A copy of this policy is also lodged with: Kerry Doyle – Safeguarding Trustee

# Appendix

- 1 Definitions of Abuse, Signs and indicators p. 16
- 2 Online Safety Policy p. 22
- 3 Grace Church Code of Conduct p.24
- 4 Good Practice Guidelines p. 26
  - 4.1 Working within Grace Kids
  - 4.2 Working within Grace Youth
  - 4.3 Community Group leadership
  - 4.4 Interest Group leadership
  - 4.5 Pastoral Care team
- 5 Anti Bullying Policy p. 36
- 6 Safeguarding Snapshot for volunteers p. 38
- 7 Safeguarding Display Poster p. 40
- 8 Volunteer Role descriptions p. 41
  - 8.1 Grace Kids Volunteer Roles
  - 8.2 Grace Youth Volunteer Roles
  - 8.3 Volunteer Role Descriptions
    - 8.3.1 Refreshments
    - 8.3.2 Setup
    - 8.3.3 Sound
    - 8.3.4 Visuals
    - 8.3.5 Welcome
    - 8.3.6 Worship
  - 8.4 Pastoral Care Team Role Description
  - 8.5 Community Group Leader Role Description
  - 8.6 Pastoral Care Team Leader Role Description
  - 8.7 Team Leader Role Descriptions
    - 8.7.1 Grace Kids Team Leader
    - 8.7.2 Grace Youth Team Leader
    - 8.7.3 Refreshments Team Leader
    - 8.7.4 Set Up Team Leader
    - 8.7.5 Sound Team Leader
    - 8.7.6 Visuals Team Leader
    - 8.7.7 Welcome Team Leader
    - 8.7.8 Worship Team Leader

# **Appendix 1 Definitions of Abuse, signs and indicators**

## **1.1 Statutory Definitions of Abuse (Children)**

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. They may be abused by an adult or another child.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The Government has produced detailed guidance based contained in *Working Together to Safeguard Children* (2015) and *What to do if you're worried a child is being abused: Advice for practitioners* (2015).

### **Physical Abuse**

Physical abuse describes physical injuries to a child due to acts of commission or omission. This includes anything from a hand slap to death by suffocation. Injuries may be caused by blows, punches, kicks, shakes, throws, bites, belts, scalds, burns, suffocation, drowning, poisoning 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 persistent emotional maltreatment of a child, causing severe and persistent adverse effects on their 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 beyond the child's developmental capability, 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 (including prostitution) and does not necessarily involve a high level of violence, whether the child is aware of what is happening or not. The activities may involve physical/oral contact, including assault by penetration (e.g. rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching inside or outside of clothing. Physical injury may form part of sexual assault. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images and pornographic material or watching sexual activities, or 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 due to maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter, (including exclusion from home or abandonment) failing to protect a child from physical and emotional harm or danger, failing to ensure adequate supervision, including the use of inadequate caregivers, or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### 1.2 Signs of Possible Abuse (Children)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life and are based on the South West Child Protection Procedures (<http://www.online-procedures.co.uk/swcpp/contents/guidance-child-protection/signs-and-symptoms/>).

#### Physical:

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, including bruising to face (other than forehead), bleeding from mouth or ear, bruising around neck, bruising in pattern to suggest finger or handprint or of implement mark such as a belt, multiple bruises of different ages.
- 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. \*
- Loss of consciousness, apnoeic episodes or fits.
- Poisoning – fabrication or suggestion of symptoms, tampering with test results, inducing illness of child.
- Behavioural indicators which include flinching away from contact or from a person, extremes of behaviour, being bullied or being a bully, self-harm, truancy or running away.

#### Sexual:

Any allegations made concerning sexual abuse:

- Physical injuries caused by a sexual assault (grip marks on limbs or neck, love bites, abdominal bruising).
- 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.\*
- Physical signs: damage to ano-genital area, bleeding, lacerations or bruising, infection, sexually transmitted disease or pregnancy.



- Behavioural signs: acting out and aggressive behaviour, withdrawal or overt compliance, depression, self-mutilation, running away, school refusal/truancy, drug and alcohol abuse.

### **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 (parent consistently withhold affection/approval; severe or inappropriate discipline).
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.
- Impaired ability for play and enjoyment.
- Lack of curiosity and natural exploratory behaviour.
- Persistent head banging or rocking.
- Delayed language and social skills.
- Low self-esteem.
- Eating disturbances or poor growth (failure to thrive).
- Wetting or soiling.
- Self-harm.
- Scapegoating.
- Substance misuse.

### **Neglect:**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food.
- Poor skin care, hair loss, poor hygiene or inadequate clothing.
- Persistent failure to follow any medical advice contributing to untreated illnesses.
- Inadequate care leading to possible injury.
- Failure to protect from harm - basic needs not being met.
- Developmental delay, impaired language skills, poor social skills, apathetic or dejected presentation.  
Poor school attendance.

**\*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.**

## **1.3 Adult Safeguarding Definitions**

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

### **The safeguarding duties apply to an adult who:**

- has needs for care and support (regardless of whether the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

These above criteria must be met before the following issues are considered a safeguarding concern.

### **1.4 Signs and indicators of possible abuse (adults)**

**Physical abuse** including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions

**Domestic violence** including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence

**Sexual abuse** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual acts to which the adult has not consented or was pressured into consenting

**Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks. Spiritual abuse is considered under the umbrella of psychological/emotional abuse.

**Financial or material abuse** including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits

**Modern slavery** encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

**Discriminatory abuse** including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion

**Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect:** this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

## Appendix 2

### Online Safety Policy

#### Including social media use and communications with those under 18

Online safety is the collective term for safeguarding involving electronic devices and applications to communicate and access the Internet, often called Information and Communications Technology.

This includes but is not limited to:

Emails, Churchsuite, Social Media such as Facebook, Instagram etc., and messaging apps such as WhatsApp, Messenger etc.

For the purposes of this policy the definition of children and young people are those aged under eighteen. Grace Church's vision is to encourage and facilitate young people to discover and pursue God's best for their lives. Our vision is worked out within a church family model and volunteers are an important part of this. It follows that often volunteers will develop supportive relationships with the young people who attend Grace Church. It is essential that such relationships and continuing contacts benefit young people and are conducted appropriately.

#### Guidelines that shape healthy online relationships:

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone. Friendly but not over-familiar or personal. People can be very sensitive to tone of voice, and this can be difficult to determine in written communications.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share. Don't abbreviate or shortcut your communications.
- Be mindful in your communications with others to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming. (Grooming is a process that involves the offender building a relationship with a child, and sometimes with their wider family, gaining their trust and a position of power over the child, in preparation for abuse.)
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.

#### Social Media

- Volunteers are expected to abide by the rules of any social media platform they are using.
- If a Social Media platform is to be used to communicate with young people and the age of the person is younger than the age rating of the application- **parental permission and consent must be obtained**. This is particularly relevant to the widespread use of WhatsApp, where the age rating is 13+, and our youth group begins at age 11.

- If a group chat is formed for a specific Grace Church activity involving young people under the age of 18, two DBS checked youth leaders must be involved in the chat, as well, the chat should be saved every 3 months (at the end of each term) to keep a record of the conversation securely.
- Volunteers must be friends/mutual followers with the Grace Youth Leaders (John and Claire Peters) on Facebook or other platforms before they accept connection requests from any young people who they meet at Grace Church.
- Snapchat and Tiktok are NOT appropriate for use within a Grace Church context for communication.
- Interactions with young people on social media should be viewed as an extension of relationships within Grace Church. Volunteers should consider the appropriateness of posts and whether they are a good role model via their profiles in this context. It is the responsibility of volunteers to ensure that inappropriate posts are removed from their own profiles, and this applies to photographs as well as comments or links.

### **Phone Calls / Messaging**

- It is inappropriate for volunteers to acquire and keep phone numbers of young people without the consent of both the young person and their parent / guardian.
- If volunteers have contact with a young person via phone one-to-one, they should not speak for over half an hour or after 22:00.
- If volunteers exchange messages with a young person, they should ensure they save both the outgoing and incoming messages securely- WhatsApp has an export chat feature for this.

### **Emails**

- If you exchange emails with a young person a copy of both the outgoing and incoming messages must be kept. Emails should only be used to communicate specific information. It should not be used as a relationship building tool.

### **Photographic images and videos online**

- Consent must be granted from parents/guardians for photos of young people to be used online.
- Photographs that include children will be selected carefully.
- Children's full names will not be used on the website in association with their photographs.
- Use of images will reflect diversity of age, ethnicity and gender.
- Live streaming of events must be clearly advertised in advance, and parents/guardians informed of the areas where children may be able to be seen on any online feed.

Grace Church does not provide internet access in the venues it uses for services and activities. If Wi-Fi is accessed through Truro College, users are obligated under the terms of the Truro College acceptable use policy.

See the Grace Church Youth Good Practice Guideline in Appendix 4 for further commitments regarding specific Youth Communication guidance.

## **Appendix 3**

### **Grace Church Code of Conduct**

#### **Grace Church behaviour code for working with children, young people and adults at risk of harm**

##### **Purpose**

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

##### **The role of workers (staff and volunteers)**

When working with children, young people or adults at risk of harm, you are acting in a position of trust for Grace Church. You will be seen as a role model and must act appropriately.

##### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding coordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

##### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Developing inappropriate relationships, whether in real life or in an online context
- Favouritism/exclusion – all people should be equally supported and encouraged

##### **Breaching the Code of Conduct**

If you are deemed to have behaved inappropriately, action will be taken to protect you and others. (In the case of paid staff, the line manager will consult the safeguarding coordinator as appropriate).

In case of a serious Grace Church Code of Conduct breach, you may be asked to leave Grace Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult social care departments or DBS.

If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

**Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that affect my specific role working with Grace Church Truro.

Name:

Signature:

Date:

## **Appendix 4**

### **Specific Good Practice Guidelines**

At Grace Church we wish to promote and operate good working practices in all the activities in which we participate. Our desire is to enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

As well as a general code of conduct, we also have specific good practice guidelines for activities we are involved in. These include:

#### **4.1 Working within Grace Kids**

#### **4.2 Working within Grace Youth**

#### **4.3 Community Group leadership**

#### **4.4 Interest Group leadership**

#### **4.5 Pastoral Care team**

Some general principles for running activities or services safely include:

- Consideration for the number of workers needed to run the group, whether they should be male, female or both.
- A clear strategy for summoning additional help (if needed) in situations where a worker is alone with a child, young person or vulnerable adult.
- Anyone under 16 should not be left in charge of children of any age.
- Anyone under 18 attending groups such as Grace Kids or Grace Youth should not be left unsupervised.
- Considerations should be made regarding the level of care required by any individual with support needs.

### **4.1 Working within Grace Kids**

To care for and nurture children within a church setting is a privilege. All those who work with children sign the Grace Church Code of Conduct and have been made aware of the specific good practice guidelines for Grace Kids. Annual safeguarding training is a compulsory part of being a part of this team.

Within Grace Kids we run groups that correspond with developmental age ranges.

Broadly our groups align with the primary Key Stage 1 and Key stage 2 system. At times we may run a lower/upper Key stage 2 group dependent on the activities and/or needs within the group.

Ofsted and the Care Inspectorate have recommended ratios for workers/children which we use to inform our practice. We always work in team, never alone. We do not run any groups without two adults present as a minimum.

#### **Age range/ Ratio**

- 0 to under 2 years /1 adult to 3 children
- 2 to under 3 years /1 adult to 5 children
- 3 to under 8 years /1 adult to 8 children
- Over 8 years/ 1 adult to 10 children

*\*These ratios apply to settings where children are cared for, for more than four hours in a day.*

For settings such as ours where children are being cared for, for less than four hours in a day, the Care Inspectorate recommends that children over the age of three are cared for using the ratio of 1 worker for every 10 children. [Care Inspectorate Guidance](#)

Where children may need more support to safely access Grace Kids, an individual support plan will be devised with parents/carers and shared with the workers in the child's group providing support.

We use the format of an 'All About Me' page to communicate additional care and support needs of children to workers.

### **Appropriate behaviour from workers**

Appropriate relationships with children should be based on mutual trust and respect. Children are often spontaneously affectionate and tactile, and it is important not to alienate them through lack of response, or by appearing to reject them. It is essential to be mindful of any physical contact you have with children.

- Remember touch should be age appropriate and generally initiated by the child rather than the worker.
- Keep everything public. A hug in the context of a group is different to a hug behind closed doors.
- Don't give your personal contact details to a child.

Grace Kids team members should look out for each other around discipline and conduct and challenge each other constructively if they feel behaviour is or has been inappropriately handled. We speak kindly and act with grace and compassion whether towards another adult or a child.

### **Appropriate behaviour within sessions**

To keep children safe in our sessions, we have risk assessments that cover the rooms and activities we use. We also set expectations of behaviour for children during our sessions and regularly review these with the children so that Grace Kids remains an enjoyable safe space for all the children in our care.

Our ground rules are:

- We speak kindly to one another
- We listen when someone else is speaking
- We don't run around unless it is part of a game directed by an adult
- We respect others and the materials and keep our hands to ourselves

If a worker is concerned about a child's behaviour within the session, the following steps should be taken to address it.

First, set out expectations for the group setting and the behaviour displayed. Next speak directly to the child in a kind and calm way, reminding them of the expectations/rules in the group.

Remember all behaviour is communication- consider what the underlying issues may be when responding to concerning behaviour. It may be helpful to speak with a parent/guardian to work together to understand and



support the child. It may be necessary to log behaviour concerns with the safeguarding lead. If you have concerns speak to the safeguarding coordinator for advice.

## **4.2 Working within Grace Youth**

Our youth group is for ages 11-16 (School years 7-11). All those who work with youth sign the Grace Church Code of Conduct and have been made aware of the specific good practice guidelines for Grace Youth. Annual safeguarding training is a compulsory part of being a part of this team.

Sessions for Youth run on Sunday mornings and during the week, usually on a Friday evening in different locations. During a Sunday morning Youth session there will always be 2 youth leaders present with the group. For social meet-ups or activities at other times there may be more leaders present.

### **Appropriate behaviour from workers**

Appropriate relationships with young people should be based on trust and mutual respect. Grace Youth team members should look out for each other around discipline and conduct and challenge each other constructively if they feel behaviour is or has been inappropriately handled. We speak kindly and act with grace and compassion whether towards another adult or a young person.

Youth are less likely to be tactile or initiate touch towards an adult. Adults working with young people should be mindful of age-appropriate physical contact and should not generally initiate physical contact with a young person. It should also be recognised that a fist bump or high five is a different sort of contact to that of a lingering hug or backrub.

Workers should not give their personal contact information to children or young people. If a member of the youth group wishes to be in touch with a leader on a 1:1 basis, this should ONLY be done with the full awareness and permission of the parent/guardian as a personal friendship, that is sanctioned and monitored by the parent/guardian. Grace Youth will not give leaders contact details directly to young people- further guidance is available in Appendix 2 with the Online Safety Policy which covers social media contact with young people.

### **Appropriate Behaviour in Sessions**

To keep young people safe in our sessions, we have risk assessments that cover the rooms, locations and activities we use.

We also set expectations of behaviour during our sessions and regularly review these with the youth group so that Grace Youth remains an enjoyable safe space for all the young people in our care.

Our ground rules are:

- We speak kindly to one another
- We listen when someone else is speaking
- We respect others
- We don't use mobile phones in our sessions (Sundays or Fridays)

If a worker is concerned about a child's behaviour within the session, the following steps should be taken to address it:

First, set out expectations for the group setting and the behaviour displayed. Next speak directly to the child in a kind and calm way, reminding them of the expectations/rules in the group.

Remember all behaviour is communication- consider what the underlying issues may be when responding to concerning behaviour. It may be helpful to speak with a parent/guardian to work together to understand and support the child. It may be necessary to log behaviour concerns with the safeguarding coordinator. If you have concerns speak to the safeguarding coordinator for advice.

### **4.3 Community Group Leadership**

We love supporting community life within Grace Church. Community Group Leaders help to provide another layer of pastoral and small group-based community support.

In Community Groups we:

- Break bread together
- Turn conversations into prayer
- Open God's word together
- Connect with at least 1 other member of the group each week

We value:

- Building friendship
- Honesty
- Keeping in touch
- Opening lives
- Caring for one another

For us to care for small groups safely, we acknowledge the need for some good practice guidelines specifically for those leading these community groups to help provide the boundaries for building a life-giving group. These come alongside the Grace Church Code of Conduct.

#### **Commitment and ongoing care:**

Community group leadership is an annual commitment from September through July. Throughout the year we have specific community group leader meetups to share good practice, pray together and talk about vision for our groups.

Community group leaders will take part in compulsory safeguarding training annually to ensure they are up to date with how to care for those in their group safely and raise concerns with the safeguarding coordinator. If a person expresses an interest in community group leadership and has not been part of Grace Church for longer than 6 months, we will take up informal character references from a previous church leader who has known the person for longer.

Matt Leach is the elder responsible for the appointment and ongoing pastoral care of community group leaders.

#### **Communication outside of a group meet up:**

Most community groups will use WhatsApp groups as their primary form of communication.

For those above the age of 16, they can self-consent to being part of these groups.

Each community group will have a male and female leader present on all group chats.

When using online social media groups, here are some helpful things to be aware of for group communications as a leader:

- Ensure the group understands that personal phone numbers are for in the group and are not to be shared outside of the group without the person's consent.
- When arranging events or group meet-ups, it can be very helpful to use the poll feature on WhatsApp to help group members know what is happening along with giving them the opportunity to confirm attendance. This helps you plan as a leader, and helps the group know who and what to expect from a meetup.

#### **Communication within a group meet up:**

Each community group will have its own personality and dynamics during a meetup. Groups are encouraged to open the Bible together, worship and pray together.

- When praying together, we recognise this can be a vulnerable time and so if we are praying in smaller groups of 2s and 3s, we group women with women and men with men if possible.

We are currently working on a list of resources that we feel are biblically sound and helpful for groups to work through together.

- *If as a leader you want to use a resource with your community group, please run it by Matt before launching it with your group.* This helps us ensure that our groups are using resources that align with our wider Grace Church vision and values and helps us share quality resources with other groups.

## **4.4 Interest Group Leadership**

Interest groups further support our wider community life within Grace Church. Interest Group leaders help to provide another layer of small group-based community support.

We value:

- Building friendship
- Honesty
- Keeping in touch
- Opening lives
- Caring for one another

For us to care for small groups safely, we acknowledge the need for some good practice guidelines specifically for those leading these interest-based community groups to help provide the boundaries for building a life-giving group. These come alongside the Grace Church Code of Conduct.

Interest groups run throughout the year and are not a primary place for pastoral care, however, we recognise that through the development of genuine friendship, there may naturally arise pastoral 'one anothering.' Safeguarding training is available for interest group leaders.

Parental supervision is required if an under 18 wishes to be part of an interest group.

#### **Communication outside of a group meet up:**

Most interest groups will use WhatsApp groups as their primary form of communication.

For those above the age of 16, they can self-consent to being part of these groups.

The Interest Group leader is responsible for group communications and management.

When using online social media groups, here are some helpful things to be aware of for group communications as a leader:

- Ensure the group understands that personal phone numbers are for in the group and are not to be shared outside of the group without the person's consent.
- When arranging events or group meet-ups, it can be very helpful to use the poll feature on WhatsApp to help group members know what is happening along with giving them the opportunity to confirm attendance. This helps you plan as a leader, and helps the group know who and what to expect from a meetup.

#### **Communication within a group meet up:**

Each interest group will have its own personality and dynamics during a meetup. Because of the varied nature of interest groups, some groups will more naturally incorporate prayer together into their meet ups than others.

- When praying together, we recognise this can be a vulnerable time and so if we are praying in smaller groups of 2s and 3s, we group women with women and men with men if possible.

## **4.5 Pastoral Care Team**

Gill Derrick is recognised as holding responsibility for the Pastoral Care team under the oversight of the Grace Church Elders.

Within Grace Church we all bear responsibility for caring for one another. Community Groups function as our first recognised line of pastoral care, Community group leaders undertake safeguarding training and have ongoing input to help them provide consistent, quality pastoral care.

At times, however, pastoral care situations may arise that require either more targeted or specialised care, signposting and support to access services beyond the church community. This is the role and function of the Pastoral Care Team (PCT).

The Pastoral Care Team core vision is:

- Caring for people

- Signposting support
- Facilitating wider community group care
- Crisis care and response

The Pastoral Care Team offers:

- Bereavement care
- Specific discipleship (i.e. Freedom in Christ, foundations for new Christians etc.)
- Community care (i.e. food parcel, assistance)
- Signposting to external services (i.e. CAP, foodbank, counselling, therapy groups, addiction care etc.)

The PCT both responds to and informs the practice of community groups. The Elder with oversight for community groups is also the elder oversight for pastoral care. Through regular meetups between the leaders of these groups, the PCT can be made aware of the needs for intentional pastoral care.

The PCT can also provide a layer of direct care, prayer support and signposting for Community group leaders. Signposting to support may include support from within Grace Church as well as support from individuals and organisations outside of Grace Church.

### **Working within the Pastoral Care Team (PCT)**

To care for people within a church setting is a privilege. All those who work with the PCT sign the Grace Church Code of Conduct and have been made aware of the specific good practice guidelines for the Pastoral Care Team. Annual safeguarding training is a compulsory part of being a part of this team. Those who may undertake pastoral care for those classed as vulnerable adults (i.e. helping with shopping, money or home tasks) will hold a DBS check.

If a person expresses an interest in being a part of the pastoral care team and has not been part of Grace Church for longer than 6 months, we will take up informal character references from a previous church leader who has known the person for longer or ask them to wait while we get to know them a bit more in the context of a community group and wider church involvement.

### **Prayer and the Pastoral Care Team**

The Pastoral Care Team is available to provide prayer when Grace Church gathers on a Sunday. The prayer guidelines that we use within community groups also apply in a Sunday context.

- When praying together, we recognise this can be a vulnerable time and so if we are praying in smaller groups of 2s and 3s, we group women with women and men with men if possible.
- We have an area to the side of the main meeting space that can be used for quiet prayer. This should not be used for 1:1 prayer, unless multiple members of the PCT are present.
- In the recognition of the vulnerability during a prayer session, it is advisable to ask another member of the prayer team to join or to remain 1:1 within the space of the main public meeting area rather than being isolated.
-

## **Pastoral Care Team Communication**

The PCT uses a WhatsApp group as their primary form of communication.

When using online social media groups, here are some helpful things to be aware of for group communications within this team:

- Personal phone numbers are for in the group and are not to be shared outside of the group without the person's consent.
- The chat's contents are confidential and should only be discussed in the context of pastoral care provision.
- The chat is monitored and managed by the Team leader.

## **Appendix 5**

### **Anti Bullying Policy**

#### **Definition of bullying**

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.

#### **Objectives of this policy**

All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying occurs. All those involved with working with children, young people and vulnerable adults should understand what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported. Children and parents/carers should be assured that they will be supported when bullying is reported.

#### **Prevention**

Within Grace Kids and Grace Youth we set expectations of behaviour and regularly review these with our children and young people. We have ground rules that participants are expected to abide by. We talk about how we treat others and what it means to love God and love others well. Bullying has no place within Grace Church, however, if incidences of bullying arise, we have the following procedures to deal with it.

#### **Procedures**

- Report the bullying incident to the Grace Kids or Youth team leaders
- Ensure that details are carefully checked before action is taken
- In all cases of bullying, the incidents should be recorded using the online concern form.
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if there is no bullying/abuse going on at home that might exacerbate the situation
- The bullying behaviour or threats of bullying must be investigated and stopped quickly. The Safeguarding Coordinator and Grace Kids/Youth Team leaders may report bullying to the police if an offence has been thought to have been committed.
- Help and support will be offered to help the bully address his/her behaviour

#### **Outcomes**

- The children's worker involved in dealing with the incident should issue a warning to the child concerned
- An apology should be given by the child who has bullied another
- If possible, those involved will be reconciled
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place
- After the incident(s) have been investigated parents/carers of those children/young people affected /involved should be informed of the action taken
- All incidents should be reported using the concern reporting system in place on Church Suite.

## Appendix 6

### Safeguarding Snapshot for volunteers and employees

When someone joins our teams, they are given a safeguarding snapshot, so they are immediately aware of how to raise a concern and who to contact.

#### Safeguarding at Grace Church

a church, we are committed to safeguarding and caring for all our children. We follow a safeguarding policy which is readily available on our website [www.gracetruro.org/safeguarding](http://www.gracetruro.org/safeguarding)

**Safeguarding is everyone's responsibility.**

All those employed, trustees or volunteer with children or vulnerable adults will go through a reference check and enhanced DBS check. If while serving in any of these capacities at Grace Church, you become the subject of any criminal investigation, caution or conviction, please inform your team leader and the Safeguarding Coordinator. This helps to protect you as well as the children and adults in our care.

What should I do if I'm worried about a child or adult?

If while working with a child or adult you become concerned about anything (comments made by them, unexplained marks or bruising on the child or changes in the person's behaviour or demeanor) then

**Please use the 'report a concern' button on the safeguarding page of the website to log your concern securely in writing with the Safeguarding Coordinator as soon as possible.**

If a child or adult tells/discloses abuse to you, record the details (word for word wherever possible) using this online form.

Whenever you complete this online form, it goes securely to the safeguarding coordinator and deputy who will then decide on the most appropriate course of action to take and will communicate with you as needed.

**Safeguarding coordinator:** Laura Sampson 07858041966

**Deputy safeguarding coordinator:** John Peters 07795053957

Safeguarding partnerships

We also have an external safeguarding partner who helps with training, policy advice and any safeguarding advice and guidance. Our partner is Thirty One:Eight [www.thirtyoneeight.org](http://www.thirtyoneeight.org)

You can always call for independent advice from Thirty One: Eight on 0303 003 1111.

Our organisation reference number is 6812.

Our safeguarding coordinators also seek to share good practice with our close partner churches in Plymouth and Newquay.

Safeguarding training

There are opportunities for ongoing safeguarding training 2-3 times a year. We require all GraceKids/Youth team members to attend one of these sessions ideally annually. If you undertake safeguarding training through your workplace please speak with the Safeguarding Coordinator.



## Appendix 7

### Safeguarding Display Poster

## Safeguarding at Grace Church

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

### Meet the Team



**Laura Sampson**

Safeguarding Lead



**John Peters**

Deputy Safeguarding lead



**Kerry Doyle**

Safeguarding Trustee

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

### Laura Sampson or Kerry Doyle

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

### Laura Sampson or John Peters

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

Signed:

Date:

On behalf of the leadership

**Thirtyone:eight** is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact **Thirtyone:eight's** 24 hour helpline on:



**0303 003 11 11**

Creating safer places Together

*Grace Church*

### Useful Contacts:

**Thirtyone:eight:**

0303 003 11 11

**Child Line:**

0200 11 11

**NSPCC:**

0808 800 5000

**Kidscape:**

0845 120 5204

**Stop It Now:**

0808 1000 900

**MindinfoLine:**

0300 123 3393

**Through the Roof:**

01723 737041

**Action Against Elder Abuse:**

0808 808 8141

## Appendix 8

### Volunteer Role Descriptions

Before a person volunteers with Grace Church it is helpful for them to know what is being asked and expected of them. Clarity of expectation helps to ensure safe and consistent working.

#### 8.1 Grace Kids Volunteer Roles Document

##### Volunteering on the Grace Kids Team

**Children's ministry that's Jesus focused, relationship driven,  
child empowering and partnering with parents and families.**

Grace Kids is a place where we want children to feel known and loved within our church community. From the safety of feeling cared for and valued we want to continually focus their hearts and minds on Jesus. We want to open their eyes to the wonder of the whole Story of God told through the narrative of the Bible. As we spark ideas, we give them the freedom to relate and respond to the scripture for themselves through wondering questions and play based response.

Our aim is that children connect the Bible stories they hear in graceKids with their everyday lives, so that those truths empower how they play and how they live, impacting their hearts as they pursue their journey of faith, trusting Jesus. We recognise that parents and family life play a huge part in a child's spiritual development, and we want to work alongside parents and families to help equip them to disciple their children in faith.

##### **We have Session Leader roles and Session Helper roles within our Grace Kids Team**

Everyone who joins the team is expected to:

- Undertake safeguarding training and conduct themselves in line with our Grace Church code of conduct.
- Get to know other members of the team and the children by name.
- Be part of the Whatsapp Group Hub and communicate well so the team can run smoothly.

The Grace Kids Team is overseen by Laura Sampson.

There is a wider team responsible for the ongoing planning and training that supports the team, this team is made up of:

Laura Sampson	Simon Homer
Sara White	Mark Bennetts
Pete Keen	Jas Hickson

We have two main groups in Grace Kids – Key Stage 1 and Key Stage 2. Our Key Stage 2 group sometimes separates into a lower (7-8s) and upper (9-11s) group.

We have Session Leaders and Session Helpers in each Grace Kids group. Some of our helpers work 1:1 with a particular child- this has its own training and introduction process.

## **Session Leader Role Description**

A Grace Kids session leader takes charge of the activities for a group for the session. They will be the main storyteller and will use scripts and resources provided to guide the session, supplementing the resources with their own activities and responses as desired.

Main responsibilities:

- Take the lead to communicate with the team for Sunday early in the week, to allow for collaboration between the session leader and helpers.
- Be proactive in planning for the group response time and facilitating that.
- Arrive for 9:30am to help set up the Grace Kids room.
- Be confident in directing session helpers where to assist during the session.
- Help to pack down the space at the end.
- Give feedback about the session to help review what was good and what could improve in future.

Person Specification:

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the session.
- Be prayerful with and about the team and the children.
- Be able to build genuine relationships within the team and with the children in your group.
- Be able to offer warm, consistent, gentle and kind care towards the children.
- Be proactive in sharing ideas that could help Grace Kids continue to move forward and meet the needs of the children and families of Grace Church.

## **Session Helper Role Description**

A Grace Kids Session helper assists the session leader to ensure the children in our care are well looked after, known and loved. A session helper's main role is to support the children and provide warm, consistent care that helps children feel connected within the group and to the wider church family.

Main responsibilities:

- Be communicative with the session lead in the run up to the Sunday, sharing ideas and collaborating to identify areas that you might help with well.
- Ideally arrive at 9:30am to help set up the Grace Kids room – *we recognise this is not always possible, and don't want that to be a barrier to serving.*
- Be proactive in helping with the group response time and facilitating that.
- Know the children by name and focus on building relationships during response time.
- Help to pack down the space at the end.
- Give feedback about the session to help review what was good and what could improve in future.

#### Person Specification:

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the session.
- Be prayerful with and about the team and the children.
- Be able to build genuine relationships within the team and with the children in your group.
- Be able to offer warm, consistent, gentle and kind care towards the children.
- Be proactive in sharing ideas that could help Grace Kids continue to move forward and meet the needs of the children and families of Grace Church.

#### **What you can expect from the Grace Kids Team Leadership:**

- We will provide training at various points in the year. Most of our training takes the form of 'watch, learn, do, review' within sessions.
- We will pray for you and offer an open door to talk about how you are doing and what serving on the team looks and feels like to you.
- We will hear your feedback and work together to move Grace Kids forward.
- We will laugh together and find the good and the joy in each session.

## **8.2 Grace Youth Volunteer Roles Document**

### **Volunteering on the Grace Youth team**

**Youth ministry that's Jesus focused, relationship driven,  
teen empowering and partnering with parents and families.**

Grace Youth is a place where we want teenagers to feel known and loved within our church community. From the safety of feeling cared for and valued we want to continually focus their hearts and minds on Jesus.

As we develop rhythms of meeting as a group on Sunday mornings, sharing in the sermon, and serving we want teenagers to feel they are an important part of the wider church community. We want to build on their knowledge of the Bible digging deeper into building strong foundations for a life of faith. We don't want to shy away from tough questions or tricky topics but help them apply a Bible based, Christ centered perspective to the hard bits of life.

Our aim is that our teenagers develop skills to connect what happens on Sunday with the rest of their week, as we surround them and give them opportunity to serve alongside and within the church community who can help to model what it means to be a man/woman after God's heart.

### **We have Session Leader roles and Session Support roles within our Grace Youth Team**

Everyone who joins the team is expected to:

- Undertake safeguarding training and conduct themselves in line with our Grace Church code of conduct.
- Get to know other members of the team and the children by name.
- Be part of the Whatsapp Group Hub and communicate well so the team can run smoothly.

The Grace Youth Team is run by John Peters and Laura Sampson.

We have two main groups in Grace Youth– 11-14s (Key Stage 3) and 15-18s (Key Stage 4+).

We have Session Leaders and Session support in each Grace Youth group.

### **Sunday Session Leader Role Description**

A Grace Youth session leader takes charge of the activities for a group for the session. They will be the main voice and will use resources provided to guide the session, supplementing the resources with their own activities and responses as desired.

Main responsibilities:

- Take the initiative to communicate with the team for Sunday early in the week, to allow for collaboration between the session leader and support.
- Be proactive in planning for the group response time and facilitating that.
- Arrive for 9:30-10am to help set up the Grace Youth room.
- Be confident in directing session supporters where to assist during the session.
- Help to pack down the space at the end.

- Give feedback about the session to help review what was good and what could improve in future.

Person Specification:

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the session.
- Be prayerful with and about the team and the children.
- Be able to build genuine relationships within the team and with the children in your group.
- Be able to offer warm, consistent, gentle and kind care towards the children.
- Be proactive in sharing ideas that could help Grace Youth continue to move forward and meet the needs of the children and families of Grace Church.

**Sunday Session Support Role Description**

A Grace Youth Session support assists the session leader to ensure the children in our care are well looked after, known and loved. A session supporter's main role is to support the children and provide warm, consistent care that helps children feel connected within the group and to the wider church family.

Main responsibilities:

- Be communicative with the session lead in the run up to the Sunday, sharing ideas and collaborating to identify areas that you might help with well.
- Ideally arrive at 10am to help set up the Grace Youth room – *we recognise this is not always possible, and don't want that to be a barrier to serving.*
- Be proactive in helping with the group response time and facilitating that.
- Know the children by name and focus on building relationships during response time.
- Help to pack down the space at the end.
- Give feedback about the session to help review what was good and what could improve in future.

Person Specification:

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the session.
- Be prayerful with and about the team and the teenagers.
- Be able to build genuine relationships within the team and with the children in your group.
- Be able to offer warm, consistent, gentle and kind care towards the children.
- Be proactive in sharing ideas that could help Grace Youth continue to move forward and meet the needs of the children and families of Grace Church.

## **Youth Midweek leader**

A Grace Youth Midweek leader takes charge of the activities for a group for the session. Working alongside Midweek assistants in planning, implementing and reviewing midweek activities.

Main responsibilities:

- Be communicative with the team in the run up to the event sharing ideas and collaborating to identify areas that you might help with well.
- Communicate to parents/guardians, ensuring relevant permissions are received for required activities
- liaising with Church Operations manager as to any risk assessments or health and safety requirements pertaining to the session activities – including recording and logging any H & S incidents or near misses
- Know the children by name and focus on building relationships during response time.
- Help to pack down the space at the end.
- Give feedback about the session to help review what was good and what could improve in future.

Person Specification:

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the session.
- Be prayerful with and about the team and the children.
- Be able to build genuine relationships within the team and with the children in your group.
- Be able to offer warm, consistent, gentle and kind care towards the children.
- Be proactive in sharing ideas that could help Grace youth continue to move forward and meet the needs of the children and families of Grace Church.

## **Youth Midweek/ Friday assistant**

A Grace Youth Midweek/ Friday assistant helps facilitate the activities for a midweek session. Working alongside Midweek/Friday leaders in planning, implementing and reviewing midweek activities.

Main responsibilities:

- Be communicative with the team in the run up to the event sharing ideas and collaborating to identify areas that you might help with well.
- Taking a proactive role in organizing and running of session activities, being mindful of relevant H & S risks and individual needs.
- Know the children by name and focus on building relationships during response time.
- Help to pack down the space at the end.
- Give feedback about the session to help review what was good and what could improve in future.

Person Specification:

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the session.
- Be prayerful with and about the team and the children.
- Be able to build genuine relationships within the team and with the children in your group.
- Be able to offer warm, consistent, gentle and kind care towards the children.
- Be proactive in sharing ideas that could help Grace youth continue to move forward and meet the needs of the children and families of Grace Church.

### **What you can expect from the Grace Youth Team Leadership:**

- We will provide training at various points in the year. Most of our training takes the form of 'watch, learn, do, review' within sessions.
- We will pray for you and offer an open door to talk about how you are doing and what serving on the team looks and feels like to you.
- We will hear your feedback and work together to move Grace Youth forward.
- We will laugh together and find the good and the joy in each session.

## **8.3 Volunteer Role Descriptions**

### **8.3.1 Refreshments Team**

#### **Refreshments Team Role Summary:**

The refreshments team is all things food and drink! The team are responsible for serving hot drinks, setting out cold drinks as well as laying out a delicious array of cakes, biscuits and other treats!

#### **Sunday Morning Expectations:**

- Arrive at 9:45 to help set up the refreshments table with cups, teas, coffees and snacks for before the service.
- Refreshments served before church from 10:00-10:15 and then again after the service from 12:00-12:30
- Pack down begins after 12:30 by washing up trays, plates, urns etc and putting them away, making sure that any thing that is running low is reported to the Team Leader.

#### **Rota Commitment:**

- There is usual 3-4 on the team every Sunday morning
- You are likely to be on the rota once a month

Expected Time at Church

From 9:45am – 1pm or earlier if everything is cleared away sooner.

#### **Qualifications:**

- No qualifications required!
- You will be given training with health and safety and how to use the equipment



- To potentially provide yummy refreshments (don't worry, they don't have to be homemade!) on a cake rota.

### **8.3.2 Setup Team**

#### **Set Up Team Role Summary:**

As a member of the set-up team you will be required to prepare various spaces in the church for the congregation. This includes the set down at the end of the service, moving boxes and moving furniture for other teams. These aren't too heavy but please bear this in mind.

#### **Sunday Morning Expectations:**

Arrive at 8:30 to start the set-up process. This includes the following:

- Arranging chairs in the stage area where we have our main service
- Moving boxes to and from creche and arranging the creche room
- Moving tables in the canteen and setting up the welcome desk
- Filling the urns and setting up the refreshments area.
- Taking the boxes to and collecting them from the Grace Kids teams.
- Putting out and collecting the direction signs that go outside.
- Ensure all furniture is returned to its original location e.g. creche couches and welcome and refreshments tables
- Following the service, you will need to help ensure all boxes and equipment are returned too and stored in the cupboard.
- While these are the main responsibilities you may also be asked to help other teams when necessary.

#### **Rota and Commitment**

#### **Expected Time at Church:**

- Arrival will be at 8:30am and generally the set-up is finished by 10am. The set down starts after the service and is usually completed by 1pm.

#### **Qualifications:**

No qualifications needed! However you do need to be aware of how to lift heavy objects carefully. Full training will be provided with shadowing.

### **8.3.3. Sound Team**

#### **Sound Team Role Summary:**

The sound team manages the audio for the Sunday morning services. Setting up with the Worship band, running our mixing desk and packing down at the end each week we are a team passionate in facilitating our Sunday mornings. With a wide range of experience and skills on our team, we are always looking for more members eager to join us in making our Sundays happen. Specifically looking for people who can help with our pack down after the service 12-1pm.

### **Sunday Morning Expectations:**

- Arriving at 8:30, we begin by taking out the equipment from the store cupboard and start setting up the sound equipment.
- We also run through the levels with the worship team while they rehearse.
- Once the service is finished, we help with the pack down of the equipment, putting it away in the cupboard along with the set-up team.

### **Rota and Commitment**

#### **Expected Time at Church:**

- From 8:30am until 1pm (or earlier if everything gets packed away sooner!)

#### **Qualifications:**

No prior sound or AV experience is required, if you can stick tape down and know how to turn a volume dial we can show you the rest.

## **8.3.4. Visuals Team**

### **Visuals Team Role Summary**

The Visuals Team is responsible for setting up basic equipment and creating an engaging visual experience during Sunday services. Members operate presentation software, zoom, display song lyrics and manage slides. As is the contention for some people, serving in this team does not require you to be a 'TECHY' person but rather a basic level of attention to detail, and a heart for serving the church community.

### **Sunday Morning Expectations**

- Arrive at 9:00 am to set up equipment (Laptop, Camera, connect Cables, Adjust projector, load Song Lyrics and Slides for the service).
- Collaborate with the worship team for smooth service flow.
- Operate presentation software (Currently Presenter by WorshipTools) during the service.
- Take down and store equipment after the service.

### **Rota and Commitment**

- Serve once or twice a month on a rotating schedule.

#### **Expected Time at Church**

- Commitment of 3 hours on Sunday mornings.
- Additional time for preparation and coordination.

#### **Qualifications**

- A heart for serving the church community.
- There will be a period of training through budding up until you are confident to serve alone.(Even

after that time there is always a team member close by)

Joining the Visuals Team offers a unique opportunity to contribute creatively to our worship services and play an essential role in helping others connect with God. We welcome individuals who are interested in serving the church community!

### **8.3.5. Welcome Team**

#### **Welcome Team Role Description**

Welcome Team - We are there to make people welcome and to feel at home. This involves reporting at 10 a.m. and carrying out one or more of the following - a) welcoming people in the foyer, b) showing them as necessary where the meeting room, toilets and refreshments are, plus where to register for children's work if applicable, c) helping people to find vacant seats in the meeting room.

All the above applies until most late comers have arrived.

#### **Sunday Morning Expectations**

This involves reporting at 10 a.m. and carrying out one or more of the following - a) welcoming people in the foyer, b) showing them as necessary where the meeting room, toilets and refreshments are, plus where to register for children's work if applicable, c) helping people to find vacant seats in the meeting room.

All the above applies until most late comers have arrived.

#### **Rota and Commitment**

The commitment is every 3-5 weeks.

#### **Expected Time at Church**

From 10am until most of the late comers have arrived.

#### **Qualifications**

No qualifications! Just a desire to help people feel welcomed and a part of the church.

### **8.3.6 Worship Team**

#### **Worship Team Role Summary:**

Our Worship Team is made up of musicians from all sorts of levels of experience and backgrounds who have a heart for serving our Sunday morning sung worship. You're welcome to the team no matter how obscure the instrument (we have had a banjo player in the past!) and we will train you on the job in the set up and logistics of the morning. After joining one of our practices to get a feel for playing in the band, our Worship Leaders will help to include you in the team in the way most suited to your comfort level and experience. All we ask is that you're musical and have a passion for Jesus and sung worship!

## **Sunday Morning Expectations**

- You will receive the song list early in the week from the worship leader including chords so you can practice when convenient for you
- We arrive at 8:30am to set up, followed by soundcheck and practice
- After the service we ask that you hang around to help set down (and enjoy chat with the team!)

## **Rota and Commitment**

- Musicians are usually rota'd in to play once a month depending on the instrument

## **Expected Time at Church**

- Set up starts from 8:30 and worship usually finishes around 11am. There is usually a response song after the sermon and then set down is usually finished by 1pm (or earlier!)

## **Qualifications:**

- To play an instrument or sing
- To have a heart for sung worship

## **Role Description for Worship Team**

Our Worship Team is made up of musicians from all sort of levels of experience and backgrounds who have a heart for serving our Sunday morning sung worship. You're welcome to the team no matter how obscure the instrument (we have had a banjo player in the past!) and we will train you on the job in the set up and logistics of the morning. After joining one of our practices to get a feel for playing in the band, our Worship Leaders will help to include you in the team in the way most suited to your comfort level and experience. All we ask is that you're musical and have a passion for sung worship!

Some practical points about Sundays:

- You will receive the song list early in the week from the worship leader including chords so you can practice when convenient for you
- We arrive at 8:30am to set up, followed by soundcheck and practice
- After the service we ask that you hang around to help set down (and enjoy chat with the team!)
- Musicians are usually rota'd in to play once a month depending on the instrumen

## **8.4 Pastoral Care Team Role Description**

## 8.5 Community Group Leader Role Description

### Community Group Leader Role Description

The New Testament church is likened to a building made up of living stones; the role of a Community Group leader could be described as like the mortar that holds together the church stones and helps it all stand strong together. Our heart for Community Groups is that they are places where people can experience a depth of friendship and challenge in a smaller group context that helps them grow in their faith, understanding and outworking of following Jesus in the everyday.

A Community Group leader is someone who loves God and loves people and is willing to take initiative with the intent to help people connect with others in the church for mutual care and encouragement as we follow Jesus together.

Community Group leaders are those who look to promote and model with their lives the 'things we value' and the 'things we do' for each group. These 'things we value and things we do' are expectations for all members of the community group.

Things we value	Things we do
<ul style="list-style-type: none"><li>• Caring for each other.</li></ul>	<ul style="list-style-type: none"><li>• Remember Jesus by breaking bread.</li></ul>
<ul style="list-style-type: none"><li>• Building friendship.</li></ul>	<ul style="list-style-type: none"><li>• Turn conversation into prayer.</li></ul>
<ul style="list-style-type: none"><li>• Honesty with each other.</li></ul>	<ul style="list-style-type: none"><li>• Eat and drink, walk and talk with each other.</li></ul>
<ul style="list-style-type: none"><li>• Keeping in touch.</li></ul>	<ul style="list-style-type: none"><li>• Contact one other person in the group each week.</li></ul>
<ul style="list-style-type: none"><li>• Opening our lives and homes to each other.</li></ul>	<ul style="list-style-type: none"><li>• Pray for those we know who don't know Jesus.</li></ul>

### Community Group Leader responsibilities

Community Group Leaders are overseen by Matt Leach.

A Community Group Leader is responsible for organising the program for their group. Within the content of the table above if group leaders have a desire to lead Bible study, then they can do that. If they want an emphasis on praise and worship, then they can do that. If they enjoy simply having conversations about life, then they can do that.

As a group leader, there is the freedom to create a programme that works for the group of people in your care. Group Leaders are expected to follow the Good Practice Guidelines for community groups as outlined in the Grace Church Safeguarding Policy (Appendix 4.3).

The minimum expectation is that the group will meet for:

- One Sunday lunch per month
- One midweek get-together per month
- One Worship Together evening per month

These will not and should not be the only things groups do, but rather this gives a structure to the monthly programme of meeting together.

All Community Group Leaders are expected to undertake safeguarding training annually.

Leaders will meet through the year for specific community group leader input to share good practice, pray together and talk about vision for our groups.

### **Annual commitment**

Community group leaders commit to one full calendar year at a time. (Sept- Aug) This can continue on a rolling basis with the consent of the Group Leader and Overseer.

### **Person Specification**

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of expectation that God will be present in the group sessions.
- Prioritize prayer. Be prayerful with and about your group. Be an active participant in wider prayer gatherings such as Worship Together and Advance Cornwall.
- Be able to build genuine relationships within your group, while also looking to include others and welcoming the fringes of the church community.
- Be able to offer warm, consistent, gentle and kind care towards those in your group.
- Be proactive in sharing ideas that could help community groups continue to move forward and meet the needs of people within Grace Church.

### **What you can expect from the Grace Church Leadership:**

- We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.
- We will hear your feedback and work together to move Community Groups forward.
- We will provide you with opportunities to access training and build relationships with others in our partner churches.

## **8.6 Pastoral Care Team Leader Role Description**

### **8.7 Team Leader Role Descriptions**

#### **8.7.1. Grace Kids Team Leader Role Description**

Grace Kids is a place where we want children to feel known and loved within our church community. From the safety of feeling cared for and valued we want to continually focus their hearts and minds on Jesus. We want to open their eyes to the wonder of the whole Story of God told through the narrative of the Bible. As we spark ideas, we give them the freedom to relate and respond to the scripture for themselves through wondering questions and play based response.

Our aim is that children connect the Bible stories they hear in graceKids with their everyday lives, so that those truths empower how they play and how they live, impacting their hearts as they pursue their journey of faith, trusting Jesus. We recognise that parents and family life play a huge part in a child's spiritual development, and we want to work alongside parents and families to help equip them to disciple their children in faith.

The Grace Kids Team Leader manages the Grace Kids Volunteer team, shaping both the program and the team that brings this vision to life within Grace Church.

## **Grace Kids Team Leader responsibilities**

Team Leaders are overseen by Dakarai Kuhlengisa.

The Grace Kids Team Leader is responsible for organising the program of study, the team rota for the groups' Sunday sessions, and the development of the Grace Kids team. This includes but is not limited to:

- Training new team members
- Communicating with team regarding planning, rotas and resources
- Working with the Operations Manager to manage budget and resources

Team Leaders are expected to follow the Good Practice Guidelines for their area of responsibility as outlined in the Grace Church Safeguarding Policy (Appendix 4).

The Grace Kids Team leader is expected to undertake safeguarding training annually.

Team Leaders will meet through the year for specific input to share good practice, pray together and talk about vision for our areas of responsibility.

## **Commitment**

Team leadership is a rolling commitment with regular points of review to ensure the team leader is thriving in the role, well supported and able to carry the responsibility.

## **Person Specification**

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the group sessions.
- Prioritize prayer. Be prayerful with and about your team.
- Be able to build genuine relationships within the team, welcoming newcomers and delivering training and support as needed.
- Be able to offer warm, consistent, gentle and kind care towards those in your team and the children in your care.
- Be proactive in sharing ideas that could help Grace Kids continue to move forward, meeting the needs of children and families within Grace Church.

## **What you can expect from the Grace Church Leadership:**

- We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.
- We will hear your feedback and work together to move Grace Kids forward.
- We will provide you with opportunities to access training and build relationships with others in our partner churches.

## **8.7.2. Grace Youth Team Leader Role Description**

Grace Youth is a place where we develop rhythms of meeting as a group on Sunday mornings, sharing in the sermon, and serving. We want teenagers to feel they are an important part of the wider church community. We want to build on their knowledge of the Bible digging deeper into building strong foundations for a life of faith. We don't want to shy away from tough questions or tricky topics but help them apply a Bible based, Christ centered perspective to the hard bits of life.

Our aim is that our teenagers develop skills to connect what happens on Sunday with the rest of their week, as we surround them and give them opportunity to serve alongside and within the church community who can help to model what it means to be a man/woman after God's heart.

The Grace Youth Team Leader manages the Grace Youth Volunteer teams for Sundays and outside of church social activities. They shape both the program and the team that brings this vision to life within Grace Church.

### **Grace Youth Team Leader responsibilities**

Team Leaders are overseen by Dakarai Kuhlengisa.

The Grace Youth Team Leader is responsible for organising the program of study, the team rota for the groups' Sunday sessions, and social meetups outside of Sundays, along with the development of the Grace Youth team. This includes but is not limited to:

- Training new team members
- Communicating with team regarding planning, rotas and resources
- Working with the Operations Manager to manage budget and resources

Team Leaders are expected to follow the Good Practice Guidelines for their area of responsibility as outlined in the Grace Church Safeguarding Policy (Appendix 4).

The Grace Youth Team leader is expected to undertake safeguarding training annually.

Team Leaders will meet through the year for specific input to share good practice, pray together and talk about vision for our areas of responsibility.

### **Commitment**

Team leadership is a rolling commitment with regular points of review to ensure the team leader is thriving in the role, well supported and able to carry the responsibility.

### **Person Specification**

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the group sessions.
- Prioritize prayer. Be prayerful with and about your team.
- Be able to build genuine relationships within the team, welcoming newcomers and delivering training and support as needed.



- Be able to offer warm, consistent, gentle and kind care towards those in your team and the children in your care.
- Be proactive in sharing ideas that could help Grace Youth continue to move forward, meeting the needs of children and families within Grace Church.

**What you can expect from the Grace Church Leadership:**

- We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.
- We will hear your feedback and work together to move Grace Youth forward.
- We will provide you with opportunities to access training and build relationships with others in our partner churches.

**8.7.3. Visual and Sound Team Leader Role Description (AV Team)**

Overseen by: Operations Manager

The Audiovisuals Team Leader is responsible for overseeing and coordinating all aspects of the audio and visual experience during Sunday services. This role involves managing a team, ensuring the smooth operation of all equipment, and creating an engaging and distraction-free worship environment. While technical expertise is beneficial, the primary qualifications are leadership, attention to detail, and a strong commitment to serving the church community.

**Sunday Morning Expectations**

- Oversee the setup of all audio and visual equipment, including laptops, cameras, microphones, sound systems, projector, and connecting cables.
- Lead Team Coordination: Ensure seamless collaboration between the Audio and Visuals Teams, and work closely with the worship team to facilitate a smooth service flow.
- Oversee Software Operations: Supervise the operation of presentation software (currently Presenter by WorshipTools) and ensure all slides, song lyrics, and multimedia elements are correctly displayed during the service.
- Recording: Ensure that there is a recording of the sermon.
- Troubleshooting: Be prepared to address and hopefully resolve any technical issues that arise before or during the service to minimise disruptions.
- Post-Service Responsibilities: Oversee the takedown and proper storage of all equipment, ensuring everything is ready for the next service.

**Team Management and Coordination**

- Rota Planning: Create and manage the serving rota for the Audio Visuals Team, ensuring fair distribution of responsibilities and that each service is adequately staffed.
- Training and Development: Provide training for new team members and continue to support and develop existing members. Facilitate a buddy system to help new members gain confidence.
- Team Communication: Maintain regular communication with the team regarding schedules, updates, and any technical changes. Foster a supportive and collaborative team environment.

- Budget and Resource Management: Collaborate with the Operations Manager to manage the audiovisual budget effectively.
- Equipment replacement: Oversee the end of life and replacement of cables and other equipment used for the service.
- Support Volunteering drive: Support the church leadership in the drive for more volunteers by personally engaging with members of the church and demystify the need for deep technical skills to be able to serve on the team.

### **Person Specification**

- Willingness to learn, be flexible and communicative with others.
- Prioritise prayer: Be prayerful with and about your team.
- Be able to build genuine relationships within the team, welcoming newcomers and delivering training and support as needed.
- Be able to offer warm, consistent, gentle and kind care towards those in your team and members of the church.
- Be proactive in sharing ideas that could help the AV team and Grace church continue to move forward and grow.

### **Qualifications**

- Leadership: Ability to shepherd, inspire and support a team, ensuring all members are confident in their roles and responsibilities.
- Technical Aptitude: While not essential, a basic understanding of audio and visual equipment is advantageous.
- Commitment: Dedication to serving the church community and ensuring a high-quality worship experience for all in attendance.

### **Commitment**

Team leadership is a rolling commitment with regular points of review to ensure the team leader is thriving in the role, well supported and able to carry the responsibility.

- Sunday Mornings: Arrive early, help out with setup and stay until all the equipment is packed away, typically around 1:00 pm.
- Preparation and Coordination: Additional time during the week for rota planning, team communication, and troubleshooting.
- Lessons Learnt: Facilitate lessons learnt conversations within the teams to ensure we are always learnt and eliminating repeat issues.

### **What you can expect from the Grace Church Leadership**

- We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.
- We will hear your feedback and work together to move the AV provision forward.
- We will provide you with opportunities to access training and build relationships with others in our partner churches.

## **8.7.4. Refreshments Team Leader Role Description**

The refreshments team is all things food and drink. Our heart is to help continue the welcome into the church's community life by providing cake, biscuits, tea and coffees to help people relax and connect on a Sunday.

### **Refreshments team leader responsibilities**

- Organizing the termly rota.
- Welcoming newcomers into the team, supporting and training them for the role.
- Ordering/buying any supplies needed.
- Overseeing the cake team that provides cake/snacks for each Sunday.
- Working with the Sunday team leads. Keeping each other up to date with anything significant and trying to keep continuity each week.

### **Commitment**

Team leadership is a rolling commitment with regular points of review to ensure the team leader is thriving in the role, well supported and able to carry the responsibility.

### **Sunday Expectation**

Expected to serve one Sunday a month.

### **Person Specification**

- Be enthusiastic about serving others and making refreshments an enjoyable part of a Sunday morning.
- Have an awareness and understanding of the importance of health and safety. Implement and train team in the H&S procedures under the direction of the Operations Manager.
- Be organised and order supplies ahead of time when needed.
- When deciding how best to run any aspect of refreshments, be open to ideas and suggestions but also think about the practicalities.
- Prioritize prayer. Be prayerful with and about your team and the impact you have on people's lives through this act of service.

### **What you can expect from the Grace Church Leadership**

- We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.
- We will hear your feedback and work together to ensure refreshments is running smoothly for everyone.
- We will provide you with opportunities to access training and build relationships with others in our partner churches.

### **8.7.5. Set-up Team Leader Role Description**

The set-up team is a team which prepares a space for members of the congregation of all ages to come and meet to worship, grow in understanding and build community.

Our aim is to faithfully serve the members of the grace church ensuring that all the required resources for Sunday morning are set up correctly and in a timely manner. The same goes for setting down the venue, making sure everything is packed away at the end of the service. We always aim to bless the school in which we meet by making sure we leave the venue in the best state post service.

The Set-up Team Leader manages the set-up Volunteer team, as well as working closely with the other volunteer teams to ensure every Sunday runs smoothly.

Set Up team leader is overseen by Dakarai Kuhlengisa.

#### **Responsibilities**

The Set-up Team Leader is responsible for organising the requirement of the set-up team, the team rota for Sundays, ensuring the smooth running of setting an and packing down the venue and the development of the set-up team. This includes but is not limited to:

- Training new team members
- Communicating with the team regarding planning, rotas and resources
- Working with the Operations Manager to manage budget and resources
- Communicating and working with other team leaders to ensure they have what they need.
- Ensuring there is cover in the event of team absences.

Team Leaders are expected to follow the Good Practice Guidelines for their area of responsibility as outlined in the Grace Church Safeguarding Policy (Appendix 4).

Team Leaders will meet through the year for specific input to share good practice, pray together and talk about vision for our areas of responsibility. Commitment Team leadership is a rolling commitment with regular points of review to ensure the team leader is thriving in the role, well supported and able to carry the responsibility.

#### **Person Specification**

- Be willing to learn, flexible and communicative with others.
- Prioritize prayer. Be prayerful with and about your team.
- Be able to build genuine relationships within the team, welcoming newcomers and delivering training and support as needed.
- Be able to offer warm, consistent, gentle and kind care towards those in your team.
- Be proactive in sharing ideas with the grace church leadership / other team leaders.

#### **What you can expect from the Grace Church Leadership**

- We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.
- We will hear your feedback and work together.
- We will provide you with opportunities to access training and build relationships with others in our partner churches.

## **8.7.6. Welcome Team Leader Role Description**

Grace Church is a place where all (but particularly first time visitors) should feel a real welcome from the moment they arrive, being shown where to go for the main meeting, refreshments, toilets and child registration where appropriate. In the main meeting space all should be helped to find vacant seats, particularly late comers.

Our heart is for those attending Grace Church to feel the welcome of family from the time they walk in the door and to be drawn into the community life of the church.

### **Team Leader responsibilities**

Overseen by Operations Manager

The Welcome Team leader is responsible for:

- Organising the team rota for Sundays, ensuring there is a good mix of members on duty.
- Provide training and ongoing support for team members.
- Ensuring that numbers of people attending the Sunday meeting are recorded and passed to the operations manager weekly.

### **Commitment**

Team leadership is a rolling commitment with regular points of review to ensure the team leader is thriving in the role, well supported and able to carry the responsibility.

### **Person Specification**

- Be willing to learn, flexible and communicative with others.
- Approach things with a sense of fun and expectation that God will be present in the group sessions.
- Prioritize prayer. Be prayerful with and about your team.
- Be able to build genuine relationships within the team, welcoming newcomers and delivering training and support as needed.
- Be able to offer warm, consistent, gentle and kind care towards those in your team and those you welcome into Grace Church.
- Be proactive in sharing ideas that could help the Welcome Team continue to move forward, meeting the needs of newcomers within Grace Church.

### **What you can expect from the Grace Church Leadership:**

- We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.
- We will hear your feedback and work together to move the Welcome and community connections forward.
- We will provide you with opportunities to access training and build relationships with others in our partner churches.

### **8.7.7. Worship Team Leader Role Description**

Grace Worship Team is a group of musicians who love Jesus, have a passion for sung worship, and recognise the privilege and importance of our times of sung worship together as God's people. We are responsible for facilitating spaces for Grace Truro to come together in song to worship God, from our Sunday mornings to our monthly prayer and worship evenings.

Our aim is to provide high quality music and leadership that allows people to worship God freely and in a safe environment, where the songs are theologically sound and carefully chosen to turn our eyes upwards in worship.

The Grace Worship Team Leader manages all musicians within the team, facilitates the introduction of new songs, encourages new musicians in their gift, and helps to shape and implement the vision for sung worship in Grace Church.

#### **Grace Worship Team Leader Responsibilities**

Team Leaders are overseen by Dakarai Kuhlengisa.

The Grace Worship Team Leader is responsible for helping to shape and implement the vision for sung worship in Grace Truro, managing the team rota for Sunday mornings and prayer evenings, and the development of the team. This includes but is not limited to:

- Integrating and training new team members.
- Communicating with the team with regards to rota, planning and resources.
- Working with the Worship Leaders to introduce new songs, develop one another in our leadership and work with the congregation to strengthen our times of congregational sung worship.

Team Leaders are expected to follow the Good Practice Guidelines for their area of responsibility as outlined in the Grace Church Safeguarding Policy (Appendix 4).

Team Leaders will meet through the year for specific input to share good practice, pray together and talk about vision for our areas of responsibility.

#### **Commitment**

Team leadership is a rolling commitment with regular points of review to ensure the team leader is thriving in the role, well supported and able to carry the responsibility.

#### **Person Specification**

Be willing to learn, be flexible and communicative with others.

Be dedicated to developing both personal faith and musical skill.

Pray faithfully for church and team.

Be supportive and encouraging in welcoming and facilitating training for new members.

Be able to serve alongside the other leaders regularly.

Be proactive and diligent in considering the development of the team and the wider sung worship ministry.

Be organised and thoughtful in all admin and communication responsibilities.

Be communicative with the eldership team work together to shape the sung worship ministry.

**What you can expect from the Grace Church Leadership:**

We will pray for you and offer an open door to talk about how you are doing and what serving looks and feels like to you.

We will hear your feedback and work together to move the sung worship at Grace Truro forward.

We will provide you with opportunities to access training and build relationships with others in our partner churches.

We will meet regularly with yourself and the Worship Leadership team to talk about how everything is going and support one another in the development of our times of sung worship.