



The Church of Scotland

SAFEGUARDING HANDBOOK 4

Safeguarding in Practice 2018

Version: October 2018



Contents

Introduction	1
Managing and Reducing Risk.....	2-5
Support for Children, Young people and Adults at Risk.....	5
Transporting Children, Young People and Adults at Risk.....	6-7
Days out, Camps and Residential Holidays.....	7
Health and Safety Issues.....	8
Letting of Church Premises.....	8
Safeguarding Complaints Procedure.....	9
Social Media Guidelines	9-11
Bullying	11-14
Photography and Video Guidelines	14-15
Safeguarding (SG) Forms.....	15

* Safeguarding Handbooks 1-6, CrossReach Child Protection Handbook and CrossReach Adult Protection Handbook are available to view on the Church of Scotland website:
http://www.churchofscotland.org.uk/about_us/safeguarding_service/key_publications

Introduction

Safeguarding Handbook 4 'Safeguarding in Practice' has been specifically designed to assist volunteers and paid staff in their day to day work with children and protected adults. For example, it provides advice on managing social media, undertaking risk assessments and letting out church premises to non-church groups.

The guidance in this handbook is designed to facilitate the development of safe and caring practice. The Safeguarding Service has produced a suite of practice handbooks which are available on the Church of Scotland's public website. The handbooks are designed to act as a framework to support good practice for anyone who has a role or responsibility in safeguarding children and protected adults.

Separate Child and Adult Protection Handbooks are also available to be viewed on the public website for CrossReach staff.

www.churchofscotland.org.uk/about_us/safeguarding_service/key-publications

The 'pocket guide' is also available for congregations to order for all volunteers and paid staff working with children and adults at risk.

www.churchofscotland.org.uk/_data/assets/pdf_file/0018/9216/safeguarding_pocket_card.pdf

If you have any questions in relation to the information in this handbook please contact The Church of Scotland Safeguarding Service on

Tel: 0131 240 2256

Email: safeguarding@churchofscotland.org.uk

Managing and Reducing Risk

Lone working

The Church of Scotland recommends that two adults are present when children are involved in church groups. Procedures should be put in place for a worker who is working on their own to enable them to access support from others. A risk assessment of a group will identify risks. For example, working alone in a service user's home as a pastoral care worker/visitor brings risks and these should be identified by carrying out a risk assessment.

Adult:Child ratios

One way of reducing risk to both children and adults is to endeavour to make sure that there are sufficient adults working with children.

Age	Ratio
Under 2 years	1:3
2 to under 3 years	1:5
3 to under 8 years	1:8*
Over 8 years	1:10

*The adult to child ratio is 1:10 if children aged 3 years and over attend a church group for less than four hours a day.

The above ratios have been taken from the Care Inspectorate's guidance. Church groups providing activities for children are not required to be registered with the Care Inspectorate. When thinking about adult to child ratios, Kirk Sessions may wish to consider the following questions:

- In the event of a child becoming ill or having an accident, do we have enough workers to meet the needs of the child and, at the same time ensure the welfare of the remaining children?
- Do we have sufficient workers to meet the behavioural and emotional needs of all the children in the group? For example: what would we do if a child with serious behavioural difficulties became a member of the group? How would we ensure the welfare and safety of the child, children and the workers?

Risk Assessment

It is not possible to reduce all risk when working with children, young people and/or adults at risk and a Kirk Session cannot guarantee that a child, young person or adult at risk will be 100% safe when participating in church activities. Many activities carry with them an element of risk. However, parents/carers will expect the Church to undertake a risk assessment when planning and delivering activities.

Please refer to The Church of Scotland Safeguarding Service Risk Assessment Tool (SG20). It can also be downloaded from the resources section of the Safeguarding Service website.

http://www.churchofscotland.org.uk/about_us/safeguarding_service/key-publications

The Safeguarding Service Risk Assessment Tool

A risk assessment should be carried out as part of good safeguarding practice before activities with children, young people or adults at risk are carried out in the Church of Scotland.

The risk assessment should be completed by the most appropriate person. A written record is recommended. This should be signed, dated, a date added for a review to take place and securely stored.

The following steps can be used to risk assess an activity or outing. Please note that the table of identified risks and what safeguards need to be in place are not all-encompassing; therefore, please add to this with any that are applicable to your activity or outing.

Steps on how to safeguard/risk assess an activity or outing:

- Identify the risks
- Identify what safeguards need to be in place to address this risk
- Record who is responsible for ensuring that safeguards are in place
- Completion date
- Sign, date, review date and securely store

Risk Assessment Checklist	What Safeguards Need To Be In Place?	Who Is Responsible?	Date
Safe Recruitment	<input type="checkbox"/> Have the relevant volunteers/paid staff been fully recruited? <input type="checkbox"/> If required for the role, do they have PVG Scheme Membership or a DBS check for the relevant workforce(s) through the Church of Scotland? <input type="checkbox"/> Have the volunteers/paid staff attended safeguarding training? <input type="checkbox"/> Refer to Safeguarding Handbooks 2 and 3 for further information.		
Transport	<input type="checkbox"/> Who is providing the transport? <input type="checkbox"/> Is it a private arrangement or Church run? <input type="checkbox"/> Is insurance in place? <input type="checkbox"/> Has the driver been fully recruited which includes PVG Scheme Membership or a DBS check? <input type="checkbox"/> Refer to Safeguarding Handbook 4 for further information.		
Ratios	<input type="checkbox"/> Volunteers/paid staff: children. <input type="checkbox"/> Refer to Safeguarding Handbook 4 for further information.		
Consent	<input type="checkbox"/> Have the relevant consent forms for the outing been completed by a parent, guardian or appropriate person? <input type="checkbox"/> Has the Media consent form been completed by a parent, guardian or appropriate person? <input type="checkbox"/> Have any objections from a parent, guardian or appropriate person about the outing been noted? <input type="checkbox"/> Are emergency telephone numbers available to the group leaders? <input type="checkbox"/> Are dietary requirements noted? <input type="checkbox"/> Are any allergies noted? <input type="checkbox"/> Are any special requirements due to disability been noted? <input type="checkbox"/> Are any medical requirements noted and the doctor contact number received? <input type="checkbox"/> Refer to Safeguarding Handbook 4 for further information.		

Health and Safety	<input type="checkbox"/> Have physical hazards been identified? <input type="checkbox"/> Has any action been taken to resolve these hazards? <input type="checkbox"/> Refer to the Health and Safety Guidance for Congregations and the Health and Safety Policy Statement on the Law Department Circulars Website for further information.		
Social Media e.g. photography, video, mobile phones, social networking sites, text and email	<input type="checkbox"/> Refer to the Photography/Video guidelines, Social Media guidance and Safeguarding Handbook 4 for further information.		
Insurance	<input type="checkbox"/> Has the following insurance been put in place where applicable? Private, Business, Travel, Transport, Premises and Injury. <input type="checkbox"/> Refer to the Church of Scotland Insurance Services for information.		
Risk of Harm by Volunteers/ Paid Staff or by one Child to another Child or by one Adult At Risk to another Adult At Risk	<input type="checkbox"/> Ratios adhered to? <input type="checkbox"/> Special requirements of child/adult at risk adhered to? <input type="checkbox"/> Volunteers/paid staff have been fully recruited and have PVG Scheme Membership or a DBS check? <input type="checkbox"/> Volunteer/paid staff have attended Safeguarding training? <input type="checkbox"/> Have the relevant Safeguarding Handbooks and Pocket Guide been read by volunteers/paid staff? <input type="checkbox"/> Safeguarding Panel is in place? <input type="checkbox"/> Refer to all of the Safeguarding Handbooks for further information.		
Other Identified Risks	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Name:

Signed:

Position:

Date:

Review Date:

Insurance

Church of Scotland Insurance Services LTD arranges Church property and liabilities insurance in its capacity of Insurance Intermediary; also arranges other classes of business including household insurance for members and adherents of the Church of Scotland and insurances for charities. It is authorised and regulated by the Financial Conduct Authority.

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Support for Children, Young People and Adults at Risk

Involving parents and carers

Parents and carers should be fully involved in discussions relating to the child, young person or adult's needs. They will be able to provide important information and advice, and in many instances, will want to be directly involved in supporting the child, young person or adult in activities and learning.

Health and medical issues

Some children, young people and adults may require regular and frequent medication. Where possible, the administration of medication during church activities should be avoided. If it is required, the parents/carers should attend to this or should nominate another responsible person to do this. It is not appropriate for workers to administer medication. Workers who are worried about a child, young person or adult's medical or health issues should speak with their parent or carer. Where required, the medication needs should be recorded using the SG16 'The Church of Scotland General Information and Consent Form'.

Supporting children, young people and adults who have behavioural difficulties

The following pointers may help workers to support and include service users who have behavioural difficulties:

- Whenever possible, try to involve the parents or carer in the planning of activities and, where appropriate, in the supervision of the child, young person or adult.
- Work together to consider the kind of support a child, young person or adult may need to engage purposefully in activities. Are there sufficient workers to allow this to happen?

Every Kirk Session will want their congregation to be welcoming to everyone. However, Kirk Sessions may sometimes have to decide not to allow a child, young person or adult to join/continue in an activity if, after every effort and idea has been exhausted by church workers, the well-being of the child, young person or adult (and that of others) continues to be put at risk.

Transporting Children and Young People

When arranging transport, it is recommended and is good safeguarding practice for two adults to be present. There may be an occasion where it is impossible for two adults to be present when transporting children. The Church advises that a risk assessment is completed for transport to be managed as safely as possible. When considering the issue of transport, either to a specific outing or activity, or to and from regular meetings, the following questions should be considered:

Is it necessary and possible to provide transport, or might parents be able to make suitable arrangements?

Too often it is expected that transport will be provided by the group or club. However, as groups change, it can often become increasingly difficult to provide transport. Sometimes careful consideration is necessary to decide whether this service can continue. In many groups, there is usually a minority of children who would be unable to attend if transport was not available. However, this does not mean that every child needs a lift. In these circumstances it can often be helpful to consult parents and ask that they collect their children wherever possible.

Are parents fully aware of the arrangements for transporting or collecting their children?

Whatever decision is made regarding transport arrangements, it is imperative that parents are informed of these arrangements. Parents should know when to collect their child from an activity; the time the child is expected to return from an activity and what will happen if their child is not collected. This information gives parents the option of making alternative arrangements in the event that they are unhappy about their child being transported by a lone adult.

Do you have adequate car insurance?

The Church of Scotland Insurance Services recommends that any-one who might use their own transport for church –related business should check the adequacy of their insurance cover with their insurance provider. Similarly, so should vehicle owners who propose to permit other persons use their vehicles for the same purpose. When hiring or buying a minibus, it is imperative that drivers are adequately insured. Please contact the Church of Scotland Insurance Services if you require any further advice on this matter.

Has the transport been carefully planned?

It is best to transport a group of children who live close to each other, so that an accurate 'arriving home' time can be given to parents. If there is a single adult driver, the children or child should always sit in the rear of the car.

Do you have a contingency plan?

If a parent fails to collect a child or is not at home when the child returns home, what will happen? It is imperative that the group working with children has considered this beforehand, and asked parents to provide an emergency contact number so that alternative arrangements can be made.

Smoking

UK legislation states that it is an offence for an adult to smoke in a vehicle if there is a child under the age of 18 in the vehicle.

Recruitment of drivers

Those providing transport for children must be fully recruited which includes joining the Protecting Vulnerable Groups Scheme (PVG Scheme) to do regulated work with children or applying for an Enhanced Disclosure and Barring Service check (DBS check) with/without the barred list check for working in regulated activity with children.

Transporting adults at risk

Where appropriate the above guidelines also apply to transporting adults at risk. Groups within the Church are required to ensure that workers providing transport for those with 'particular needs' are fully recruited, which includes joining the Protecting Vulnerable Groups Scheme (PVG Scheme) to do regulated work with protected adults or applying for an Enhanced Disclosure and Barring Service check (DBS check) with/without the barred list check for working in regulated activity with adults at risk.

Please refer to Safeguarding Handbook 2 for further information on the PVG Scheme and DBS checks.

Days out, Camps and Residential Holidays

When organising a trip with a group of children or young people, there are many issues to consider. It can be helpful to meet with those involved in a planning meeting to discuss the following issues:

- Are parents aware of, and have they provided written consent for the trip?

Parents should be fully informed of the arrangements, including details of accommodation, activities and cost. They should also complete and return the relevant SG Consent Form giving their permission, emergency contact numbers and health information.

- Do you have adequate staff to supervise the children at all times?

Many centres have staff or instructors present who should be suitably trained and experienced in supervising children. It is common for these staff only to be available during certain times. This should be clarified and steps taken so that children and young people are always appropriately supervised and supported.

Consideration should also be given to overnight supervision. It is important that children and young people are well supervised, whilst also having their privacy. Achieving the balance between supervision and privacy can be difficult and different groups approach this in various ways.

Based on consultation with other organisations and careful consideration of the varying practices in this area, the following guidance is offered as a summary of current recommendations for good practice:

- Ensure that children or young people sleep in single sex accommodation.
- Ensure that at least one responsible adult is within hearing distance, and that the children or young people know where they are, should they require assistance.
- We recommend that an adult does not sleep in the same room as the children. When visiting an organised camp or activity centre, you should ask if the centre has a policy on this issue.
- Do you have adequate insurance cover for all planned activities?
- Have you taken account of any medical or dietary needs of the children and young people?
- A risk assessment should be undertaken where there are known difficulties or concerns about a children or children.

When planning meals, or booking at a centre, it is important to find out if any of the children have food allergies. This can be done using the relevant SG Consent Form. It is best, wherever possible, for a first-aider to be present. Most centres will have registered first-aiders.

Health and Safety Issues

Kirk Sessions are responsible for ensuring a safe church for all members. All workers should be briefed and regularly updated on health and safety issues.

Kirk Sessions may find the following checklist helpful when they review their health and safety policy. Some questions for children's workers (and Kirk Session members)

- Who is responsible for ensuring that the physical environment is safe and secure?
- Where are the fire exits and fire appliances and how are they reached?
- Is there easy access to a telephone that works?
- Who is trained in first-aid and where is the first-aid box?
- How and when should an incident be recorded in an accident book?
- Who has responsibility for informing the parents of a child who has been injured?
- Do any of the children have medical or intimate care needs?
- Are any areas of the church out of bounds to children or are there places which require a higher level of supervision?

Health and Safety Guidance for Congregations and the Health and Safety Policy Statement is available on the Law Department Circulars Website

www.churchofscotland.org.uk/resources/law_circulars

Please also refer to The Church of Scotland Safeguarding Service Risk Assessment Tool (SG20).

www.churchofscotland.org.uk/about_us/safeguarding_service/key_publications

Letting of Church Premises

Letting Church Premises to Non-Church Groups

Churches letting their premises to non-church groups should ensure that a copy of the Agreement for Use of Church Hall or Church has been signed. The most up to date document can be found on the Church of Scotland Website under Law Circulars.

www.churchofscotland.org.uk/resources/subjects/law_circulars

Within the Terms and Conditions section of the Agreement for Use of Church Hall or Church the User is asked to confirm that they have made themselves familiar with the relevant Church of Scotland Safeguarding materials. The User is required to further confirm that their safeguarding policy includes a recruitment procedure for working with children, young people and adults at risk which, where appropriate, requires staff (whether employees or volunteers) to be members of the PVG ("Protection of Vulnerable Groups") Scheme.

The Agreement for Use of Church Hall or Church states that the Church should not involve itself in the supervision of the Users activities. It stresses that any involvement of Church personnel may give outsiders the impression that the Users were operating in some way under the umbrella of the congregation. This could have its own dangers vis-à-vis questions of legal liability.

If a non-church group working with children and young people fails to provide care and supervision, the Agreement for Use of Church Hall or Church states that the Kirk Session has the right to terminate the agreement with immediate effect.

If child protection issues are suspected or reported to the church, the information received should be passed to the Social Work Department and Police.

Use of Church Buildings and Insurance

Please refer to the link below to the Church of Scotland Insurance Services for further details on this matter.

www.cosic.co.uk

Safeguarding Complaints Procedure

The Safeguarding Committee has produced 'Guidelines for Managing Safeguarding Complaints' which outline a series of principles to facilitate congregations in the development of an effective safeguarding complaints procedure. The guidelines also clearly state when it is not appropriate to use the complaints procedure. These have already been circulated to all Ministers and Safeguarding Coordinators but are available to download for all appropriate persons on Kirk Sessions. The Safeguarding Service has also produced a template which congregations may find a useful reference when developing their complaints procedure.

The Safeguarding Complaints guidelines and a template form can be downloaded from the Key Publications section of the Safeguarding Service website.

www.churchofscotland.org.uk/about_us/safeguarding_service/key_publications

Social Media Guidelines

GUIDANCE FOR PAID STAFF AND VOLUNTEERS ABOUT THE USE OF SOCIAL MEDIA

Introduction

The phrase 'social media' refers to the developing range of web-based and mobile telephone technologies and Internet-based applications that allow for the creation and exchange of user-generated content. Enabled by widely available and accessible mobile electronic devices, social media has substantially changed the way organisations, communities, and individuals communicate. Whilst it can be both an essential and valuable communications tool for those providing services for people in the Church, it also presents significant challenges if the user is to avoid what can be quite significant pit-falls in practice.

Most of these challenges revolve around maintaining the professional boundaries between work and private life with a view to protecting both the providers of services and those who use or receive them. In being aware of this, it is vital to remember that some of the challenges relate to how the conduct of paid staff and volunteers in formal roles in the Church might be perceived as potentially harmful or inappropriate.

The perceptions of an individual or an organisation are governed by beliefs, values, attitudes, life and professional experience etc. Consequently what may look or sound OK to one person may be misunderstood or misconstrued by another and might well be considered harmful and inappropriate. The following guidance is written from a safeguarding perspective and seeks to identify good practice with a view to preventing harm or abuse to children and adults at risk or minimising the likelihood of it happening. The guidance supplements more detailed information about keeping children, young people, adults at risk and paid staff and volunteers in churches safe. It identifies a number of underpinning principles (things that are important or right to do) and these have been used to generate a set of questions that workers and volunteers should ask themselves. It is not possible to produce a definitive list of 'dos and don'ts'. Consequently the questions are designed to be used as a checklist to be used before any type of social media is used or to review its ongoing use. This checklist should be considered as a generic safeguard for using mobile phones, Facebook and other social networking sites, weblogs, mobile 'phone text messaging, the taking of digital photographs or recording videos etc. and it should be a spur to staff and volunteers to make a judgement about keeping themselves (as workers) and those they are working with (children and adults at risk) safe. Ideally the checklist should be used in safeguarding training and this would enable it to be used with a variety of different scenarios involving the use of different types of social media.

The use of social media is open to different interpretations and perceptions of what is appropriate and what is not. It can involve the transmission of words, sounds, moving and still images, all of which have the potential to be harmful in a safeguarding sense, hence the importance about making joint decisions and seeking advice.

Types of Social Media

- Email and messenger services.
- Facebook, Google + and other social networking sites, YouTube.
- Mobile phone text messaging.
- Twitter and weblogs (commonly known as 'blogs').

- Digital photography (cameras, video, camera phones).
- Instagram and similar photo sharing sites.

Common Principles of Good Practice

- Transparency/openness – tell others what it is you want to communicate and why
- Keeping people safe: the worker (paid and volunteers) and the child/adults at risk or service users
- Consent: get permission from all involved (or their parents/carers) if their words or images are to be transmitted and made public or shared with a selected group of people. Refer to the Photography and Video Good Practice Guidelines and the Media Consent form on the Key Publications section of the Safeguarding Service website.
http://www.churchofscotland.org.uk/about_us/safeguarding_service/key-publications
- Privacy – respect for individuals' personal information
- Separate the private (home) from the professional (paid or voluntary work): explicitly maintain boundaries. Often the perceived problem is that of the 'suggestion' of or actual blurring of boundaries and the risk of actions being viewed as harmful rather than actual harmful conduct from a safeguarding point of view
- Christian principles – respect, dignity, truthfulness etc.

Checklist before using Social Media Questions

- WHAT information do you want to capture, store, transmit, communicate or use?
- WHY did you choose this particular type of media?
- WHAT is the purpose of using this social media?
- WHAT privacy settings and controls have you set for the media?
- WHO is the target audience? (a defined group of people or everyone?)
- WHO can see the information posted – anyone or have safeguards or tools been used to set limits e.g. Facebook group rather than Facebook page?
- WHO is identified (images/words/sounds) in the communication?
- WHOSE consent is required? (if any).
- HOW will you get their consent?
- HOW may others interpret the information? Can the information you want to share be easily misunderstood or misinterpreted. If in doubt check with your line manager and get a second opinion. Re-read before sending/ posting.

Checks

- Is the information you are about to share personal/confidential? Can the person be identified (by words or images)? If yes – get permission.
- Consent must be provided.
- Do the people you work with have access to personal information about you? e.g. via Facebook?
- What type of personal information is available and how may that affect perceptions about you in your 'professional' (work) role? Could this be perceived to be damaging to you personally or in your work role?
- As a worker, make sure your line manager is fully aware of what media you use in work. If in doubt discuss it with them.
- Whatever social media you are using in work: Is it clear that you are representing the church?
- Generally you should not use your personal mobile phone, email address or Facebook account, or similar, to communicate with children, young people or adults at risk.
- Any photographs/videos taken while carrying out your professional role should not be posted on your personal Facebook account or any other social media site.
- What is your gut feeling about the communication? If you feel even slightly uneasy about something you are about to publish, then you probably shouldn't publish it. If in doubt, discuss it with your line manager first.

Conclusion

There may be exceptions to the advice contained in this guidance. If you have unanswered questions (or if in doubt) get advice from your line manager and/or The Church of Scotland Safeguarding Service.

Most importantly keep a dated and signed written record of any decisions made by you and your line manager about the use of social media where there may be room for misunderstandings or misinterpretation. In short keep an audit trail of all communications, e.g. don't delete records of phone and email communication.

Finally in relation to the use of any type of social media: if in doubt don't use it.

Facebook

Having a Facebook page that advertises the work being done by your Congregation is a good initiative. The page could provide details such as, what the youth group does, when it meets and who it is for.

The following advice is offered, not to discourage the use of social media, but to ensure that children are kept safe:

- Facebook privacy controls should be set up so that only children and their families have access to any videos and photographs.
- What parental/carer permissions have been sought? e.g. do all parents know that images/videos appear on the page and are they content with this – most are likely to be but not all. Those who are not need to be able to have their children opt out of appearing on the page.
- Explore setting up a Facebook Group rather than a Facebook Page which would enable more control over who sees and can download information and images.
- Reassess what the purpose of the Facebook page/group is. It is useful to consider the following when setting up a web page or a Facebook page/group: what personal or group information do you want to share and with whom and why? Is it everyone, just the children, just the Church or just the children and their families or friends?
- Facebook privacy controls enable information to be shared with defined group: friends, friends of friends or everyone.
- As a general rule, do not allow children to give out personal information such as school, home address, phone number, photos, etc. in chat rooms, on bulletin boards and especially not to strangers.

Bullying

Source: respectme, Scotland's Anti-Bullying Service website <http://respectme.org.uk>.

Bullying is both behaviour and impact; what someone does and the impact it has on the other person's capacity to feel in control of themselves. We call this their sense of 'agency'. Bullying takes place in the context of relationships. It is behaviour that can make people feel hurt, threatened, frightened and left out and it can happen face to face and online.

Bullying behaviour can harm people physically or emotionally and, although the actual behaviour might not be repeated, the threat that it might can be sustained over time, typically by actions: looks, messages, confrontations, physical interventions, or the fear of these.

This behaviour can include:

- Being called names, teased, put down or threatened face to face and/or online
- Being hit, tripped, pushed or kicked
- Having belongings taken or damaged
- Being ignored, left out or having rumours spread about you (face to face and/or online)
- Sending abusive messages, pictures or images on social media, online gaming platforms or phone
- Behaviour which makes people feel like they are not in control of themselves or their lives
- Being targeted because of who you are or who you are perceived to be (face to face and/or online)

When it's not bullying

We know that children and young people will fall out and disagree with each other as they form and build relationships. This is a normal part of growing up and most children and young people have the ability to bounce back from this type of behaviour. It is important to discuss how they feel and help them to develop resilience to manage their relationships.

Similarly, bullying behaviour can sometimes be unsuccessful. A person can attempt to bully someone using a range of behaviours but it has no impact – in this case the person has not been bullied but the behaviour needs to be challenged appropriately and should not be ignored. For example, the use of homophobic or derogatory language, which may have no impact on the person it is aimed at, must still be challenged as the language itself is unacceptable and could impact on other people.

On the other hand, incidents can be perceived as bullying when they are more serious and are, in fact, criminal in nature. It is important to ensure that there is a clear distinction between bullying and other potential forms of criminal offences such as hate crime, child sexual exploitation and gender-based violence. For instance, when someone is coerced or pressurised to do something sexual or is touched inappropriately, this is not bullying. This is sexual assault or abuse and a form of gender-based violence. There are laws to protect children and young people from this very serious type of behaviour.

Similarly, hate crime is defined through the law as a crime motivated by malice or ill-will towards individuals because of their actual or perceived disability, race, religion, sexual orientation or transgender identity. A hate crime can take a number of forms that are potentially a form of criminal harassment and should be treated as such. Adults and children and young people can seek appropriate advice and guidance from Police Scotland if they feel a hate crime may have taken place.

<http://respectme.org.uk/bullying/what-is-bullying>

Prejudice-based bullying

Bullying behaviour may be a result of prejudice that relates to perceived or actual differences.

Bullying behaviour may be a result of prejudice that relates to perceived or actual differences. This can lead to prejudice and discriminatory language or behaviour, including racism, sexism, homophobia, biphobia or transphobia.

Respect for All states: "Prejudice-based bullying is when bullying behaviour is motivated by prejudice based on an individual's actual or perceived identity; it can be based on characteristics unique to a child or young person's identity or circumstance."

Research shows that anti-bullying work that clearly addresses the particular needs of vulnerable or minority groups is more effective. There is a need to address the root cause of prejudice as well as effectively responding to incidents as they arise. We need to create environments where diversity is celebrated and name calling and comments based on prejudice are challenged. Some personal characteristics are protected within the law, to address the years of unfavourable treatment experienced by some groups. The Equality Act 2010 makes it unlawful to discriminate against people with a 'protected characteristic'. These are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race
- Sex
- Religion or belief
- Sexual orientation

Prejudice-based bullying includes the protected characteristics, but prejudice can and does extend beyond these and can lead to bullying for a variety of reasons.

Hate Crime

Hate crime is defined through the law as a crime motivated by malice or ill-will towards individuals because of their actual or perceived disability, race, religion, sexual orientation or transgender identity. A hate crime can take a number of forms that are potentially criminal and should be treated as such. Adults and children and young people can seek appropriate advice and guidance from Police Scotland if they feel a hate crime may have taken place.

There is no legal definition of bullying in Scotland and as such bullying is not a crime. Bullying can be motivated by prejudice similar to hate crime, but the difference is when a crime has taken place, such as assault, graffiti or a breach of the peace which has been motivated by prejudice. The decision to proceed will rest with the Procurator Fiscal's Office. The presumption should be against criminalising children and young people wherever possible unless it is in the public interest.

Equality, Equity & Diversity

Equality is more than simply treating everyone the same. Not everyone needs exactly the same treatment; we are not all starting from the same place with the same privilege and support. There are people and groups of people who have experienced less favourable treatment and still do. Promoting equality involves challenging inequality. It means challenging language and behaviours that lead to people being treated less favourably, or having poorer outcomes at school or in life.

Equity is about addressing the imbalance and making sure those who need more help, support or protection can get it. When we do this, we are working towards equality. We strive for a society where people are treated fairly, which might mean taking extra steps to help those with less money get to school or college, making sure that those with a disability can access and enjoy the same places and experiences as everyone else, and so on. It is not enough to simply give everyone the same resources or tools to succeed, people may need ones that are specific to them and their circumstances to succeed.

Diversity aims to recognise, respect and value people's differences. Diversity recognises difference, not just tolerating it, but acknowledging and celebrating the richness it can bring.

Fully integrating and embedding equity, equality and diversity into an organisation relies on a culture where language and behaviour is challenged. Creating environments where difference is celebrated, together with role modelling how to challenge prejudices, is what we sign up for if we work with or have children.

<http://respectme.org.uk/bullying/prejudice-based-bullying>

Online Safety

Bullying can take place online in environments where there is little or no adult supervision. You have an important role to play in explaining your child's rights and responsibilities when using smart phones, laptops or games consoles to communicate. Knowing how to identify when they or others are bullying someone, or being bullied by someone online will help with building a safe environment. Children and young people are spending more and more time in online environments, with smart phones, laptops and hand-held devices allowing them to communicate in different ways. They can still experience name calling, being left out and having rumours spread about them online, through social media sites, online chat, or through gaming platforms. And it's worth remembering that most of the friends children and young people interact with online, are the same people they interact with on a daily basis at school or where they live.

You need to be mindful that online spaces are just another 'place' young people go to, to socialise and meet up with friends. In order to help keep them safe you have to take an active interest in what they're doing, where they're going and who they're interacting with – in the same way that you would if they were going into town, to the sports centre, or any other physical place.

And that means having an understanding of their online environment and how to make it safe. You can't abdicate responsibility to software or service providers, you need to make sure you're switched on to the ways young people are communicating with each other so that if they tell you they're being bullied, you know how to react.

<http://respectme.org.uk/adults/online-bullying>

Photography and Video Guidelines

Congregations should ensure that good practice is adhered to when photographing or videoing children and adults at risk during church activities and may find the good practice guidelines produced by the Safeguarding Service helpful. Photography and video includes, that recorded on mobile phones and devices.

As an agency committed to caring for and protecting all vulnerable groups, we must ensure our actions and those of our congregation are appropriate. These guidelines provide only a framework for good practice and might be interpreted in slightly different ways depending on the situation.

- No video or photographic footage should be publicly displayed (i.e. notice-board, local press or internet) without prior notice being given by the group and an opportunity for objection to be received.
- Neither names nor any personal information should be displayed alongside any photographs.
- Mobile phones can be used to take photographs and videos which can be immediately uploaded onto the internet or social networking sites without permission. Therefore, group leaders should discourage the use of mobile phones during church activities. Group leaders must also not post photographs or videos taken while carrying their professional role on their personal social media site etc. The group may wish to produce a mobile phone code of conduct to ensure safe usage. The safeguarding service also produced social media guidelines.
- During large events, arrangements can be made by the host to provide video or photographic stills of the participants in action. This allows the performance to go ahead with limited interruption, and allows the participants who are not to be photographed to take part.
- An open "photo shoot" can be held at the end of the performance (sensitively distracting any children not to be photographed) to allow families to take their own private shots.
- Special consideration should be given where taking photographs or video footage might be misinterpreted, or the images could be seen as provocative (e.g. beach trip or gymnastics display etc.). It is not to say, however, that with the right planning, these events cannot be recorded and enjoyed.
- Responsibility of storage and destruction of photographic material should be taken at sessional level and written agreement should be made for this purpose.

Photography and video recording are important methods of recording social activity and providing an historic record – illustrating and validating important moments in people’s lives. This process is a powerful and personal one, and therefore, we must respect the rights of everyone to make the choice whether or not to be photographed.

It is always good practice to seek written permission from a parent or carer before taking any photographs or video footage of children or adults at risk. The Safeguarding Service has produced a Media Consent form (SG19), which can be downloaded from the Key Publications section of the Safeguarding Service website.

www.churchofscotland.org.uk/about_us/safeguarding_service/key-publications

Please refer to the Law Department Circulars website for the ‘Live Streaming’ and online publication of worship and other events document.

www.churchofscotland.org.uk/resources/law_circulars

Safeguarding (SG) Forms

A variety of forms are used for Safeguarding purposes, including applications, notifying appointments, obtaining permissions, and recording a variety of information. They are all subject to periodic amendment and subsequently are not reproduced in this or any of the other Safeguarding Handbooks, but are available for download from the Safeguarding Service Key Publications section on The Church of Scotland website.

www.churchofscotland.org.uk/about_us/safeguarding_service/key-publications

How to contact the Safeguarding Service

The service is available 9.00am-5.00pm, Monday to Friday. You can leave a telephone or email message outwith this time.

The Church of Scotland Safeguarding Service
The Church of Scotland
121 George Street
Edinburgh
EH2 4YN
Tel: 0131 240 2256
Email: safeguarding@churchofscotland.org.uk

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