

Appendix 1: Safeguarding: Good Practice Guidelines

Topic:	Page
1. Prevention: Safer Recruitment	
1.1 Appointment of Paid employees	3
1.2 Volunteer workers	4
1.3 General principles	5
1.4 DBS checks	5
1.5 Handling disclosure information	6
1.6 The Code of Conduct	6-7
2. Safeguarding Training, Supervision & Support	
2.1 Training	8
2.2 Supervision of workers	8
2.3 Supervision of children and YP	9
2.4 General guidance	9-10
2.5 Working one to one	10
2.6 Discipline	11
2.7 Meeting in homes	11
2.8 First Aid	12
2.9 YP - Opportunities to serve	12
2.10 Church visitors	12
3. General Documentation & Protocols	
3.1 Training compliance	13
3.2 Attendance registers	13
3.3 Consent forms for activities - Outing/Residential	13-14
3.4 Acceptable use form for on-line activities	14
3.5 Accident and Incident	14
3.6 Recruitment Forms	14
3.7 Transport	14-15
4. Residential Trips	15-16
5. Shopping for others	16-17
6. Compliance with GDPR	17
7. Guidance for Warm Spaces & meetings.	18-19
8. Children's National Participation Standards (NPS)	20

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1. PREVENTION - SAFER RECRUITMENT

In the appointment of workers, paid or voluntary, the Designated Safeguarding Lead and DBS Lead Recruiter should be informed at the beginning of the recruitment process so that the correct procedures are followed.

1.1 Recruitment of Paid employees

The Trustees will ensure all employees whose role involves working with children, young people, or adults, 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;
- The job description will carry references to CEC's Safeguarding Policy;
- Those applying have completed an application form and provided the names of two people willing to provide references. A self-declaration statement is included at the end of the application form.
- Those short listed have been interviewed;
- Qualifications, where relevant, will be verified at interview stage;
- Safeguarding has been discussed at interview;
- The applicant will be informed of the need to complete an Enhanced Disclosure and Barring Check (DBS). Any confidential information should only be disclosed to the Designated Safeguarding Lead/Trustee);
- Written references will be obtained, and followed up where appropriate. Where appropriate, the referees should be one from outside of CEC and preferably one from a person's present/past employer
- The final appointment will not be made until the Enhanced disclosure has been made.

The successful applicant will:

- be provided with access to CEC's safeguarding policy and appendices and other pertinent policies;
- be required to sign our Cornerstone Code of Conduct;
- be equipped with appropriate safeguarding training and be made aware of how to report concerns.
- be asked to complete a probationary period where appropriate.

Issue date: November 2025

Review date: September 2026

1.2 Recruitment Process for Volunteer Workers working with Children, Young People and /or Adults

The applicant should initially:

- **Discussion** with the relevant Ministry Leader about their wish to be involved; this should include their reasons and interest in the role, the requirements of the role and their experience and suitability. This discussion has been formalised and a list of areas to be covered has been documented. This forms the first stage of the Application process.
- **Complete** the Volunteer application form 'on-line' through Church Suite, providing the names of two people who are willing to provide a Reference and the sign the self-declaration statement at the end of the application form.
- The Designated Safeguarding Lead will be notified electronically that the form has been completed and the Lead Recruiter will be asked to proceed with gaining References for the volunteer.
- References will be collected for all volunteers who are working with children, YP or The Lead Recruiter will contact the two Referees, one of which should be external to Cornerstone Church.
- The **DBS process** The Lead Recruiter will only begin this process on receipt of two satisfactory references. Enhanced DBS are only required for roles where children are in the care of the church or when working with vulnerable adults.
- Once the DBS process is completed, the new volunteer worker is required to sign the Church's Code of Conduct, agreeing to act in accordance with the Statement of Faith and policies of the Church. All documents are now held on Church Suite with appropriate links within the document.
- **Induction** should then follow for the new volunteer worker the new by the appropriate Ministry Leader or DSL, who should signpost the volunteer to the following documents:
 - Volunteer role profiles and expectations,
 - Safeguarding Policy and Appendices,
 - other relevant CEC policies, all of which are found on the CEC website.
- **Initial Safeguarding Training** must also be undertaken before starting any role.

Issue date: November 2025

Review date: September 2026

1.3 General principles:

1. Ministry Leads and Team Leaders must be members of CEC and have attended regularly for at least 6 months prior to appointment;
2. Hold an up-to-date enhanced Disclosure Barring Service (DBS) certificate for roles when responsible for and supervising children who are 'in the care of the church';
3. Once the recruitment process has been completed and ratified, the worker is able to volunteer to work with all ages of children and Adults and support needs, subject to their suitability for the role provided they are up to date with CEC's SG training programme;
4. Helpers do not need to be church members but should have attended regularly for at least 6 months prior to appointment;
5. In situations where parent and guardian volunteers have responsibility for their own children in a church activity, they will not need a DBS;
6. All workers, paid or voluntary, are expected to sign up to the Code of Conduct expected at Cornerstone. This is found in Appendix 3.

1.4 Disclosures and Barring Service (DBS) Checking

Lead Recruiter – Mrs Anne Brown

- All CEC workers who lead and supervise children who are in the care of the church and those working with adults who may be at risk of harm need to obtain an Enhanced DBS Disclosure. Church workers requiring a DBS check need to complete the DBS form 'on-line' and see Anne Brown in person. Applicants need to provide proof of identity and must also complete and sign a self-declaration form as part of the DBS procedure;
- Applicants must show the Lead Recruiter one Category 1 document plus two other documents of any type, or five documents from Category 2.

Category 1: Passport, UK Driving Licence (photo card or paper), original UK Birth Certificate, valid Photo Identity Card.

Category 2: Non-original Birth Certificate, Marriage Certificate, P45 or P60 (less than 12 months old), Bank statement, Utility bill from current address, TV licence, Document from Benefits Agency, Employment Service or Inland Revenue, Vehicle registration document.

- The Lead Recruiter will submit the DBS application on the applicant's behalf; she will also confirm the applicant's identity as required as part of the on-line process. Applicants will receive a copy of their disclosure, which is confidential. Thirtyone:eight and the CEC Lead Recruiter will receive a copy of the disclosure.

Issue date: November 2025

Review date: September 2026

1.5 Handling of disclosure information

- Disclosure information on the suitability of persons to work with children is stored separately in a secure lockable cabinet with access limited to the Lead Recruiter, DSL and Deputy DSL;
- Disclosure information is only revealed to those who need to know and is only used for the specific purpose for which it was requested;
- Once a recruitment decision has been made, disclosure information should not be kept for more than 6 months;
- A record will be kept of the date of issue of the disclosure, name of worker, type of disclosure (enhanced), position for which disclosure is requested, unique reference number and details of the recruitment decision taken;
- The procedure will comply with the GDPR guidance 2018.

1.6 The Code of Conduct

- Cornerstone's Code of Conduct is a set of guidelines for living out one's faith in daily life, rooted in the principles of loving God and loving your neighbour as yourself, as taught by Jesus.
- Cornerstone's Statement of Faith clearly sets out the principles of the beliefs we hold and under these are the policies and guidelines that are in place to ensure that the Church Family is governed and guided.
- The Safeguarding Policy is a key document that seeks to protect children, young people and vulnerable adults from abuse and inappropriate behaviour from those in positions of trust and to reduce the risk of unfounded allegations of abuse being made within our church community.
- The Code of Conduct requires those in a position of trust, whether paid or voluntary, to demonstrate the agreed attitudes and behaviours whilst they serve in their positions (see Appendix 3)
- In the case of unacceptable behaviour, or a breach of the Code of Conduct, such as: failure to report concerns, delaying reporting concerns, taking unnecessary risks, behaviour that is perceived as threatening or abusive, passing on Confidential information, breaching the social-media policy, developing inappropriate relationships or failing to support people equally; the Trustees will consider an appropriate way of addressing the issue. In the case of paid staff, the line Manager should consult with the DSL as appropriate.

Issue date: November 2025

Review date: September 2026

- The Disciplinary Procedure will consist of:
 - Verbal warning
 - Written warning
 - Stepping down from the role, depending on the seriousness of the situation.

There may also need to be the involvement of Statutory agencies such as the Police and /or the Regional Safeguarding Board. The DBS department may also need to be informed in more serious cases.

The Charity Commission would also need to be informed for very serious incidents.

Issue date: November 2025

Review date: September 2026

2. Safeguarding Training, Supervision & Support

2.1 Safeguarding Training

- Training in CEC's Safeguarding policy and procedures will be provided on a three -yearly basis either in-house by CEC's SG team or by an outside provider;
- Trustees are expected to attend the Thirtyone:eight specific training course soon after their appointment. Thereafter, they are required to attend specific training relating to their role and other training organised by the SG team;
- All workers involved with children and adult ministries, Elders and Deacons are required to undertake full safeguarding training on a three-yearly basis, in order to continue in their role. Those who do not attend may be asked by the Trustees to step down from their role until training can be arranged and undertaken;
- Content of the Training will include a review of CEC's policy including what abuse is, how to recognise, respond and report it, and how to work safely. Changes or amendments in CEC's policy that have occurred since the previous years' training will be outlined in the annual Safeguarding report to the Church;
- Workers who commence their role after the training has been completed, will need to undertake an 'on-line Initial Safeguarding Training' course prior to commencing their role. The DSL will coordinate this training with the member of the SG team with responsibility for Training as and when required.

2.2. Supervision of workers

- New workers may commence an introductory/supervisory period after they have completed the Application process, but should not be left on their own in activities until the training part has been completed. This can include up to four visits to a single group, e.g. a one-month observation period;
- Applicants who have completed an enhanced DBS check dated within the previous 12 months, with other settings relating to working with children and young people and who can provide the original document (not a photocopy), are able to work at CEC whilst awaiting a CEC requested enhanced DBS;
- It is advisable that 'new' leaders work alongside established leaders in any one session. In exceptional circumstances, where an appropriate leader is not available, a DBS-checked

Issue date: November 2025

Review date: September 2026

helper can lead an activity, but this must be agreed with the corresponding elder, or in the case of youth work, with the Children and Young Persons Worker, and must be recorded by the DSL.

2.3 Supervision of children and young people

- Ministry Leads must ensure there is adequate supervision by their fellow workers, otherwise the activity should not take place. **There should always be at least 2 workers with each group;**

The recommended adult to child ratios is:

Age Group	Indoor activities	Outdoor activities
0 - 2 years	1:3	1:3
2 - 3 years	1:4	1:4
4 - 8 years	1:8	1:6
8 - 13 years	2:20 (M & F)*	2:15 (M & F)*
14 – 17 years	2: 20 (M & F)*	2: 20 (M & F)*

**Desirable M & F but not always possible*

2.4 General guidance when working with children and young people:

- Consider the gender balance of workers in relation to the group of children and young people;
- Generally, the group should not be left alone at any time;
- Children aged 0-11 should always be supervised by a minimum of two workers - in practice this may mean that 3 workers are available for the activity;
- Parents will be asked to change their own children's nappies. Separate arrangements may be made to accommodate children with special needs;
- Children will be required to go to the Toilet themselves, although may be accompanied to the Toilet door by a worker. If unable to manage independently, their parent/carer will be asked to supervise them;

Issue date: November 2025

Review date: September 2026

- Parents/carers of primary age-groups (0-10 yrs) should collect their children from Sunday School or the activity venue;
- A simple password system should be used where children are collected from the care of the church by an adult other than a recognised parent/guardian. This should be set up prior to the activity;
- The only person present at a children's activity, when the children are in the care of the Church, should be the children's workers assigned to that group, or a parent/carer who needs to be present for their own child. No other adults or children should be present;
- Children aged 12-17 should always be supervised by at least two workers. In an emergency situation, it is acceptable for only one worker to be present, but the door of the room should be left open;
- Teenagers aged 16+ may be involved in small groups which are led and run by their peers. In these circumstances, two adult leaders must be present in the building;
- Young persons of less than 18 years should not be left in charge of any age;
- At no time should one adult be alone on church premises with children or young people below 18 years, unless the children are their own;
- Children and Young people of less than 18 years should not be given access to Church premises unless responsible adults are present;

Parents or other adults, including older children helping on an occasional basis, must be supervised by the Leader in charge of the activity, until they have completed the appropriate recruitment process;

- Adults with health needs or at risk of abuse and neglect should not be alone on church premises or in a church activity with only one other adult present;

2.5 Working one to one:

- Parental consent **should always** be obtained before each meeting, particularly if a meeting with young people is away from a CEC building;
- A member of the SG team should be made aware of the meetings;
- Children's workers should avoid being alone with a child or children when their activity cannot be seen. This may mean leaving doors open;

Issue date: November 2025

Review date: September 2026

- Where confidentiality is important (e.g., counselling) ensure that others know that the meeting is taking place and that another adult is present in the building.

2.6 Discipline – Behaviour Management

- Generally, children under the age of 18 are usually in the care of their parents during Sunday services. It is only in Sunday School or weekly activities that they may 'in the care of the Church'. Annual consent forms alert the leaders of any potential and need parents are directly contacted if there is a behaviour issue and they are expected to take responsibility for their child.
- Some basic strategies are shared with leaders within the Sunday School and ratios are adhered to ensuring there is enough cover in the case of a child needing additional support, such as 1:1 attention/distraction/alternative practical activities/aid of parents. The Welsh National Standards for the Rights of Children are found in Section 8 and these are at the fore-front of our work with children.
- In other settings such as weekly activities, good behaviour/star charts and additional support to help with 'challenging' children may be required as incentives;
- Physical force/ restraint of any kind must not be used to discipline; the Law in Wales prohibits smacking of any kind.
- Great care must be exercised if physical restraint is required to prevent a young person harming him / herself or others, and only the minimum force necessary should be used. A minimum of two workers should be involved in any restraint. After the incident, a record of what happened and how it was managed must be completed, signed and dated by the two workers on a 'Concern' form found in the Blue file on the Welcome desk or a form is found in the Safeguarding section on Church Suite;
- Bullying and discriminatory behaviour by the children / young people and vulnerable adults will not be tolerated but dealt with appropriately by church workers (See Appendix 5: CEC Anti-bullying Policy)

2.7 Meeting in homes

- Where adults and children are meeting in someone's home for a church activity (e.g. a family-based community group), in situations where children are not supervised by their parents/guardians directly but by other adults, there must be at least two supervising adults. One of these should have an up-to-date DBS and safeguarding training;

Issue date: November 2025

Review date: September 2026

- A child or young person should not be invited on their own to a worker's home for a CEC activity;
- It is acceptable to invite a group, with parental consent, providing that another adult, DBS-checked via CEC, is in the room with you. No other adults should be present unless they come under the category of a 'church visitor' or are CEC workers;

2.8 First Aid

- The Ministry Lead or activity Leader must know the whereabouts of the First Aid Kit. If an accident occurs, there should be a designated First Aider who can deal with the accident. All accidents must be recorded in the appropriate Health & Safety Accident Book. This is located at the in the Blue File at the Welcome Desk wherever the church is meeting and in the upstairs cupboard in Kitchen in CEC Centre;

2.9 Young People (YP) Opportunities to serve

- Young people in the CY youth group (aged 11+) are able to choose whether or not they want to serve in the church by helping on some of the existing rotas. These include: on a Sunday morning; the 'Welcome Desk', singing group, music group, tech team and set up/take down equipment team;
- It is a requirement that any young person helping out in this way on the church premises or during a CEC organised activity, remains the responsibility of their parent/guardian and **is supervised by their parent/guardian at all times**. Should the parent/guardian not be able to attend and supervise, then the young person should not participate in the rota. For more information see **App. 6**.

2.10 Church Visitors

- It is good practice for all visitors to be informed of CEC's approach to SG; to this end, information is available at each CEC venue outlining the CEC's Mission and photographic identity of DSL, Deputy and DST;
- A visitor to CEC who has been invited to participate in activities involving children/young people/adults e.g., as a guest speaker, does not need a DBS check for a one-off visit. However, they should be 'in addition to' the minimum required ratio of workers supervising the group and should be supervised at all times by either a Trustee, Elder, Deacon, Leader or the Children and Young Persons workers.

Issue date: November 2025

Review date: September 2026

3. General Documentation and Protocols

3.1 Training compliance

- A record will be made of all workers' DBS status, Safeguarding training compliance, signposting to relevant policies (on CEC website) and receipt of the signed Volunteer Agreement and Code of Conduct forms;
- All record keeping should comply with GDPR 2018. Please see our SG Asset Register for more details;

3.2 Attendance registers

- Attendance registers should be kept for those attending CEC activities at CEC premises, where children are 'in the care of the church', and for on-line based activities; this should include names of children and children's workers present and names of any other adult present during the activity;
- Ideally this should be kept electronically, and the information kept centrally. The responsibility for this at Sunday School level lies with the Children and Young People's workers/ Church Administrator;
- For other children's activities taking place outside of the main church venue, it is acceptable to hold paper registers of those children and parents attending. It is essential in the case of evacuation to have an accurate list of attendees. These registers should hold the minimum amount of data and be securely locked away until no longer needed; they should then be shredded.

3.3 Consent forms for children's activities

- General consent forms should be signed by parents or guardians of children and young people involved in church activities on church premises;
- These should be updated annually, in September, preferably electronically. If paper copies are returned, they will be transferred by the Admin of CEC into electronic form;
- The general consent form should include permissions for online communication, and the taking of and use of photographs and video;
- **Outings and day trips** require a specific consent form outlining details of the trip. This includes occasions where children leave a CEC premise for part of an activity;

Issue date: November 2025

Review date: September 2026

- **Residential trips** A specific consent form for the residential activity should be used. Any medical problems the child / young person may have should be asked and responses recorded. It should include general information particularly for higher risk activities;
- Written consent of parents/guardians **must** be obtained prior to residential activities taking place. More detail is available in **Section 4**;
- If a consent form has not been signed, the child's parent or guardian must be contacted to either complete the relevant form or come and collect their child. The child should not be left unattended meantime; they should also not be allowed to go home alone unless this is specifically agreed with the parent concerned;
- The Children and Young People's workers are responsible for Risk Assessing all activities that occur outside of the 'normal' regular activities. In this way, it is hoped that a proactive approach will alleviate any potential risks and accidents. The completed forms are sent to the DSL; the completed forms are held centrally for a designated period of time and then deleted;

3.4 Acceptable use form for Online Safety - see *On-line Policy (Appendix 5)*

3.5 Accident and incident report forms

These should be available on church premises and on the CEC website. Any incident or accident should be documented within 48 hours and highlighted to the Trustees for discussion.

3.6 Recruitment forms are stored securely/ held centrally on Church Suite at the CEC centre for a specified period of time. These include the:

- **Application forms with signed self-declaration statement;**
- **References;**
- **Code of conduct form;**

3.7 Transportation

- Conveying children to and from regular CEC activities is generally a parental responsibility, e.g., to children's or youth group evenings or additional specific events;
- If parents wish to make private transport arrangements between themselves for official CEC events, they should make it clear that this is a private arrangement. **Where parents make their own private arrangements, the Church has no responsibility;**
- Any arrangement made to transport children during a regular meeting should be made with the knowledge of the appropriate Trustee, deacon, or Children and Young People's Worker or Ministry Lead and **must** have parental approval;

Issue date: November 2025

Review date: September 2026

Whenever children who are 'in the care of the church', or adults with health needs, or those who are at risk of abuse and neglect are transported, whether by minibus or car, the following conditions should be met:

- Drivers should be over 21 (25 for a minibus) and should have had a full driving licence for a minimum of 2 years;
- Drivers must have undergone Safeguarding training;
- Regular drivers (parent or church worker) should have an enhanced DBS check;
- Children and adults with health needs should travel in the rear of the car where possible;
- Children should be transported in suitable seating as required by law for their age. Seat belts are worn during all journeys and the driver is responsible for ensuring this happens. Seatbelts must be worn where provided in minibuses and coaches;
- All vehicles and drivers should be properly insured, have a current MOT and road tax; this may necessitate employed workers declaring 'Business use' on their car insurance;
- All minibuses used should have a small bus permit;
- Parents/guardians should be aware of the mode of transport being used;
- Should a rare occasion occur when a worker is required to transport one child or an adult with health needs/at risk of abuse and neglect alone, the worker should record the start and end times and mileage of the journey - and inform either the Children and Young People's Worker, a Ministry Lead or DSL as soon as possible.

4. Residential Trips - Guidance

- The DSL and/ or Deputy should be made aware of the residential trip and provide a contact telephone number to the Leader-in-charge;
- The insurance cover of a proposed venue for overnight accommodation must be checked by the Trip Leader;
- The safety of the building and surrounding area in relation to the age groups involved in any trips should be checked in advance;

Issue date: November 2025

Review date: September 2026

- Risk Assessments must be carried out for all proposed residential trips. If this has already been undertaken by those in charge of the residential venue, these should be checked in advance by the senior Leader in charge and copies retained;

Everybody should be made aware of fire exits and a fire drill undertaken soon after arrival at the venue;

- Supervisors/Workers should know the whereabouts of every child or young person on a residential visit at all times;
- Where adventurous activities are involved, leaders should have the appropriate qualification, or if the activity is provided by an outside organisation, providers should be licensed by the appropriate Licensing Authority;
- At least one worker on a residential trip should be qualified in First Aid. A first aid kit should be readily available;
- Any accidents or injuries should be documented on an incident form at the venue;
- Those with responsibility for food preparation should possess a food safety certificate

Sleeping arrangements Should be clarified in advance of any trip;

- Males and females must sleep separately;
- There should be an appropriate mix of male and female workers present;
- Workers should not share the same room as children up to age 17;
- Young people aged 18 years and over must be accommodated separately as legally they are adults.

5. Shopping for others

Where volunteers are shopping for other people on behalf of the church, such as those who may be unwell/self-isolating/shielding/an adult with care and support needs, the following guidelines should be applied:

- A request for help with shopping is usually made to a key contact within the church, who then contacts named volunteers;
- The volunteer must **never** use the person's bank card or be made aware of their PIN number;

Issue date: November 2025

Review date: September 2026

- Reimbursement, when or if the goods are paid for by the volunteer, should be made by cheque, mobile card payer, or bank transfer. Cash should be only be used as a last resort;
- Cash may be given to the volunteer upfront - if so, the volunteer should note on the receipt the sum provided, and amount of change given;
- The shopping receipt for the goods should be given to the person who has been assisted.

6. COMPLIANCE WITH General Data Protection Regulations (GDPR)

- The recent creation of a 'SG Asset Register/File' aims to captures data that is being retained within the organisation and the date when it will no longer be needed;
- Where the information is needed for an event (e.g. Health information for young people at a camp) this should be kept in Personal data shall be obtained for specific purposes of Safeguarding only;
- The Data Protection Act 2018 does not specify any minimum or maximum periods for retaining personal data. Instead, it says that:
Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
- Storage of any personal and sensitive information needs to be kept securely. This is achieved through storage on Cornerstone's secure Church-suite system for electronic data or paper copies are kept securely in a locked filing cabinet that has restricted access;
- a secure place by the camp leader or designated person. This data must be destroyed securely immediately after the event;
- Be in line with Cornerstone Church's protocols, particularly if they issue longer retention periods, particularly in the light of investigations by the independent Inquiry into Child Sexual Abuse (IISA)
- Data relating to Safeguarding cases /concerns will be reviewed regularly, depending on the severity of the documentation; there will be clear dates when the content is to be destroyed;
- The default standard retention period is 6 years plus the current year to allow for review and disposal;

Data of a confidential nature, such as text messages, shared information or reports will be disposed of in an appropriate manner – deleted, shredded or incinerated by the DSL when it is no longer required. Destruction of both electronic and paper copies should be carried out at the same time.

Issue date: November 2025

Review date: September 2026

7. 'Warm Spaces'/Welcome/Craft

What is classed as a 'Warm Space'?

A 'warm space' is a community space that provides a warm and welcoming environment, offering a place to stay warm whilst connecting with others, particularly during the colder months. It was initially set up to help those struggling with the rising cost of living, but has evolved into two regular meeting places for the older folk within our church community to come for coffee, a chat and specifically on a Wednesday afternoon to do various crafting activities. Cornerstone's 'Warm Space' should also be a place where those attending from outside the church feel welcomed into our church community and feel comfortable, safe and secure during their time with us.

Purpose and Goals

- **Provide warmth** – the building itself should be at a comfortable temperature, with a warm cup of tea /coffee freely available for visitors;
- **Combat loneliness and isolation** – a space for people to gather together connecting with others at whatever level, helping to reduce feelings of isolation;
- **Community focus** – our focus should be based on Christian values and standards, with the prime focus of being welcoming, open and approachable. Our 'warm space' activities may be someone's first encounter with a group of Christians.

Who might come?

- **Are children welcome and will they always be with their parents?**
It should be made clear that the parent is responsible for the child/children; that they are welcome but must not be left in the care of the volunteer or strangers;
- **What about adults with care and support needs?**
Ensure that arrangements are in place to support their additional needs.
Whilst this warm-space aims to be inclusive for all, it may not be able to cater for some people with additional needs as the facilities and space at the Cornerstone Centre are limited.

Some Key considerations:

- **Location** – chose a location that is easily accessible and well known within the area;
- **Accessibility** – ensure that anyone with a disability can access the building and the rest-rooms easily with a clear and safe pathway;

Issue date: November 2025

Review date: September 2026

- **Safety** – Prioritise safety for all by having adequate supervision and ideally a person who is 'in charge' to ensure the space has enough helpers during the session. Clear emergency procedures need to be discussed and known by all volunteers, including knowledge of where first-aid kits are to be found in the building. Be aware of any food allergies/intolerances if serving biscuits or cake.

Carry out Risk-assessments to identify or mitigate potential hazards in the space. These should be done at regular intervals.

- **Welcoming environment** -A comfortable, friendly space where people can sit, relax and feel at ease. You may want to play some quiet music to enhance the environment;
- **Insurance** – Check with insurance providers that the warm space is covered within the provision.
- **Opening hours** – Decide appropriate and manageable opening hours, depending on the demand;
- **Partnerships** – It may be possible to collaborate with other local organisations, charities or churches to share resources and expertise;
- **Volunteers** – There should be a minimum of two workers/volunteers who are members of Cornerstone's fellowship to provide a welcome. Ideally, these volunteers should be regulated through Cornerstone's Safeguarding systems. A checklist of what to expect and what is expected of them might be useful;
- **Training** – All volunteers working with adults should have undertaken the Safeguarding Group training (A or B) at an appropriate level for their role. First Aid training may also be considered for someone who is in attendance at the 'warm-space';
- **Safeguarding** - Ensure that all volunteers are clear about what to do and who to contact should they have any concerns about individuals who are vulnerable or experiencing difficulty. Contact details of the Safeguarding Team should be displayed within the room where the warm-space is operating; procedures are laid out clearly in this document.

Issue date: November 2025

Review date: September 2026

8. NATIONAL PARTICIPATION STANDARDS FOR WALES

8.1 The following Standards are based on the UN Convention for the Rights of the Child, and as a third-sector faith community, we should be aiming to consider these at all times in our work with all children under the age of 18.

PARTICIPATION STANDARDS

<p>Safonau Cyfranogiad Cenedlaethol dros Blant a Phobl ifanc Children and Young People's National Participation Standards</p> <p><i>"Mae gan blant hawl i roi eu barn ynghyd beth ddylai ddigwydd, pan fydd oedolion yn geneud penderfyniadau sy'n effeithio arny'n nhau, ac i gael sylw i'w barn"</i> Erthygl 12: Confensiwn y Cenedlaethol Undod ar Hawliau y Plentyn (CCURP) <i>"Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account"</i> Article 12: The United Nations Convention on the Rights of the Child (UNCRC)</p>			
Mae hyn yn golygu:	Byddwn ni:	This means:	We will:
<ul style="list-style-type: none"> Mae gennych chi hawl i wybodaeth sy'n hysbysu ei ddaid ac sy'n gadael i chi wneud penderfyniadau gwybodus. 	<ul style="list-style-type: none"> Yn darparu gwybodaeth o safon dda, yn glir ac yn haws i'w mynd ati. Yn rhoi gwybodaeth chi prwy sy'n mynd i wrando a gadael i chi wybod pa wahaniaeth gallai chi cyfranogiad chi ei wneud. 	<p>1 Gwybodaeth Information</p> <ul style="list-style-type: none"> You have the right to information that is easy to understand and allows you to make an informed decision. 	<ul style="list-style-type: none"> Provide information that is good quality, clear and accessible. Inform you about who's going to listen and let you know what difference your involvement could make.
<ul style="list-style-type: none"> Mae gennych chi hawl i ddewis cymryd rhan a gweithio ar bethau sy'n bwysig i chi. 	<ul style="list-style-type: none"> Yn rhoi digon o gefnogaeth ac amser i chi ddewis a ydych chi eisiau cymryd rhan. 	<p>2 Chi biau'r dewis It's your choice</p> <ul style="list-style-type: none"> You have the right to choose to be involved and work on things that are important to you. 	<ul style="list-style-type: none"> Give you enough support and time to choose if you want to get involved.
<ul style="list-style-type: none"> Mae plant a phobl ifanc i gyd yn wahanol ac mae ganddyn nhw hawl i gael eu trin yn dda. 	<ul style="list-style-type: none"> Yn herio gwahaniaethu. Yn cynnal amrediad o gyfleoedd a chefnogaeth i fodoni anghenion plant a phobl ifanc. 	<p>3 Dim gwahaniaethu No discrimination</p> <ul style="list-style-type: none"> Children and young people are all different and have the right to be treated fairly. 	<ul style="list-style-type: none"> Challenge discrimination. Provide a range of opportunities and support to meet the needs of children and young people.
<ul style="list-style-type: none"> Mae gennych chi hawl i seilio barn. Mae'ch safbwyntiau chi'n bwysig a chânt eu parchu. 	<ul style="list-style-type: none"> Yn gwrando ar eich barn, eich profiadau a'ch syniadau ac yn eich cymryd chi a diffin. Yn gweithio gyda chi ar bethau rydych chi'n deud eu bod nhw'n bwysig. Yn gwerthfawrogi beth sydd gennych chi i'w gynnal. 	<p>4 Parch Respect</p> <ul style="list-style-type: none"> You have the right to have a say. Your opinions are important and will be respected. 	<ul style="list-style-type: none"> Listen to your views, experiences and ideas and take you seriously. Work with you on things you say are important. Value what you have to offer.
<ul style="list-style-type: none"> Mae gennych chi hawl i ddysgu a bod y gorau y gellir chi fod. Ydych chi'n gwybodaeth i weithio gyda phobl eraill a geneud gwahaniaeth. Rydym ni eisiau i chi gynydd rhan mewn profiadau positif. 	<ul style="list-style-type: none"> Yn gweithio gyda chi mewn ffordd ddiogel, twyl a gffurfiol. Yn manteisio i'w eiddad ar beth rydych chi'n ei wneud ac yn geneud pethau sy'n mhellu eich hyder a'ch sgiliau chi. 	<p>5 Bod ar eich ennill You get something out of it</p> <ul style="list-style-type: none"> You have the right to learn and be the best you can be. You will have opportunities to work with others and make a difference. We want you to be involved in positive experiences. 	<ul style="list-style-type: none"> Work with you in safe, fun and enjoyable ways. Make the most of what you know and do things that build your confidence and skills.
<ul style="list-style-type: none"> Mae gennych chi hawl i wybod pa wahaniaethau rydych chi wedi eu geneud a sut mae rhywun wedi geneud ar eich syniadau chi. 	<ul style="list-style-type: none"> Yn darparu amser i chi aros i'w cymryd a'ch syniadau chi i'w cymryd. Yn darparu ffordd i chi aros i'w cymryd a'ch syniadau chi i'w cymryd. Yn darparu ffordd i chi aros i'w cymryd a'ch syniadau chi i'w cymryd. 	<p>6 Adrodd Feedback</p> <ul style="list-style-type: none"> You have the right to know what differences you have made and how your ideas have been listened to. 	<ul style="list-style-type: none"> Always ensure you have feedback in an agreed time. Tell you how your ideas have been used and why. Tell you what happens next.
<ul style="list-style-type: none"> Dylai'r bobl sy'n geneud penderfyniadau sy'n effeithio ar blant a phobl ifanc roi hawliau plant yng nghyngor popeth maen nhw'n ei wneud. 	<ul style="list-style-type: none"> Yn gweithio gyda chi ac yn dysgu sut i wneud pethau'n well. Yn darparu ffordd i chi aros i'w cymryd a'ch syniadau chi i'w cymryd. Yn darparu ffordd i chi aros i'w cymryd a'ch syniadau chi i'w cymryd. 	<p>7 Gweithio'n well drosoch chi Working better for you</p> <ul style="list-style-type: none"> Those who make decisions that affect children and young people should put children's rights at the centre of everything they do. 	<ul style="list-style-type: none"> Work with you and learn how we can do things better. Ensure your views make a difference to the way we make plans and decisions.
<p>Y Safonau hyn sy'n cynnal tair colofn CCURP - Diogelu, Darparu a Chyfranogi The Standards underpin the three pillars of the UNCRC - Protection, Provision & Participation</p>			
<p>Cymru Ifanc Young Wales</p> <p>Amner gan Llywodraeth Cymru Welsh Government</p>			

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