

Safeguarding Policy

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Referenced Forms

Children’s Worker Application form
Record of Concern
Record of Concern (2)

Section 1: Introduction

Our Details

| | |
|-----------------------------|---|
| Name of organisation: | Emmanuel Christian Centre |
| Address: | 87 Pembroke Road, Merlins Bridge, Haverfordwest, SA61 1LN |
| Telephone: | 01437 767921 (Pastor) |
| Email: | dan@eccentre.org.uk |
| Pastor: | Daniel Brett |
| Safeguarding Coordinator: | Jane Jones |
| Safeguarding email: | safeguarding@eccentre.org.uk |
| Membership of Denomination: | Free Methodist Church UK |
| Charity Number: | 1087079 |
| Insurance Company: | Ansvar Insurance, Public Liability Insurance |

The following is a brief description of Emmanuel Christian Centre and the activities we undertake with children and adults who have care and support needs:

We are a family focused church encompassing all ages. Every Sunday we meet for worship in our church building at 87 Pembroke Road. Over a typical week we run a number of different activities including a Toddler and Babies group, Children's Rainbow Club and Youth group. Other activities include children's holiday clubs, Beach Mission sessions in the summer and special events at different points through the year which are open to friends and the local community. In addition to their own specific groups our young people and children are encouraged to contribute to Church life wherever possible, for example - taking part in worship, prayer breakfast events and other volunteering activities such as litter picking in the community. We employ a pastor who is responsible for coordinating the worship and activities of the church, supported and helped by a team of lay church leaders. The church also has contact with some local care homes for the elderly, and home visits may be made to our older members of the congregation. (Governance is provided by our trustees.)

Our commitment

As a Leadership 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 build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight. It has been summarised in a safeguarding policy statement (Appendix 1) which is available on the church website.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

Section 2: Prevention

Understanding abuse and neglect

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.

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

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

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

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in Appendix 2

Safer Recruitment

The Leadership will ensure all workers (paid or voluntary) 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 description/volunteer role description for the position
- The relevant Ministry Leader has met with the potential volunteer to discuss the scope of the role and its accompanying responsibilities including safeguarding.
- For a paid position, we will ensure open and transparent recruitment, with a panel interview.
- All applicants complete an application form and include the names of two referees. For roles working with children or vulnerable adults they will be asked to complete a self-declaration form granting consent for a DBS Enhanced check.
- A disclosure and barring check are completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). References are taken up where necessary.
- All volunteers and paid employees agree to our Code of Conduct by signing (See Appendix 4)
- Qualifications where relevant have been verified
- A suitable training and induction programme is established
- The volunteer/employee is given a copy of the organisation's safeguarding policy and is expected to be familiar with its contents, as well as undertake regular safeguarding training.

A Churchsuite flow system will be used to keep accurate records of this recruitment process and training for our workers.

Safeguarding Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers, where appropriate, will receive induction training of a "Basic Safeguarding Awareness" e-learning course provided by Thirtyoneeight and undertake recognised safeguarding training on a regular basis, including a 3 yearly Foundation Safeguarding Course.

The Leadership will also ensure that children 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. The Leadership Safeguarding Statement and Safeguarding poster giving contact details is displayed in the church entrance foyer (See Appendix 1 and 5).

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 volunteers, leaders, children, young people and adults with care and support needs.

Section 3: Practice Guidelines

As an organisation 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 accusation.

We will develop specific good practice guidelines for the activities we are involved in. These will be added as appendices as they are completed ready for the next policy review in 2023.

Working in Partnership

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

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. This safeguarding policy is just one means of promoting safeguarding.

Section 4: Responding to disclosures and allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. The worker or volunteer should make a report of the concern in the following way:

We may become aware of abuse in various ways – we may see it happening or suspect it is happening because of signs such as those listed in Appendix 3: “Signs and Indications of Abuse”, or it may be reported to us by another person.

It may be reported directly by the child or person affected. If a child or young person indicates to you that they are being abused (makes a disclosure) make sure you:

- Listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance and that you are taking them seriously
- Try to remain calm so as not to frighten them
- Let them know you will need to tell someone else – do not promise confidentiality
- If they decide not to tell you after all, accept their decision but let them know you are always ready to listen

Helpful responses –

- You’ve done the right thing in telling
- I’m glad you have told me
- It’s not your fault
- I will try to help you

Avoid saying –

- Why didn’t you tell anyone before?
- I can’t believe it!
- Why? How? When? Who? Where?
- I’m shocked, are you sure this is true?

In concluding –

- a) Reassure the child/adult that they were right to tell you and that you believe them.
- b) Let the child/adult know what you are going to do next, and that you will let them know what happens.

After a disclosure or if there is a concern, follow the procedure below:

1. Record the concern

As soon as possible the worker or volunteer should make notes about the incident or allegation or concern. Within 1 hour is best. There are copies of our **Record of Concern form** available on the church website and in the Emmanuel Kids room. If there is no form make sure that the notes include –

- i. The date and time
- ii. Name and role of person making the report
- iii. Name and age of the child/young person
- iv. Nature of the concern eg a disclosure, change in behaviour, injury. Include as much factual detail as possible
- v. Details of any witnesses of incident(s)
- vi. An account of what the child/young person is saying

Make sure handwritten notes are legible, and are kept in a safe place.

2. Report the concern – Pass it on

As soon as possible the person in receipt of the allegation or concern should report their concern to:

Jane Jones (the Safeguarding Co-ordinator)
safeguarding@eccentre.org.uk

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.

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

Jessica Bickerton (the “Deputy”)
safeguarding@eccentre.org.uk

Or, if the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.
Tel: 0303 003 1111.

When a disclosure has been made that poses an IMMEDIATE RISK to the welfare of the child or young person the worker or volunteer should, in addition to the above, and where possible in consultation with their team leader and/or Safeguarding Co-ordinator

1. contact Social Services or the police.
2. Not discuss it with parent/carer

3. Refer the Concern

The Safeguarding Co-ordinator or Deputy in receipt of the concern should contact the appropriate agency, or may first ring the Thirtyone:eight helpline for advice, consistent with the approach set out in Appendix 6. They should then contact the social services in the area the child or adult lives. All decision making and actions should be recorded and kept in a secure place. There is a digital **Record of Concern (part 2) form** for this purpose.

Pembrokeshire County Council

Children’s Services Child Care Assessment Team

Tel No (Office Hours): 01437 776444 (ask for Duty Officer) or Contact Centre 01437 764551
Tel No (Out of hours emergency): 0300 333 2222

Adult Services Safeguarding Team

Tel No (Office hours): 01437 776056
Tel No (Out of hours)0300 333 2222 (ask for Adult Safeguarding Team)

Police Protection Team

Tel No: **0845 3302000 or 101 (999 in an emergency)**

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern such as

- 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.

Suspicious must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or, where they have a disagreement with the Safeguarding Co-ordinator(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 demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Further guidance can be found in Appendix 6: "Detailed procedures where there is a concern about a child" and Appendix 7: "Detailed Procedures for Allegations of Abuse against workers".

Section 5: Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care and support, working with the statutory authorities as appropriate, to all those who have been affected by abuse who have contact with or are part of Emmanuel Christian Centre.

Working with offenders and those who may pose a risk

When someone attending Emmanuel Christian Centre is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy and the Safeguarding Policy Statement (Appendix 1) were agreed by the trustees on
and will be reviewed annually thereafter.

Signed by:

Position:

Signed by:

Position:

Date:

A copy of this policy is held by the pastor.