

# **SAFEGUARDING POLICY**

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## 2 Our commitment

City Church recognises the need to provide a safe and caring environment for each person in our church community. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

Our safeguarding duties apply to any adult who

1. Has needs for care and support (whether or not the local authority is meeting any of those needs) **and**
2. Is experiencing, or at risk of, abuse or neglect **and**
3. As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

The emphasis is on “Making Safeguarding Personal” which highlights the concept of empowerment and choice, involving adults in the design of services to enable them to retain independence as far as possible and so that they can have the necessary support to live a life free from harm and abuse.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse. We have therefore adopted procedures described in this safeguarding policy in accordance with statutory guidance which are designed to prevent and be alert to abuse. We will maintain and regularly review these procedures.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinators, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in **Appendix 2**.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid.

We are committed to providing support, supervision, resources and training to those who work with children and adults.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

Our Safeguarding Policy Statement is attached as **Appendix 1**.

## 3 Purpose

The purposes of this safeguarding policy are to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events. It is to be read in conjunction with the church's **Worker's Handbook**.

## 4 Prevention of abuse

### Safe recruitment

All workers in teams dealing with children 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.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed by the relevant team leader. This discussion includes confirmation that they are regular attendees of City Church, ideally in a City Group, and they are members of the church (or plan to complete the membership course at the next opportunity).
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A disclosure and barring check has been completed where relevant (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications have been verified where relevant.
- A suitable training programme is provided for the successful applicant (the church is currently using CCPAS's 'Facing the unthinkable' and Salvation Army 'Safe & Sound').
- The applicant has completed a probationary period.
- The applicant has been given access to the church's safeguarding policy (this document) and our **Worker's Handbook**, and knows how to report concerns.
- Workers from outside of the UK will have obtained 'fit person' checks from their home country as well as references from there.

### Safeguarding training

Safeguarding training will be provided as part of the induction process, and workers (both volunteers and paid staff) will be given support and supervision in their role.

## Management of Workers – Codes of Conduct

As a Leadership we recognise our duty of care towards the well-being of all workers and our responsibility to ensure they are treated fairly, to provide a safe working environment, guidance on safe working practice, and ensuring they receive support and supervision.

All workers are given access to an online **Worker's Handbook (or given a paper copy)** containing our codes of conduct towards children, young people and adults. They will work within that code of conduct, understanding that there may be action taken if this code is not followed, possibly including suspension or termination of working with us.

## External Groups using Church Premises

When the building is hired for outside use, the person responsible for the booking will be given a copy of this policy. The administrative staff will consider the needs and nature of the various users of the building in accepting bookings.

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

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

## 5 Responding to possible abuse

### Recognising abuse

The definitions of abuse differ between adults and children. A copy of the definitions relating to both groups is attached to the church's **Worker's Handbook**. However these are only indicators of abuse and there may be other, innocent reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

## Safeguarding awareness

In addition to training all workers, the church will ensure that information on where to get help and advice in relation to abuse, discrimination, bullying or any other concerning matter is publicly displayed.

## Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse but must follow the procedure described in the **Worker's Handbook, section 4**.

## 6 Pastoral Care

### Supporting those affected by abuse

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

Specific pastoral care in City Church is provided by the Elders, and the Sunday Prayer and Ministry teams and other specialists working under the supervision of the Pastoral Co-ordination Team.

### Working with offenders

When someone attending the church meetings is known to have abused children, or is known to be a risk to vulnerable adults the church Leadership (the Elders or their delegates) will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. These arrangements will be tailored specifically to individual circumstances. The Leadership will arrange a frank discussion between more than one leader and the person concerned. The individual's agreement to a written contract setting out behavioural boundaries they sign and agree to abide by will be sought. The church's **Worker's Handbook** provides a set of clauses to be considered for inclusion in the contract.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1 Safeguarding Policy Statement

The Directors of City Church (Cambridge) recognise the importance of its ministry with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the directors on: \_\_\_\_\_

This church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

4. We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
5. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
6. All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
7. We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect. These safeguarding duties apply to any adult who
  1. Has needs for care and support (whether or not the local authority is meeting any of those needs) **and**
  2. Is experiencing, or at risk of, abuse or neglect **and**
  3. As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect
8. We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
9. We believe all adults should enjoy and have access to every aspect of the life of this organisation unless they pose a risk to the safety of those we serve.
10. We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

11. Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
12. Respecting the rights of children as described in the UN Convention on the Rights of the Child.
13. Implementing the requirements of legislation in regard to people with disabilities.
14. Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
15. Keeping up to date with national and local developments relating to safeguarding.
16. Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
17. Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children/vulnerable adults.

18. Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
19. Supporting parents and families
20. Nurturing, protecting and safeguarding of children and young people
21. Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
22. Supporting all in the church affected by abuse.
23. Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

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

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

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

Mandy Ormesher	Safeguarding Coordinator
Heather Waterson	Deputy Child Safeguarding Coordinator
Matthew Waterson	Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the Registered Office: Brickfields House, 15–16 Cheddars Lane, Cambridge, CB5 8LD

Signed by directors:

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Appendix 2 List of key people

<b>Role</b>	<b>Name</b>	<b>Telephone</b>
Safeguarding Coordinator	Mandy Ormesher	01223 578303 (work) 07790 539748 (mobile)
Deputy Child Safeguarding Coordinator	Heather Waterson	01223 811098 (home)
Deputy Adult Safeguarding Coordinator	Matthew Waterson	07764 474430 (mobile)
Safeguarding Director	Kathryn Thomas	01223 578301 (work) 07747 065492 (mobile)