

Safeguarding Policy

Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

Section 1. Place of worship / organisation details

Safe and Secure – Standard 1

Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse

Safe and Secure – Standards 2 and 7

Section 3. Prevention

Safe and Secure – Standards 3 and 4

Section 4. Pastoral care

Safe and Secure – Standards 8 and 9

Section 5. Practice guidelines

Safe and Secure – Standards 5, 6 and 10

Appendix 1 : Leadership safeguarding statement

Appendix 2 : Safeguarding poster

The Safeguarding Policy

SECTION 1

Details of the place of worship / organisation

Name of Place of Worship / Organisation:

Exwick Community Church

Address: Exwick Parish Hall, Station Road, Exeter, EX4 2AA

Tel No: 01392 848740 (Church Secretary, Harri Sharp)

Email address: harri.sharp@exwickcommunitychurch.org.uk

Members of Baptist Union of Great Britain

Charity Number: ___n/a_____

Company Number: _____n/a_____

Regulators details: ThirtyOne Eight

Insurance Company: Public Liability Insurance - Ansvar Insurance

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

We meet for Sunday morning worship every Sunday morning, Messy Church once a month, Friday Friendship weekly, a prayer meeting twice a month and a Church members' meeting bi-monthly. We undertake a range of events which are open to the community. The majority of these activities take place on the Parish Hall premises, Station Road, Exwick.

Additionally, a ladies' prayer breakfast takes place at the home of one of our members. A men's breakfast meets once a month in a local pub on a Saturday. The men also have a social gathering once a month, again in a local pub.

In addition, we have a one-to-one mentoring programme of young people which takes place in agreed public venues.

Also, adults are encouraged to join a life group, which meets in the home of church members.

One further annual event that our young people attend is 'Spree', a weekend Christian youth festival under the auspices of South West Youth Ministries, Scripture Union and Urban Saints.

Our commitment

The Church's Leadership Team recognises 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 abuse and/or 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 church, 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 attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by ThirtyOne Eight and prepared in consultation with the Baptist Union of Great Britain.

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 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 Coordinators in their work and in any action they may need to take in order to protect children and vulnerable adults.
- The Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

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 symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

The main forms of abuse include:

Physical abuse – Where a person is physically hurt, injured or killed. This can involve hitting, shaking, squeezing, burning and biting. It also includes giving a person poisonous substances, inappropriate drugs and alcohol and attempted suffocation and drowning. In some cases excessive force may be used when feeding or changing a child's nappy which is classed as physical abuse.

Sexual abuse – Where children or vulnerable adults are sexually abused by another person who uses them to meet their own sexual needs. This might be sexual intercourse, and also includes fondling, masturbation, oral sex, anal intercourse and exposing children to pornographic material – including videos.

Neglect – Where parents or carers fail to meet the basic and essential needs of their children or vulnerable adults in their care to have food, clothes, warmth and medical care. Leaving children alone and unsupervised is also an example of neglect. Parents refusing to give love and affection to their children is an example of emotional neglect.

Emotional abuse – Where constant lack of love and affection, or threats, verbal attacks, taunting and shouting can lead to a loss of self-esteem, making a child or vulnerable adult nervous and withdrawn.

Further information can be found on the following websites:

<http://www.baptist.org.uk>
<http://thirtyoneeight.org/>
www.nspcc.org.uk

Signs of abuse;

You may notice emotional or social behaviour that is abnormal or unusual for a child or vulnerable adult. There may be changes in the standards of health in a child or vulnerable adult. All types of abuse can impact on a person's health and can lead to impairment or developmental delay. Neglect can also show physically as poor standards of cleanliness, physical care or hygiene, infection and infestation.

Frequent bruises, grazes and injuries particularly to the fleshy parts of the body can be signs of physical abuse. No one sign (unless it is overwhelmingly obvious) is likely to make you absolutely sure that a person is being abused. More than one

explanation is possible and you must be careful not to jump to conclusions but the possibility that abuse has taken place should be considered.

How to respond to a person wishing to disclose abuse can be found in appendix 1 (effective listening).

Safeguarding awareness

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 will receive induction training and undertake further recognised safeguarding training as required.

The Leadership will also ensure that children and vulnerable adults 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.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The procedures below should be followed.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Mrs. Marie Langdon (hereafter the "Safeguarding Co-ordinator") tel. no: 07704 578791 who 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 Mrs. Harri Sharp (hereafter the "Deputy ") tel. no: 07969 604071. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the ThirtyOne Eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 0033 1111. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from ThirtyOne Eight as above.

The local Children's Social Services office telephone number (office hours) is 0345 155 1078. Alternatively, they may contact the local Senior District Co-ordinator or Registration Officer for advice or guidance on a safeguarding issue. The Senior District Co-ordinator for Exeter is Nikki Phillips and can be contacted on 01392 383 000. The NSPCC Helpline (tel. 0808 8005000), is also able to offer advice and guidance on child protection issues. If they need to make an immediate referral they should contact MASH directly on 0345 155 1078. The out of hours Emergency Duty Service number is 0345 6000 388. In the case of an allegation against a worker (paid or voluntary) they should contact the Local Authority Designated Officer (LADO) on 01392 384964. The Children's Directorate/ Social Workers telephone number is 01392 384444.

The local Adult Social Services office telephone number (office hours) is Care Direct on 0345 155 1007. In an emergency call the police on 999.

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Leadership Team to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (LADO) if allegations have been made about a person who has a role with under 18's elsewhere or another denominational officer e.g. Diocesan Safeguarding Adviser or similar).
- Suspicions 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 Exwick Community Church 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 directly. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of everyone.

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 that have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

Where there are concerns about abuse or neglect, the Safeguarding Co-ordinator/Deputy may:

- Contact Children's Social Services (or ThirtyOne Eight) for advice in cases of deliberate injury. If there concerns about a child's safety, or if a child is afraid to return home, advice should be sought using the contact numbers above.
- Not tell the parents or carers, unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by ThirtyOne Eight (who will confirm their advice in writing), if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by ThirtyOne Eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

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

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

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

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Working Together to Safeguard Children 2015 no longer refers to them as LADOs only 'designated officers'. However the function remains the same, which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure

and Barring Service (DBS), which manages the list of those people deemed unsuitable for working with children or adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer, or would have made this decision in circumstances where they have left voluntarily.

Allegations of abuse against a person who works with vulnerable adults

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

SECTION 3

Prevention

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A Disclosure and Barring Service (DBS) check has been completed, where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

The Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust'. This guidance is intended to apply to those caring for young people or adults at risk of harm or abuse in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership 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 Exwick Community Church.

This support may be provided through pastoral care and counselling, as appropriate.

Working with offenders

When someone attending Exwick Community Church is known to have abused children, or is known to be a risk to adults, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of everyone who may be at risk of harm, will set boundaries for that person which they will be expected to keep. These boundaries will be written in a contract for offenders and may include:

- Restrictions on events attended
- Restrictions on the time the offender is allowed to attend an event e.g. for an offender of greater concern, they may be asked to arrive at the beginning of a Sunday morning service and leave as soon as it is finished.

- Restrictions on contact with other church attenders in their homes, where children will be present.

The offender will be offered support in the form of a small group of members who are named on the contract. They will ensure that the offender keeps to the terms of their contract and offer support where needed.

SECTION 5

Practice Guidelines

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

As well as a general code of conduct for workers, we also have specific good practice guidelines for every activity we are involved in and these are included below:

- We offer an inclusive, friendly atmosphere for all children at our church activities.
- We cater for children with special needs, welcoming them into the church.
- Workers are required to provide a safe environment for all children.
- Activities for children are designed to be engaging, relevant and fun, so giving them a high expectation for future events.

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 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.

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.

When Exwick Community Church works with partners we will ensure that clear guidance is provided relating to safeguarding expectations. This is particularly important where working with partners who are based in other countries.

We display a poster about what to do if you suspect abuse and who to contact. We read out a safeguarding statement annually at a Church Members Meeting. We show annually an information video about keeping children safe at church.

Signed by: _____

Date: _____

On behalf of the leadership team, Exwick Community Church

To be reviewed March 2020

APPENDIX 1

Leadership Safeguarding Statement

The Leadership of Exwick Community Church (hereafter referred to as the Leadership) recognises the importance of its ministry/work with children and young people and vulnerable adults and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on 28 April 2018.

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

Specifically:

- 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.
- 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.
- 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.
- 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.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- 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:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and vulnerable adults.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children or adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by ECC.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by ThirtyOne Eight.

We recognise:

- 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.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

- 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.
- 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 adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for Exwick Community Church.

Marie Langdon – 07704 578791 - Child Safeguarding Coordinator

Harri Sharp – 07969 604071 - Deputy Child Safeguarding Coordinator

Peter Fowler (pastor) – 07909 134066 - Adult Safeguarding Coordinator

Maggie Goodwin – 07958 302284 - Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Marie Langdon (mariejlangdon@gmail.com).

Signed by leadership/organisation

Signed _____

Date _____

Safeguarding is a priority here

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

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

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

_____ or _____

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

_____ or _____

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

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
01372 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS
setting standards in safeguarding

CCPAS, PO Box 133,
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