



Beeston
Free Church

Safeguarding Policy

January 2022

Contents

Section	Description	Page
Policy		
1	Purpose	3
2	Scope and awareness	3-4
3	Context	4-5
4	Definitions	5
5	Values and beliefs	5
6	Our responsibilities and commitments	6-8
Procedures		
7	Purpose	9
8	Scope	9
9	Definitions	9
10	Governance and oversight	9
11	Recruitment and ongoing support for staff and volunteers	10-11
12	Ensuring a safe and healthy environment	11-13
13	Responding to and report safeguarding concerns and disclosures	13-14
14	Allegations against or concerns about staff and volunteers	14-15
15	Management of ex-offenders	15
16	Concerns about practice and whistleblowing	16
Appendices		
A	List of groups	17
B	Safeguarding role allocation	18-19
C	Definitions of abuse	20-24
D	Raising a concern or dealing with a disclosure	25
E	Key external safeguarding contacts	26
F	Basis of policies	27
G	Standard documents	28-39
H	Code of conduct	40-41

Safeguarding Policy and procedures:

Safeguarding children, young people and vulnerable adults

1. Purpose

This policy with its appendices outlines how we will:

- 1.1. Strive to provide a healthy, nurturing, and protective environment for everyone who engages with our church community
- 1.2. Strive to ensure that every member of our church community is protected from harm and abuse and that if abuse is identified, it is handled effectively, promptly, and proportionately
- 1.3. Work to ensure that our trustees, staff and volunteers are clear about their responsibilities and duties and are supported to competently and confidently fulfil them
- 1.4. Support the development of an open and transparent culture that listens to the views and wishes of every member of our church community and supports the raising of concerns and complaints
- 1.5. Provide leadership and accountability for every member of our church community in relation to safeguarding

2. Scope and awareness

- 2.1. This policy applies to everyone who works on our behalf with children, young people, their parents / carers and adults at risk of abuse whether trustees, senior leaders, group / ministry leaders, paid staff, volunteers, or others working on our behalf
- 2.2. The details of our Safeguarding policy and procedures are available for anyone who wishes to read it and is available on our website.
 - 2.2.1. Our entire Church community including children and those who are vulnerable should be aware that
 - we take issues of safeguarding seriously, seeing it not only as a statutory duty but one of spiritual significance
 - the meetings and structures of our church are underpinned by our commitment to good and wise safeguarding practice
 - the church has appointed a Safeguarding Lead and Team for this purpose
 - they can approach a member of the Safeguarding Team for advice or to report a concern
 - that any concerns, whether about themselves or others, can be raised and will be treated seriously and with respect
 - 2.2.2. Church staff team, together with the Biblical counselling team, home group leaders, Elders, other group leaders and team members working with those under 18 and adults at risk should, in addition,
 - have a working knowledge of the policy
 - have an understanding of any procedures that may impact their role
 - 2.2.3. Team leaders of groups who work directly with children or adults who may be vulnerable should, in addition
 - Have a clear understanding of the procedures contained in the policy and their responsibilities

- 2.2.4. Trustees of the church should be, in addition, aware of the details of the policy and procedures to a level that ensures they can satisfy themselves regarding compliance with their statutory duties.
- 2.2.5. The safeguarding lead should also be familiar with the statutory guidance that underpins the policy and procedures so that they can oversee the work of the team
- 2.2.6. The Safeguarding Officers should in addition seek to remain up to date with legislation and guidance.

3. Context

Church Details

Beeston Free Church Nottingham
Salthouse Lane
Beeston
NOTTINGHAM
NG9 2FY
0115 9677032
office@beestonfree.net

The church is affiliated to the Fellowship of Independent Evangelical Churches (FIEC), a family of over 600 local churches who are united by the gospel and by a common purpose. More details about the FIEC can be found at www.fiec.org.uk.

Charity Commission Registered No: 1160335
Insurers: Congregational

Beeston Free Church Nottingham is committed to a vision of 'Glorifying God through lives transformed by the Gospel'. This overall vision is what drives us. The ministries of the church seek to fulfil this vision, impacting both the lives of those who are already disciples of Jesus Christ and seeking to reach more people within the local community and globally.

The values of the church describe the personality and character of the church and are as follows:

- **Loving God**
Glorifying God the Father as we joyfully respond to his Word, depend on Him and delight in Him.
- **Loving the Gospel**
Passionate about seeing the gospel of the Lord Jesus Christ transforming every aspect of our lives and the lives of others.
- **Loving People**
Growing together by the power of God's Spirit, a blessing to the wider church and to others

In order to promote these aims we provide groups for all ages on a weekly basis and special occasional events.

In particular for children we have both Sunday and midweek groups, for all ages, as well as seasonal events e.g. Summer Holiday Club. For older adults who may be at risk of harm we run a mid-week fellowship group and some annual events e.g. Holiday at Home. **See Appendix A.**

4. Definitions

- 4.1. Children/young people refers to anyone under the age of 18 years old.
- 4.2. An adult at risk is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- 4.3. Church leaders are those appointed by the church to serve as trustees
- 4.4. The statutory definitions and signs and symptoms of abuse can be found in appendix C

5. Values and beliefs

- 5.1. Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns with senior leaders
- 5.2. We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly to children, young people and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere
- 5.3. Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy

5.4. Our approach to safeguarding is shaped by our belief as Christians that:

- 5.4.1. We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us in
- 5.4.2. Every human life is valuable to God and each person bears his image
- 5.4.3. We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers
- 5.4.4. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation
- 5.4.5. Jesus example was one of valuing, accepting, and caring about everyone
- 5.4.6. We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us
- 5.4.7. The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God
 - 5.4.7.1. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace and forgiveness
 - 5.4.7.2. Where necessary, the church may impose formal discipline on its members in accord with its governing documents and standing orders.

6. Our responsibilities and commitments

6.1. Our responsibilities

- 6.1.1. To ensure that the protection of all members of our community, but particularly children, young people and adults at risk of abuse and the promotion of their welfare is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our organisation
- 6.1.2. To treat each person as equal in the sight of God; equally sinful, equally loved and equally offered the gift of salvation and reconciliation to God and equally protected and respected
- 6.1.3. To seek to minister to, and to encourage growth in obedience to God and his word with equity, transparency and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims and governing documents
- 6.1.4. To value, respect and listen to the wishes of every member of our community, including those who are vulnerable or find it difficult to make their voice heard
- 6.1.5. To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our community, in accordance with our doctrines and beliefs as outlined in our governing documents
- 6.1.6. To ensure that any disclosed or suspected abuse or neglect of a child or an adult is reported to the relevant authorities
- 6.1.7. To work in partnership with children, young people, their parents / carers adults at risk of abuse and local and national partner agencies and organisations to promote the welfare of and to protect each member of our community, and particularly the vulnerable

6.2. How we will seek to fulfil these responsibilities

- 6.2.1. We will seek to visibly demonstrate our commitment to safeguarding throughout the organisation and our most senior leaders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other
- 6.2.2. We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to competently and confidently fulfil their role
- 6.2.3. We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding
- 6.2.4. We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness
- 6.2.5. We will ensure that we appoint a Trustee Safeguarding Lead and at least one Safeguarding Officer who will take responsibility for leading safeguarding children and adults across the organisation. A safeguarding team will be appointed to support the safeguarding lead and officer(s) in their role, including at least one member of the ministry staff. (see Appendix B for further details)
 - 6.2.5.1. Safeguarding will be promoted and overseen by our church leaders
 - 6.2.5.2. Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be included in our procedures and made publicly available
- 6.2.6. We will follow safer recruitment best practice in the recruitment and selection of staff and volunteers
- 6.2.7. We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including:

- 6.2.7.1. Clear group structures
- 6.2.7.2. Role descriptions
- 6.2.7.3. Ongoing support and training
- 6.2.7.4. Risk assessment of activities
- 6.2.8. We will ensure that we consider safety in all areas of our work and ministry;
 - 6.2.8.1. Developing a positive culture
 - 6.2.8.2. Managing health and safety through effective policies and procedures; using risk assessments, processes and proportionate systems
 - 6.2.8.3. Creating a positive and nurturing environment in all aspects of the community, including physical, social, emotional, psychological, spiritual etc environments
 - 6.2.8.4. Considering the online as well as the physical environments; including our use of social media and technology (see the E-Safety policy for further details)
- 6.2.9. We will ensure that we monitor the conduct of our staff and that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigor, fairness and transparency
- 6.2.10. We will ensure that our expectations in relation to the conduct of members of our community are clear through codes of conduct, policies and procedures.
- 6.2.11. We will seek to clearly identify concerns about the safety or wellbeing of those who are part of our community and to respond appropriately and proportionately:
 - 6.2.11.1. To signpost or refer them to local or national services that can help them
 - 6.2.11.2. To provide information, guidance and support as we are able, to help them overcome their challenges
 - 6.2.11.3. To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and / or criteria are met
- 6.2.12. We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include records such as:
 - 6.2.12.1. Consent forms
 - 6.2.12.2. Attendance data for work with children and young people
 - 6.2.12.3. Accident and incident reporting
 - 6.2.12.4. Confidential recording of safeguarding concerns
 - 6.2.12.5. Safe recruitment documents as outlined in section 11.1
- 6.2.13. We will involve children, young people, their parents or carers and adults at risk of abuse in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them
- 6.2.14. We will ensure that we have a culture and policies and procedures for raising concerns or complaints by any member of our community including children, young people, adults at risk or abuse and their parents / carers and for dealing with those concerns in an efficient, open, honest and fair manner; including clear appeals processes
 - 6.2.14.1. We will also ensure that our leaders are competent and confident in handling complaints, outlined in our Complaints Policy
- 6.2.15. We will ensure that relevant policies, procedures, codes of conduct etc are publicly available

Safeguarding Procedures

7. Purpose

These procedures aim to provide staff and volunteers with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

8. Scope

These procedures will be applied to all staff and volunteers who act on behalf of the church.

9. Definitions

Staff: refers to any paid employee or office holder

Volunteer(s): refers to anyone who is appointed by the church to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised)

Elder(s): refers to those appointed by the church to that office to provide spiritual leadership

Deacon(s): refers to those appointed by the church to that office to support the Elders and serve the church in practical and legal matters

Trustees: refers to both Deacons and Elders.

10. Governance and oversight

The trustees will provide effective oversight of safeguarding across the church by:

- 10.1. Ensuring that the church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable
- 10.2. Ensuring that a suitably knowledgeable and appropriately skilled Safeguarding Lead and at least one Safeguarding Officer are appointed and that they are adequately supported and resourced
- 10.3. Ensuring that a proportionate and legally compliant safeguarding policy is in place and that it is reviewed by the trustees with input and support from the safeguarding team at least annually, but more frequently as required
- 10.4. That the safeguarding lead provides a regular update to trustees. A pro-forma can be found in appendix G
- 10.5. That the effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures
- 10.6. That role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church (see appendix B)

11. Recruitment and ongoing support of staff and volunteers working with under 18s and adults at risk

The recruitment and support of staff and volunteers is of critical importance to Beeston Free Church and to our work and ministry. In order to fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate recruitment processes.

11.1. Management of recruitment processes

- 11.1.1. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment
- 11.1.2. Appropriate records will be kept of all recruitment processes
- 11.1.3. A "Single Central Record" of recruitment checks and a training log will be maintained
 - 11.1.3.1. Application forms and references obtained will be retained securely
 - 11.1.3.2. No copies of DBS certificates will be kept. The Single Central record is the only record that will be retained by the church of DBS checks
- 11.1.4. Staff and volunteers will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role

11.2. Recruitment process

- 11.2.1. Prior to appointment, all staff and volunteers will be required to submit an application form. Where necessary and appropriate (e.g. lack of literacy skills, English as a second language etc) support can be provided for completion of the forms. The form can be found in appendix G.

Paid staff positions

- 11.2.2. Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation
- 11.2.3. Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer
- 11.2.4. Upon commencement of their position, all staff will be required to complete a formal induction process including any matters identified during the recruitment process

Volunteer positions

- 11.2.5. Prior to appointment, all volunteers should understand the roles and its requirements and the leader overseeing the ministry area should assess their suitability for the role.
- 11.2.6. Prior to appointment, references will be sought.
- 11.2.7. Following appointment and prior to commencement of the role, volunteers will receive an induction from their team leader

Probationary periods

- 11.2.8. All staff and volunteers will be subject to a probationary period.
 - 11.2.8.1. The probationary period for staff is set out in their employment contracts

11.2.8.2. The probationary period for volunteers serving in weekly ministries will usually be 3 months

Ongoing support and supervision

- 11.2.9. All staff and volunteers will receive proportionate supervision and pastoral care, particularly through team meetings.
- 11.2.10. All staff and volunteers will be required to abide by the appropriate Code of Conduct (see appendix H)
- 11.2.11. Where DBS checks are required, as defined by the government and advised by our external specialist advisors, this will be identified in the role description and these checks will be updated at least every three years

Training

- 11.2.12. All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training
 - 11.2.12.1. Trustees will receive initial training. There is no requirement for formal update training, however, the trustees must ensure that they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance up to date and as such are offered training every 2 years.
 - 11.2.12.2. Volunteers and staff involved in working with children, young people or adults at risk of abuse are required to update their training at least every three years as a prerequisite of continuing in their role
 - 11.2.12.3. The Safeguarding Lead and the safeguarding officers are required to attend formal update training at least every two years
 - 11.2.12.4. All staff and volunteers who may work with adults at risk will be offered informal update activity
- 11.2.13. A log of training and DBS checks will be maintained by the safeguarding officers.

12. Ensuring a safe and healthy environment

Beeston Free Church fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.

Health and Safety

- 12.1. The trustees will ensure that the health and safety of everyone who enters our church community is protected
 - 12.1.1. Full details can be found in the church's Health and Safety policy

When engaging in ministry to children and / or young people we will:

- 12.2. Ensuring that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures
- 12.3. Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded
- 12.4. Ensure that registers of children attending, and leaders present are maintained

- 12.5. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC:
- ✓ 0 - 2 years - one adult to three children
 - ✓ 2 - 3 years - one adult to four children
 - ✓ 4 - 8 years - one adult to six children
 - ✓ 9 - 12 years - one adult to eight children
 - ✓ 13 - 18 years - one adult to ten children
- 12.6. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner
- 12.7. Ensure that appropriate order and discipline are maintained

When children or young people are present at meetings that are primarily aimed at adults and childcare is not provided and their parents are present

- 12.8. During these times, children remain the responsibility of their parents who are responsible for their safety and care
- 12.9. Any concerns or support needs identified will be recorded and reported to the safeguarding team in the usual way

When young people are present at meetings that are primarily aimed at adults and participating in that meeting in their own right

- 12.10. Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply
- 12.11. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers
- 12.12. If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents and establish open communication and transparency
- 12.13. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected
- 12.14. Any concerns or support needs identified will be recorded and reported to the safeguarding team in the usual way

When ministering to Adults at Risk of Abuse or Adults with additional support needs

- 12.15. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers
- 12.16. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers and consent will be sought for the church to contact them with a view to establishing open communication and transparency
- 12.17. Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected
- 12.18. Any concerns or support needs identified will be recorded and reported to the safeguarding team in the usual way

General provisions

- 12.19. The church will ensure that information relating to safeguarding, including contact details and other relevant information is readily available in the building and online
- 12.20. Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the church and by personal example

13. Responding to and reporting safeguarding concerns and disclosures

A flow chart for workers who are concerned or have been the recipient of a disclosure can be found in appendix D

Managing immediate risk

- 13.1. Upon identification of a concern or receipt of a disclosure, the worker involved should make an assessment as to whether any immediate action is necessary to protect the individual
 - 13.1.1. The worker may seek advice from the team leader or from the safeguarding officers, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm
 - 13.1.2. In such urgent situations and if either the safeguarding officers or lead cannot be immediately contacted, the worker should contact either the police on 999 or children's / adults social care to obtain support (full details in appendix C). Under such circumstances, the safeguarding team should be notified at the earliest possible opportunity

Reporting concerns to the Safeguarding team

- 13.2. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to a safeguarding officer
 - 13.2.1. The concerns will be discussed with the appropriate team member at the earliest opportunity, to ensure clarity of understanding
 - 13.2.2. Details of the concern must be recorded on the "Incidents and concerns reporting form" (See appendix G) either before, during, or immediately after the discussion

Managing the risks: the role of the safeguarding officer

- 13.3. In discussion with the worker reporting the concern, the appropriate member of the safeguarding team will review any immediate actions taken and will be responsible for follow-up or further action that may be required
- 13.4. Upon receipt of the completed form, the safeguarding officer will establish an electronic "Confidential File" in relation to the person at risk
 - 13.4.1. A Chronology (See appendix G) will be established and inserted at the front of the confidential file
 - 13.4.2. The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis
 - 13.4.2.1. The safeguarding officer will confirm to the person raising the concern that the matter has been actioned. The safeguarding officer will not provide any

unnecessary information. Information is only shared on a "need to know" basis

- 13.4.2.2. The safeguarding officer will notify the safeguarding lead of the situation whose responsibility it is to report to trustees as appropriate
- 13.5. Where the concern meets the statutory threshold, the safeguarding officer will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care
 - 13.5.1. Information will not be shared with the parent / carer in situations where:
 - 13.5.1.1. To do so would place a child at increased risk of harm or neglect
 - 13.5.1.2. To do so would place an adult at increased risk of harm or abuse
 - 13.5.1.3. The concern relates to Fabricated or Induced Illness
 - 13.5.2. The referral will be made to the appropriate Social Care service (See appendix F for contact details)
 - 13.5.3. If the referral has not been acknowledged within 3 working days, the safeguarding officer will follow up with the appropriate Social Care team
 - 13.5.4. The safeguarding officer will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process
 - 13.5.5. All conversations, correspondence, and documentation etc will be placed into the confidential file and the "Record of action" and Chronology will be maintained on an ongoing basis and the safeguarding lead kept up to date.
- 13.6. Confidential files will be stored on the safeguarding account (email and file store) or in a locked filing cabinet
- 13.7. The safeguarding team will share information as necessary with other individuals in the church to facilitate effective safeguarding

14. Allegations against or concerns about staff and volunteers

Beeston Free Church takes allegations against or concerns about our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to and to support the person accused throughout the process.

- 14.1. Allegations against or concerns about staff or volunteers within the church should be reported to one of the safeguarding officers
 - 14.1.1. If the allegation is against a safeguarding officer, it should be reported to the safeguarding lead
- 14.2. Full details of the allegation will be recorded
- 14.3. The church's investigating officer (usually a safeguarding officer or the safeguarding lead) must first assess whether any immediate action is required to ensure the safety of everyone involved
 - 14.3.1. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable
 - 14.3.2. If so, care should be taken not to compromise the gathering of evidence.
 - 14.3.3. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged
 - 14.3.4. Support must be offered to the subject of the allegation as well as any potential victims
- 14.4. At the earliest opportunity, where appropriate, the LADO (Local Authority Designated Officer) should be consulted. Details are available in appendix F
 - 14.4.1. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS)

- 14.5. If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed
- 14.6. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency
- 14.7. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
 - 14.7.1. These records will be held confidentially in the safeguarding drive
- 14.8. The safeguarding team will seek and follow specialist advice throughout the process

15. Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

- 15.1. Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders, together with the safeguarding team, will enter into an open and frank discourse with that individual to understand the context and the risks
- 15.2. With the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate. Where consent is not given specialist advice will be taken.
- 15.3. The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated
- 15.4. A formal agreement with the individual will be drawn up and will be signed by the church leaders. The agreement will include:
 - 15.4.1. The church's commitments to the individual who poses the risk
 - 15.4.2. The steps the church will take to support the individual while simultaneously protecting everyone in the church community
 - 15.4.3. The restrictions and conditions that will be applied to the individual's involvement in the life of the church
 - 15.4.4. The consequences of failure to comply with the agreement
 - 15.4.5. When and how the risk assessment and formal contract will be reviewed
- 15.5. All decisions and agreements will be formally recorded and securely stored
- 15.6. The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:
 - 15.6.1. With the agreement of the individual who poses a risk
 - 15.6.2. Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared
- 15.7. If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on

16. Concerns about practice and whistleblowing

- 16.1. Concerns about the culture or practice within the church should be raised with the safeguarding lead
- 16.2. Those concerns will be carefully considered, and a formal response will be provided to the individual

<p>16.3. If the complainant is not satisfied with the response, they should formally raise the matter with the chair of trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response</p> <p>16.4. Once the chairs of trustees has considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision</p> <p>16.4.1. Details of how to raise the complaint externally will also be provided as part of the response</p> <p>16.4.2. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer</p>		
<p>Basis of policy and legal framework</p> <p>This policy is consistent with:</p> <ul style="list-style-type: none"> • Current legislation • National guidance • Local arrangements • Our charitable objectives, governing documents and doctrinal statements <p>Full details are available in appendix E</p>		
<p>Related policies and procedures</p> <p>This policy should be read in conjunction with:</p> <ul style="list-style-type: none"> • Our statement of Faith • Our governing documents 		
<p>Policy due for review: February 2023</p>	<p>Policy last reviewed February 2022</p>	<p>Review conducted by: Becky Thomas/Angela Goodwin/ Matt Roberts / George Hawkins/ Heidi Pike / Katherine Wiltshire Approved by: Trustees February 2022</p>
<p>Policy review February 2021</p>		<p>Review conducted by: Becky Thomas/Angela Goodwin/Hannah Johnson/Matt Roberts / George Hawkins Approved by: Trustees February 2021</p>

Appendix A

List of Groups (as at January 2021)

Children and Young People's Work

Alta (school years 7-13)

Assemblies team (primary schools)

Bethany crèche (0-5 years)

Bunnies group (3-5 years)

CAMEO (0-5s years)

Discovery Church (school years 5 &6)
Holiday Club (5-11 years)
Junior Church (school years R-3)
Sunday crèche (0-3 years)
Total Tuesdays (school years R-6)
Under Fives (0-5 years)
Make Lunch

Groups serving Adults at risk of harm

Holiday at Home
Tuesday Fellowship
Visiting team
Biblical Counselling team

Any new groups or ministries working with those under 18 or adults at risk will automatically be covered by this policy.

Other Groups that should be aware of this policy

Connect Team
Trustees
Homegroup leaders

Appendix B – Safeguarding role allocation

*The specific duties of each role are defined in the relevant role description
Any of the safeguarding team can be contacted via the church office*

Governance / strategic level

Legal compliance and final responsibility for safeguarding rests with the trustees.

The trustees Safeguarding Lead is:

Name: Matt Roberts

The trustees Safeguarding Lead is responsible for:

- Ensuring that safeguarding is considered during strategic, ministry and pastoral discussions and decision making
- Overseeing the safeguarding officers' work and ensuring they are adequately resourced for their roles
- Reporting to trustees on safeguarding matters
- Supporting the writing and review of policies and procedures
- Incidents: where concerns or allegations are made or raised, either about a member of staff / volunteer or a child / adult at risk of harm, working with the safeguarding officer(s) to ensure an appropriate response

Operational level

Name: Becky Thomas

Role: Safeguarding officer at Salthouse Lane

Name: Angela Goodwin

Role: Safeguarding officer at Salthouse Lane

Name: Heidi Pike

Role: Deputy Safeguarding officer at Salthouse Lane

Name: Katherine Wiltshire

Role: Deputy Safeguarding officer at Salthouse Lane

The safeguarding officers, together with their deputies, are responsible for:

- Implement policies, procedures and systems
 - Recruitment
 - Delivering training
 - Maintenance of the single central record (recruitment and training of staff and volunteers)
 - Maintenance of record of all safeguarding concerns and actions
- Work with the safeguarding lead to write and review policy and procedure
- Work with the safeguarding lead to respond to concerns and allegations

If they are unavailable, concerns should be addressed to :

Name: Matt Roberts
Role: Trustees safeguarding lead

Safeguarding team

The following people are also part of the safeguarding team:

Name: George Hawkins
Role: Senior Minister

The safeguarding team are responsible for

Providing additional input and advice to safeguarding team

- Provide wisdom and advice in handling difficult and sensitive situations
- Supporting the safeguarding team in linking pastoral care and safeguarding
- Providing pastoral support to the safeguarding team
- They may also assist with safeguarding training

Those serving with children/young people

Role descriptions for those serving with children / young people are available and shared with those considering volunteering to serve.

Details of external specialist support:

Christian Safeguarding Services advice line

Phone: 0116 218 4420

E-mail: info@thecss.co.uk

Appendix C

Detailed definitions

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions of Adult abuse

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000) The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- 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.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements.

People have complex lives and being safe is only one of the things they want for themselves.

Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they Updated August 2016 have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

Signs and Symptoms of Abuse

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

Injuries not consistent with the explanation given for them

Injuries that occur in places not normally exposed to falls, rough games, etc

Injuries that have not received medical attention

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains

Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*

Cuts/scratches/substance abuse

Sexual

Any allegations made concerning sexual abuse

Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour

Age-inappropriate sexual activity through words, play or drawing

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Eating disorders - anorexia, bulimia

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.

Depression, aggression, extreme anxiety.

Nervousness, frozen watchfulness

Obsessions or phobias

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,

Inadequate care, etc

Signs of Possible Abuse in Adults

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16yrs.

Sexual abuse

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self harming

Psychological abuse

- Alteration in psychological state eg. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer

- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care

Organisational abuse

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

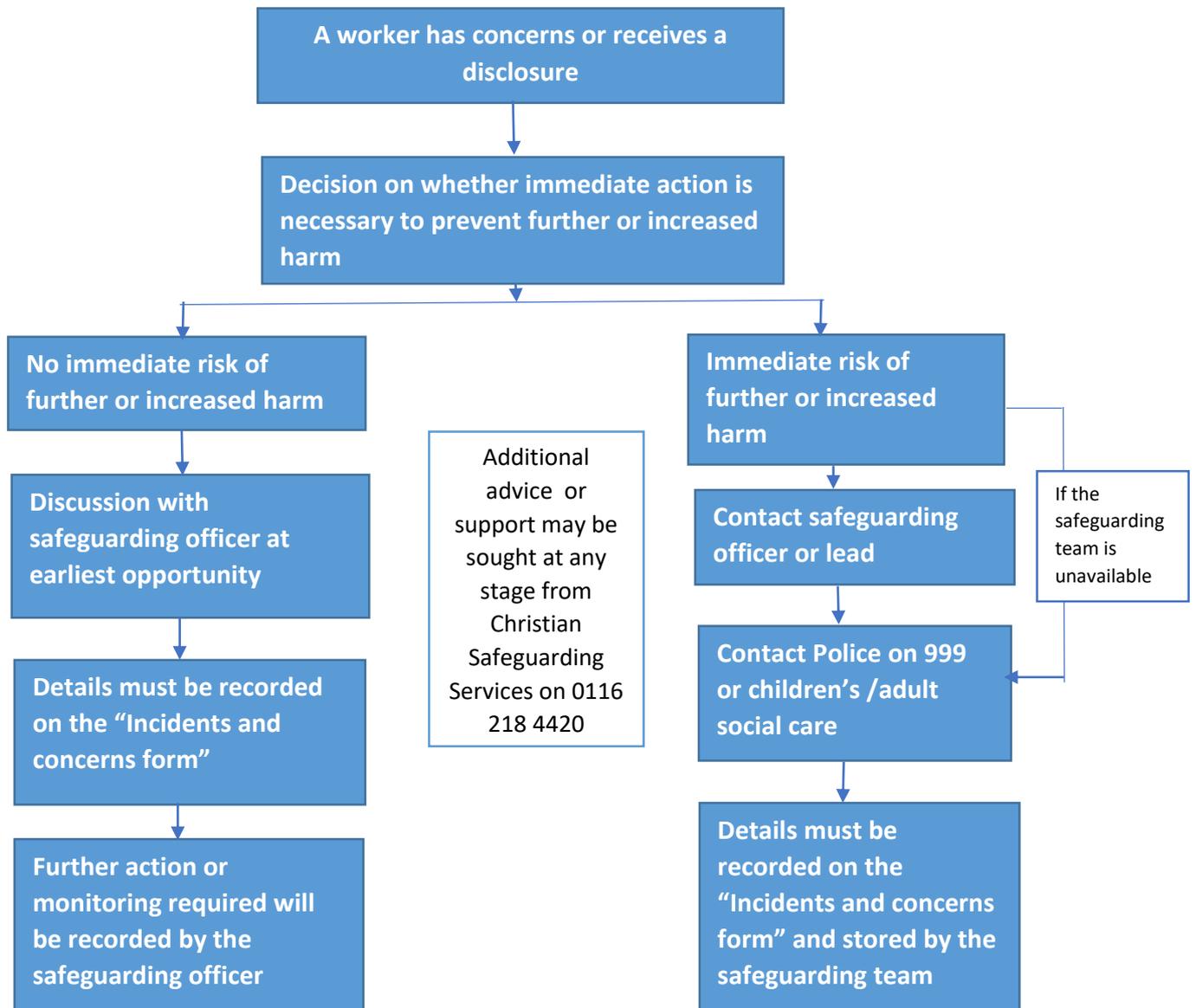
- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical need

Appendix D

How to raise a concern or deal with a disclosure



Appendix E
Key safeguarding contacts

Statutory services

Nottinghamshire County Council	Nottingham City Council
Safeguarding children Nottinghamshire MASH Telephone: 0300 500 80 90 Emergency out-of-hours: 0300 456 4546	Safeguarding children Nottingham City Children's social care Telephone : 0115 876 4800
Local interagency referral forms can be found here: https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child	Referral forms can be found here: https://www.nottinghamcity.gov.uk/information-for-residents/children-and-families/children-and-families-direct
Allegations against staff or volunteers should be reported to Local Authority Designated Officer (LADO) via 0115 977 3921.	Allegations against staff or volunteers should be reported to Local Authority Designated Officer (LADO) via 0115 876 4762
Safeguarding Adults Nottinghamshire MASH Telephone: 0300 500 80 90 Emergency out-of-hours: 0300 456 4546	Safeguarding Adults Nottingham City Duty team Telephone: 0300 1310 300 and select option 2

Local Authority details
Nottinghamshire County Council

Appendix F - Basis of the policies and procedures and the legal framework

- Our statement of faith
 - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the statement of faith
- Our governing documents
-

Safeguarding Children	Safeguarding Adults
<ul style="list-style-type: none"> • National legislation and guidance (Safeguarding Children) <ul style="list-style-type: none"> ○ Children Acts (1989 & 2004) ○ Children and Families Act 2014 ○ Children and Social Work Act 2017 ○ Working together to safeguard children (2018) ○ What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015) ○ Protection of Children Act 1999 ○ Safeguarding vulnerable groups act 2006 ○ Protection of freedoms Act 2012 ○ Disqualification under the childcare act 2006 (2018 amended) ○ Prevent duty guidance 2016 ○ Sexual offences Act 2003 ○ The Safe Network Standards (available from the NSPCC website) ○ The policy also takes account of the principles outlined in: <ul style="list-style-type: none"> ▪ Keeping Children Safe in Education 2019 ▪ FGM duty guidance 	<ul style="list-style-type: none"> • National legislation and guidance (Safeguarding adults) <ul style="list-style-type: none"> ○ The Care Act 2014 ○ Human Rights Acts 1998 ○ Care Standards Act 2000 ○ Mental Capacity Act 2005 ○ Deprivation of Liberty Safeguards 2007 ○ Sexual Offences Act 2003 ○ Police and Criminal Evidence Act 1984 ○ Fraud Act 2006 ○ Public Interest Disclosure Act 1998 ○ Health and Social Care Act 2008 ○ Disclosure and Barring Service (DBS) ○ Multi-Agency Public Protection Arrangements (MAPPA) ○ Multi-Agency Risk Assessment Conference (MARAC) ○ LSAB Multiagency Policy and Procedures
<ul style="list-style-type: none"> • Local guidance and procedures <ul style="list-style-type: none"> ○ <i>Local Safeguarding Children Board procedures</i> ○ <i>Local authority guidance</i> 	<ul style="list-style-type: none"> • Local guidance and procedures <ul style="list-style-type: none"> ○ <i>Local Safeguarding Adults Board procedures</i> ○ <i>Local authority guidance</i>

**Appendix G
Standard Document Samples**

	Application to volunteer
	Concerns reporting form
	Confidential file chronology
	Confidential file record of conversations and actions
	Template report from DSL to trustees

Application form for paid or voluntary work with children and young people

Section 1. Personal Details for our contact records

Full name

Address

Tel No:

Email Address:

Maiden/ former Name(s) _____

Date and place of birth ___/___/___ _____

How long have you lived at the address given above?

Section 2. Church Involvement/Christian Testimony

How long have you attended Beeston Free Church? _____ years _____ months

Are you a member of Beeston Free (or any other church?) Yes/No

If a member elsewhere please give details

Are you in agreement with the Basis of Faith of Beeston Free Church? Yes/No

A copy of the Basis of Faith is available from the office. If you cannot agree with the Basis of Faith then we will discuss this with you personally.

Please tell us about your Christian experience including your testimony, the church(es) you have attended (with dates), together with any activities you were involved with.

3. Previous Experience

Please tell us about any previous experience you have of looking after or working with children and/or young people. This should include details of any relevant qualifications or training either in a paid or voluntary capacity

Which age groups would you most like to work with? Please tick.

0-3 years old

3-5 years old

5-10 years old

11-18 years old

Have you ever had an offer to work with children or young people declined? Yes/No
 If yes, please give details.

If you have been employed, please tell us about your past and current employers in the table below

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving

If you are a student, please tell us about your place of study and course. In particular could you give us some idea of your expected finish date and how holidays would affect your commitment?

Course Studied _____ at _____

Began on _____ Expected completion date _____

Section 4. References

If you have been at Beeston Free for over a year we will talk to a homegroup / ministry team leader who knows you and ask you provide one other referee below

If you have been at Beeston Free for less than a year please complete the details below for two people who would be willing to provide a personal reference, ideally one of these should be able to comment on your previous church involvement / involvement in children's work.

If you are unsure who to ask to be a referee then please talk to one of the safeguarding team.

	1	2
Title		
Name	_____	_____
Address	_____ _____	_____ _____
Town/City	_____	_____
County	_____	_____
Post Code	_____	_____
Tel No	_____	_____
Email Address	_____	_____
Relationship	_____ _____	_____ _____

(E.g. Friend/Employer/Pastor etc)

Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children. A self-declaration form is attached.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have completed the self-declaration form.

Signed

Date

Please return all completed forms to the church office marked for the attention of Becky Thomas.

Incident / concern reporting form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Department /Group / ministry area			Date completed
About the person or people we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc?</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			

Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only: Form reference –	

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people we are concerned about or involved in the incident

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing "None".

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.

Record of safeguarding conversations and actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded

Safeguarding report to the trustees

Report from the Trustees Safeguarding Lead covering the period from xxxxx to xxxx		
Report completed by:	Date	
Summary of safeguarding activity		
Number of concern / incident reports received in relation to children		
Number of concern / incident reports received in relation to adults		
Number of cases referred to Children's Social Care		
Number of cases referred to Adult Social Care		
Number of allegations received		
Number of allegations investigated by Local Authority		
Number of reportable incidents reported to charity commission		
Were there any common themes or issues in the reports submitted?	Yes / No	
If so, what?		
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No	
If so, what?		
What training or informal update activity been completed this year?		
Any recommendations to or requests of the trustees?		
Declaration from Safeguarding Lead	Yes	No
Has the policy been reviewed for legal compliance and effectiveness?		

Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is safeguarding team training up to date?		
Is the training log up to date?		
Any other comments		

Appendix H
Codes of Conduct

Code of conduct for staff and volunteers working with children or young people

Those working with children and young people will

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents
- Ensure that their conduct embraces their responsibility for the safety of the children in their care
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children
- Refrain from any abuse of their power or authority as adults and leaders within the group
- Only take responsibility for children if they are physically and mentally fit and able to do so
- Treat them with respect and dignity
- Treat them in an age appropriate way that recognises their developmental stage and ability
- Provide them with appropriate levels of choice
- Treat them as individuals
- Respect their views and wishes
- Promote and ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- Ensure that age appropriate boundaries are clearly explained and consistently implemented in accordance with this policy
- Ensure that any age appropriate physical contact is child led
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group
- Refrain from any physical chastisement
- Refrain from making any social media connections with them
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat children equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding

Code of conduct for staff and volunteers working with vulnerable adults including adults at risk of abuse

Those working with vulnerable adults including adults at risk of abuse will:

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual
- Only engage in activity for which they are physically and mentally fit
- Treat them with respect and dignity
- Ensure that support is client led and that their views, wishes and choices are respected
- Treat them as individuals
- Promote and seek to ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented
- Ensure that any physical contact is client led
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat each person equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding