

The King's Church Safeguarding Policy

SECTION 1

Name: The King's Church High Wycombe

Address: The King's Centre, Desborough Road,
HIGH WYCOMBE. Bucks. HP11 2PU.

Tel No: 01494 459901 Email address: office@kchw.co.uk

Meeting Venues: The above address.

Part of Newfrontiers, an international network of churches.

Charity Number: 277970

Insurance Company: Public Liability Insurance with **Ansvar Insurance**

The following is a brief description of our church and the type of activities we undertake with children and vulnerable adults:

We run various groups and activities for children and youth on Sundays and during the week. In addition, we organise, annually, weekends away for both children and youth, as well as taking a large group of the youth away to a large externally organised youth camp.

We run a parent and toddler group on certain weekdays, and this is currently held at the King's Centre.

We run a CAP (Christians Against Poverty) Debt Relief Centre staffed by a paid Centre Manager and a paid Debt Coach, who are supported by a team of volunteers.

We run King's Table, which is a project which offers a meal each week for local people who are homeless or living with life-controlling addictions.

We run English classes for women for whom English isn't their first language.

We support Azalea High Wycombe, which is a project seeking to reach out to local women who are being sexually exploited.

For the purposes of this policy, the term 'worker' includes all staff members and all volunteers who are working with young people or adults with care and support needs.

Our commitment

As a leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten safeguarding standards (‘10 Standards’) published by thirtyone:eight.

The Leadership of the King’s Church undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with thirtyone:eight and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations, save in the event this is required by the police, social services or other organisations such as the Church’s insurers.

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. 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 in appendices 1 & 2 of our policy.

- Definitions of abuse (See appendix 1)
- Signs and symptoms of abuse (See appendix 1)

- How to respond to someone wishing to disclose abuse (See appendix 2)

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 recognised safeguarding training as required.

The leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Safeguarding concerns arise when we are concerned that a child, young person or vulnerable person may be being mistreated or abused by others or not receiving proper care.

If workers are not sure whether a situation constitutes a safeguarding concern, they should treat it as such in the first instance.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Instead all workers will be instructed to use the following procedures as below:

- 1) The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Ruth Wainman** (hereafter the "Safeguarding Officer") tel no: 01494 459901, or safeguarding@kchw.co.uk, 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.
- 2) In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to **Rich Horne** (hereafter the "Deputy") tel no: 01494 459901.

- 3) If the suspicions implicate both the Safeguarding Officer and the Deputy, then the report should be made in the first instance **Ian Stokoe** (hereafter the trustee with responsibility for safeguarding). Contact details may be obtained through church office 01494 459901.
 - 4) Alternatively, thirtyone:eight can be contacted on tel: 0303 0031111. Or, the concerned person can call social Services or the police.
- Upon receiving information about a safeguarding concern, whether relating to an adult or to a child, the Safeguarding Officer will first call thirtyone:eight to get their advice.
 - Thirtyone:eight may advise contacting Children's services or Adult Social Services. Contact details are as follows:
 - The local Children's Social Services telephone number is 0845 4600001 or 01296 383962, email: cypfirstresponse@buckscc.gov.uk.
 - The local Adult Social Services telephone number (office hours) is (Careline) 0800 137915. The out of hours Emergency Duty Team number is 0800 999 7677.
 - The Police Protection Team telephone number is 0845 8 505505.
 - The Safeguarding Officer **may** need to inform others depending on the circumstances and/or nature of the concern. When necessary, the Safeguarding Officer shall inform the Chair of Trustees that a safeguarding concern is being dealt with (if the concern relates to The Chair of Trustees or should they have a personal connection to the victim/ alleged perpetrator then another Trustee shall be informed instead). It may also be necessary to notify the insurance company that there is the possibility of a serious incident concerning safeguarding. (**Ansvar Insurance** tel no: 0845 60 20 999 / 01323 737541)
 - 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 Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The leadership will support the Safeguarding Officer/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the leadership hope that members of the King's Church will use the procedure above. If, however, the individual with the concern feels that the Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officer(s) as to the appropriateness of a referral, they should contact one of the outside agencies referred to on our poster. We hope by making this statement that the leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE.

If a child has an unusual or suspicious physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- 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 abuse of a child, the Safeguarding Officer/Deputy will:

- **Contact thirtyone:eight for advice.**
- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. 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. thirtyone:eight 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, the Safeguarding Officer/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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, 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). Any allegation made against a worker (whether a volunteer or paid member of staff) from the church shall be dealt with in accordance with the Buckinghamshire Safeguarding Children Partnership's Managing Allegations against Staff & Volunteers Working with Children procedures (<http://bscb.procedures.org.uk/skosz/adults-who-pose-a-risk-of-harm-to-children/managing-allegations-against-staff-and-volunteers-working-with-children/>).

In addition to this, whether or not there are such mechanisms in operation, the Safeguarding Officer should give consideration as to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. Where the Safeguarding Officer is liaising with a designated officer the former should discuss with them about the need to refer to the DBS. If a designated officer is not involved, the Safeguarding Officer will need to contact the DBS if the situation is such that the nature of concern leads to a termination of the employment of the worker or volunteer, or would have led to this had they not left voluntarily.

Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. 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 make, not the church.

SECTION 3

Prevention

Safe recruitment

The leadership of the King's Church 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 check has been completed (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 been given a copy of the organisation's safeguarding policy and knows how to report concerns.

All workers must have been permanently resident in the UK for two years prior to any application to work with children/vulnerable adults.

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 leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The leadership is committed to offering pastoral care and support through the church's own pastoral care infrastructure, working with statutory agencies and counselling services as appropriate, to all those who have been affected by abuse who have contact with or are part of the King's Church, so far as is practical and appropriate.

Working with offenders

When someone attending the King's Church is known to have abused children, or is known to be a risk to vulnerable adults, the leadership will supervise the individual concerned and offer pastoral care but, in its safeguarding commitment to the protection of children and vulnerable adults, the Leadership will draw up a customised contract. This will set out boundaries for that person, which they will be expected to keep, as well as the support that will be offered to them. This will be for the protection of the person themselves, as well as the safeguarding of children and vulnerable adults in the church.

If the person refuses to engage with this procedure, they will not be allowed to attend church activities.

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 accusation.

We have specific best practice guidelines in place for every ministry serving young people and adults with additional needs, and new ones will be developed as we have need. Team members are required to read, sign and comply with these.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

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

Signed by: _____

Date: _____