

# Safeguarding Policy

Last revised: 19/8/24

**PCC, Staff and MTs to read all sections**

**Team leaders to read sections 2-7**

**Other volunteers to read sections 3-7**

1. Safeguarding Policy Statement
2. Volunteer recruitment and training
3. Key contacts
4. Safeguarding procedures for activities
5. Code for safer working practice with children and vulnerable adults
6. Personal work with adults
7. Responding to disclosures/concerns
8. Procedures for those who may pose risk

## Section 1: Safeguarding Policy Statement

In accordance with Church of England and Diocesan “Promoting a Safer Church” statements, our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly and proportionately to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse, those who are the subject of concerns or allegations of abuse, and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Listen to and take seriously all those who disclose any safeguarding concern.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC, whose details are clearly displayed.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately where relevant.
- Offer support to victims/survivors of abuse regardless of its type, when, or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality.
- Ensure that health and safety policy, procedures and risk assessments are in place.
- Provide information in both public and men- or women-only areas about agencies to support those who are vulnerable to domestic abuse, and enable and encourage concerns to be raised and responded to appropriately and consistently.
- Require hirers of the building (for an activity involving children, young people or vulnerable adults) to sign the fire evacuation instructions and provide to the Church copies of their safeguarding policy, risk assessment for the activity and evidence of public liability insurance.

Each person who works or volunteers within this church community will agree to abide by this policy and the guidelines established by this church.

## Section 2: Volunteer recruitment and training

The following procedure accords with the Church of England's Safer Recruitment and People Management Guidance. Role descriptions and conversation questions can be found on the Shared Drive (Leaders/LRM) and conversation notes are stored securely on ChurchSuite.

### Responsibility for Appointments

The Lead Recruiter (Breanna Monaghan) has overall responsibility for recruitment and appointment of volunteers including administration of DBS checks.

All who recruit leaders (generally Team Leaders) should have the relevant level of safeguarding expertise needed for the volunteer role itself. All recruiters must complete "Safer recruitment and people management" online training every 3 years. Team leaders are responsible for the ongoing support of the volunteer teams.

### Advertising and Role descriptions

We will advertise volunteer roles within the church family via the Opportunities to Serve document. Each role will have a clear and accurate role description that:

- sets out the tasks and responsibilities the volunteer will undertake and the skills and experience that will be required;
- includes a personal specification;
- specifies who they are accountable to in their role; and
- makes any safeguarding aspects clear, specifying the level of DBS check required.

### Recruitment process

#### 1. Part 1 conversation

Everyone who has attended Christ Church for 3 months will be invited to a Part 1 conversation which will ascertain basic details.

#### 2. Leadership Review Meeting

The Lead Recruiter will chair a monthly LRM to discuss Part 1 conversations and discuss whether the applicant is suitable to be considered for different areas of service. This will act as an in-church reference.

#### 3. Part 2 conversation

The team leader will meet with the applicant to discuss suitability for the role. A role description will be sent to the applicant in advance.

For roles working with children and young people and vulnerable adults the following questions will be included:

1. Qualifications, where appropriate/required.
2. A personal statement addressing the criteria set out in the person specification, including details of the skills and attributes the applicant believes they bring to the role.
3. A declaration that all information provided on the application form is "true & complete".
4. Full history and description of work with children, young people and/or vulnerable adults, whether paid or voluntary, with dates, and, where applicable, an explanation of any gaps.

#### 4. References

Second references are required for:

1. all those working with children, young people or vulnerable adults
2. pastoral/finance roles if the applicant has been at Christ Church for less than 2 years.

Referees must be over 18 and may not be family members. They should ordinarily come from the candidate's previous church. Referees will be asked for the candidate's suitability for the role as against the job description. They will be asked about safeguarding.

#### **5. Feedback**

The team leader will feed back to the leadership review team to ensure the applicant meets the essential selection criteria. Any gaps or queries (e.g. in employment/education/church/volunteering history etc) must be highlighted and marked for further exploration if the applicant is shortlisted.

#### **6. Part 3 conversation**

During this conversation, all volunteers must:

1. Read and sign the Values Statement (on ChurchSuite)
2. Read this Safeguarding Policy
3. Be told about additional training required (see next section)
4. Arrange date of meeting following probation (3 months)

Following the conversation, those working with children and young people or vulnerable adults must also

5. Complete a Confidential Declaration form (on ChurchSuite)
6. Complete a DBS check (at the appropriate level)

#### **7. Induct and train**

Team leaders are responsible for induction of volunteers into teams and providing necessary training to complete the role. There will be a probation period of 3 months. All online training should be completed within this time. No volunteering can start until the Part 3 tasks (including a DBS check) have been completed.

All volunteers must join a "Ready to serve course" within 6 months of joining a new team and complete Basic Awareness online safeguarding training.

In addition:

1. Those working with children, young people or vulnerable adults must also complete Foundations online safeguarding training
2. PCC members must Complete Foundations online safeguarding training and Raising Awareness of Domestic Abuse online training

DBS checks and online training (highest level only) must be updated every 3 years.

## Section 3: Key contacts

**Parish Safeguarding Officer (PSO):** Breanna Monaghan

(safeguarding@christchurchkensington.com)

**Incumbent:** Brian Elfick (brian@christchurchkensington.com)

**Diocesan Safeguarding Adviser (DSA):** Caryn Weber (caryn.weber@london.anglican.org)

## Section 4: Safeguarding procedure for activities

The PSO will maintain on the Diocesan Safeguarding Hub a register of church activities that involve children, young people or vulnerable adults, and bring new activities to the attention of the PCC.

The overall leader of that activity must:

- Complete a health and safety risk assessment.
- Ensure that a Registration Form is completed for every child or young person.
- Keep an attendance register for the activity.
- Record any accident in the accident/incident logbook.

## Section 5: Code of Safer Working Practice with Children and Vulnerable Adults

This sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles. All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role.

**All those working on behalf of the parish with children, young people and vulnerable adults must:**

- Treat all individuals with respect and dignity.
- Respect people's rights to personal privacy.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Report any concerns about a child, young person or adult and/or the behaviour of another worker.
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

**In addition, those working with children and young people must:**

- Aim to work with or within sight of another adult, especially seeking to avoid being 1-1.
- Inform another adult if a child needs to be taken to the toilet.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

**All those working on behalf of the parish with children, young people and vulnerable adults must not:**

- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.

- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve them in excessive attention seeking.
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by someone who has been safely recruited.
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group.
- Befriend on social media children, young people and adults who may be vulnerable.

**In addition, those working with children and young people must not:**

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people, except when this is a social situation with family members/carers present, e.g. a parish party
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

**Acceptable Touch**

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. Generally, the use of touch should be kept to the minimum and only in response to a child's need. Keep everything public. Ask permission (if necessary of their parent or carer) before you touch someone.

**Caregiver Levels**

The minimum staffing levels for groups should be as follows:

0 – 2 years	1 adult to 3 children	1:3
2 – 3 years	1 adult to 4 children	1:4
4 – 8 years	1 adult to 6 children	1:6
9 – 12 years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

- Each group should have at least two workers, even for smaller groups, and if possible one male and one female.
- Staff ratios for all groups should always be based on a risk assessment. A risk assessment may indicate that a higher level of staffing is necessary.

**Social media**

Staff and volunteers should not accept anyone connected with their work at CCK, who is under the age of 18, as a friend, follower, subscriber or similar on any personal social media account, nor engage with any direct private messaging with such individuals. See Social Media Policy for more details.

## Section 6: Personal work with adults

### **Policies for any leader routinely meeting up with someone else in order to nurture them spiritually**

Anyone recruited by the church to serve on a ministry team enjoys a degree of credibility, authority and influence simply by holding that role. In recognition of that fact, we call them leaders. We leaders need to be aware that our role may amplify the power imbalance often associated with Personal Work. It is right that the church collectively checks that we use this power in a godly way. So:

#### **1. Transparency**

It is our duty to inform another relevant person (either their Small Group Leader or, failing that, one of the clergy) the following:

- that we are meeting up
- what, in broad terms, our meetings consist of
- if the person has revealed something to us that might make them particularly vulnerable to abuse (eg absent parent), seeking their permission first (if a safeguarding issue arises, you MUST consult the Safeguarding Officer)
- if we have either given or received money or other significant favours from them that might create a sense of obligation

#### **2. Non-exclusivity**

It is our duty to strengthen relationships between them and others in church (e.g. Small Group Leaders, Clergy, other friends), such that they are learning to talk with others about the things they are telling us.

- We will consider whether 1-on-1 is better than e.g. a Bible & prayer triplet
- Where we sense that their relationship with us is significantly stronger than with others, we will take steps to avoid over-dependence and to encourage healthy relationships beyond that with ourselves.
- No-one may act as a Small Group Leader over the same person for >3 years (most Small Group Leaders will have a break after 3 years anyway)

#### **3. Purity**

- Neither of us will ever be undressed in the other's presence
- We will not encourage prolonged/intimate physical contact
- We will never engage in physical chastisement
- We will not engage in regular opposite-sex, 1-on-1 personal work, except in the context of ministry line-managers
- Opposite-sex line-management meetings should not happen privately

#### **4. Oversight & coaching**

- All staff and full-time volunteers are to complete termly feedback forms, in which they are encouraged to raise concerns and share preferences
  - These forms will be read by at least two of the Clergy & Wardens Group (CWG)
  - Their line manager will agree priorities for the term ahead with at least one (other) member of the CWG and talk those through with the staff member
- The Clergy are to engage in annual 360 reviews of their ministry and share whatever priorities they set with the CWG.
- Where there is cross-gender line management, the Clergy must provide someone of the managee's sex to talk with each term about their relationship with their line manager.

# Section 7: Responding to a disclosure or concern of abuse

This includes physical abuse, sexual abuse, emotional abuse and neglect in all their forms. For more information about the types and signs of abuse please see [Church of England Safeguarding e-manual](#).

## **Respond**

### **Do:**

- Listen and remain calm.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Consider the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as you need to be able to tell the PSO/Vicar, DSA and statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen because of the disclosure.
- Tell the child or adult what you are going to do next and that they will be kept informed.

### **Do not:**

- Share information carelessly: check with the DSO/Vicar what you can say to others.
- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

## **Record**

- Make brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Keep your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

## **Report/Refer**

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to the Parish Safeguarding Officer/Vicar within 24 hours. They will then take responsibility for responding further and notifying the Diocesan Safeguarding Adviser where necessary.
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.
- Do not contact the respondent or anyone who may be implicated in the allegation or disclosure until further advice has been sought.
- Be aware of these sources of help:
  - National Domestic Violence Helpline (24 hours): 0208 200 0247
  - ChildLine (free call) 0800 1111
  - Police Community Safety Unit - 020 8246 0226 or 020 8246 0292

## Section 8: Procedures for those who may pose a risk

Individuals who may pose a risk at church include:

- Anyone who is on the sex offenders register, barred from working with children or adults, or who has a relevant previous conviction.
- Anyone who admits being an abuser (including non-recent abuse) or is under investigation for abuse.
- Anyone whose behaviour may pose a risk to other church members, irrespective of their criminal status.

When the PSO/Vicar becomes aware of such a person, they will ask the DSA to determine the appropriate action to be taken to best safeguard the parish and its congregation. They will undertake a risk assessment and prepare a risk management plan known as a Safeguarding Agreement. This will involve the respondent and usually the vicar, church warden, PSO and, if involved, any relevant statutory agencies.