



# Safeguarding Policy

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## **Section 1: Key Contacts and Introduction**

### **Details of the place of worship**

Name of Place of Worship: Emmanuel Church Canterbury  
 Address: 5 Queen's Avenue, Canterbury, CT2 8AY  
 Tel No: 07932 173904  
 Email address: richard@emmanuelcanterbury.org.uk  
 Membership of Denomination: FIEC, Charity Commission, SEGP  
 Charity Number: 1131041  
 Company Number: 06946178  
 Insurance Company: Ansvar  
 Policy number: CHF 2269945

## Key Contacts

- The Police Protection Team telephone number is 101.
- Designated Safeguarding Lead: Luke Illsley, [luke\\_illsley@msn.com](mailto:luke_illsley@msn.com) or [safeguardingemmanuelchurch@gmail.com](mailto:safeguardingemmanuelchurch@gmail.com) 07538 206343
- Safeguarding DBS Administrator: Emma De Jong [DBSadmin@emmanuelcanterbury.org.uk](mailto:DBSadmin@emmanuelcanterbury.org.uk)
- Thirty One Eight [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org) 0303 003 1111
- FIEC (The Fellowship of Independent Evangelical Churches) 018858434540
- Kent Social Services children's team 03000411111 (office hours) 03000419191 (out of hours or an emergency) [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)
- Kent Social Services adults' team 03000416161 (office hours) 03000419191 (out of hours or an emergency) [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)

## Other key individuals responsible for safeguarding at Emmanuel:

- Minister: Richard Hagan
- Chairman of Trustees: Ed Gilchrist
- Trustee responsible for safeguarding: Toby Parkin
- Elder responsible for safeguarding: Allan Beckett
- Safeguarding review committee: Toby Parkin, Claire Parkin, Allan Beckett, Emma De Jong, Luke Illsley

## Current Team Leaders of children's groups at Emmanuel:

- Creche: Lou Malkin 07875442089 [louisemalkin@hotmail.co.uk](mailto:louisemalkin@hotmail.co.uk)
- Primary age children's work: Nicci Gilchrist 07795 555 615 [nicci@gilchrist.london](mailto:nicci@gilchrist.london)
- Connect (Youth): Dan Halpin 07986 370 819 [daniel\\_halpin@hotmail.com](mailto:daniel_halpin@hotmail.com)
- 

## Description of relevant activities

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

Emmanuel Church meets for Sunday Services and weekly Connect Youth meetings in the hall of St John's School, Canterbury. Smaller rooms in the school are used for the children's work. Under 18s may be present at any of the Sunday services.

Emmanuel Church runs weekly Sunday School work with children from 0-11 (Creche, Diggers, Treasure Hunters) and a youth programme (Connect) for 11-16 year olds, which meets on a weekday evening during term time. On Sunday afternoons there are also two age specific groups for 11-14 and 15-18 year olds before the evening meeting. The mid week Women's Bible Study also has a creche. Holiday Bible Club takes place in February half term for children of church families and those of the church.

Contact with vulnerable adults can occur at any time in the life of the church, for example, Growth Groups and Student Groups. There is an increased chance, however, of contact with vulnerable adults through ministries such as the CAP Life Skills group, care home services, the homeless outreach, and Discovery internationals' group.

## **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. Additionally, we recognise that people can be vulnerable in a range of pastoral situations and can be at risk of Spiritual Abuse in the context of churches.

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 UN Convention on the Rights of the Child (Article 19) that 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 is based on the ten [Safe and Secure safeguarding standards](#) published by Thirty One Eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and 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 DSL and Deputy in their work and in any action they may need to take in order to protect children and vulnerable adults.
- The Leadership agrees not to allow the document to be copied by other organisations.

The Leadership is committed to ongoing 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 (this involves documents to read and a one to one interview held with the DSL as part of the safe recruitment process) and undertake safeguarding training at least every three years.

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.

The Leadership will also ensure that all official church activities involving children and adults at risk will be risk-assessed. This must include a section on safeguarding.

## **Section 2: Understanding and recognising 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 or, more rarely, by a stranger.

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.*

### **Recognising Abuse of Children**

#### **Types of Abuse and warning signs**

- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- **Emotional Abuse** is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyberbullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention seeking behaviour; nervousness, obsession or phobias; persistent tiredness; running away/stealing/lying/self-harm.
- **Sexual Abuse** includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.

- **Neglect** is the persistent failure to meet a child or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late at night, or left home alone for extended periods; health and other needs not being taken care of.
- **Coercive and Controlling Behaviour**, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

## Grooming

Grooming is the process by which an individual prepares a child, significant adults and the environment for abuse of this child. Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Groomers may be male or female. They could be any age. Many children and young people do not understand that they have been groomed, or that what has happened is abuse. The signs of grooming are not always obvious. Groomers will also go to great lengths not to be identified.

Children may:

- o be very secretive, including about what they are doing online;
- o have older boyfriends or girlfriends;
- o go to unusual places to meet friends;
- o have new things such as clothes or mobile phones that they can't or won't explain;
- o have access to drugs and alcohol;
- o go missing from home or school;
- o display behavioural changes;
- o have sexual health issues; or
- o present as suicidal, self/harming, feeling depressed, unworthy.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age. See the [NSPCC website](#) for further information about grooming.

### Signs of online grooming and/or abuse

A child may be experiencing abuse online if they:

- o spend lots, much more, or much less time online, texting, gaming or using social media;
- o are withdrawn, upset or outraged after using the internet or texting;
- o are secretive about who they're talking to and what they're doing online or on their mobile phone; and/or
- o have lots of new contacts or messages on their devices. .

### Signs of grooming manifested by sex offenders

It is important to remember that not all sex offenders will exhibit the signs listed below and if an individual exhibits some or all of these signs it does not mean that they are a sex offender:

- o Overly affectionate behaviour with a child
- o Affording special attention or preferential treatment to a child
- o Excessive time spent alone with a child outside of the main meeting area of Sunday services
- o Frequently spending time with a child in private or isolated areas
- o Transporting a child to or from the church
- o Making friends with a child's parents and visiting their home

- o Acting as a particular child's confidante
- o Giving small gifts, money, toys, cards, letters to a child
- o Using texts, telephone calls, emails or social networking sites to inappropriately communicate with a child
- o Flirtatious behaviour or making suggestive remarks or comments of a sexual nature around a child

### **The grooming process**

- o Target vulnerable victim - Perpetrators target victims who are vulnerable, isolated, insecure and/or have greater emotional needs.
- o Gain victim's trust – Offenders may allow a child to do something (e.g. eat ice cream, stay up late, view pornography) which is not normally permitted by the child's parents or the school in order to foster secrecy.
- o Gain the trust of others – Institutional offenders are often popular with children and parents, successfully grooming not only the victim but also other members of the victim's family and the community at large.
- o Filling a need / becoming more important to the child - This can involve giving gifts, rewards, additional help or advice, favouritism, special attention and/or opportunities for special trips or outings.
- o Isolating the child - The perpetrator may encourage dependency and subtly undermine the victim's other relationships with friends or family members.
- o Sexualising the relationship - This can involve playful touches, tickling and hugs. It may involve adult jokes and innuendo or talking as if adults, for example about marital problems or conflicts
- o Maintaining control and secrecy - Offenders may use their position to make a child believe that they have no choice but to submit to the offender.

## **Recognising Abuse of Vulnerable Adults**

### **Types of Abuse and warning signs**

**Physical abuse** may involve assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing, rough handling, scalding and burning, physical punishments, inappropriate or unlawful use of restraint, making someone purposefully uncomfortable (e.g. opening a window and removing blankets), involuntary isolation or confinement, misuse of medication (e.g. over-sedation), forcible feeding or withholding food, unauthorised restraint, restricting movement (e.g. tying someone to a chair). **Signs of possible abuse include:** injuries that are frequent, inconsistent with the person's lifestyle, and/ or unexplained; subdued or changed behaviour in the presence of a particular person; signs of malnutrition and failure to seek medical treatment or frequent changes of GP.

**Domestic violence and abuse** includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage. Coercive behaviour can include: acts of assault, threats, humiliation and intimidation; harming, punishing, or frightening the person; isolating the person from sources of support; exploitation of resources or money; preventing the person from escaping abuse; regulating everyday behaviour. **Signs of abuse may include:** low self-esteem, feeling that the abuse is their fault when it is not, physical evidence of violence, verbal abuse and humiliation in front of others, fear of outside intervention, damage to home or property, isolation – not seeing friends and family, limited access to money

**Sexual abuse** includes inappropriate touch, looking, sexual teasing, innuendo or sexual harassment; any kind of non consensual sexual activity (bearing in mind the person's capacity to consent); sexual photography or forced use of pornography or witnessing of sexual acts or indecent exposure. **Signs of abuse may include:** bruising, particularly to the thighs, buttocks and upper arms and marks on the neck; torn, stained or bloody underclothing; bleeding, pain or itching in the genital area; unusual difficulty in walking or sitting; STDs; pregnancy in a woman who is unable to consent to sexual intercourse, uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude; incontinence not related to any medical

diagnosis; self-harming; poor concentration, withdrawal, sleep disturbance; excessive fear/apprehension of, or withdrawal from, relationships; fear of receiving help with personal care; reluctance to be alone with a particular person.

**Psychological or emotional abuse** includes enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends; removing mobility or communication aids or intentionally leaving someone unattended when they need assistance; preventing someone from meeting their religious and cultural needs; preventing the expression of choice and opinion; failure to respect privacy; preventing stimulation, meaningful occupation or activities; intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse; addressing a person in a patronising or infantilising way; threats of harm or abandonment; cyber bullying. Signs of abuse may include: an air of silence when a particular person is present; withdrawal or change in the psychological state of the person; insomnia; low self-esteem; uncooperative and aggressive behaviour; a change of appetite, weight loss/gain; signs of distress; apparent false claims, by someone involved with the person, to attract unnecessary treatment.

**Financial abuse** includes theft of money or possessions; fraud, scamming; preventing a person from accessing their own money, benefits or assets; employees taking a loan from a person using the service; undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions; arranging less care than is needed to save money to maximise inheritance; denying assistance to manage/monitor financial affairs; denying assistance to access benefits; misuse of personal allowance in a care home; misuse of benefits or direct payments in a family home; someone moving into a person's home and living rent free without agreement or under duress; false representation, using another person's bank account, cards or documents; exploitation of a person's money or assets, e.g. unauthorised use of a car; misuse of a power of attorney, deputy, appointeeship or other legal authority; rogue trading – eg. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship. Signs of abuse may include: missing personal possessions; unexplained lack of money or inability to maintain lifestyle; unexplained withdrawal of funds from accounts; power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity; failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so; the person allocated to manage financial affairs is evasive or uncooperative; the family or others show unusual interest in the assets of the person; recent changes in deeds or title to property; a lack of clear financial accounts held by a care home or service; failure to provide receipts for shopping or other financial transactions carried out on behalf of the person; disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house; unnecessary property repairs.

**Modern slavery** includes human trafficking; forced labour; domestic servitude; sexual exploitation, such as escort work, prostitution and pornography; debt bondage – being forced to work to pay off debts that realistically they never will be able to. Signs of abuse may include appearing to be malnourished, unkempt or withdrawn; isolation from the community; seeming under the control or influence of others; living in dirty, cramped or overcrowded accommodation and or living and working at the same address; lack of personal effects or identification documents; always wearing the same clothes; avoidance of eye contact, appearing frightened or hesitant to talk to strangers; fear of law enforcers.

**Discriminatory abuse** includes unequal treatment based on [‘protected characteristics’ under the Equality Act 2010](#), i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. This may include verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic; denying access to communication aids, interpreter, signer or lip-reader; harassment or deliberate exclusion on the grounds of a protected characteristic; denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic; substandard service provision relating to a protected characteristic. On the other hand, if the church can show that it is necessary because of its religious aims, or to avoid offending people who share its religious aims, under the Equality Act (2010) it is not unlawful discrimination to do the following things: exclude from participation in certain activities or services offered, restrict membership and restrict the use of the premises. Signs of abuse may include: the person appears withdrawn and isolated; expressions of



anger, frustration, fear or anxiety; and the support on offer does not take account of the person's individual needs in terms of a protected characteristic.

**Organisational/ institutional abuse and neglect** includes discouraging visits or the involvement of relatives or friends, run-down or overcrowded establishment; authoritarian management or rigid regimes; lack of leadership and supervision; insufficient staff or high turnover resulting in poor quality care; abusive and disrespectful attitudes towards people using the service; Inappropriate use of restraints; lack of respect for dignity and privacy; failure to manage residents with abusive behaviour; not providing adequate food and drink, or assistance with eating; not offering choice or promoting independence; misuse of medication; failure to provide care with dentures, spectacles or hearing aids; not taking account of individuals' cultural, religious or ethnic needs; failure to respond to abuse appropriately; interference with personal correspondence or communication; failure to respond to complaints. Signs of abuse may include: lack of flexibility and choice for people using the service; inadequate staffing levels; people being hungry or dehydrated; poor standards of care; lack of personal clothing and possessions and communal use of personal items; lack of adequate procedures; poor record-keeping and missing documents; absence of visitors; few social, recreational and educational activities; public discussion of personal matters; unnecessary exposure during bathing or using the toilet; absence of individual care plans; lack of management overview and support; poor environment – dirty or unhygienic; poor physical condition and/or personal hygiene; pressure sores or ulcers; malnutrition or unexplained weight loss; untreated injuries and medical problems; inconsistent or reluctant contact with medical and social care organisations; accumulation of untaken medication; inappropriate or inadequate clothing

**Self-neglect** includes a lack of self-care to an extent that it threatens personal health and safety; neglecting to care for one's personal hygiene, health or surroundings; inability to avoid self-harm; failure to seek help or access services to meet health and social care needs; inability or unwillingness to manage one's personal affairs. Signs may include: very poor personal hygiene; unkempt appearance; lack of essential food, clothing or shelter; malnutrition and/or dehydration; living in squalid or unsanitary conditions; neglecting household maintenance; hoarding; collecting a large number of animals in inappropriate conditions; non-compliance with health or care services; inability or unwillingness to take medication or treat illness or injury.

**Spiritual abuse** is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. Abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism. ([Oakley et al, 2018](#)) It is not a statutory responsibility to report this to the local authority if there are concerns at Emmanuel, unless there are other kinds of abuse involved with it. However, the DSL must contact Thirty One Eight for advice about what steps might be taken to address the situation.

## **Section 3: Handling concerns or allegations of abuse**

### **What to do if there is a disclosure or allegation of abuse**

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- takes them to a place out of earshot but not out of sight
- stays calm and listens carefully
- allows the person to talk but does not press for information or ask leading questions
- is attentive, maintains eye contact and shows acceptance of what it said, without passing judgement
- reassures them that they have done the right thing in telling

- tells them that they are not to blame for anything that has happened (even if rules have been broken)
- explains that they will need to tell someone else, in order to help them and protect others
- does not promise to keep secret what they have been told

An accurate written record should be made as soon as possible (within the hour). A Safeguarding Incident Recording Form (see Appendix 2) should also be completed or an online report form (found on the church website)

[https://docs.google.com/forms/d/e/1FAIpQLSeJ1gA9nzRcRQMii3KGDldWYHtM\\_WvA3fUwkGzLcC\\_r7dQ00Q/viiewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeJ1gA9nzRcRQMii3KGDldWYHtM_WvA3fUwkGzLcC_r7dQ00Q/viiewform?usp=sf_link)

The safeguarding incident form should then be given to the church's Designated Safeguarding Lead, who must store it securely.

## **Procedure in the event of a safeguarding concern**

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

If the child or adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Where it is judged that there is no immediate threat of harm, but where there is still a safeguarding concern, the following will occur:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Luke Illsley (hereafter the "Designated Safeguarding Lead") tel no: 07538 206343 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.
- It is very important that dated notes are made as soon as possible by those who have concerns. These should be kept securely and passed to the DSL. If there is a specific incident then a Safeguarding Incident Recording or online reporting form must be completed, which is found in appendix 2 at the end of this document (hard copies are also available in the boxes for children's groups).
- If the suspicions implicate both the Designated Safeguarding Lead and Deputy, or if both are absent, then the report should be made in the first instance to Thirty One Eight). Alternatively contact Social Services or the police. The absence of both safeguarding officers should not delay a referral.
- Where the concern is about a child the Designated Safeguarding Lead should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services. Advice can be taken from Thirty One Eight, as above. For contact details please refer to section one of this document.
- The Designated Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, notably the Minister, Chairman of Trustees, Trustee responsible for safeguarding, Elder responsible for safeguarding and anyone who sits on the safeguarding review committee. Suspicions must not be discussed with anyone other than those nominated above.
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk.

- The child and their parents/carers should, wherever possible, be informed about a referral, unless this would put the welfare of the child, vulnerable adult or another person at further risk. If in doubt about whether to inform parents/ carers, seek advice from Children's Social Services.
- The Leadership will support the DSL 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 Thirty One Eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the DSL has not responded appropriately, or where they have a disagreement as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Designated Safeguarding Lead 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.

## **Allegations of abuse against a church worker**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Designated Safeguarding Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services or Adult Social Services (in situations of harm to adults with care and support needs). A referral should be made to a Local Authority Designated Officer (LADO). For the Kent Children's Safeguarding Board, the LADO can be contacted on 03000410888 or via [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk). The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church will follow this advice.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the church withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a different position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test, or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification.

## **Low Level Concerns**

It may be possible that an individual at Emmanuel Church acts in a way that does not cause risk to children and vulnerable adults, but is, however, inappropriate. The term "low level" concern does not mean that it is insignificant, it means that the behaviour towards a child or vulnerable adult does not meet the threshold of an external referral. No matter how small the concern may be, all partners at Emmanuel Church have a responsibility to pass on these concerns to the DSL.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children or a vulnerable adult
- having favourites

- taking photographs of children or vulnerable adults of their mobile phone or other personal device
- engaging with children or vulnerable adults on a one-to-one basis in a selective area or behind a closed door.
- using inappropriate sexualised, intimidating or offensive language

If any partner at Emmanuel Church has a “low level” concern, they should notify the DSL through the methods stated in section 3.

## **Section 4: Safer recruitment**

*“The danger is that too much reliance will be placed on CRB [now DBS] checks. There is a concern that many abusers do not have convictions and no intelligence is held about them. Therefore the selection and recruitment process if properly conducted is an important, indeed essential, safeguard”* (The Bichard Inquiry Report 2004)

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

### **Appointing Children’s and Youth Workers/ Volunteers**

A job/ role description and person specification should be provided for every position that involves working with children (see appendix 3).

All those aged 16 and over working with children and young people whether in a paid or unpaid capacity, must complete all stages of our five stage recruitment and selection process:

1. Become a church partner, if not already.
2. An application form including two references of suitability to work with children or young people. Referees should have known the applicant for at least two years and must not be family members. At least one of these references must be from someone outside of Emmanuel Church.
3. A [voluntary disclosure form](#) and an enhanced DBS check with barred lists (if required for the role).
4. Signing to say they have read the church’s Safeguarding Policy and Code of Conduct and agree to abide by them.

Those who are considering joining a team may come and observe two sessions before completing this formal process, under the supervision of other leaders (they must never be left alone with children) and with the permission of the DSL. In this situation they would not count towards the leader to child ratios.

Those who would like to host under 18s in their homes for a church event must undergo a higher level DBS check. This must be indicated on the application form and communicated to the DBS administrator.

Eligibility Criteria:

- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children or young people by the DSL and the Children and Youth Worker.
- A Church Partner.
- Have been regularly attending Emmanuel Church for at least six months.

In some circumstances a non-church member will be allowed to work with children or young people with the agreement of the Elders (for example, a one off for a church weekend away).

The DSL will use their discretion to make necessary judgments about DBS checks or references that reveal something that may allow refusal to recruit a person but do not prevent (in law) their appointment. If it is judged that a person should not join the area of ministry they have applied for, then alternative avenues of service might be identified. This requires sensitivity and tact on the part of those giving the feedback, particularly if references are discussed.

In the case of a criminal record being revealed, and where the past offences are not of a violent or sexual nature, a candidate might still be considered for appointment. Each case should be treated on its merits and discussed with the individual and a record of the discussion kept in confidence. The following key questions should be considered in order to perform a risk assessment:

- Is the caution or conviction a one off offence or part of a pattern of offences?
- How long ago was the offence in question committed?
- Was it committed when the candidate was an adult?
- Is the behaviour that is part of the offence/offences a cause for concern in relation to the proposed employment?
- Is the context behind the behaviour a cause for concern?
- Were there particular circumstances at the time that contributed to the offence which have now changed?
- What is the person's account of the offence and attitude to it?

To ensure compliance with the Protection of Freedoms Act, certificate information must not be passed on to anyone where it is not related to that employee's/ volunteer's duties.

It is up to the DSL to decide that the applicant is suitable before they begin volunteering/ working with children or youth.

## **Management of Workers – training, support and supervision**

All those working with the children and youth should complete a training course every three years. There are two options for this. One is that the church will organise and pay for a specialist to provide a half day session of face-to-face training. Other options include online sessions provided by Thirty One Eight. All workers should sign to say they have read the Safeguarding Policy whenever it is significantly updated or every three years, whichever is sooner. DBS checks should also be redone every three years.

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. Team leaders for each age group will be primarily responsible for supporting the children's church workers they work with and ensuring they understand the safeguarding process. They must review the code of conduct with their team on a regular basis. All workers should be given the opportunity to attend team meetings and training to help them develop their skills and to work as a team.

## **Section 5: Pastoral Care**

### **Supporting those affected by abuse**

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

### **Working with offenders**

When someone attending the place of worship 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, set boundaries for that person which they will be expected to keep. The DSL must agree to the boundaries set and be kept fully informed by the Leadership about the extent to which they are being met. Guidance can be sought from Thirty One Eight on this issue.

## **Section 6: Working in Partnership**

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

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirty One Eight's safeguarding standards.

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

## **Section 7: Links to other relevant policies and practices**

Click on the following links to view the documents.

References in the first two documents made to what constitutes acceptable conduct with children and vulnerable adults applies to everyone in the church, not just those working in an official capacity.

- [Code of conduct for church employees and volunteers working with children and young people](#)
- [Good practice guide for working with vulnerable adults](#)
- [Prevent policy \(radicalisation\)](#)

## **Section 8: The Role of Trustees**

The Emmanuel Church trustees bear the legal responsibility for the church's governance. The trustees of any charity must ensure that those benefiting from, or working with, their charity are not harmed in any way through contact with it. They have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that this does not happen. This is particularly important for trustees of a church, which includes children and adults at risk.

Trustees must:

- be aware of what the relevant law is
- understand how the law applies to the church
- comply with legal requirements
- adopt best practices within the church as far as possible

The revised government inter-agency statutory guidance 'Working Together to Safeguard Children 2013' came into effect on 15 April 2013. All organisations must comply with this 'unless exceptional circumstances arise'.

This means that trustees must also:

- always act in the best interests of children and adults at risk, and ensure they take all reasonable steps to prevent harm to them
- put safeguards in place to protect and promote the welfare of children and adults at risk, and to enhance the confidence of trustees, staff, volunteers, parents/carers and the general public
- approve a safeguarding policy which demonstrates a commitment to safeguard children involved with a charity from harm
- review, approve, and endorse the safeguarding policy annually, or when legislation changes
- inform children, parents, adults at risk, and workers of the policy and procedures as appropriate
- ensure that the safeguarding policy is rigorously adhered to by all trustees, staff, and volunteers
- respond seriously and appropriately to all concerns and allegations of abuse, which may require a referral to children's or adults' social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the police
- ensure that procedures are in place for safe recruitment, selection and vetting, and supervision of workers (whether paid or voluntary)
- implement associated policies and procedures which promote the safety and welfare of children and adults at risk (e.g. health and safety, data protection, photography)
- learn about child protection in accordance with and as appropriate to their roles and responsibilities, including the emerging issues of eSafety, domestic abuse, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, racism and violent extremism.

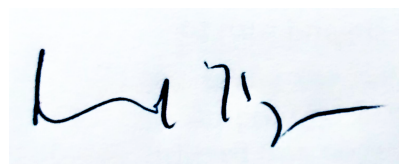
The Charity Commission 'strongly recommends' that all trustees of charities that work with children or adults at risk should be DBS checked, though only those who have close and unsupervised contact would be eligible to obtain an enhanced DBS check and barred list check. Others would be eligible to obtain an enhanced DBS check but without a barred list check.

The trustees take this obligation extremely seriously and, in addition to the above, undertake to:

- promote a culture of safeguarding within the church in order to protect everyone
- support the church safeguarding team in their work and in any action they may need to take in order to protect children and adults at risk
- provide on-going safeguarding training for every person working with children and vulnerable adults
- provide information to children and adults at risk on where to get help and advice in relation to abuse, discrimination, bullying, or any other matter which causes them concern
- ensure that the church premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that they are welcoming and inclusive
- file a copy of the policy and practice guidelines with Thirty One Eight and Kent Social Services

One of the trustees should have a specific responsibility for safeguarding; at Emmanuel Church this is Toby Parkin. He is responsible for ensuring that safeguarding matters are kept on the agenda at board meetings and that trustees are kept informed about new legislation and the effectiveness of the church's practice. It should also be noted that neither the Board nor the Safeguarding Trustee has a role in dealing with individual cases or a right to know case details; the role is more strategic.

Signed by: **Richard Hagan**  
(Chair of Trustees)



Date:

(to be presented to trustees for review annually)

#### **APPENDIX 1**

## **Leadership Safeguarding Statement**

The Eldership recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.



The following statement was agreed by the Eldership on:

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

#### **We are committed to:**

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

#### **We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

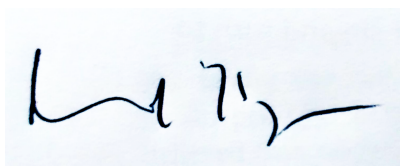
If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding officers for this place of worship.

Luke Illsley                      Designated Safeguarding Lead

A copy of the full policy is available from Luke Illsley.

A copy of our safeguarding policy has been lodged with the trustees at 5 Queen's Avenue.

Signed



Richard Hagan (Senior Minister and Chair of Trustees)

Date

**APPENDIX 2**

## **Safeguarding Incident Recording Form**

<b>Basic Information</b>			
<b>Full name of person concerned</b>		<b>DOB</b>	
<b>Full address</b>		<b>Phone &amp; email address</b>	
<b>Location of incident</b>		<b>Time &amp; date of incident</b>	

<b>Record of incident (continue on a separate sheet if necessary)</b>			
<p>Please ensure you are as accurate and detailed as possible.</p> <p>Use quotes where possible.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>If you have formed an opinion please state it making it clear that it is your opinion and the reasons for it.</p>			
<b>Signed</b>		<b>Print name</b>	
<b>Contact number &amp; email address</b>		<b>Date</b>	
<b>Shared with and action taken.</b>			
<b>Action taken by the safeguarding lead/ deputy (including who and when the incident was referred to. If no referral is made, state reasons for that decision).</b>			

## APPENDIX 3

## Role Description: Volunteer Team Member

for children's groups (under 18s)- including Creche, Diggers, Builders, Treasure Hunters, Holiday Bible Club, Connect and Connect+

**Accountable to:** Group team leader (add name)

**Your role includes:**

- Letting your team leader(s) know your availability.
- Completing necessary paperwork e.g. registers, accident forms, safeguarding concern forms etc.

- Bring a suitable snack to meetings, being mindful of allergies.
- Using the resources provided to prepare for your session in good time, with prayer.
- Helping with set up and set down, leaving the room in the same condition you found it in, taking a photo if necessary to remember how to leave it.
- Praying for the group.
- Ensuring the welfare and safety of all children and team members in the meetings.
- Welcoming families and chatting to them, especially those that are new.
- Communicating with the team leader with thoughts / stories / changes/ suggestions.
- Attending termly team training.
- Listening to the sermon you've missed if out for a Sunday morning service.

#### **Person Specification**

- Aged 16+ for groups with children up to the age of 11, 18+ for Connect and Connect+.
- A love of Jesus Christ and a desire to share your faith with children through actions and words.
- Has the time and commitment to prepare for sessions.
- A positive, cooperative, helpful, loving, forgiving attitude towards team members, children and their families.
- Someone who is adaptable, willing to share ideas and 'muck in'.
- Willing to complete all five stages of the recruitment and selection process as outlined in the safeguarding policy
- A church partner. In some circumstances a non-church partner will be allowed to work with children or young people with the agreement of the Elders.
- Has been regularly attending Emmanuel Church for at least three months.

#### **As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

## **Role Description: Volunteer Team Leader**

### **for children's groups (under 18s)- including Creche, Diggers, Builders, Treasure Hunters, Holiday Bible Club, Connect and Connect+**

**Accountable to:** Richard Hagan, Senior Minister

#### **Your role includes:**

- Planning the curriculum In advance each term, liaising with the Senior Minister.
- Preparing the materials and equipment.
- Encouraging, affirming and inspiring the rest of the team.
- Finding out the availability of team members and putting up the rota on ChurchSuite.
- Ensuring the paperwork for each session is available and up to date e.g. registers, accident forms, safeguarding concern forms etc.

- Carrying out risk assessments at the start of each term.
- Using the resources provided to prepare for your session.
- Making sure set up and set down has been done, leaving the room in the same condition it was found in. A photo should be taken before setting up if necessary, to remember how to put things back.
- Praying for the group.
- Listening to the sermon you've missed if out for a Sunday morning service.
- Ensuring the welfare and safety of all children and team members in the meetings.
- Welcoming families and chatting to them, especially those that are new.
- Arranging and facilitating termly team training.

#### **Person Specification**

- Aged 18+ for groups with children up to the age of 11, 21+ for Connect and Connect+.
- A love of Jesus Christ and a desire to share your faith with children through actions and words.
- A Church Partner
- Has been regularly attending Emmanuel Church for at least three months.
- A positive, cooperative, helpful, loving, forgiving attitude towards team members, children and their families.
- Willing to complete all five stages of the recruitment and selection process as outlined in the safeguarding policy.
- Ability to take responsibility and take the initiative.
- Ability to encourage and build up the team.

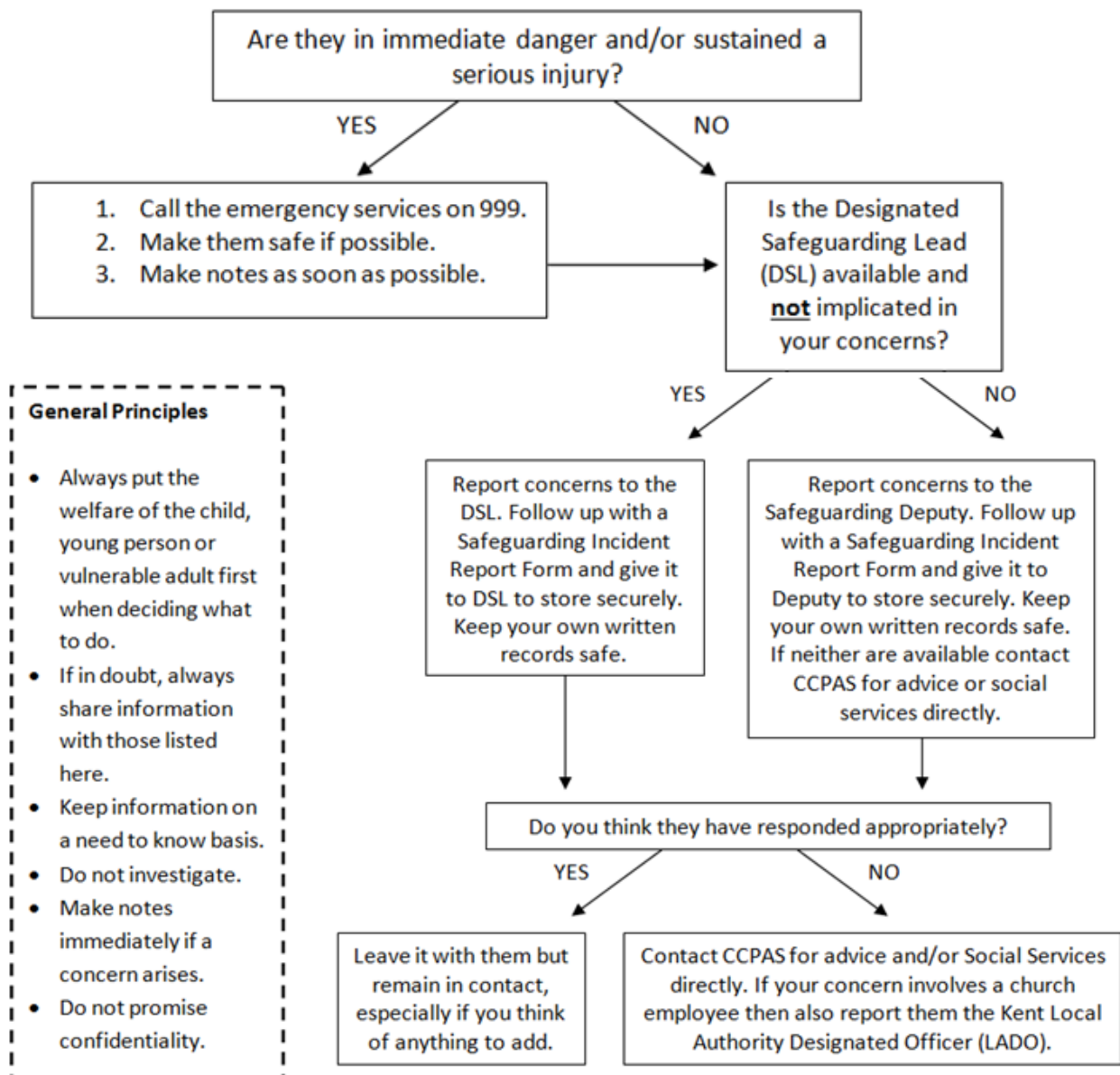
#### **As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

#### **APPENDIX 4**

## **SAFEGUARDING FLOW CHART**

**What to do if you are concerned about a child/ young person or vulnerable adult.**



## Key Contacts

- The Police Protection Team telephone number is 101.
- Designated Safeguarding Lead: Luke Illsley [safeguardingemmanuelchurch@gmail.com](mailto:safeguardingemmanuelchurch@gmail.com) 07538206343
- Safeguarding DBS Administrator: Emma De Jong [DBSadmin@emmanuelcanterbury.org.uk](mailto:DBSadmin@emmanuelcanterbury.org.uk)
- Thirty One Eight (formally known as CCPAS) [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org) 0303 003 1111
- FIEC (The Fellowship of Independent Evangelical Churches) 018858434540
- Kent Social Services children's team 03000411111 (office hours) 03000419191 (out of hours or an emergency) [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)
- Kent Social Services adults' team 03000416161 (office hours) 03000419191 (out of hours or an emergency) [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)

## APPENDIX 5

# REFERENCE REQUEST EMAIL TEMPLATE

Dear

On behalf of Emmanuel Church, Canterbury, please could you supply me with a reference for (INSERT NAME OF APPLICANT) who has applied to be a voluntary worker with children.

The above has given your name as someone who may be contacted in relation to his / her application to work with children. Guidelines suggest that all voluntary organisations including churches must take steps to safeguard the children entrusted to their care. I would be grateful if you could comment your knowledge of the following factors as they may apply to the applicant:

1. Previous experience of working with children.
2. His / her ability to provide kind and consistent care.
3. His / her\* commitment to respect and treat all children as individuals, with equal concern.
4. Any evidence or concern that he / she\* would not be suitable to work with children.

Please also confirm that you are not related to the applicant, and state how long you have known them and in what capacity. Please provide a phone number that we can contact you on should there be a need for clarification.

Thank you for your assistance.

Kind regards,

APPENDIX 6

## VOLUNTEER APPLICATION FORM

Please fill in and email back to the Designated Safeguarding Lead and the Children and Youth Worker.  
Application for the post of (please be specific as to which groups you'd like to be involved with):

1	<p>Full Name:</p> <p>Previous Names:</p> <p>Date of birth:</p> <p>Home address and postcode:</p> <p>Telephone number:</p> <p>Email:</p>	5	<p>Please state why you want to work in the children's/ youth ministry at Emmanuel:</p>
2	<p>How long have you lived at the above address?</p> <p>If less than 12 months, please give details of your previous address:</p> <p>If you also have an alternative address at which you spend significant parts of the year (for example, if you are a student), please give details:</p>	6	<p>Relevant Qualifications / Training / Experience</p>
3	<p>Church History</p> <p>Please give the name, address and dates of previous church(es) you have been a part of in the last 5 years, as well as the reason for leaving.</p>	7	<p>Please provide two references. They must have known you for at least two years, not be related to you and one of which must not be from Emmanuel Church. If possible, one of which should be from current employer or previous church.</p> <p>Name Email address Telephone</p> <p>Name Email address Telephone</p>

Signed:

Date: