

## **Introduction**

This document is intended to provide a basic structure of a Safeguarding Policy.

In Section 2, Links are provided to the NSPCC web site to enable a Policy to be designed and assembled to include relevant sections to meet the needs of your Ecclesia or organisation.

It is expected that the Policy will be made available to all relevant persons in your Ecclesia or Organisation and on your web site

CSN Safeguarding Team

## **Checklist**

This checklist from the NSPCC can appear overwhelming but it is an excellent source of background information.

<https://learning.nspcc.org.uk/safeguarding-checklist>

November 2020

This document is the Child Safeguarding  
Policy Statement and Procedures  
of the Organisation  
XXXXXXXXX Ecclesia

It was adopted at the Ecclesial Meeting on XXXXX  
after consultation with trustees, and other interested parties.

A Supplemental policy for Vulnerable Adults is attached separately

Signed:

Dated:

Review Date:

## Contents

A. Safeguarding Policy Statement .....	3
1. Purpose and Aim .....	3
2. Guidance and Legislation .....	4
3. How we will meet our Commitment .....	4
4. Contact Details .....	4
B. Safeguarding and Child Protection Procedures.....	5
1. Responsibilities of the Trustees/Arranging Committee.....	5
2. Responsibilities of the Designated Safeguarding Lead .....	5
3. Definitions.....	6
a) Safeguarding Children and Child Protection .....	6
b) Child.....	6
c) Child Abuse .....	6
d) Disclosure and Barring Service (DBS) .....	7
4. Recognising and Responding to Abuse.....	7
5. Recruitment .....	7
6. Managing Concerns.....	8
7. Risk Assessment .....	8
8. Storing Child protection Records.....	8
9. Appendix .....	8

## A. Safeguarding Policy Statement

### 1. Purpose and Aim

In our fellowship together as brothers and sisters in the Lord Jesus Christ and as members of our ecclesia, we seek to follow Scriptural teaching in showing respect and love to each other and those in our care. Our aim is to bring forth “the fruit of the spirit: love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control” in our objectives and actions.

We believe all children regardless of age, gender, disability or ethnic origin have a right to be protected from all forms of harm, abuse, neglect and exploitation. We will not tolerate the abuse of children (defined as those under the age of 18) in any form.

We recognise the additional barriers that disabled children and young people and those from minority ethnic backgrounds may face: for example with communication or the impact of discrimination.

We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practice our faith in a way that protects them.

It is the responsibility of all to raise any concerns which are to be reported to us according to this policy. It is not our responsibility to decide whether or not child abuse has occurred.

It is the responsibility of all to ensure the delivery of this policy and to promote it as relevant in all aspects of our work, to hold ourselves and others to account and to help create a safe environment for all.

## 2. Guidance and Legislation

This Policy is based on Charity Commission “**Guidance Safeguarding and protecting people for charities and trustees**” published 6 December 2017 and updated October 2018 and 22 October 2019. Charity Guidance Link: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>. Legislation in the UK Link: <https://learning.nspcc.org.uk/child-protection-system>

## 3. How we will meet our Commitment

We will ensure that:

- a) The welfare of the child is paramount; (Children Act 1989)
- b) We will seek to Safeguard children by valuing, listening to and respecting them;
- c) Concerns or allegations of child abuse are always taken seriously, investigated and acted on if appropriate;
- d) Everyone has access to, and are familiar with this policy, and know our responsibilities within it;
- e) All receive training on Safeguarding children at a level appropriate with their role;
- f) All have access to information about how to report concerns or allegations of abuse, including children themselves;
- g) Our enrolment practices are robust enough to ensure that we will not appoint anyone if they pose a known risk to children’s safety or wellbeing;
- h) All are responsible for promoting awareness of this policy in our service.

## 4. Contact Details

The appointed Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (ADSL).

	Appointed DSL	Deputy DSL
Email:		
Phone:		

## B. Safeguarding and Child Protection Procedures

If someone is concerned about a child's welfare they should tell the Designated Safeguarding Lead (DSL) or their deputy. Any concerns must be kept confidential and should not be discussed with anyone other than the DSL, who will consider making a referral to Children's Services. (See Appendix below) Reporting concerns helps children's services build an overall picture of the child's life and the support they or their family may need.

If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault. Never promise a child that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help.

### 1. Responsibilities of the Trustees/Arranging Committee

Every organisation that provides support or activities for children and young people must have a person (or people) who takes lead on safeguarding / child protection.

- a) The Trustees/arranging committee have responsibility to appoint a Designated Safeguarding Lead (DSL).
- b) Once appointed the Trustees / arranging committee have a duty to ensure the DSL has adequate support to carry out their role – this can be through ensuring they have access to 'expert' help via the local authority or other local or national organisations who are able to offer support.
- c) The DSL needs to know who / where to go to access other support such as health support (physical and mental), social care, parenting support, pastoral support, or legal support.
- d) The Trustees/arranging committee then delegate ALL responsibility to the DSL to carry out the necessary actions.
- e) For confidentiality, Trustees/arranging committees DO NOT need to know and SHOULD NOT be informed of everything that the DSL does.

### 2. Responsibilities of the Designated Safeguarding Lead

- a) Keeping themselves and others up to date with Safeguarding information.
- b) Participating in an annual refresh / update
- c) Cascade training / updates to ensure everyone that has a role with children and young people:
  - understands signs / symptoms of abuse.
  - knows what to do if they have a concern about a child or young person.
  - knows what to do if they have a concern about an adult working with children/young people.
  - understands the policy and procedures of the organisation and how to implement them.
- d) Understands how to carry out their duties in regard to protecting and keeping children and young people safe.
- e) Have up to date contact numbers (For example local LADO, Safeguarding teams, Social Care Services)

- f) Ensure all who have a role with children and young people are appropriate / suitable to do so (by taking including references and DBS checks)
- g) Offer support when needed
- h) Be available to support with:
  - Concerns
  - Allegations
  - Discussions
  - Act on information
  - Referrals
- i) Work with professionals / agencies where appropriate

### 3. Definitions

#### a) Safeguarding Children and Child Protection

Safeguarding is the process of protecting children from abuse or neglect, preventing impairment of their health and development, ensuring they are living in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. 'Child protection' is an element of Safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering or likely to suffer, significant harm.

(<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>)

#### b) Child

- A child is defined as anyone under 18 years old.
- This definition is recognised internationally as identifying a population who are particularly vulnerable and require additional safeguards to protect their rights.
- The definition of a child for the purposes of Safeguarding and Child Protection should not be confused with the legal definition of a child or age limits set out in other relevant laws. The fact that a person under the age of 18 may have reached the age of majority, age of sexual consent, voting age or such like does not alter their inherent vulnerability as a child.
- Children and young people with special educational needs and disabilities (SEND) are covered by Part 3 of the Children and Families Act 2014. Under this legislation, a child or young person aged 0-25 has special educational needs (SEN) if they have a learning difficulty or disability which calls for special educational provision to be made for them.

#### c) Child Abuse

Detailed definitions can be found here:

<https://learning.nspcc.org.uk/child-abuse-and-neglect>

Different forms of harm or mistreatment of children are categorised under the broader term "child abuse". Abuse can happen anywhere and at any time, but research shows that the perpetrators of abuse are likely to be known and trusted by the child.

The most commonly defined types are:

- Physical: violence towards or deliberate injury of a child.
- Domestic Abuse: any type of controlling, coercive, threatening behaviour, violence or abuse between people who are or have been in a relationship.
- Neglect: persistent failure to meet a child's basic physical and psychological needs.
- Emotional: behaviour which attacks a child's self-esteem.
- Sexual: using a child for sexual stimulation or gratification including harmful sexual behaviour.
- Child Sexual Exploitation: Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.
- Child trafficking and modern slavery.
- Bullying.
- Online including sexting abuse.

#### d) Disclosure and Barring Service (DBS)

A Disclosure and Barring Service check (or DBS check for short) is the term used for the analysis and record of a person's past, looking specifically at any convictions, cautions, reprimands and warnings they may have received.

This is currently managed through the Christadelphian Sunday School Union by:

Colin Bayliss at [dbs.enquiries@chsn.org.uk](mailto:dbs.enquiries@chsn.org.uk)

**(The section below will need to be assembled into your Document Procedures from relevant information taken from links to the NSPCC web site.)**

## 4. Recognising and Responding to Abuse

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse#heading-top>

This link includes:

- Identifying concerns;
- Helping children to disclose abuse;
- responding to disclosures;
- information sharing;
- consent;
- reporting concerns and
- mandatory reporting.

## 5. Recruitment

[codes of conduct for all staff and volunteers](#)

[recruiting the right people to volunteer or work with children](#)

## 6. Managing Concerns

[managing concerns about or allegations made against staff or volunteers](#)

[managing concerns about or allegations made against a child or young person](#)

## 7. Risk Assessment

[preventing and responding to bullying](#)

[making sure all your activities and events are run safely](#)

[adult to child ratios for supervising children effectively](#)

[taking, storing and sharing photographs and images of children](#)

[keeping children safe online](#)

## 8. Storing Child protection Records

[storing child protection records](#)

## 9. Appendix

Advice can be sought from the following Christadelphian Support Network DSL or safeguarding team and from the NSPCC:

Gill Holden (DSL): [gill.holden@chsn.org.uk](mailto:gill.holden@chsn.org.uk) 07859908842

General enquiries: [safeguarding@chsn.org.uk](mailto:safeguarding@chsn.org.uk)

NSPCC: <https://www.nspcc.org.uk/>

Contact your local:

MULTI-AGENCY SAFEGUARDING HUB (MASH) OR SIMILAR SAFEGUARDING AUTHORITY & CHILDREN'S ADVICE & SUPPORT SERVICE (CASS)

When making a referral, please check the permanent address of the person who has parental responsibility for the child(ren) and contact the Safeguarding organisation that covers that address. But do not let this delay a referral.

**You will need to find details of the relevant organisations in your local area.**

**Here are some examples from the West Midlands**

BIRMINGHAM

0121 303 1888

[MASH@birmingham.gov.uk](mailto:MASH@birmingham.gov.uk)

BIRMINGHAM EMERGENCY DUTY TEAM (Outside normal office hours)

0121 675 4806



DUDLEY SAFEGUARDING TEAM

Normal Office Hours: 0300 555 0050 (9 am – 5 pm)

Emergency Duty Team: 0300 555 8574

SANDWELL

Access Service for Children's Social Care: 0121 569 3100 (Office hours and out of office hours)

WORCESTERSHIRE

Family Front Door: 01905 822666 (8.30 am – 5 pm)

Emergency Duty Team: 01905 768020

Local Authority details for children residing in any other Local Authority can be found via the relevant websites.

BIRMINGHAM CHILDREN'S HOSPITAL

Switchboard 0121 333 9999

NSPCC: 0808 800 5000

CHILDLINE: 0800 1111

BIRMINGHAM SAFEGUARDING CHILDREN PARTNERSHIP: 0121 464 2612