

Section 1

Church details

Section 2

Prevention

Section 3

Practice guidelines

Section 4

Responding to allegations of abuse

Section 5

Pastoral Care

## Safeguarding Policy

### SECTION 1 CHURCH DETAILS

**Name:** 3 Counties Church (hereafter "The Church")

**Address:** Kings Road (Office)  
Haslemere  
Surrey  
GU27 2QA

Linchmere Road (Main building)  
Hammer  
West Sussex  
GU27 3QW

**Tel No (office):** 01428 653011

**Email address:** office@3countieschurch.org

**Denomination/Organisation:** Independent, affiliated to the Evangelical Alliance

**Charity Number:** 1010847

**Insurance Company:** Public Liability Insurance with Ecclesiastical Insurance

**Leader of the Leadership team:** David Wright

**Leader of the Leadership team contact:** dwright@deloitte.co.uk

**Safeguarding Coordinator name:** Sarah Noble

**Safeguarding Coordinator contact:** 07917357660/sarah@3countieschurch.org

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

3 Counties Church's prime objective is to advance, within the 3 Counties area, the Christian faith as laid down in the Bible and in accordance with the Doctrinal Basis and to relieve poverty.

The church's aims are to increase the awareness of the Christian faith throughout the 3 Counties area (Surrey, West Sussex and Hampshire) through Sunday services, youth and children's work and community outreach.

The vision of 3 Counties Church is to Love God, develop authentic relationships and impact our communities. Its main strategies to do this are through the Sunday services, termly small groups, courses such as alpha and parenting courses as well as community initiatives such as 3 Counties Money Advice, The Wave and Playtime (toddler group).

## *Our commitment*

As trustees and leaders of this church, we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults with care and support needs can be the victims of physical, sexual and emotional abuse and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight, which are as follows

1. Safeguarding Policy
2. Training and awareness
3. Safer recruitment
4. Management of workers
5. Working safely
6. Communicating safely
7. Responding to concerns
8. Pastoral care
9. Managing those that may pose a risk
10. Working in partnership

Appendix 1 sets out our commitment to safeguarding in more detail.

### **Appendix 1 – Leadership Safeguarding Statement**

**Copyright Note:** This policy is based on a model safeguarding policy supplied by *thirtyone:eight* (formally *Churches Child Protection Advisory Service*). This policy must not be copied by other churches/organisations without the written agreement of *thirtyone:eight*.

## **SECTION 2**

### *Prevention*

#### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult with care and support needs is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions and indicators of abuse, as well as how to respond to a disclosure of abuse, are included as appendices in our policy, see below for details.

**Appendix 2** – *Statutory Definitions of Abuse (Children and Adults with support and care needs)*

**Appendix 3** – *Signs of Possible Abuse (Children & Young People and Adults with support and care needs)*

**Appendix 4** – *Safeguarding poster*

#### **Safer recruitment**

For roles requiring a DBS, workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes the following:

- There is a written job description/ person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed and given a children's work handbook
- Safeguarding has been discussed at interview
- A disclosure and barring has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy, which includes details of how we intend to safely recruit workers whether paid or voluntary, and knows how to report concerns.

The appendices below provide more detail.

**Appendix 12** – Checklist for recruitment

**Appendix 13** – Application form

**Appendix 14** – Self- Declaration form

**Appendix 15** – Worker agreement

**Appendix 16** – Additional helpers (including those from abroad)

### **Safeguarding training**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will undertake recognised safeguarding training on a regular basis. See appendices below for more detail.

**Appendix 5** – *Training Plan*

**Appendix 8** – *Children worker Handbooks (Totzone and Kidzone)*

**Appendix 10** – *Junior helper guide*

**Appendix 11** – *Junior helper form*

### **Management of Workers - Codes of Conduct for roles requiring a DBS**

As a Leadership we are committed to supporting all workers and providing appropriate supervision. Workers are issued with a code of conduct towards children, young people and adults with care and support needs, see appendices below.

**Appendix 17** – Code of Conduct for Workers

**Appendix 8** – Handbook for Children's Workers

## **SECTION 3**

### *Practice Guidelines*

As a place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or uninformed accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in, see appendices below. These will continue to be developed.

**Appendix 20** – Visiting and lone working guidelines

**Appendix 21** – Safeguarding Principles for a Group or Activity

**Appendix 22 – Consent Form 1 (General)**

*Is for usual 3 Counties Church Clubs and activities, it should be used when a child joins your group or activity for the 1<sup>st</sup> time and resigned by a parent or carer annually.*

**Appendix 23 – Consent Form 2 (Activities)**

*Is for activities which occur outside the usual times of your regular groups or clubs.*

**Appendix 24 – Consent Form 3 (Camps & Residential)**

*Is for use when clubs or groups go away on camps etc.*

**Appendix 25** – Checklist for Camps & Residential Activities

**Appendix 26** – Guidance for organisers of camps & residential activities

**Appendix 27** – Consent Form 4 (Transporting children)

**Appendix 28** – Consent for using images of children

**Appendix 29** – Activity risk assessment form

**Appendix 30** – Accident forms

**Appendix 31** – Church babysitting

**Appendix 32** – Working with children in the community

**Appendix 33** – Working with disruptive children

**Appendix 34** – Children placed with host families

**Appendix 35** – Parents/Carers staying with children's groups

**Appendix 36** – Online safety flowchart

**Appendix 37** – Online safety

**Appendix 38** – Photography and filming (including live streaming)

**Appendix 39** – Youth mentoring guidelines

## **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 with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. We will have conversations about safeguarding with our partners and recognise that this safeguarding policy is just one means of promoting safeguarding.

## **SECTION 4**

### *Responding to allegations of abuse*

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- Document a concern

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Sarah Noble** (hereafter the "Safeguarding Coordinator")  
07917357660  
sarah@3countieschurch.org

The above 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.

- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to:

**Pat Pickford** (hereafter the "Deputy")  
01420 472158

- If the suspicions implicate both the Safeguarding coordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, kent, BR8 7UQ  
Tel: 0303 003 1111

Alternatively contact social services (via MASH) or the police (contact details below).

- The Safeguarding Coordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

*Surrey MASH (Multi-agency Safeguarding Hub)*  
Open Monday – Friday, 9am-5pm. Tel: 0300 470 9100

The out of hours emergency number is 01483 517898.

The Multi-Agency Safeguarding Hub (MASH) responds to initial enquiries about children, young people and adults. The MASH is based at Guildford Police Station and combines Children's Service social workers, Adult's Service social workers, and health and police staff

*Surrey Police*

For a non-emergency call 101 or 01483 571121

For an emergency, call 999.

- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer of LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18. *The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. 0300 123 1650 (Mon-Fri, 9am-5pm) or LADO@surreycc.gov.uk*
  
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
  
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay you taking advice from thirtyone:eight or a referral to your local MASH office or the Police.
  
- The Leadership will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
  
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the leadership hope that members of 3 Counties Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding coordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. The appendices on the following page outline how to respond.

**Appendix 6 – *Flowchart of action (children)***

**Appendix 7 – *Flowchart of action (adults)***

**Appendix 9 – *How to respond to a child wishing to disclose***

## **Detailed procedures where there is a concern about a child**

### **Allegations of physical injury, neglect or emotional abuse**

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

1. Contact social services (MASH) or thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
2. Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
3. Seek medical help if needed urgently, informing the doctor of any suspicions.
4. For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
5. Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services (MASH) direct for advice.
6. Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services (MASH).

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

1. Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
2. Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

The appendices below outline how to respond.

**Appendix 6** – *Flowchart of action (children)*

**Appendix 9** – *How to respond to a child wishing to disclose*

## **Detailed procedures where there is a concern that an adult is in need of protection**

**Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse.**

If there is concern about any of the above, Safeguarding coordinator/Deputy will:

- Contact the Adult Social Care team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Coordinator will:

- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.
- Identify support services for the victim i.e. counselling or other pastoral support.

The following appendix outlines how to respond.

### **Appendix 7 – Flowchart of action (adults)**

## **Procedure where there is an allegation against a worker**

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's social services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

*The Surrey Safeguarding Children Board co-ordinates how children are safeguarded and protected from harm. The SSCB is based in Leatherhead. Support Team: 01372 833330.*

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

The safeguarding coordinator will:

- Liaise with Adult Social Services in regards to the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the “victim” chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Services to decide, not the church.

## **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 3 Counties Church.

Please see the following appendix for further information.

#### **Appendix 18** – Working with adults with care and support needs

#### **Working with offenders**

When someone attending 3 Counties Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the coordinator will work with the relevant organisation to put a package together setting boundaries for that person, as a Written Contract, which they will be expected to keep. Each Written Contract will need to be personalised to the individual concerned, local circumstances and the risk they may pose to others.

Please see the following appendices for further information.

#### **Appendix 19** – *Clauses to consider for Written Contract for someone who poses a risk*

#### **Appendix 20** – *Visiting and lone working guidelines*

