



Safeguarding Policy

SEPTEMBER 2019

This document contains policies and procedures in use at King's Church Guildford to ensure the safety of all when in our care.

Registered charity: 1158254

King's Church Guildford

Safeguarding Policy

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The Safeguarding Policy

SECTION 1

King's Church Guildford meets weekly at:

Guildford County School, Farnham Road, Guildford, GU2 4LU

info@kcg.org.uk

Church Office Tel No. 01483 306290

We are a Christian church and a member of the Anglican Mission in England (AMiE) who seek to follow Jesus and help others to follow Him. In order to help us to do this we meet in a Secondary School on Sunday afternoons to teach the Bible to adults and children in age appropriate ways and groups. Throughout the week, we meet in all sorts of places from the church office, homes and coffee shops in order to encourage, help and support one another in practical ways.

Charity Number: 1158254

Insurance Company £10m of Employers Liability and £5m public liability both with Ecclesiastical

Our commitment

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

The Policy and attached Practice Guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight, formerly known as the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with them.

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.
- do all that is possible to make our meeting place welcoming and all-inclusive within the constraints we have of meeting in a school.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file copies of the Policy and Practice Guidelines with the Trustees and with other Church Documents. The Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable 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 vulnerable adult.

In order to safeguard those in our Church 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 signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

Definitions of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

The four definitions of abuse below operate in England based on the government guidance Working Together to Safeguard Children (2010).

WHAT IS ABUSE AND NEGLECT?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's

developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

- It may involve seeing or hearing the ill-treatment of another.
- It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares,

- sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food,
- Untreated illnesses,
- Inadequate care, etc.

**These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.*

HOW TO RESPOND TO A CHILD WISHING TO DISCLOSE ABUSE

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Unhelpful comments

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Leadership is committed to developing awareness of Safeguarding children and vulnerable adults. A DBS check is just one aspect of safer recruitment of workers and volunteers, and should not be considered the only aspect of safeguarding for children. It is equally important in the protection of children that other aspects of safe recruitment are considered when appointing workers and volunteers. These should include an application form, references, interviews with Elders and the relevant Group Coordinator. Once appointed discussions will take place with the worker to ensure the relevant training for Safeguarding Awareness is made available. See Section 3

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:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the designated person/s for Safeguarding, who are nominated by the Leadership. (Names and contact details can be found at the end of this policy)
- In the absence of the Safeguarding Coordinator or, if the suspicion in any way involves the Safeguarding Coordinator, the report should be made to the Safeguarding Deputy and brought to the notice of the Church Pastor. If the suspicions implicate both the Safeguarding Coordinator and the Deputy, the report should be made to the Church Pastor and to Thirtyone:eight. (Contact details at the end of this Policy)
- 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.

- 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 King's Church Guildford will use the procedure in this policy. 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(s) 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.

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

Procedures where there is a concern about a child

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

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF CHILD SEXUAL ABUSE

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

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

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE OF AN ADULT

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO)

Guildford Adult Services – 0300 123 1640 (option 3)

SECTION 3

Prevention

Safe Recruitment

The leadership will ensure all volunteers and employed workers are supported, offered relevant training and particularly with younger volunteers when necessary, supervised to ensure the volunteer is confident in their roll.

The leadership realises the importance of considering carefully each person who offers to serve at King's Church in relation to their suitability for the work they will be doing. To do this in relation to the **general Safeguarding** aspect of the role, the following will be followed:

- The name of a volunteer will have been brought to the notice of the Pastor and Leadership either by that person offering directly to them, or by being identified by an existing worker as that person being a potential leader/helper and should be considered.
- Generally there would be a written role description in place unless a new position was identified where there is no vacancy. In this case a job role/title/description would be discussed with the relevant personnel linked with that scenario.
- A member or members of The Leadership Team and the volunteer will then discuss the role together along with any Group Leader that the volunteer will be working with.
- Once it has been agreed that a person will be working and serving amongst the King's Church community the following procedures will take place to fulfil **specific Safeguarding** guidelines.
 - Volunteers will complete the formal paperwork with their personal details and a self-declaration form in relation to disclosure.
 - Basic Safeguarding will be discussed with the Leadership and/or the Safeguarding Officer.
 - Written references will be obtained, and followed up where appropriate.
 - Qualifications where relevant will be verified.

- A disclosure and barring check will be made (complying with Code of Practice requirements concerning the fair treatment of all personnel and the handling of information).
- Suitable training will be discussed at the time of taking up the role or very soon afterwards once the volunteer has a 'feel' for the work they will be doing.
- A copy of King's Church Guildford's Safeguarding Policy will be given to the new worker with the request to complete and return the acknowledgement form. This is an indication to the Leadership that King's Church Safeguarding policies are understood and the worker knows how to report concerns.
- All workers will be encouraged to enroll for the DBS 'Update Service' once they have received their Enhanced DBS certificate. For those who have not done this a DBS Certificate will be applied for, by King's Church, during their 5th year of service, dated from their existing DBS Certificate unless the Leadership have concerns prior to this.

Management of Workers – Code of Conduct

The Leadership is committed to supporting all workers and ensuring they receive support and supervision where necessary. All workers will have been issued with King's Church Guildford Safeguarding Policy and through the Policy will be aware that any Leader/worker is in a position of trust. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office, and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. As part of the support and help of those in a position of trust at King's Church a 'Good Practice Guidelines Related to the Safeguarding Policy' document has been produced. Workers should refer to this document for guidelines for their own protection as well as for further practical help to ensure the safeguarding of children and vulnerable adults in the care of King's Church.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to any who have been affected by abuse who have contact with or are part of King's Church Guildford.

Working with offenders

When someone attending King's Church Guildford 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. However in its safeguarding commitment to the protection of children and vulnerable adults, boundaries will be set for that person which they will be expected to keep.

SECTION 5

Promoting Good Practice Guidelines

At King's Church Guildford as we work 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 accusation.

As well as this Safeguarding Policy we also have Specific Good Practice Guidelines related to this policy. We will have registration forms for activities, consent forms for photographs as standard procedure.

APPENDIX 1

Leadership Safeguarding Statement

We the Leadership, at King's Church Guildford recognise the importance of our ministry and work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

King's Church Guildford 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 vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults 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 King's Church Guildford 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 vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable 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 any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Coordinator/s 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 any in King's Church Guildford affected by abuse.

We recognize:

- 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 a vulnerable adult.
- 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.

Appendix 2

How an allegation will be dealt with.

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the designated person/s for Safeguarding, who are nominated by the Leadership. (Names and contact details can be found at the end of the Policy)
- Where the concern is about a child, the Safeguarding Coordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Thirtyone:eight as above.

Telephone Numbers:

Local Children's Social Services Office (office hours):	0300 200 100
Single Point Access (SPA) 24 hr. emergency number:	01483 517898
Local Adult Social Services Office (office hours):	0300 200 1005
Adult 24 hr. emergency number:	01483 517895
Police Child Abuse Investigation Team (CAIT):	01483 571212

- Where required the Safeguarding Coordinator should then immediately inform the insurance company and other appropriate personnel within the local authorities. Guildford Children's Services (LADO)– 0300 123 1650 Option 3
- 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 referral to Social Services, the Police or taking advice from Thirtyone:eight – 24hr Helpline: 0303 003 1111.
- 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.

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.

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

SUMMARY OF WHAT TO DO

- In the event of a **medical emergency** follow usual procedures and **dial 999**. An accident form should be completed if the incident was during an activity organized by King's Church.
- In the event of an accident the Leader responsible for the activity should complete an accident form after taking care of the person appropriately.
- If there is concern about a child or vulnerable adult, speak to the Safeguarding Coordinator or Deputy as soon as possible – refer to guidelines document section on, 'If a child tells you about abuse'.

When there are Concerns

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding coordinators for King's Church Guildford.

Tania Parslow

Safeguarding Coordinator

Abigail Chichester

Deputy Safeguarding Coordinator

Copies of the policy and procedures are available from the church office at:-

39 Epsom Road,

Guildford,

Surrey,

GU1 3LA

Tel: 01483 306290

KINGS CHURCH GUILDFORD

CONTACTS

Pastor: Richard Leadbeater
Tel. no. 01483 382918 or church office
Mob: 07799 795928
Email: leady@kcg.org.uk

**Safeguarding
Coordinator:** Tania Parslow
Tel. no. 01483 224061
Mob: 07790 457482
Email: safeguarding@kcg.org.uk

**Safeguarding
Coordinator
Deputy:** Abigail Chichester
Tel. no. 07874 002584
Email: yellowabigail@yahoo.co.uk

Kings Church Guildford

www.kcg.org.uk

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