

# King's Church Guildford

## Safeguarding Policy, Procedures and Codes of Conduct

November 2021

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# Section 1 Policy

**King's Church Guildford**  
**Safeguarding Policy and Procedures:**  
**Safeguarding children, young people and vulnerable adults**  
**Version 1.0**

**1. Purpose**

This policy with its appendices outlines how we will achieve the following goals:

- 1.1** Ensure that we provide a healthy, nurturing, and protective environment for everyone who engages with our church community.
- 1.2** Protect every member of our church community from harm and abuse and ensure that if abuse is identified, it is handled effectively, promptly, and proportionately.
- 1.3** Ensure that our trustees, staff and volunteers are clear about their responsibilities and duties and are supported to fulfil them competently and confidently.
- 1.4** Support the development of an open and transparent culture that listens to the views and wishes of every member of our church community and supports the raising of concerns and complaints.
- 1.5** Provide leadership and accountability for every member of our church community in relation to safeguarding.

**2. Scope**

- 2.1** This policy applies to everyone who works on our behalf (with children, young people, parents / carers, adults at risk etc.). It applies to trustees, senior leaders, group / ministry leaders, paid staff, volunteers, and all others working on our behalf.

### 3. Context

- 3.1** King's Church Guildford is a Charitable Incorporated Organisation, charity number 1158254.
- 3.2** King's Church Guildford exists to build God's church with God's word for God's glory.
- 3.3** The church is led by a team of Elders, some paid and some not. The Pastor/Elder is Richard Leadbeater, & the other Elders are Gareth Knight, David De Villiers & Rich Castro.

### 4. Values and beliefs

- 4.1** Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation, or abuse. We will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns with senior leaders.
- 4.2** We have a responsibility to protect and promote the wellbeing of those who are vulnerable, i.e. children, young people and adults at risk. We seek to ensure they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere.
- 4.3** We seek to promote safeguarding as a church-wide responsibility.
- 4.4** Our approach to safeguarding is shaped by our belief as Christians.
  - 4.4.1** We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place where God has set us.
  - 4.4.2** Every human life, including that of the unborn, is valuable to God and each person bears his image.
  - 4.4.3** We live in a fallen and sinful world, where there are many risks and dangers. We must seek to protect everyone, especially the vulnerable, from those dangers (Matthew 19:14; Mark 10:14; Hebrews 13:2; James 1:27; etc.).
  - 4.4.4** The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God.
    - 4.4.4.1** We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace and forgiveness.
    - 4.4.4.2** Where necessary, the church may impose formal discipline on its members in accord with its governing documents and standing orders.

## 5. Our responsibilities and commitments

### 5.1 Our responsibilities

- 5.1.1 To ensure that the protection of all members of our community, (especially children, young people and adults at risk) and the promotion of their welfare is of paramount importance to us.
- 5.1.2 To ensure that best practice in safeguarding is embedded into the culture of our organisation.
- 5.1.3 To treat each person as equal in the sight of God; equally sinful, equally loved and equally offered the gift of salvation. People should be equally protected and respected, whilst recognising all are unique and have different needs.
- 5.1.4 To encourage growth in obedience to God and his word with equity, transparency and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims and governing documents.
- 5.1.5 To value, respect and listen to the wishes of every member of our community, including those who are vulnerable or find it difficult to make their voice heard.
- 5.1.6 To ensure that as a church we are alert to our duties around the Prevent duty 2016 and to report appropriately.
- 5.1.7 To work in partnership with local and national safeguarding agencies / organisations to promote the welfare and protection of each member of our community.

### 5.2 How we will seek to fulfil these responsibilities

- 5.2.1 We will seek to demonstrate visibly our commitment to safeguarding throughout the organisation. Our most senior leaders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf. This includes providing accountability to each other, to the FIEC and, ultimately, to God.
- 5.2.2 We will ensure that those who are responsible for safeguarding at the various levels of the organisation are trained appropriately and are supported to fulfil their role competently and confidently.
- 5.2.3 We will seek actively to create and maintain a culture that is consistent with our biblical principles and with best practice in safeguarding.
- 5.2.4 We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness.
- 5.2.5 We have appointed Emma Castro as our Designated Safeguarding Lead and Becca Hofmeyr as Deputy Safeguarding Officer, who take responsibility for leading safeguarding children and adults across the organisation.
  - 5.2.5.1 Safeguarding will be promoted and overseen by our senior leaders.

- 5.2.5.2** Delegation of tasks and responsibilities is clearly outlined in the relevant role descriptions. The organisation's safeguarding structures, complete with contact details, are included in our procedures and are publicly available.
- 5.2.6** We have adopted safer recruitment best practice in the recruitment and selection of staff and volunteers (see section 10).
- 5.2.7** We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including:
- 5.2.7.1** Ongoing training and skills development;
  - 5.2.7.2** Supervision and pastoral support;
  - 5.2.7.3** Quality and performance management measures, as and when required.
- 5.2.8** We will ensure that we consider safety in all areas of our work and ministry.
- 5.2.8.1** We will create a positive and nurturing environment in all areas of our community life.
  - 5.2.8.2** We will manage health and safety through effective policies and procedures, (using risk assessments, processes and proportionate systems).
  - 5.2.8.3** We will consider both the physical and the online environments, including our use of social media and technology.
- 5.2.9** We have policies, procedures and systems for managing allegations against staff or volunteers. These are supported by a culture of listening and responding with rigour, fairness and transparency.
- 5.2.10** In relation to the conduct of members of our community, we will ensure that our expectations for all staff and volunteers are clear (see appendix E).
- 5.2.10.1** An anti-bullying policy espousing a zero-tolerance approach to bullying; including cyber-bullying and the bullying of staff and leaders.
  - 5.2.10.2** A policy for dealing with peer-on-peer abuse and harassment (including sexual harassment).
  - 5.2.10.3** A policy upholding equality and diversity, engendering zero-tolerance for abusive attitudes, language or behaviours.
- 5.2.11** We will seek to identify clearly concerns about the safety or wellbeing of those who are part of our community and to respond appropriately and proportionately.
- 5.2.11.1** We will refer them to local or national services as required.
  - 5.2.11.2** We will provide information, guidance and support as we are able, to help them overcome their challenges.
  - 5.2.11.3** We will share information appropriately with partner agencies where necessary.
- 5.2.12** We will record and store safeguarding information accurately and securely on the church's one-drive system. This will include records such as:

- 5.2.12.1** Consent forms.
- 5.2.12.2** Attendance data for work with children, young people and adults at risk of abuse.
- 5.2.12.3** Accident and incident reporting.
- 5.2.12.4** Confidential recording of safeguarding concerns.
- 5.2.13** Safeguarding processes will be kept as transparent as possible where such transparency does not increase risk.
- 5.2.14** We will develop a culture that encourages every member of our community to identify and raise concerns, and will support this with a clear whistleblowing policy.
  - 5.2.14.1** We will deal with those concerns in an efficient, open, honest and fair manner; including use of a clear appeals processes.
  - 5.2.14.2** We will ensure that our leaders are competent and confident in handling complaints.
- 5.2.15** We will ensure that relevant policies, procedures, codes of conduct, etc. are publicly available.

# Section 2 Procedures

### 1. Purpose

These procedures aim to provide staff and volunteers with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

### 2. Scope

These procedures will be applied to all staff and volunteers who act on behalf of the church.

### 3. Definitions

**Staff:** refers to any paid employee or office holder

**Volunteer(s):** refers to anyone who is appointed by the church to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised)

**Elder(s):** refers to those appointed by the church to that office to provide spiritual leadership

**Trustee(s):** refers to those appointed by the church to that office to support the Elders and serve the church in practical and legal matters

**Officers:** refers to both Trustees and Elders. In practical usage we tend to refer to Trustees in relation to legal duties and Elders tends to be used in relation to the spiritual or day-to-day life of the church.

### 4. Governance and oversight

The trustees will provide effective oversight of safeguarding across the church in the following ways.

- 4.1 Ensure that the church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable.
- 4.2 Ensure that a suitably knowledgeable and appropriately skilled Designated Safeguarding Lead (DSL) and a deputy are appointed and that they are adequately supported and resourced.
- 4.3 Ensure that a proportionate and legally compliant safeguarding policy is in place, that it is reviewed by the trustees with input and support from the DSL and Deputy DSL at least annually, but more frequently as required.
- 4.4 The DSL provides a verbal or written update for all trustee meetings (which can be conveyed via one of the trustees) and that a formal annual report is provided to the trustees by the DSL and Deputy DSL.
- 4.5 The effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures.
- 4.6 Role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church (see appendix A).

## 5. Recruitment and ongoing support of staff and volunteers

*The recruitment and support of staff and volunteers is of critical importance to King's Church Guildford and to our work and ministry. In order to fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate recruitment processes.*

### 5.1 Management of recruitment processes

- 5.1.1 At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment via Christian Safeguarding Services.
- 5.1.2 Appropriate records will be kept of all recruitment processes.
- 5.1.3 A "Single Central Record" of recruitment checks and a training log will be maintained.
  - 5.1.3.1 DBS certificates will be returned to the applicant and no copies will be kept. The Single Central record is the only record that will be retained by the church.
- 5.1.4 Staff and volunteers will be provided with written job / role descriptions and person specifications prior to deciding whether to take up the position / role.

### 5.2 Recruitment process

- 5.2.1 Prior to appointment, all staff and volunteers will be required to submit an application form (see appendix D). Where necessary and appropriate (e.g. lack of literacy skills, English as a second language, etc.) support can be provided for completion of the forms.
- 5.2.2 The safer recruitment process will be followed for all recruitment
  - 5.2.2.1 See safer recruitment pathway document

#### **Paid staff positions**

- 5.2.3 Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation.
- 5.2.4 Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer.
- 5.2.5 Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process.

#### **Volunteer positions**

- 5.2.6 If a volunteer position involves working with children or vulnerable adults, then:
  - 5.2.6.1 Prior to appointment, all volunteers will be required to attend a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements;
  - 5.2.6.2 Prior to appointment, references will be sought;

5.2.6.3 Following appointment and prior to commencement of the role, volunteers will be required to complete a formal induction process as defined in the role description.

5.2.6.4 A DBS will be completed

### **Probationary periods**

5.2.7 If a volunteer position involves working with children or vulnerable adults, then:

5.2.7.1 All staff and volunteers will be subject to a formal probationary period;

5.2.7.2 Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided;

5.2.7.3 Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee or volunteer prior to the end of the probationary period, with records retained of all discussions.

### **Ongoing support and supervision**

5.2.8 All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management.

5.2.9 Where DBS checks are required, this will be identified in the role description and these checks will be updated at least every three years.

### **Training**

5.2.10 All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training.

5.2.10.1 Trustees will receive initial training. There is no requirement for formal update training. However, the trustees must ensure that they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance is up to date.

5.2.10.2 Volunteers and staff involved in working with children, young people or adults at risk of abuse are required to update their training at least every three years.

5.2.10.3 The Designated Safeguarding Lead and the Deputy DSL are required to attend formal update training at least every two years.

5.2.10.4 All staff, volunteers and trustees will undergo some informal update activity annually.

5.2.11 A log of training and DBS checks will be maintained by the DSL.

## **6. Ensuring a safe and healthy environment**

*KCG fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.*

## **Health and Safety**

- 6.1 The officers will ensure that the health and safety of everyone who enters our church community is protected by:
- 6.1.1 Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance;
  - 6.1.2 Maintaining and implementing proportionate Risk Assessments for both the premises and the activities of the church;
  - 6.1.3 Maintenance and analysis of Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented and an overview analysis of reports that examines trends and recurring themes will be conducted at least annually;
  - 6.1.4 Ensuring that adequate First Aid cover is available, and that only qualified First Aiders or health care professionals administer First Aid, except in emergency situations and where instructed to do so by the emergency services;
  - 6.1.5 Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers, etc. are available and maintained on an ongoing basis;
  - 6.1.6 Key Health and Safety information will be prominent and best practice will be promoted through announcements, effective signage, etc.

### **When engaging in ministry to children and / or young people we will:**

- 6.2 Ensure that registers of children attending and leaders present are maintained;
- 6.3 Ensure that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures;
- 6.4 Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded;
- 6.5 Ensure that appropriate child:adult ratios are maintained in line with guidance from the NSPCC:
  - ✓ 0 - 2 years - one adult to three children
  - ✓ 2 - 3 years - one adult to four children
  - ✓ 4 - 8 years - one adult to six children
  - ✓ 9 - 12 years - one adult to eight children
  - ✓ 13 - 18 years - one adult to ten children
- 6.6 Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner;
- 6.7 Ensure that appropriate order and discipline are maintained.

### **When children or young people are present at meetings that are primarily aimed at adults, and childcare is not provided,**

- 6.8 Children remain the responsibility of the adult who brought them;
- 6.9 Any concerns or support needs which are identified will be recorded and reported to the DSL in the usual way.

**When young people are present at meetings that are primarily aimed at adults, but are participating in that meeting in their own right,**

- 6.10 The normal principles of safeguarding will apply;
- 6.11 If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers;
- 6.12 If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents and establish open communication and transparency;
- 6.13 Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected;
- 6.14 Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**When ministering to Adults at Risk of Abuse or Adults with additional support needs**

- 6.15 If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers;
- 6.16 If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers and consent will be sought for the church to contact them with a view to establishing open communication and transparency;
- 6.17 Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected;
- 6.18 Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**General provisions**

- 6.19 The church will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed in the building and online.
- 6.20 Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the church and by personal example.

## 7. Responding to and reporting safeguarding concerns and disclosures

### Managing immediate risk

- 7.1 Upon identification of a concern or receipt of a disclosure, the worker involved should make an assessment as to whether any immediate action is necessary to protect the individual.

- 7.1.1 The worker may seek advice from the team leader or from the DSL. However, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm.
- 7.1.2 In such urgent situations and if the DSL cannot be immediately contacted, the worker should contact either the police on 999 or children's Social care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity.

### **Reporting concerns to the Designated Safeguarding Lead**

- 7.2 Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL
  - 7.2.1 The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding
  - 7.2.2 Details of the concern must be recorded on the "Incidents and concerns reporting form" (See appendix D) either before, during, or immediately after the discussion with the DSL.

### **Managing the risks: the role of the DSL**

- 7.3 In discussion with the worker reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.
- 7.4 Upon receipt of the completed form, the DSL will establish a "Confidential File" in relation to the person at risk.
  - 7.4.1 A Chronology (See appendix D) will be established and inserted at the front of the confidential file.
  - 7.4.2 The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.
    - 7.4.2.1 The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a "need to know" basis.
- 7.5 Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care.
  - 7.5.1 Information will not be shared with the parent / carer in situations where:
    - 7.5.1.1 To do so would place a child at increased risk of harm or neglect;
    - 7.5.1.2 To do so would place an adult at increased risk of harm or abuse;
    - 7.5.1.3 The concern relates to Fabricated or Induced Illness.
  - 7.5.2 The referral will be made to the appropriate Social Care service (See appendix B for contact details).
  - 7.5.3 If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children's Social Care.
  - 7.5.4 The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.

- 7.5.5 All conversations, correspondence, and documentation will be placed into the confidential file and the “Record of action” and Chronology will be maintained on an ongoing basis.
- 7.6 Confidential files will be stored via the protected area in the KCG OneDrive folder.
- 7.7 The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding.

## 8. Allegations against or concerns about staff and volunteers

*KCG takes allegations against our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to support the person accused throughout the process.*

- 8.1 Allegations against staff or volunteers within the church should be reported to the DSL, preferably by email to [safeguarding@kcg.org.uk](mailto:safeguarding@kcg.org.uk) or, if this is not possible, by phone to our safeguarding lead on 07464 608848.
  - 8.1.1 If the allegation is against an Elder, it should be reported to the DSL (or Assistant DSL if the allegation is made against Rich Castro).
- 8.2 Full details of the allegation will be recorded.
- 8.3 The church’s investigating officer must first assess whether any immediate action is required to ensure the safety of everyone involved.
  - 8.3.1 Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
  - 8.3.2 If so, care should be taken not to compromise the gathering of evidence.
  - 8.3.3 If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.
  - 8.3.4 Support must be offered to the subject of the allegation as well as any potential victims.
- 8.4 The LADO (Local Authority Designated Officer) should be consulted if the allegation meets the threshold to do so.
  - 8.4.1 If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS).
- 8.5 If the allegation meets the threshold for LADO, the church’s investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed
- 8.6 If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.
- 8.7 Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
  - 8.7.1 These records will be held confidentially in the protected KCG OneDrive folder.
- 8.8 The DSL (or assistant DSL) will seek and follow specialist advice throughout the process.

## 9. Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

- 9.1 Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks.
- 9.2 With the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate.
- 9.3 The elders will assess the risk posed by the individual and a formal risk assessment will be formulated.
- 9.4 A formal agreement with the individual will be drawn up and will be signed by both the individual and the church elders. The agreement will include:
  - 9.4.1 The church's commitments to the individual who poses the risk;
  - 9.4.2 The steps the church will take to support the individual while simultaneously protecting everyone in the church community;
  - 9.4.3 The restrictions and conditions that will be applied to the individual's involvement in the life of the church;
  - 9.4.4 The consequences of failure to comply with the agreement;
  - 9.4.5 When and how the risk assessment and formal contract will be reviewed.
- 9.5 All decisions and agreements will be formally recorded and securely stored in the protected folder in KCG OneDrive.
- 9.6 The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the elders either:
  - 9.6.1 With the agreement of the individual who poses a risk, or
  - 9.6.2 Where information needs to be shared to protect vulnerable people. In this latter case, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared.
- 9.7 If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on.

## 10. Concerns about practice and whistleblowing

- 10.1 Concerns about the culture or practice within the church should be raised with the Elders. If the concerns are about the elders this can be raised/discussed with the Safeguarding Team
- 10.2 Those concerns will be carefully considered, and a formal response will be provided to the individual.
- 10.3 If the complainant is not satisfied with the response, they should formally raise the matter with the church leadership, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response

- 10.4 Once the church leadership have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision.
- 10.4.1 Details of how to raise the complaint externally will also be provided as part of the response.
- 10.4.2 This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer.

<b>Basis of policy and legal framework</b>		
This policy is consistent with:		
<ul style="list-style-type: none"> <li>• Current legislation</li> <li>• National guidance</li> <li>• Local arrangements</li> <li>• Our charitable objectives, governing documents and doctrinal statements</li> </ul>		
Full details are available in appendix B		
<b>Related policies and procedures</b>		
This policy should be read in conjunction with:		
<ul style="list-style-type: none"> <li>• Our Statement of Faith</li> <li>• Our governing documents</li> </ul>		
Policy due for review:	Policy last reviewed	Last review conducted / approved by:

# Section 3: Appendices

## Appendix A – Safeguarding role allocation

*The specific duties of each role are defined in the relevant role description*

<b><u>Legal responsibility</u></b>	<b><u>Spiritual responsibility / authority</u></b>
<p><b>Governance / strategic level</b></p> <p>Legal compliance and final responsibility for safeguarding rests with the trustees/Eldership</p>	<p><b>Governance / strategic level</b></p> <p>Spiritual / doctrinal matters are the responsibility of the Elders</p>
<p><b>Allegations against staff or volunteers and concerns about practice</b></p> <p>Concerns about conduct of our staff or volunteers or about practice within the organisation should be addressed to church leader</p> <p>Name: Richard Leadbeater Role: Pastor / Trustee E-mail: leady@kcg.org.uk</p> <p>If they are unavailable</p> <p>Name: David De Villiers Role: Elder / Trustee E-mail: david@kcg.org.uk</p> <p>Name: Gareth Knight Role: Elder / Trustee E-mail: gareth@kcg.org.uk</p> <p>Name: Rich Castro Role: Elder / Trustee E-mail: rich@kcg.org.uk</p>	
<p><b>Operational management level</b></p> <p><b>Designated Safeguarding lead</b></p> <p>Name: Emma Castro Role: DSL E-mail: safeguarding@kcg.org.uk</p> <p><b>Deputy Designated Safeguarding Lead</b></p> <p>Name: Becca Hofmeyr Role: Deputy DSL E-mail: becca@kcg.org.uk</p>	<p><b>Practical level</b></p>
<p>Details of external specialist support:</p> <p><b>Christian Safeguarding Services advice line</b></p> <p>Phone: 0116 218 4420 E-mail: info@thecss.co.uk</p>	

Appendix B  
Key safeguarding contacts

<p><b>Organisational</b></p> <p>Kings Church Guildford</p> <p>E-mail: <a href="mailto:safeguarding@kcg.org.uk">safeguarding@kcg.org.uk</a></p> <p><b>Leadership</b></p> <p><b>Designated Safeguarding Lead:</b></p> <p>Name: Emma Castro E-mail: <a href="mailto:safeguarding@kcg.org.uk">safeguarding@kcg.org.uk</a></p> <p><b>Deputy Designated Safeguarding Lead</b></p> <p>Name: Becca Hofmeyr E-mail: <a href="mailto:becca@kcg.org.uk">becca@kcg.org.uk</a></p> <p>Our policies and other useful information about safeguarding can be found at:</p> <p><a href="https://www.kcg.org.uk/what-we-do/safeguarding/">https://www.kcg.org.uk/what-we-do/safeguarding/</a></p> <p>The roles and responsibilities of those involved in safeguarding can be found in appendix A</p>	<p><b>Statutory services</b></p> <p><b>Local Authority details</b></p> <p><b>Safeguarding children</b></p> <p>Local Children's Social Services Office (office hours): 0300 200100</p> <p>Children's Single Point of Access (C-SPA) · Phone: 0300 470 9100, Out of hours: 01483 517898</p> <p>Police Child Abuse Investigation Team (CAIT): 01483 57121</p> <p>Guildford Children's Services (LADO): 0300 1231650 - option 3</p> <p>Local interagency referral forms can be found here: <a href="https://www.surreyscp.org.uk/professionals/resources-for-professionals/multi-agency-safeguarding-forms/">https://www.surreyscp.org.uk/professionals/resources-for-professionals/multi-agency-safeguarding-forms/</a></p> <p>Allegations against staff or volunteers can be reported to the Charity Commission or the Police.</p> <p>Safeguarding Children Partnership</p> <p>Phone: 07788 296161 Website: <a href="https://www.activepartnerships.org/impact/surrey-safeguarding-children-partnership?gclid=CjwKCAjw7fuJBhBdEiwA2ILMYyfD_V6NjA6HYZlaO-Vc2MxQQc55PVfgt1LB7hDGjAN0OstaDVTPSxoC4q0QAvD_BwE">https://www.activepartnerships.org/impact/surrey-safeguarding-children-partnership?gclid=CjwKCAjw7fuJBhBdEiwA2ILMYyfD_V6NjA6HYZlaO-Vc2MxQQc55PVfgt1LB7hDGjAN0OstaDVTPSxoC4q0QAvD_BwE</a></p> <p>E-mail: <a href="mailto:lawrie.baker@surreycc.gov.uk">lawrie.baker@surreycc.gov.uk</a></p> <p><b>Safeguarding Adults</b></p> <p>Local Adult Social Services Office (office hours): 0300 200 1005</p> <p>Adult 24 hr. emergency number: 01483 517895</p>
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## Appendix C - Basis of the policies and procedures and the legal framework

- Our Statement of Faith
  - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the Statement of Faith
- Our governing documents (e.g. constitution / Memorandum and Articles of Association etc)

<b>Safeguarding Children</b>	<b>Safeguarding Adults</b>
<ul style="list-style-type: none"> <li>• National legislation and guidance (Safeguarding Children)               <ul style="list-style-type: none"> <li>○ Children Acts (1989 &amp; 2004)</li> <li>○ Children and Families Act 2014</li> <li>○ Children and Social Work Act 2017</li> <li>○ Working together to safeguard children (2018)</li> <li>○ What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)</li> <li>○ Protection of Children Act 1999</li> <li>○ Safeguarding vulnerable groups act 2006</li> <li>○ Protection of freedoms Act 2012</li> <li>○ Disqualification under the childcare act 2006 (2018 amended)</li> <li>○ Prevent duty guidance 2016</li> <li>○ Sexual offences Act 2003</li> <li>○ The Safe Network Standards (available from the NSPCC website)</li> <li>○ The policy also takes account of the principles outlined in:                   <ul style="list-style-type: none"> <li>▪ Keeping Children Safe in Education 2020</li> <li>▪ FGM duty guidance</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• National legislation and guidance (Safeguarding adults)               <ul style="list-style-type: none"> <li>○ The Care Act 2014</li> <li>○ Human Rights Acts 1998</li> <li>○ Care Standards Act 2000</li> <li>○ Mental Capacity Act 2005</li> <li>○ Deprivation of Liberty Safeguards 2007</li> <li>○ Sexual Offences Act 2003</li> <li>○ Police and Criminal Evidence Act 1984</li> <li>○ Fraud Act 2006</li> <li>○ Public Interest Disclosure Act 1998</li> <li>○ Health and Social Care Act 2008</li> <li>○ Disclosure and Barring Service (DBS)</li> <li>○ Multi-Agency Public Protection Arrangements (MAPPA)</li> <li>○ Multi-Agency Risk Assessment Conference (MARAC)</li> <li>○ LSAB Multiagency Policy and Procedures</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Local guidance and procedures               <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Children Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local guidance and procedures               <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Adults Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul> </li> </ul>

Appendix D Standard Document Samples
Application to volunteer
Incident form
Confidential file chronology
Confidential file record of conversations and actions



## APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND ADULTS

Name of place of worship/organisation: King's Church Guildford

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the place of worship/organisation, unless requested by an appropriate authority.

### 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

\_\_\_\_\_

Maiden/Former Name(s):

\_\_\_\_\_

Date and place of birth: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_

Mobile Tel No:

\_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address:

\_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates:

**From** \_\_\_ / \_\_\_ / \_\_\_ **to** \_\_\_ / \_\_\_ / \_\_\_ **From** \_\_\_ / \_\_\_ / \_\_\_ **to** \_\_\_ / \_\_\_ / \_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

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Please give details of previous experience of looking after or working with children, young people or adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children, young people or adults with care and support needs declined?

YES

NO

(Please tick)

If yes, please give details

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## 2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employer's Name & Address	Employed from (Date)	Employed to (Date)	Job Title & Description	Reason for Leaving

**3. Are you currently working in any other care position in either a voluntary or paid capacity?**

If yes please give details:

Name of the organisation: \_\_\_\_\_ Contact person:

\_\_\_\_\_ Address:

\_\_\_\_\_

\_\_\_\_\_ Tel no:

\_\_\_\_\_

Details of duties:

\_\_\_\_\_

**4. References**

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your leader of place of worship/line manager. We reserve the right to take up character references from any other individuals deemed necessary.

<p><b>Name</b> _____</p> <p>Address _____ _____</p> <p>Post Code _____</p> <p><b>Email</b> _____</p> <p>Tel No _____</p> <p><b>Relationship</b> _____</p>	<p><b>Name</b> _____</p> <p>Address _____ _____</p> <p>Post Code _____</p> <p><b>Email</b> _____</p> <p>Tel No _____</p> <p><b>Relationship</b> _____</p>
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Place of worship, leader/ line manager

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Tel no: \_\_\_\_\_

Please would you complete the attached **Self-declaration Form** and return it along with this Job Application Form to the person responsible for processing Disclosure Checks with whom you are welcome to discuss any aspects of this procedure.

Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.



I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I am completing the **Self-Declaration Form** for the DBS Recruiter.

Signed: \_\_\_\_\_ Date \_\_\_\_\_



Context of the incident / disclosure / concern	
<i>Where / when / who else was present etc.</i>	
Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only: Form reference –	

### **Notes for completion**

#### **About this form and the person completing it**

Please complete all sections

#### **About the person or people we are concerned about or involved in the incident**

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

#### **Details of the incident / disclosure / concern**

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

#### **Context of the incident / disclosure / concern**

Please include as much relevant detail as you can

#### **Action taken to ensure immediate safety**

Please provide details. If no action was required, please indicate by writing "None".

#### **Other action taken or advice sought**

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

#### **Signature**

Please ensure that you sign the form.



**King's Church Guildford**

Record of safeguarding conversations and actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded