

King's Church Guildford

Safeguarding Policy and Procedures

July 2024

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Section 1 Policy

King's Church Guildford
Safeguarding Policy and Procedures:
Safeguarding children, young people and vulnerable adults
Version 2.0

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, safely, 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 support 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 and carers, adults at risk etc.). It applies to the Pastor, Trustees, Elders, senior leaders, group and 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. King's Church Guildford has recently recruited a new pastor, Richard Perkins and the other Elders are David De Villiers, Richard Gray and Patrick Appleton.
- 3.4 The church is affiliated to the Fellowship of Independent Evangelical Churches (FIEC) who provides the church with support, advice and gospel partnership.

4. Definitions

- 4.1. **Safeguarding**; protecting vulnerable individuals from abuse, neglect and any form of harm including exploitation, harassment or maltreatment. Harm can come from adults, children or people working closely with these vulnerable individuals.
- 4.2. **Abuse**: refers to a violation of a person's human and civil rights by any other person. This poses a risk of harm or impacts on their health and wellbeing. It can take place in any context and can be one-off or repeated.
- 4.3. **Staff**: refers to any paid employee or office holder.
- 4.4. **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).
- 4.5. **Vulnerable Adult(s)**: refers to someone who is above the age of 18 and is unable to care for themselves and not able to protect themselves from harm.
- 4.6. **Children and young people**: Refers to anyone who is below the age of 18.
- 4.7. **Elder(s) and Pastor**: refers to those appointed by the church to that office to provide spiritual leadership
- 4.8. **Trustees(s)**: refers to those appointed by the church to that office; and **Officers**: refers to both Trustees and Elders.

5. Values and beliefs

- 5.1. Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation or abuse
- 5.2. 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.
- 5.3. We will seek to ensure we respond promptly, safely and proportionately to every safeguarding concern or allegation that is made.
- 5.4. We will seek to foster the care, nurture of, and respectful pastoral ministry of all children, young people and adults, that promotes the safety and wellbeing of all in line with best practice guidelines.
- 5.5. 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.
- 5.6. We seek to promote safeguarding as a church-wide responsibility as we recognise safeguarding is the responsibility and concern of everyone. This includes promoting a safe, caring community which provides a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse and safety of individuals.
- 5.7. Our approach to safeguarding is shaped by our belief as Christians.
- 5.7.1. 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.

- 5.7.2. Every human life, including that of the unborn, is valuable to God and each person bears his image.
- 5.7.3. 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.).
- 5.7.4. 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.
 - 5.7.4.1. 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.
 - 5.7.4.2. Where necessary, the church may impose formal discipline on its members in accordance with its governing documents and standing orders.

6. Our responsibilities and commitments

6.1. Our Responsibilities

- 6.1.1. 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 our paramount importance to us.
- 6.1.2. To ensure that best practice in safeguarding is embedded into the culture of our organisation. Our best practice policy and procedures are informed by the guidelines of the Christian Safeguarding Service and national legal guidelines, policies and frameworks (see Appendix C)
- 6.1.3. 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.
- 6.1.4. 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.
- 6.1.5. 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.
- 6.1.6. to ensure that as a church we are alert to our duties around statutory Prevent Duty and to report appropriately.
- 6.1.7. To work in partnership with local and national safeguarding agencies / organisations to promote the welfare and protection of each member of our community.

6.1.8. To ensure we have clear policies, procedures and processes that promote the safety and wellbeing of individuals within the church at all levels and help reduce barriers to individuals sharing concerns, allegations or whistleblowing.

6.2. How we will seek to fulfil these responsibilities

- 6.2.1. 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.
- 6.2.2. 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. This includes ensuring all staff both paid and volunteers at all levels of the organisation are aware of their responsibilities and are informed and alert to the signs and symptoms of abuse.
- 6.2.3. We will seek actively to create and maintain a culture that is consistent with our biblical principles and with best practice in safeguarding.
- 6.2.4. 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.
- 6.2.5. We have appointed Becca Hofmeyr as the Designated Safeguarding Co-Ordinator and Hope White as Deputy Safeguarding Co-Ordinator who take responsibility for leading safeguarding children, young people and adults across the organisation. In addition, the Elders have created a role for the Oversight of Safeguarding and Policies, currently held by Richard Gray (see Appendix B).
- 6.2.5.1. Safeguarding will be promoted and overseen by our senior leaders.
 - 6.2.5.2. 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.
 - 6.2.5.3. We have adopted safer recruitment best practice in the recruitment and selection of staff and volunteers (see section 10).
- 6.2.6. We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including:
- 6.2.6.1. Ongoing training and skills development by individuals who are appropriately trained.
 - 6.2.6.2. Supervision and pastoral support;
 - 6.2.6.3. Quality and performance management measures.
- 6.2.7. We will ensure that we consider safety in all areas of our work and ministry.

- 6.2.7.1. We will create a positive and nurturing environment in all areas of our community life.
- 6.2.7.2. We will manage health and safety through effective policies and procedures, (using risk assessments, processes and proportionate systems).
- 6.2.7.3. We will consider both the physical and the online environments, including our use of social media and technology.
- 6.2.7.4. We will ensure there are clear guidelines and processes for children and young people's ministry that promote the safety of children, young people and paid staff and volunteers involved in children's ministry.
- 6.2.8. 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.
- 6.2.9. 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).
 - 6.2.9.1. An anti-bullying policy espousing a zero-tolerance approach to bullying; including cyber-bullying and the bullying of staff and leaders.
 - 6.2.9.2. A policy for dealing with peer-on-peer abuse and harassment (including sexual harassment).
 - 6.2.9.3. A policy upholding equality and diversity, engendering zero-tolerance for abusive attitudes, language or behaviours.
- 6.2.10. 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.
 - 6.2.10.1. We will refer individuals where there are concerns about their wellbeing or safety in relation to themselves, from others or to others to local or national services as required.
 - 6.2.10.2. We will provide information, guidance and support as we are able, to help individuals engaging with the church to overcome their challenges.
 - 6.2.10.3. We will share information appropriately with partner agencies where necessary.
- 6.2.11. We will record and store safeguarding information accurately and securely on the church's password protected One Drive system. This will include records such as:
 - 6.2.11.1. Consent forms.
 - 6.2.11.2. Attendance data for work with children, young people and adults at risk of abuse.
 - 6.2.11.3. Accident and incident reporting.
 - 6.2.11.4. Confidential recording of safeguarding concerns.

- 6.2.12. Safeguarding processes will be kept as transparent as possible where such transparency does not increase risk.
- 6.2.13. 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.
- 6.2.13.1. We will deal with those concerns in an efficient, open, honest and fair manner; including use of a clear appeals processes.
 - 6.2.13.2. We will ensure that our leaders are competent and confident in handling complaints.
 - 6.2.13.3. We will ensure that relevant policies, procedures, codes of conduct, etc. are publicly available.

Section 2 Procedures

Safeguarding Procedures

7. 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.

8. Scope

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

9. Definitions

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

9.2. **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)

9.3. **Vulnerable Adults:** refers to someone who is above the age of 18 and is unable to care for themselves and not able to protect themselves from harm.

9.4. **Children and young people:** Refers to anyone who is below the age of 18.

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

9.6. **Trustees(s):** refers to those appointed by the church to that office; and **Officers:** refers to both Trustees and Elders.

10. Governance and oversight

The Trustees will provide effective oversight of safeguarding across the church by:

10.1. Ensuring that the church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable.

- 10.2. Ensuring that a suitably knowledgeable and appropriately skilled Designated safeguarding Co-ordinator and deputies are appointed and that they are adequately supported, trained, and resourced.
- 10.3. Ensuring that a proportionate and legally compliant safeguarding policy is in place and that it is reviewed by the Trustees with input and support from the Designated Safeguarding Co-ordinator and Deputy designated safeguarding coordinators at least annually, but more frequently as required.
- 10.4. That the Designated Safeguarding Coordinator provides regular updates to Trustee meetings and that a formal annual report is provided to the Trustees by the Designated Safeguarding Co-ordinator and Deputy Designated Safeguarding coordinators.
- 10.5. That the effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures.
- 10.6. That role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church (see appendix A).

11. 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.

11.1. Management of recruitment processes

- 11.1.1. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment.
- 11.1.2. Appropriate records will be kept of all recruitment processes.
- 11.1.3. A "Single Central Record" of recruitment checks and a training log will be maintained.
 - 11.1.3.1. DBS certificates get sent straight to the applicant however where they come to the Church they 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.
- 11.1.4. Staff and volunteers will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role.

11.2. Recruitment process

- 11.2.1. 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.

Paid staff positions

- 11.2.2. Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation.
- 11.2.3. Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer.
- 11.2.4. 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. This includes reading the relevant updated church policies including the safeguarding policy and confirm they will practice in line with church guidelines. They should raise any questions or concerns in relation to this with the Church leadership team and safeguarding team.

Volunteer positions

- 11.2.5. 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.
- 11.2.6. Prior to appointment, references will be sought. Where an appropriate reference was obtained at the time of application for formal church membership, this may be used.
- 11.2.7. 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. This includes reading the relevant updated church policies including the safeguarding policy and confirm they will practice in line with church guidelines. They should raise any questions or concerns in relation to this with the Church leadership team and safeguarding team.

DBS Checks

- 11.2.8. Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity will be required to complete a DBS check
 - 11.2.8.1. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received
 - 11.2.8.2. Under exceptional circumstances and where it is necessary for the person to commence prior to receipt of the DBS check result, a formal risk assessment will be completed

- 11.2.8.3. A formal agreement that outlines the duties that are permitted, and all measures implemented to prevent the individual having unsupervised access to vulnerable people will be drawn up and signed by the appointee and the DSL or the Safeguarding Trustee
- 11.2.8.4. Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information

Blemished DBS Checks

- 11.2.9. The applicant will be asked to present the DBS certificate to the Lead Recruiter
 - 11.2.9.1. The applicant may, if they wish to, withdraw their application
 - 11.2.9.2. If the application is withdrawn, consideration should be given to whether this required the triggering of the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (*see section 14 of this policy*) process needs to be triggered
 - 11.2.9.3. If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate
 - 11.2.9.4. If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant
 - 11.2.9.5. Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant’s suitability for the role and the outcome will be recorded
 - 11.2.9.5.1. Advice can be sought from CSS if required
 - 11.2.9.5.2. The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them
 - 11.2.9.6. A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
 - 11.2.9.6.1. That the individual is unsuitable for the role
 - 11.2.9.6.2. That further investigation is required
 - 11.2.9.6.3. That the person is suitable for the role with restrictions
 - 11.2.9.6.4. That the blemish does not indicate unsuitability
 - 11.2.9.7. If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to whether the “Management of

ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (see section 14 of this policy) process needs to be triggered

11.2.9.8. Once the details of the certificate have been recorded in the Single Central Record, the certificate will be returned to the applicant and no copies will be retained

Probationary periods

The precise nature and expectations of probationary periods will vary from role-to-role as described in the role description, however, they are intended to be supportive of the volunteer / employee and to provide a framework that provides accountability to both the individual and the organisation. Probationary periods will not be used for punitive purposes.

- 11.2.10. All staff will be subject to a formal probationary period.
- 11.2.11. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided.
- 11.2.12. Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee prior to the end of the probationary period and records will be retained of all discussions.

Ongoing support and supervision

- 11.2.13. All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management.
- 11.2.14. 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

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

- 11.2.15.2.** 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.
- 11.2.15.3.** The Designated Safeguarding Co-ordinator and the Deputy designated safeguarding coordinators are required to attend formal update training at least every two years.
- 11.2.15.4.** All staff, volunteers and Trustees will undergo some informal update activity annually.
- 11.2.16.** A log of training and DBS checks will be maintained by the Designated Safeguarding Coordinator.

12. Ensuring a safe and healthy environment

King's Church Guildford 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

- 12.1.** The officers will ensure that the health and safety of everyone who enters our church community is protected by:
 - 12.1.1.** Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance.
 - 12.1.2.** Maintaining and implementing proportionate Risk Assessments for both the premises and the activities of the church.
 - 12.1.3.** 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.
 - 12.1.4.** Ensuring that adequate First Aid cover is available, and that only qualified First Aiders administer First Aid, except in emergency situations and where instructed to do so by Emergency Services.
 - 12.1.5.** Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc. are available and maintained on an ongoing basis.
 - 12.1.6.** Key Health and Safety information will be prominent and best practice will be promoted through announcements, effective signage etc.

Awareness raising

12.1.7. *Kings Church Guildford recognises that any member of our church community could discover or receive a disclosure of abuse, and therefore all members need a basic awareness and competence, regardless of whether they engage directly in ministry to children, young people, or vulnerable adults. We will raise awareness by ensuring that:*

12.1.7.1. Information about our policies, procedures and codes of conduct are publicly available and promoted by our leaders

12.1.7.2. Details of our safeguarding team are prominently displayed

12.1.7.3. We set clear expectations of conduct and that clear processes for identifying, challenging, investigating, and dealing with inappropriate conduct are implemented

12.1.7.4. We implement and promoting clear and transparent processes for the raising of concerns or complaints, supported by a culture that encourages and welcomes these as opportunities to learn and improve

When engaging in ministry to children and young people we will:

12.2. Ensure that registers of children attending, and leaders present are maintained.

12.3. Ensuring that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures.

12.4. 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.

12.5. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC.

12.5.1. 0 - 2 years - one adult to three children.

12.5.2. 2 - 3 years - one adult to four children.

12.5.3. 4 - 8 years - one adult to six children.

12.5.4. 9 - 12 years - one adult to eight children.

12.5.5. 13 - 18 years - one adult to ten children.

12.6. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner.

12.7. Ensure that appropriate order and discipline are maintained.

12.8. Ensure that all children are cared for in children and young people's ministry group appropriate to their age and stage of development. This will be determined in joint discussion by the children's ministry team and parent or

carer of the child. The Designated Safeguarding Coordinator needs to agree to any exceptions.

When children and young people are present at meetings that are primarily aimed at adults and childcare is not provided and their parents are present

- 12.9.** During these times, children remain the responsibility of their parents who are responsible for their safety and care.
- 12.10.** Any concerns or support needs identified will be recorded and reported to the Designated Safeguarding Coordinator in the usual way.

When children and young people are present at meetings that are primarily aimed at adults and participating in that meeting in their own right

- 12.11.** Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply.
- 12.12.** If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers.
- 12.13.** 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.
- 12.14.** Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected.
- 12.15.** Any concerns or support needs identified will be recorded and reported to the Designated Safeguarding Coordinator in the usual way.

General provisions

- 12.16.** The church will ensure that information relating to safeguarding, including contact details of who and how to contact if there is safeguarding concerns, disclosures or allegations and other relevant safeguarding information is prominently displayed on our website.
- 12.17.** 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.

13. Responding to and reporting safeguarding concerns and disclosures

Managing immediate risk

- 13.1.** 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.
 - 13.1.1.** The worker may seek advice from the team leader or from the Designated Safeguarding Coordinator, 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.
 - 13.1.2.** In such urgent situations and if the Designated Safeguarding Coordinator cannot be immediately contacted, the worker should contact either the police on 999, emergency services on 999 or children's social services to obtain support. Under such circumstances, the Designated Safeguarding Coordinator should be notified at the earliest possible opportunity.

Reporting concerns to the Designated Safeguarding Coordinator

- 13.2.** Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the Designated Safeguarding Coordinator
 - 13.2.1.** The concerns will be discussed with the Designated Safeguarding Coordinator at the earliest opportunity, to ensure clarity of understanding.
 - 13.2.2.** 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 Designated Safeguarding Coordinator

Managing the risks: the role of the Designated Safeguarding Coordinator and Trustee for Safeguarding

- 13.3.** In discussion with the worker reporting the concern, the Designated Safeguarding Coordinator will review any immediate actions taken and will be responsible for follow-up or further action that may be required.
- 13.4.** Upon receipt of the completed form, the Designated Safeguarding Coordinator will establish a "Confidential File" in relation to the person at risk.
 - 13.4.1.** A Chronology (See appendix D) will be established and inserted at the front of the confidential file.
 - 13.4.2.** 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.

13.4.2.1. The Designated Safeguarding Coordinator will confirm to the person raising the concern that the matter has been actioned. The Designated Safeguarding Coordinator will not provide any unnecessary information. Information is only shared on a “need to know” basis.

13.5. Where the concern meets the statutory threshold, the Trustee and Overseer for Safeguarding and Policies 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.

13.5.1. Information will not be shared with the parent / carer in situations where:

13.5.1.1. To do so would place a child or young person at increased risk of harm or neglect.

13.5.1.2. To do so would place an adult at increased risk of harm or abuse.

13.5.1.3. The concern relates to Fabricated or Induced Illness.

13.5.1.4. The referral will be made to the appropriate Social Care service (See appendix B for contact details).

13.5.1.5. If the referral has not been acknowledged within 3 working days, the Trustee and overseer of safeguarding and policies will follow up with Children’s Social Care.

13.5.1.6. The Trustee and overseer of safeguarding and policies will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.

13.5.1.7. All conversations, correspondence, and documentation etc. will be placed into the confidential file and the “Record of action” and Chronology will be maintained on an ongoing basis.

13.6. Confidential files will be stored on the safeguarding password protected One Drive.

Only the safeguarding team will have access to the safeguarding email and One Drive.

13.7. The Trustee and overseer of safeguarding and policies will share information as necessary with other individuals in the church to facilitate effective safeguarding.

14. Allegations against or concerns about staff and volunteers

King’s Church Guildford takes concerns and 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 concern or allegation seriously, to manage the situation effectively while the investigation takes place and to support the person accused throughout the process.

14.1. Allegations and concerns against staff or volunteers within the church should be reported to the Safeguarding Team and Elders unless one is involved, this

team member and family members of the team member who are on the team should not be included in communications.

- 14.2.** If the allegation or concern is against the Elder, the Safeguarding Team should be informed along with the other Elders. The Elder involved should not be communicated to at this point.
- 14.3.** Full details of the allegation or concern will be recorded and copies will be kept on the churches' safeguarding One Drive.
- 14.4.** The Trustee and Overseer of Safeguarding and Policies must first assess whether any immediate action is required to ensure the safety of everyone involved.
 - 14.4.1.** Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
 - 14.4.2.** If so, care should be taken not to compromise the gathering of evidence.
 - 14.4.3.** If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.
 - 14.4.4.** Support must be offered to the subject of the allegation as well as any potential victims.
- 14.5.** At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted if appropriate.
 - 14.5.1.** If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS).
- 14.6.** If the allegation meets the threshold for LADO, the Trustee and Overseer of Safeguarding and Policies will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed.
- 14.7.** If the allegation does not meet the threshold for LADO, the Trustee and overseer of safeguarding and policies will consult with CSS, who will provide independent support and advice to ensure transparency.
- 14.8.** Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
- 14.9.** The Trustee and Overseer of Safeguarding and Policies will seek and follow specialist advice throughout the process.
 - 14.9.1.** These records will be kept confidentially electronically on the safeguarding One Drive.

15. 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.

- 15.1.** 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.
- 15.2.** 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.
- 15.3.** The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated.
- 15.4.** A formal agreement with the individual will be drawn up and will be signed by both the church leaders. The agreement will include:
 - 15.4.1.** The church's commitments to the individual who poses the risk.
 - 15.4.2.** The steps the church will take to support the individual while simultaneously protecting everyone in the church community.
 - 15.4.3.** The restrictions and conditions that will be applied to the individual's involvement in the life of the church.
 - 15.4.4.** The consequences of failure to comply with the agreement.
 - 15.4.5.** When and how the risk assessment and formal contract will be reviewed.
- 15.5.** All decisions and agreements will be formally recorded and securely stored.
- 15.6.** 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 leaders either:
 - 15.6.1.** With the agreement of the individual who poses a risk.
 - 15.6.2.** Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared.
- 15.7.** 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.

16. Concerns about practice and whistleblowing

- 16.1.** Concerns about the culture or practice within the church should be raised with the eldership team.

- 16.1.1.** The Safeguarding Team should be made aware of these concerns.
- 16.2.** Those concerns will be carefully considered, and a formal response will be provided to the individual.
- 16.3.** 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.
- 16.4.** 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.
 - 16.4.1.** Details of how to raise the complaint externally will also be provided as part of the response.
 - 16.4.2.** This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the Trustees wish to offer.

Basis of policy and legal framework

This policy is consistent with:

- Current legislation
- National guidance
- Local arrangements
- Our charitable objectives, governing documents and doctrinal statements

This policy should be read in conjunction with:

- Our statement of Faith
- Our governing documents

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

<u>Legal responsibility</u>	<u>Spiritual responsibility / authority</u>
<p>Governance / strategic level</p> <p>Legal compliance and final responsibility for safeguarding rests with the Trustees/Eldership</p>	<p>Governance / strategic level</p> <p>Spiritual / doctrinal matters are the responsibility of the Elders</p>
<p>Allegations against staff or volunteers and concerns about practice</p> <p>Concerns about conduct of our staff or volunteers or about practice within the organisation should be addressed to any of the below</p> <p>Name :</p> <p>Richard Perkins Role: Pastor Email: Richard.perkins@kcg.org.uk</p> <p>Name: David De Villiers Role: Elder / Trustee E-mail: david@kcg.org.uk</p> <p>Name: Richard Gray Role: Elder/ Trustee and Overseer of Safeguarding and Policies E-mail: richardjhgray@gmail.com</p> <p>Name: Patrick Appleton Role: Elder/Trustee E-mail: pj_appleton@yahoo.co.uk</p>	

Operational management level	Practical level
<p>Trustee and Overseer of Safeguarding and Policies</p> <p><u>Name: Richard Gray</u> <u>Role: Elder/ Trustee and Overseer of Safeguarding and Policies</u> <u>E-mail: richardjhgray@gmail.com</u></p> <p>Designated Safeguarding lead</p> <p>Name: Becca Hofmeyr Role: Designated Safeguarding Coordinator E-mail: becca@kcg.org.uk, safeguarding@kcg.org.uk</p> <p>Deputy Designated Safeguarding Lead</p> <p>Name: Hope White Role: Deputy Designated Safeguarding Coordinator Email: safeguarding@kcg.org.uk</p>	
<p>Details of external specialist support:</p> <p>Christian Safeguarding Services advice line</p> <p>Phone: 0116 218 4420 E-mail: info@thecss.co.uk</p>	

<p>Appendix B Key safeguarding contacts</p>

<p>Organisational</p> <p>Kings Church Guildford</p> <p>E-mail: safeguarding@kcg.org.uk</p> <p>Leadership</p> <p>Designated Safeguarding Lead:</p> <p>Name: Becca Hofmeyr E-mail: becca@kcg.org.uk</p> <p>Deputy Designated Safeguarding Lead</p> <p>Name: Hope White E-mail: safeguarding@kcg.org.uk</p> <p>Our policies and other useful information about safeguarding can be found at:</p> <p>https://www.kcg.org.uk/what-we-do/safeguarding/</p> <p>The roles and responsibilities of those involved in safeguarding can be found in appendix A</p>	<p>Statutory services</p> <p>Local Authority details</p> <p>Safeguarding children</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: https://www.surreyscp.org.uk/professionals/resources-for-professionals/multi-agency-safeguarding-forms/</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: https://www.activepartnerships.org/impact/surrey-safeguarding-children-partnership?gclid=CjwKCAjw7fuJBhBdEiwA2ILMYyFD_V6NjA6HYZlaO-Vc2MxQOc55PVfgt1LB7hDGjAN0OstaDVTPSxoC4q0QA_vD_BwE</p> <p>E-mail: lawrie.baker@surreycc.gov.uk</p> <p>Safeguarding Adults</p> <p>Local Adult Social Services Office (office hours): 0300 200 1005</p>
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Adult 24 hr. emergency number:
01483 517895

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)

Safeguarding Children

Safeguarding Adults

- National legislation and guidance (Safeguarding Children)
 - Children Acts (1989 & 2004)
 - Children and Families Act 2014
 - Children and Social Work Act 2017
 - Working together to safeguard children (2018)
 - What to do if you’re worried a child is being abused: advice for practitioners (Department for Education, 2015)
 - Protection of Children Act 1999
 - Safeguarding vulnerable groups act 2006
 - Protection of freedoms Act 2012
 - Disqualification under the childcare act 2006 (2018 amended)
 - Prevent duty guidance 2016
 - Sexual offences Act 2003
 - The Safe Network Standards (available from the NSPCC website)
 - The policy also takes account of the principles outlined in:
 - Keeping Children Safe in Education 2020
 - FGM duty guidance

- National legislation and guidance (Safeguarding adults)
 - The Care Act 2014
 - Human Rights Acts 1998
 - Care Standards Act 2000
 - Mental Capacity Act 2005
 - Deprivation of Liberty Safeguards 2007
 - Sexual Offences Act 2003
 - Police and Criminal Evidence Act 1984
 - Fraud Act 2006
 - Public Interest Disclosure Act 1998
 - Health and Social Care Act 2008
 - Disclosure and Barring Service (DBS)
 - Multi-Agency Public Protection Arrangements (MAPPA)
 - Multi-Agency Risk Assessment Conference (MARAC)
 - LSAB Multiagency Policy and Procedures

- Local guidance and procedures
 - Local Safeguarding Children Board procedures*
 - Local authority guidance*

- Local guidance and procedures
 - Local Safeguarding Adults Board procedures*
 - Local authority guidance*

Appendix D
Standard Document Samples

Application to volunteer
Concerns reporting form
Confidential file chronology
Confidential file record of conversations and actions
Template report from Designated Safeguarding Coordinator to Trustees



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 _____

Post Code _____

Previous Address _____

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.

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.

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

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.

Name _____	Name _____
Address _____ _____	Address _____ _____
Post Code _____	Post Code _____
Email _____	Email _____
Tel No _____	Tel No _____
Relationship _____	Relationship _____

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 _____

King's Church Guildford

Incident / concern reporting form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Department /Group / ministry area:			Date completed
About the person or people we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
Details of the incident / disclosure / concern			

What happened / was said / have you noticed etc?

Context of the incident / disclosure / concern

Where / when / who else was present etc.

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 - Confidential File Chronology

Date	Docu ment refer ence	Docu ment type	Brief summary of content	Ente red by

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