

Bessacarr Evangelical Church

Safeguarding Policy



SECTION 1

Details of the place of worship / organisation

Bessacarr Evangelical Church is a church meeting on Bessacarr Lane, Doncaster. The objectives of the church are set out in our constitution and statement of faith.

Bessacarr Evangelical Church,
Bessacarr Lane
Doncaster
DN4 7PT

Tel no: 01302 531040
www.bec.uk.net

A company limited by guarantee in England and Wales
Reg. no. 6421278 Charity no. 1122138

Membership of FIEC

Public Liability Insurance with Ecclesiastical Insurance Office plc.

This document covers the work with children, young people and adults at risk of harm, when they are taking part in activities organised by BEC (including at Hall Cross Lower School).

Our commitment

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

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

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

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

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers with DBS clearance will receive induction training and undertake recognised safeguarding training on a regular basis through CCPAS.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to allegations of abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Kathryn Mair (hereafter the "Safeguarding Co-ordinator") tel no: 01302 531040 / 535022 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Claire Price (hereafter the "Deputy ") tel no: 01302 535285. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services, or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is: 01302 737777 (between 8:30am and 5pm, Monday to Friday). The out of hours emergency number is: 01302 796000

- The local Adult Social Services office telephone number (office hours) is 01302 737391. The out of hours emergency number is 01302 796000.

The Police Protection Team telephone number is 01302 385647.

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern: Raymond Leggett, Chair of Trustees, to log that a safeguarding concern is being dealt with; Ecclesiastical Insurance Office plc, to log that there is a possibility of a serious incident concerning safeguarding.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Where child abuse is suspected

- Child abuse may be physical, emotional, sexual or it may take the form of neglect. Noticeable change may occur in the child/young person's personality. In addition there may be evidence of physical trauma or neglect. A child/young person may use language inappropriate to his/her age or they may draw sexually explicit pictures.
- If a Leader has reasonable grounds to suspect that abuse is taking place he/she should **immediately** contact the Safeguarding Co-ordinator/Deputy, who will decide what further action is necessary.
- The Leader should take no further action initially, nor speak to anyone else, as **confidentiality** is extremely important.
- Where there is doubt the Safeguarding Co-ordinator/Deputy should seek advice from the Duty Social Worker who is contactable on 01302 737777.

Where a child/young person alleges that he/she has been abused

- Remain calm and sensitive to what the child/young person is saying, assuring him/her that their words will be taken seriously.
- Reassure the child/young person that he/she has done the right thing by reporting the incident and is not to blame.
- Let the child/young person know what further action will be taken.
- Ask the child/young person "Have you told this to anyone else?"
- Record, as nearly as possible verbatim, all the allegations made by the child/young person together with any known relevant facts, using the report form. A model form is in the Good Practice Guide.
- Avoid asking the child/young person to repeat the allegations unnecessarily.
- Affirm the child/young person's feeling (don't tell the child/young person how he/she should feel).
- Keep a note of his/her report in the log book, with the date, time and name of the individual to whom the report is given, and of course the action agreed. The log book will be kept securely.
- **Do not** show disbelief
- **Never** ignore a child/young person's allegations, or trivialise them, nor assume "it could never happen here".
- **Never** promise to keep a child/young person's secrets.
- **Never** enquire into details of alleged abuse, nor attempt a physical examination of a child/young person.
- **Never** speak to, or comment to press or any other parties who do not represent statutory organisations. Parents should only be spoken to under the advice of the Safeguarding Co-ordinator/Deputy.

Code of Practice

To be followed by a Safeguarding Co-ordinator/Deputy when consulted by a Leader regarding the suspicion or allegation of child abuse.

- At the earliest opportunity the Safeguarding Co-ordinator/Deputy will arrange to meet with the Leader/Worker concerned who will submit to him/her a written, signed, dated and timed statement of the circumstances which have caused concern. The urgency of the meeting will be determined by the circumstances. If possible this should not be a telephone conversation.
- At the meeting the Safeguarding Co-ordinator/Deputy will obtain and record all possible further information with regard to the suspicion or allegation, together with any additional relevant facts, including if the incident is possibly under investigation by a statutory body. If additional information is added to the Leader's original statement this should be signed by both the Leader and the Safeguarding Co-ordinator/Deputy.
- Should the Safeguarding Co-ordinator/Deputy not be available the Leader/Worker should contact the Duty Social Worker on 01302 737777 and seek further guidance.

- The Safeguarding Co-ordinator/Deputy will define the course of action to be followed and record the reason for their decision. This will be one of the following:

a. No further action is required

b. Consultation with/referral to the appropriate statutory body is required:

- i. Social services
- ii. NSPCC
- iii. Police – in certain circumstances

Whichever of these decisions is taken the Safeguarding Co-ordinator/Deputy will inform the Leader concerned.

- If the decision is reached that consultation with/referral to a statutory body is necessary, the Safeguarding Co-ordinator/Deputy will make the approach to the appropriate statutory body.

- once a decision has been reached a signed copy of all the reports and associated paperwork should be passed to the Safeguarding Co-ordinator/Deputy to be filed.

Strictest confidentiality should be maintained throughout.

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

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

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

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

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact one of the pastors, and if necessary then contact CCPAS and in discussion with them consider appropriate action with regards to the scale of the concern.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) the Safeguarding Co-ordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO). If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

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

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

SECTION 3

Prevention

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Volunteers

They must be committed to the church and in agreement with our statement of faith and covenant of fellowship.

The elders should be consulted before people are approached to be volunteers. At an initial discussion of the appointment Child Protection and Safeguarding issues should be raised and the appointment should only be confirmed following receipt of a signed self-declaration and, in the majority of cases, a DBS clearance.

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. This would include CCPAS safeguarding training every two years, and a regular review for each worker with one of the leaders or elders.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults with care and support needs the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep.

SECTION 5

Practice Guidelines

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are outlined in our BEC Good Practice Guide booklet.

Social media/phone policy

Volunteers should understand that contact with children and young people through phone calls, texting and via social media or other digital platforms can be wrought with danger.

Ministries wishing to engage with young people via social media should do this through a public community account with multiple administrators.

Volunteers should not give out their phone number as the child/young person may not understand what appropriate use of a telephone number would be and the volunteer could end up being called incessantly or in the middle of the night.

If, in the likely circumstance that the child/young person find the volunteers phone number, email or private social media account, calls and messages should not be encouraged and should be reported to the Safeguarding Co-ordinator/Deputy.

Working in Partnership

It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

APPENDIX 1

Leadership Safeguarding Statement

The Leadership of Bessacarr Evangelical Church recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

The following statement was agreed by the leadership/organisation on 28 March 2018.

This place of worship/organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

_____ Safeguarding Co-ordinator

_____ Deputy Safeguarding Co-ordinator

A copy of the full policy and procedures is available from the church administrator.

Signed by leadership/organisation

Signed	_____	_____
	_____	_____
	_____	_____
	_____	_____

Date 28 March 2018