

Safeguarding Policy

Measures taken by Cornerstone Church to protect the health, well-being and human rights of children, young people & vulnerable adults, and allow them to be free from abuse, harm & neglect whilst engaging in the life of the church.

Contents

Section 1	Introduction
1.1	Church Details
1.2	Purpose of this policy
1.3	Policy statement
1.4	Scope
1.5	Objective
1.6	Terminology
1.7	Definitions of abuse
Section 2	Roles and Responsibilities
2.1	Safeguarding Team
2.2	Elders (Trustees)
2.3	Senior Staff
2.4	Ministry Leaders
Section 3	Safeguarding management
3.1	THIRTYONE:EIGHT and DBS management
3.2	Volunteers who cannot be DBS checked
3.3	DBS Ministries
3.4	Controls
3.5	Minimum Children Staffing Levels
3.6	Training
3.7	Junior helpers
3.8	Working in partnership
3.9	Communicating safely
Section 4	Recognising and responding to an allegation or suspicion of abuse
4.1	Recognising abuse and neglect
4.2	Procedure - for responding to allegations of abuse
4.3	Procedure - where there is concern about a child
4.4	Procedure - where there is concern that an adult is in need of protection
4.5	Procedure - for allegations of abuse against a person who works with children/young people
4.6	Procedure - for allegations of abuse against a person who works with adults with care and support needs.
Section 5	Care and supervision of workers
5.1	Safer recruitment
5.2	Workers' feedback and review
5.3	Code of Conduct - Working safely with Children
5.4	Code of Conduct - Working safely with Adults at Risk
Section 6	Pastoral Care
6.1	Supporting those affected by abuse
6.2	Working with offenders
Section 7	Safeguarding Policy Management
Section 8	Safeguarding poster
Section 9	Sample Forms

Section 1: Introduction

1.1 Church Details

Name	Cornerstone Evangelical Church
Location	Castle Boulevard, Nottingham, NG7 1FP
Tel	0115 9588 711
Email	office@cornerstonechurch.org.uk
Web	www.cornerstonechurch.org.uk
Charity Number	1128533
Company Number	06805205
Affiliated to	FIEC Fellowship of Independent Evangelical Churches
Insurance policy	Ansvar CHP 6062460, Broker Alan & Thomas Insurance Group

1.2 Purpose of this policy

- a) The policy is to enable the church to provide a safe and effective arena for the carrying out of its strategic objectives whilst discharging its corporate governance requirements.

Strategic objectives

- To advance the Christian faith in accordance with the Basis of Faith in such ways and in such parts of the United Kingdom or the world as the Trustees from time to time may think fit;
 - To relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as Trustees from time to time may think fit; and
 - To advance education in such ways and in such parts of the United Kingdom or the world as the Trustees from time to time may think fit.
- b) All those involved in Safeguarding or other Cornerstone ministries, in their actions and attitudes and in the first instance, will adhere to the mission, vision and values of the church.

Our mission, vision and values

Our Mission: 'Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.' (Matthew 28:18-20)

Our Vision: 'We will tell the next generation the praise-worthy deeds of the Lord, his power and the wonders he has done' Psalm 78:4

Our Values: The word of God, mission of God, people of God, worship of God and grace of God

1.3 Policy Statement

We undertake to provide legislative, administrative, social and educational measures, appropriate to the ministries of the church, to protect children, young people and adults from: all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual and emotional abuse, while in the care of parent(s), legal guardian(s), or any other person or organization.

We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

The policy, procedures and attached practice guidelines are based on the ten “Safe and Secure safeguarding standards” published by THIRTYONE:EIGHT, as listed below.

THIRTYONE:EIGHT ten Safe and Secure Safeguarding Standards

1. Safeguarding policy (Section 1)
2. Training and awareness (Section 3.6)
3. Safer recruitment (Section 5.1)
4. Management of workers (Section 5)
5. Working safely (Section 5)
6. Communicating safely (Section 3.9)
7. Responding to concerns (Section 4)
8. Pastoral care (Section 6)
9. Managing those who pose a risk (Section 6.2)
10. Working in partnership (Section 3.8)

1.4 Scope

This policy relates to all activities of the church.

This policy provides a framework to manage the Safeguarding aspects of the church proactively and ensure that control measures and actions are applied to enable the Church to flourish and develop in a challenging operational and legal environment.

1.5 Objective

The objective of this policy is to ensure the adoption and regular review of systems and procedures to manage and improve the effective operation of the church by identifying and responding to Safeguarding issues wherever possible.

1.6 Terminology

Throughout the policy certain terminology will be used. The following is a list of the terms in frequent use and a brief summary of what they mean.

Adult (Vulnerable adult) – A person age 18 or over who needs care and support for their daily living.

THIRTYONE:EIGHT – Formally CCPAS (Churches Child protection Advisory Service). An independent Christian safeguarding charity that helps places of worship, faith groups and other organisations create a safe environment for children and other vulnerable people. It also provides the on-line DBS management service used by the church.

Child (Children) – A person age 17 or younger. A person under the age of 18 (by definition of the Children's act 1989).

Church (the Church) – Cornerstone Evangelical Church (Nottingham), and any ministry of Cornerstone Church.

Cornerstone (Cornerstone Church) – Cornerstone Evangelical Church (Nottingham) and any ministry of Cornerstone Church.

DBS (Disclosure and Barring Service) – A government agency concerned with preventing unsuitable people from working with vulnerable groups, including children.

Designated Officer - A person who has responsibility for Safeguarding under 18's at another organization where a person who has had an allegation of abuse made against them may also be a Worker.

Elders – The group of people who are in overall charge of Church affairs. They are the Trustees of the charity and the Directors of the company.

Event – An activity that may involve children or vulnerable adults

Junior Helpers - Children who have been approved by a ministry leader to assist in the carrying out of a ministry.

Mission Worker – A person officially engaged by the elders of the church to carry out mission activity in the UK or overseas, usually overseen by a separate mission agency.

Parent – The person who has legal responsibility for a child be this a parent, guardian or otherwise.

Safeguarding - Measures taken by Cornerstone Church to protect the health, well-being and human rights of children, young people & vulnerable adults, and allow them to be free from abuse, harm & neglect whilst engaging in the life of the church.

Safeguarding Team – A group of church members to whom the elders have delegated responsibility of managing Safeguarding. Two of which are designated Safeguarding Officer and Deputy Safeguarding Officer.

Senior staff (Senior staff meeting) – Employed Ministers, Directors of Ministry and other significant roles within the church as determined by the Lead Minister.

Team leader - A person who leads and oversees a small group of volunteers working with children or vulnerable adults.

Volunteer – an individual engaged in an activity which involves spending time on an activity, for and/or on behalf of the church, for which they are unpaid (except for travel and other approved out of pocket expenses). They do not have a contract and must not be a substitute for an employee.

Voluntary worker (Voluntary work) – a worker who has contractual obligations to perform work (e.g. to attend at particular times and carry out specific tasks) with the church being contractually required to provide the work (the contract does not have to be written). The worker is usually remunerated in kind.

Worker – A person (paid employee or volunteer) aged 18 or over, involved in ministries of the church that deal with children or vulnerable adults.

1.7 Definitions of abuse

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

Emotional Abuse: is the persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on that person's emotional development. It may involve conveying to a child or adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on a child or adult. These may include interactions that are beyond the child or adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing a child or adult to frequently feel frightened or in danger, or of their exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment of a child or adult, though it may occur alone.

Sexual Abuse: involves forcing or enticing a child or adult to take part in sexual activities, including prostitution, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children or adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: is the persistent failure to meet the basic physical and/or psychological needs of a child or adult, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child or adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate carers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs.

Section 2: Roles and Responsibilities

2.1 Safeguarding Team

The Elders delegate Safeguarding oversight to the Safeguarding Team. The Safeguarding Team will comprise at least:

Safeguarding Co-ordinator: who is nominated by the Leadership to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities.

Deputy Safeguarding Co-ordinator

An Elder

Director of Operations

Director of Ministry - Children

THIRTYONE:EIGHT/DBS Manager

Note: One person may occupy more than one role

Key Safeguarding responsibilities are to:

- Take responsibility for the administration and implementation of Safeguarding Policy and Procedures
- Lead the embedding of safeguarding principles throughout the church and encourage forward planning to assess potential Safeguarding issues
- Provide training for all relevant members of staff and volunteers
- Meet at least termly to review the effectiveness of Safeguarding policy and procedures and suggest any necessary changes.

Note: Changes to an existing policy need to be approved by the elders.

- Undertake an annual review of the effectiveness of the system of internal control and report on the effectiveness of Cornerstone safeguarding to the elders
- Identify and evaluate Safeguarding risks faced by the church and recommend and implement internal controls to mitigate those risks
- Report at least annually to the Elders to advise on the Safeguarding effectiveness of the church and changes to Policy and Procedures
- Report at least annually to the Risk management team on Safeguarding effectiveness

2.2 Elders (Trustees)

Under God, the Elders (Trustees and Directors of the company) are the highest leadership authority the church has. The Elders are chaired by a the Lead Minister.

Key Safeguarding responsibilities are to:

- Ensure a Safeguarding strategy is in place (usually in the form of Policy, Procedures and delegated authority to a Safeguarding team) and review that strategy at least on an annual basis.
- Approve major decisions affecting the church's Safeguarding needs
- Appoint people to the Safeguarding team
- Review the Safeguarding teams approach to Safeguarding management and form an opinion on whether or not the Safeguarding team has met its obligations
- Approve Safeguarding policy and procedures and changes made to them

2.3 Senior Staff

Key Safeguarding responsibilities are to:

- Embed Safeguarding practice in those people and ministries they manage
- Identify and discuss Safeguarding issues across the church as a whole
- Take responsibility for implementing Safeguarding procedures in their ministries
- Report Safeguarding events according to the Safeguarding procedures
- Feedback Safeguarding procedural weaknesses and ways of improvement to the Safeguarding team

2.4 Ministry Leaders

Staff, Volunteers and Members with responsibility for specific ministries, events or activities.

Key Safeguarding responsibilities are to:

- Taking responsibility for identifying and managing Safeguarding issues in relation to their areas of responsibility
- To make safeguarding a priority for those people and ministries they manage

Section 3: Safeguarding management

- ❖ 0 to school year 2: Parents must be present in the building or at the event. When attending groups, their attendance must be signed in and parents contact details recorded. They must only be released to authorised persons.
- ❖ School year 2 to year 6: Parents may/may not be present in the building. When attending groups, their attendance must be signed in and parents contact details recorded. They must only be released to authorised persons.
- ❖ School year 6 to 13: May be dropped off by parents for church activities and allowed in the public spaces of the building. When attending groups, they must provide details of a responsible person who can be contacted if needed.
- Activities and Ministries of the church are to be Risk Assessed before proceeding. If children or vulnerable adults are/could be involved then the Safeguarding policy applies.
- All Workers are required to have a satisfactory and up-to-date Cornerstone Enhanced DBS check.
- All Workers are required to have appropriate and up-to-date Cornerstone Safeguarding Training.
- No applicant will be allowed to work until the safer recruitment procedure is fully completed
- All employees will have at least a Basic DBS check

3.1 THIRTYONE:EIGHT and DBS management

Cornerstone uses THIRTYONE:EIGHT for: a) Online DBS applications
b) Advice and guidance on safeguarding issues

- The Safeguarding team are responsible for the implementation and management of Cornerstone's DBS process. This is usually delegated to the THIRTYONE:EIGHT/DBS Manager
- The THIRTYONE:EIGHT/DBS Manager is responsible for communications with THIRTYONE:EIGHT on DBS matters
- Cornerstone does not apply for disclosures on behalf of other organisations
- Only Cornerstone DBS checks are valid. DBS checks from other organisations or workplaces are not acceptable.
- Elders of the church are required to have a satisfactory and up-to-date Cornerstone Enhanced DBS check.
- DBS checks are to be renewed every 3 years. DBS checks are out-of-date when they are 3 ½ years old.
- ID checks (part of the DBS approval process) are carried out by designated persons. Original ID documents must be provided.

3.2 Volunteers who cannot be DBS checked

- Those who do not have the right to work in the UK
- Those aged 17 or under

3.3 DBS Ministries

DBS checks are ministry dependent and may be regulated.

Regulated Activity is a term used to describe certain job functions carried out by an employee as defined by the Disclosure and Barring Service (DBS). These requirements are important as they determine eligibility for an Enhanced Level DBS check and a check of the DBS Barred Lists. Regulated Activity is broken down into two separate groups 'Activity with Children' and 'Activity with Adults'

Applicable Cornerstone ministries include but are not limited to:

- Child workforce - Crèche worker
- Child workforce - Bible workshops, Children and Youth activities
- Child workforce - Leader of Children's/Youth work
- Child workforce - Vulnerable Children's worker
- Adult and Children - Elder/Trustee
- Adult workforce - Vulnerable Adult worker

DBS checks attributed to a ministry are not transferable to other ministries without THIRTYONE:EIGHT approval and an additional DBS check may be required. The THIRTYONE:EIGHT/DBS Manager advises on moving workers between ministries.

3.4 Controls

DBS and Safeguarding Training report: The DBS check and Safeguarding Training status of those Workers in regular Children, Youth and Vulnerable adult ministries will be assessed at least quarterly and a report provided to the Senior staff showing those whose status is not conforming with the policy and the mitigating/remedial actions being taken.

3.5 Minimum Children Staffing Levels

Activities and events are to be individually risk assessed and staff levels set accordingly.

The minimum staff levels below are for regular Sunday activities and can be used as a standard when considering other activities.

Cornerstone Sunday Group	Expected age range of children in group	Minimum staff levels
<i>Notwithstanding these minimum levels, each group must have at least 2 Workers present</i>		
Baby Crèche	0-12 months	1 worker to every 2 children -
Toddler Crèche	1-3 years	1 worker to every 3 children
Sparklers	3-5 years	1 worker to every 6 children
School year 1/2	5-7 years	1 worker to every 8 children
School year 3/4	7-9 years	1 worker to every 8 children
School year 5/6	9-11 years	1 worker to every 10 children
Gap/Plunge	12-18 years	2 workers per group
<i>Children will be assessed for their suitability for the Group based on age, school year and the individual's personal development.</i>		
<i>If the minimum levels are not met then the ministry leader should investigate and take action accordingly.</i>		

More supervising adults may be required if, for instance:

- the children have specific support needs
- a risk assessment identifies behaviour as a potential issue for the group
- children are being taken off site
- children are undertaking physical activities
- if needed for safe fire evacuation

Adults who assist occasionally or on a one-off basis who have not been appointed formally using the safer recruitment procedures must be under the care of a Worker at all times.

A gender balance should be maintained wherever possible, particularly in mixed gender groups.

3.6 Training

- Safeguarding Training will be renewed at least every 3 years. Training is out of date after 3½ years.

Training programmes will include:

- Signs and symptoms of abuse and neglect
- How to respond to a child or adult wishing to disclose abuse

The Leadership is committed to on-going safeguarding training and development for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

The Safeguarding team are responsible for the implementation and management of Safeguarding Training

There are 3 types of Cornerstone Safeguarding training

- Full Safeguarding Training: Suitable for all areas of work in Cornerstone
- Crèche Safeguarding Training: It is recognised that crèche workers, caring for children 0-3 years of age, may do training specific to their ministry. Crèche Safeguarding Training will not qualify them to work with older children.
- Junior Helper Safeguarding Training: This training does not qualify Junior Helpers to work alone with children

3.7 Junior Helpers

- Will be under the care of a Worker at all times
- Will not be given responsibility for other people
- Will not be left alone with other people
- Will not be asked to take other people to the toilet
- Will be given training suitable for them to carry out their role

3.8 Working in partnership

The following partners must have their own safeguarding policy that meets THIRTYONE:EIGHT' safeguarding standards.

- Any organisation carrying out events on Cornerstone premises
- Sending agencies of Mission Workers (home and overseas)
- Organisations used for Cornerstone events e.g. away days, w/e away.

➤ The partner's policy must be approved by Cornerstone before the ministry can take place.

Other partners (e.g. people carrying out ministry or events on Cornerstone's behalf) must adopt Cornerstone's safeguarding policy.

3.9 Communicating safely

The Leadership will 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 by means of:

- a) Posters clearly displayed around the building (**see Section 8**)
- b) Statements printed in church promotional material as below or similar.

Cornerstone takes seriously its responsibility to protect and safeguard the welfare of all children, young people and vulnerable adults entrusted to its care.

Section 4: Recognising and responding to an allegation or suspicion of abuse

4.1 Recognising abuse and neglect

Definitions of abuse (a more detailed definition is included in section 1.7)

- Physical Abuse: is causing physical harm to a child or adult.
- Emotional Abuse: is the persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse emotional effects.
- Neglect: is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of health or development.
- Sexual Abuse: involves forcing or enticing a person to take part in sexual activities, including prostitution, whether or not they are aware of what is happening.

A person may abuse:

- a) by inflicting harm
- b) by 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.

Signs and symptoms of abuse and neglect (more detailed information is provided in Cornerstone's safeguarding training).

The following behavioural signs may or may not be indications that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention.
- Neglect – undernourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained stomach pains.
- Bruises, burns, bites, fractures, etc which do not have an accidental explanation.
- Cuts, scratches, substance abuse.

Emotional signs of abuse

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

Signs of possible sexual abuse

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters.
- A child with detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawings.
- A child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbance with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.

4.2 Procedure - for responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

The person in receipt of allegations or suspicions of abuse should:

- a) Make a written record of the concerns as soon as possible and store it in a secure place. A sample Safeguarding Incident Form is included in Section 9 of this policy. The absence of a form should not delay the recording of an incident.
- b) Report concerns as soon as possible to **only one** member of the safeguarding team as named on posters clearly displayed around the building – see Section 8. If that member of the safeguarding team is not the Safeguarding Co-ordinator or Deputy, then the team member should report the allegations or suspicion to:
 - **Safeguarding Co-ordinator:** 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:
 - **Deputy Safeguarding Co-ordinator:** If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:
 - **THIRTYONE:EIGHT** PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 0031111. Alternatively contact Social Services or the police.

Children: Where concern is about a **child** the Safeguarding Co-ordinator should contact Children's Social Services as follows:

If the child lives in <u>Nottingham City</u> call:	<u>0115 876 4800</u> office hours <u>0115 915 9299</u> out of hours - emergency
If the child lives in <u>Nottinghamshire</u> call:	<u>0300 500 80 80</u> office hours <u>0300 456 4546</u> out of hours - emergency

Adults: Where concern is about an **adult** in need of protection the Safeguarding Co-ordinator should contact Adult Social Services or take advice from THIRTYONE:EIGHT above.

<u>Nottingham City</u> Access Duty Team for Adults call:	<u>0300 131 0300</u> office hours <u>0115 915 9299</u> out of hours - emergency
<u>Nottinghamshire</u> Adult Social Services call:	<u>0300 500 80 80</u> office hours <u>0300 456 4546</u> out of hours - emergency

- The Police Protection Team telephone number is: **999 for emergencies**
101 for other situations
- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern e.g:
 - The Lead Minister/Chair of Trustees to log that a safeguarding concern is being dealt with.
 - Insurance company to log that there is a possibility of a serious incident concerning safeguarding.
 - A Designated Officer if allegations have been made about a person who has a role with under 18's elsewhere.

- Suspicions must not be discussed with anyone other than those nominated above.
- 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 THIRTYONE:EIGHT.
- 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.
- The Safeguarding Co-ordinator/Deputy will feedback to the person reporting an allegation or suspicion of abuse as much as they are able within the confines of Safeguarding best practice to affirm that the issue has been satisfactorily dealt with.
- It is the right of any individual to make a direct referral to the safeguarding agencies or seek advice from THIRTYONE:EIGHT, although the Leadership hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/ Deputy have not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral, they are free to contact an outside agency directly.
- 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.

4.3 Procedure - where there is concern about a child:

4.3.1 Allegations of physical injury, neglect or emotional abuse

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

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

4.3.2 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

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

4.4 Procedure - where there is concern that an adult is in need of protection:

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

4.5 Procedure – for allegations of abuse against a person who works with children/young people

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

- Liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Designated Officer.
- Consider whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults.

Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. 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.

4.6 Procedure – for allegations of abuse against a person who works with adults with care and support needs.

- Contact the Adult Social Services who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively THIRTYONE:EIGHT can be contacted for advice.

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

Section 5: Workers – recruitment, care & supervision

5.1 Safer recruitment *(This section applies only to roles that have been identified as having Safeguarding concerns.)*

All workers are to be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment as follows:

- ☐ Where the role is advertised - advertisements will contain a statement that a disclosure and barring check (DBS) will be requested in the event of an individual being offered a job
- ☐ A written job description and person specification for the post is provided
- ☐ Those applying complete a common or standard application form which will include:
 - a) a self-declaration form
 - b) a statement that a disclosure and barring check (DBS) will be requested in the event of an individual being offered a job
 - c) a statement that a criminal record will not necessarily be a bar to obtaining the position
- ☐ Prospective candidates are interviewed
- ☐ Safeguarding is discussed at interview
- ☐ At least 2 references are obtained, and followed up where appropriate
- ☐ A DBS check has been completed
- ☐ Qualifications where relevant have been verified
- ☐ A suitable induction training programme is provided for the successful applicant
- ☐ The applicant satisfactorily completes a probationary period
- ☐ The applicant has been given a copy of this safeguarding policy and knows how to report concerns

5.2 Workers' feedback and review

The leadership will take a pastoral interest in workers and be mindful of their personal circumstances.

Workers are encouraged to feedback thoughts and concerns at any time and the leadership is open to receiving, considering and acting on such feedback.

The leadership will on occasion review workers roles with them either personally or as a group and/or invite feedback on their experience and circumstances.

5.3 Code of Conduct - Working safely with Children

All communication should be in a context of transparency, accountability and with ministry purpose. The Volunteer/Staff handbook, Data protection policy, IT Policy and other relevant policies should be applied in conjunction with this Code of Conduct.

5.3.1 You should:

- Operate within the organisation's principles and guidance.
- Display a character, conduct and lifestyle consistent with biblical standards.
- Treat all children with respect and dignity.
- Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight of others.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Be aware that physical contact with a child may be misinterpreted.
- Challenge unacceptable behaviour in a responsible way.
- Report all allegations/suspicions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children.

5.3.2 You should not:

- Ever hit a child.
- Touch inappropriately or play sexually provocative games.
- Show favouritism to any one child or group.
- Give lifts to children on their own or on your own. If it is unavoidable, ask the child to sit in the back of the vehicle and inform another adult where possible, and if two adults are present, neither should sit in the back with a child.
- Invite a child to the youth leader/worker's home alone without parental permission.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown visiting adults unsupervised access to children. A known person should always accompany visitors.

5.3.3 Use of Social Media, email and texting

All those involved in working with children will exercise care in the use of social media and adopt the principles set out below.

- **Children under the age of 14:** One to one communication by electronic means or by texting will not be used. All communication in these forms will be via their parents.
- **Children aged 14 and older:**
 - Electronic communication and texting should only be used for reasons relating to church ministry and not for general socialising.

- Other leaders should be aware of the situations in which these means of communication are being used.
- Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate.
- Care should be exercised in posting to Instagram, Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- Individual and group photographs may only be posted to social media where parental permission has been granted.
- Software or applications using webcams, photo/video messaging or any kind of messaging which keeps no records e.g. Snapchat should not be used to communicate with young people.
- The principles for the use of social media will be communicated to children aged 14 and over.

5.4 Code of Conduct - Working safely with Adults at Risk

The Volunteer/Staff handbook, Data protection policy, IT Policy and other relevant policies should be applied in conjunction with this Code of Conduct.

5.4.1 You should:

- Operate within the organisation's principles and guidance.
- Display a character, conduct and lifestyle consistent with biblical standards.
- Treat all adults with respect and dignity.
- Report concerns to the designated safeguarding lead (and subsequently to the statutory authorities, where necessary)
 - If the adult has given consent
 - If the adult does not have capacity to give consent
 - If there is a public interest concern – risk of harm to others or to prevent a crime

5.4.2 You should not:

- Involve yourself in the person's personal care. You must not help the person go to the toilet, get dressed, organise their drugs, dress wounds etc. If they need this sort of help, then their own carer will be providing it.
- Accept gifts of any sort.
- Borrow money or accept money on a temporary basis. e.g. Shopping.

Section 6: Pastoral Care

6.1 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 Cornerstone church.

6.2 Working with offenders

When someone attending Cornerstone is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership will:

- Supervise the individual concerned
- Offer pastoral care
- Carry out a risk assessment – see appendix 9
- Set boundaries for that person which will be monitored to ensure they are kept. This will normally be in the form of an agreement signed by the offender and the church.

Section 7: Safeguarding Policy Management

7.1 Safeguarding Controls Review

Safeguarding Controls will be developed on an ongoing basis by the Safeguarding Team and reviewed at least annually for completeness and suitability of purpose.

7.2 Monitoring and Review of policy

The Safeguarding Policy will be reviewed annually by the Safeguarding Team who will make change recommendations to the Elders as appropriate.

7.3 Breach of policy

The Elders will take seriously any instances of non-adherence to the policy. Any instance of breach of policy will be investigated, assessed and may result in change to systems, policy and/or training and, where appropriate, disciplinary action may be taken.

7.4 Policy exceptions

Exceptions to the policy will be by recommendation of the Safeguarding Team and must be approved by the Elders.

7.5 Access to policy

The Policy is available for inspection at: *Cornerstone Church Office, 90 Castle Boulevard, Nottingham. NG7 1FP.*

This policy has been approved and adopted for the church by the Elders at a meeting on:
_____ and will be reviewed annually.

Signed: _____

Date: _____

Section 8: Safeguarding poster

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Cornerstone
CHURCH

Our safeguarding team:

If you have any concerns regarding the safety or welfare of a child or adult at risk of harm, you can speak to:

Matt Storey	Amanda Smart-Gosrani
Elisabeth Simpson	Anne Batley
Spencer Hampton	Mark Collins
Chris McNee	Katrina Harper
Sarah Magowan	

Contact number

01157 365 008

A copy of our safeguarding policy is available upon request.

Useful Contacts

Cornerstone Safeguarding Team: **01157 365 008**

31:8: **0303 0031111**

Childline: **0800 1111**

NSPCC: **0808 800 5000**

Nottingham City
Child services:
0115 876 4800

Adults Access Duty Team:
0300 131 0300

Nottinghamshire
Child & Adult services:

Office hours:
0300 500 80 80

Out of hours emergency:
0300 456 4546

Police Protection Team

Emergencies: **999**

Other situations: **101**

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

Section 9: Sample Forms

Safeguarding Incident Form

PRIVATE AND CONFIDENTIAL

Name of Child / Young person _____

Name of Person reporting event _____

Date: _____ Time: _____

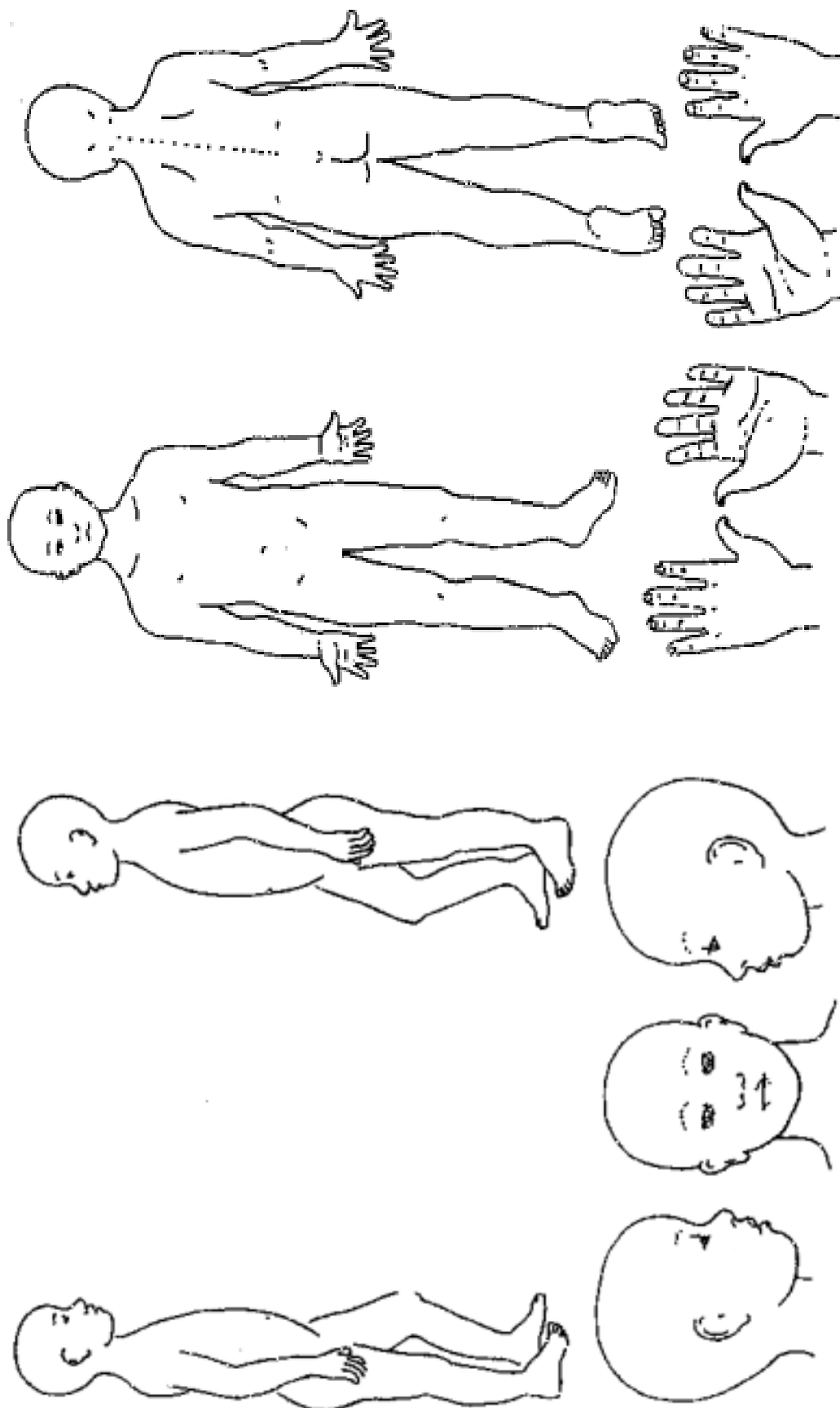
Sequence of Events/Actual words used/Observations.
(Use the body charts on the following page if appropriate, but do not undress the child)

Action taken

Person contacted _____

Date: _____ Time: _____

Notes:



Accident Report Form

Once completed tear along perforation and store securely. ↗
Report Number

Accident Report Book

1 Person affected/injured

Name

Home Address

Postcode

Occupation

Works No.

2 Person reporting the incident - if other than injured person

Name

Home Address

Occupation

Postcode

Department

Date / /

3 Accident/incident

↓ Date / / Time

↓ Place/Room

↓ Equipment/machinery involved

4 Description of incident - including cause and nature of injury

Action taken/recommendations

Signed

Date / /

Employer please initial box if accident reportable under RIDDOR
(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Cornerstone Church

Child Risk Assessment

Confidential information is not to be downloaded, copied or shared without permission from a member of Safeguarding Team

Name: XX DOB: dd/mm/yy	Yes/No	A Probability of Hazard 1/2/3/4	B Seriousness of Outcome 1/2/3/4	Risk Score * A x B	Risk Reduction Created: dd/mm/yy
Outside agency involved					
Risk Area Peer on Peer Abuse / Child on Child Abuse (POPA) including physical/sexual harm to others					Information: Action:
Absconding/Going Missing					Information: Action:
Allegations towards staff					Information: Action:
Risk Taking/ Dangerous Behaviour					Information: Action:

Cornerstone Church

Child Risk Assessment

Confidential information not to be downloaded, copied or shared without permission from a member of Safeguarding Team

The following scales help to identify the genuine rather than the perceived risk.

Probability

1. **Unlikely** - There is evidence of historical risk but the behaviour has been dormant for over 12 months and no identified triggers remain.
2. **Possible** – Although the behaviour has occurred within the last 12 months, the context has changed to make a recurrence unlikely.
3. **Likely** – Existing evidence leads staff to believe that the behaviour is more likely than not to occur.
4. **Highly Likely** - Existing evidence leads staff to conclude that the behaviour is persistent and constant with identified triggers.

Seriousness

1. Result could be upset or disruption.
2. Result could be harmful requiring first aid, distress or minor damage.
3. Result could be hospitalisation, significant distress, and extensive damage.
4. Result could be loss of life or permanent disability, emotional trauma requiring counselling or critical property damage.

Risk which is 12 or more (*probability × seriousness*) *should result in a risk reduction plan.*

A score of 4 would either suggest:

- A low hazard that was highly likely (behaviour normal for the young persons' age and maturity).
- Something highly dangerous but highly unlikely (a hazard for which controlling the variables would be to the detriment of the pupil's on a day to day basis).

A score of 6 would suggest:

- A hazard likely to occur which could result in low level harm, distress or damage (a risk for which a balance needs to be found between controlling the variables and the day to day rights of the child).
- An unlikely hazard that could result in serious injury, distress or damage (a risk for which a balance needs to be found between controlling the variables and the day to day rights of the child).

A Score of 12 or more (*probability × seriousness*)

- Should result in a risk reduction plan completed by the risk assessor.

A score of 16 would suggest:

- A highly likely risk that could result in loss of life, permanent disability, emotional trauma or critical property damage (a risk for which the control of the variables may need to be prioritised over the day to day rights of the child).