

# The Safeguarding Policy

## SECTION 1

### Details of the place of worship / organisation

Name: King's Lynn Christian Fellowship, Wellesley Street, King's Lynn, Norfolk PE30 1QD

Tel No: 01553 766333

Email address: kcklcf@btconnect.com

Membership of Evangelical Alliance, Charity Commission Charity Number is 1021073

Insurance Company Public Liability Insurance with Ansvar Insurance.

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults:

We provide a children's Sunday school on Sunday mornings, we also run a children's midweek club for children from the community. Occasionally we hold children's holiday clubs in various venues in the area. We also run a weekly youth meeting for those aged 11 – 18 years, and are involved in ministry in local schools. Occasionally we have residential youth weekends. We provide a weekly meeting for those over 60 years old.

### Our commitment

As Trustees we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Trustees 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 Trustees undertake 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 Disability Discrimination Act 1995 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 vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority Norfolk County Council, Social Services, and any amendments subsequently published.

## SECTION 2

# Recognising and responding appropriately to an allegation or suspicion of abuse

## Understanding abuse and neglect

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

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

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.* Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse

### ***Physical Injury***

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's Syndrome by proxy.

### ***Sexual Abuse***

Actual or likely sexual exploitation of a child. The child may be dependent and/or developmentally immature.

Sexual exploitation represents the involvement of dependent developmentally immature children in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles. (Kempe and Kempe 1978). Kempe, TS & Kempe CH, (1978) Child Abuse London: Fontana/Open Books)

### ***Neglect***

The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development including non organic failure to thrive.

### ***Emotional Abuse***

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category is used where it is the main or sole form of abuse.

The following additional category has been proposed by the Dept of Health in a consultation paper issued in February 1998.

### ***Organised Abuse***

Organised Abuse is sexual abuse where there is more than a single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

### ***Recognising and responding to Abuse.***

The following signs may or may not be indicators that abuse has taken place, but the possibility should be concerned.

### ***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 – under nourishment failure to grow, constant hunger, stealing or gorging food, untreated illness, inadequate care etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc, which do not have an accidental explanation.
- Cuts/scratches/substance abuse.

### ***Indicators of possible sexual abuse***

- Any allegations made by a child concerning sexual abuse

- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled.

***What to do if you suspect that abuse may have occurred***

You must report concerns as soon as possible to Bridget Jones 01553 774592 who is nominated by the church trustees to act on their behalf in referring allegation or suspicions of neglect or abuse to the statutory authorities. She may also be required by conditions of the church Insurance Policy to immediately inform the Insurance Company. In the absence of the Co-ordinator, the matter should be brought to the Deputy Co-ordinator. Mr Paul Randerson 01760 724008

**Safeguarding awareness**

The Trustees are 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 will receive safeguarding training. The Trustees will also ensure that children and vulnerable adults 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. If a child makes an allegation it is important a written note of what the child has said and then to follow the procedure below. No guarantee should be made to keep any secrets and only non-leading questions should be asked.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Bridget Jones (hereafter the "Safeguarding Coordinator") tel no: 01553 774592 or 766333 who is nominated by the Trustees 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 Paul Randerson (hereafter the "Deputy ") tel no: 01760 724008.
- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to an independent trustee, then 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 24 hour telephone number is 0344 8008014  
The Police telephone number is 0845 456 4567
- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company, Ansvar Insurance 01323 737541

- 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 Coordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Trustees 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 Trustees 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 Coordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustees 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:**

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

#### **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 CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

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

### **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

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

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

### **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, 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 Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

#### **SECTION 3**

### **Prevention**

#### **Safe recruitment**

All those appointed to lead youth/children's activities must be known by the trustees and must be church members who have been in regular church attendance for at least six months prior to taking up their role.

Prior to appointment the applicant must complete an application form and must have an informal interview where safeguarding is discussed.

References may be obtained where appropriate.

A Disclosure and Barring Service check will be undertaken (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).

The applicant will be given a copy of the safeguarding policy and will know how to report concerns.

#### **Management of Workers – Codes of Conduct**

As Trustees we are committed to supporting all workers and ensuring they receive support. The Trustees undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

#### **SECTION 4**

### **Pastoral Care**

#### **Supporting those affected by abuse**

The Trustees are 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 KLCF. This is provided through the church trustees team and by pastoral group leaders.

## **Working with offenders**

When someone attending the KLCF is known to have abused children, or is known to be a risk to vulnerable adults the Trustees will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person, which they will be expected to keep. The person will be asked to sign a contract agreeing with the boundaries that have been set, which would include being excluded from any of the children's activities.

### **SECTION 5**

## **Practice Guidelines**

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

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity in which we are involved in and these are attached.

All our youth/children's activities are supervised by adults who all hold enhanced DBS checks. There are registration forms for all our activities and consent forms for any child who travels on our minibus.

There are separate toilet facilities for the children during our midweek clubs and on Sunday children are supervised to the toilet area.

## **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. 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 vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX 1

### Trustees Safeguarding Statement

The Trustees recognise the importance of ministry / work with children and young people and adults in need of protection and their responsibility to protect everyone entrusted to their care.

The following statement is agreed by the trustees to ensure KLCF is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation. Where someone is believed to pose a threat their access to aspects of the life of the place of worship/organisation will be restricted or prohibited.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

#### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.



- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting 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 a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

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

Bridget Jones Child Safeguarding Coordinator

Paul Randerson Deputy Child Safeguarding Coordinator

Adult Safeguarding Coordinator

Deputy Adult Safeguarding Coordinator

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

Signed by trustees/organisation

Signed \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 2**  
**Sample Forms and Documents supporting this policy**

Home Office Caring for young people and the vulnerable  
Shakers Registration Form  
King's Club Registration Form  
King's Club Minibus Consent Form  
Ignite Registration Form  
Registration Form for Holiday Clubs  
Parents letter asking permission for photographs to be taken and used in displays  
(Specific permission is sought separately for use of photographs on the internet)  
Children's Ministries Application Form  
Contract for the Appointment of Children's Workers (Shakers)  
Contract for the Appointment of Children's Workers (King's Club)  
Children's Ministry Training Manual  
CCPAS Safe & Secure Key Facts Booklet & Document  
Hire Agreement & Policy  
UN Respecting the right of the child  
UN Declaration of human rights  
UN The International Covenant of human rights  
Guidelines for church members on Social Networking Sites  
CCPAS "Help" Booklets