



THE BEACON CHURCH

SAFEGUARDING POLICY

BEACON CHURCH – SAFEGUARDING POLICY

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THE BEACON CHURCH – SAFEGUARDING POLICY

SECTION 1

Name of Church: The Beacon Church, Whitchurch

Addresses: Office: 5 Post Office Court, St Johns Street, Whitchurch, Shropshire, SY13 1QT
Primary place of worship: The Civic Centre, High Street, Whitchurch, Shropshire, SY13 1AX

Telephone No: 01948 662335

Email address: office@tbcw.org

Membership of Denomination/Organisation: Newfrontiers

Charity Number: 1124740

Company Number: 6587579

Insurance Company: Public Liability Insurance held with Ansvar Insurance

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

1. Public worship on Sundays at the Civic Centre, High Street, Whitchurch, includes age-appropriate group activities for children and young people.
2. Mid-week groups for children and young people are undertaken at various venues, primarily our own office accommodation (5 Post Office Court, St Johns Street, Whitchurch) or Bargates Hall behind St Alkmunds Church, Whitchurch.
3. A mid-week group for adults and children (which potentially includes vulnerable adults and/or children) is held in our own offices.
4. Lighthouse Holiday Bible Club activities are undertaken during some school holidays, usually at the Civic Centre, High Street, Whitchurch.
5. Periodically Beacon Church organises special events for children/young people including activity mornings and pantomime productions. Such events are also usually held at the Civic Centre, High Street, Whitchurch.

OUR COMMITMENT

As a Leadership 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 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 (so far as is practically possible) that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that they are 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 with Shropshire Council and any amendments subsequently published. 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 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. 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 as Appendixes in our policy.

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 will receive induction training and undertake 'in house' safeguarding training on a regular basis.

The Leadership 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.

Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Ken Holland (hereafter the "Safeguarding Co-ordinator") tel no: 01948 662352 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 Joanne Muir (hereafter the "Deputy ") tel no: 01948 665746. 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 01743 254259 / 254246

The out of hours emergency number is 0345 6789040.

The local Adult Social Services office telephone number (office hours) is 0345 678 9021. The out of hours emergency number is 0345 678 9040.

The West Mercia Police Child Protection Team telephone number is 0300 333 3000

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company
- 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 Beacon Church 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 demonstrates 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 Co-ordinator/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

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 (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.

MANAGEMENT OF WORKERS – CODES OF CONDUCT

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership 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 Leadership is committed to offering pastoral care through existing in-house church mechanisms, to 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 Beacon Church. Where deemed necessary referral may be made to an independent counsellor.

WORKING WITH OFFENDERS

When someone attending the Beacon Church is known to have abused children, or is known to be a risk to vulnerable adults the Leadership 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. Such boundaries may be in the form of a 'contract' under the guidance of CCPAS.

SECTION 5 - Practice Guidelines

As an organisation 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 are also developing specific good practice guidelines for every activity in which we are involved, based on the CCPAS Safe & Secure manual.

We commend the whole of the CCPAS Safe & Secure manual a full copy of which is available in the Church Office. With regard to the activities in which Beacon Church is currently engaged (Sunday groups alongside church; BEA Club; BYG; Coffee+; periodic holiday clubs and similar group activities) the following sub-sections of Standard 5 are of particular relevance.

5.1	Duty of Care and Positions of Trust	5.2	Gifts, Rewards and Favouritism
5.3	Risk Assessments	5.4	Safety of buildings and equipment
5.7	Safeguarding principles for Group or Activity	5.8	Adult to Child Ratios
5.10	Registration	5.11	Keeping Records
5.12	Accidents	5.13	Peer-group Activities
5.14	Home Visits	5.16	Parents/Cares Staying with Children's Group
5.17	Suggestions and complaints by parents/carers	5.18	Working with disruptive children & young people
5.23	Special Needs and Disabilities	5.32	Filming and Taking Photographs

A specimen Accident & Incident Form and Outing General Information & Consent Form are available in the Office

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.

The CCPAS helpline number is: 0845 120 4550.

Childline number is: 0800 1111

Signed:

Date:

Leadership Safeguarding Statement

The Elders of Beacon Church, Dr James Muir and Mr Ken Holland, recognise 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.

The following statement was agreed by the leadership/organisation on 15th November, 2015.

The Beacon Church 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 Beacon Church 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 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.

Dave Williams: Child Safeguarding Coordinator

Joanne Muir: Deputy Child Safeguarding Coordinator

Dave Williams: Adult Safeguarding Coordinator

Joanne Muir: Deputy Adult Safeguarding Coordinator

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

A copy of our safeguarding policy has been lodged with CCPAS and Shropshire Council being the Local Government Agency with Safeguarding responsibility

Signed by the Elders of the Beacon Church

Signed _____

Date 15th November, 2015

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
01372 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS 
setting standards in safeguarding

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