



Safeguarding Policy, Procedures, and Codes of Conduct

January 2024

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1. Purpose

This policy with its procedures and appendices outlines how we will seek to:

- 1.1. Ensure that we provide a healthy and spiritually nurturing, environment for everyone who engages with our church community
- 1.2. Ensure that every member of our church community is protected from harm, including harassment, abuse, and exploitation
- 1.3. Ensure that any harm that is identified, regardless of where it occurred is handled effectively, promptly, and proportionately
- 1.4. Ensure that when supporting people who have experienced harm:
 - 1.4.1. We treat them with dignity, respect, and compassion
 - 1.4.2. That their views and wishes are given full consideration
 - 1.4.3. That we act in their best interest
 - 1.4.4. That we ensure they are appropriately involved in and informed of decisions that affect them
- 1.5. Ensure that where concerns or support needs that fall below the threshold for reporting to statutory services are identified, responses that are appropriate, proportionate, and consent-based are made
- 1.6. Ensure that appropriate, confidential safeguarding records, that allow us to fulfil our duty of care to protect and promote the wellbeing of those to whom we minister, are securely kept, and disposed of in line with our legal duties and best practice under both safeguarding and data-protection legislation and guidance (details of our data storage and disposal procedures can be found in our Data Protection Policy)
- 1.7. Ensure that our trustees, staff, and volunteers are clear about their safeguarding responsibilities and duties and are supported to fulfil them competently and confidently
- 1.8. Support the development of an open and transparent culture that listens to the views and wishes of every member of our church community and encourages and supports the raising of concerns, complaints, and allegations
- 1.9. Provide leadership and accountability for every member of our church community, including our most senior leaders in relation to safeguarding
- 1.10. Ensure that all our ministry, is provided in a manner that is consistent with our biblical beliefs, and that where challenge, or even formal church discipline are required, that Christian love, grace and mercy, gentleness and kindness characterise our interactions
- 1.11. Ensure that our leaders model biblical and Christ-like servant leadership, valuing, caring for and nurturing those that God brings under their authority with meekness and humility, as those who will give an account in the final judgement
- 1.12. Ensure that all church members have a basic understanding of safeguarding and that they understand their responsibility to raise and challenge any abusive behaviours.

2. Scope

- 2.1. This policy applies in particular to staff or volunteers who work on our behalf with vulnerable people (children, young people, their parents / carers, adults at risk of abuse or adults with care and support needs) and to those who have leadership and oversight of the church's activities. This includes trustees, senior leaders, group / ministry leaders, paid staff, volunteers, or others working on our behalf
- 2.2. The policy also outlines the general responsibilities of every member of our church community to raise concerns about individuals or practice in the church with the appropriate officers.

2.2.1. Our entire Church community should be aware that

- we take issues of safeguarding seriously, seeing it not only as a statutory duty but
- one of spiritual significance
- the meetings and structures of our church are underpinned by our commitment to good and wise safeguarding practice
- the church has appointed a Safeguarding Lead and Team for this purpose
- they can approach a member of the Safeguarding Team for advice or to report a concern
- that any concerns, whether about themselves or others, can be raised and will be treated seriously and with respect

2.2.2. Church staff team, together with the Biblical counselling team, home group leaders, Elders, other group leaders and team members working with those under 18 and adults at risk should, in addition,

- have a working knowledge of the policy
- have an understanding of any procedures that may impact their role

2.2.3. Team leaders of groups who work directly with children or adults who may be vulnerable should, in addition

- Have a clear understanding of the procedures contained in the policy and their responsibilities

2.2.4. Trustees of the church should be, in addition, aware of the details of the policy and procedures to a level that ensures they can satisfy themselves regarding compliance with their statutory duties.

2.2.5. The safeguarding lead should also be familiar with the statutory guidance that underpins the policy and procedures so that they can oversee the work of the team

2.2.6. The Safeguarding Officers should in addition seek to remain up to date with legislation and guidance.

3. Context

Church Details

Beeston Free Church Nottingham
Salhouse Lane
Beeston
NOTTINGHAM
NG9 2FY
0115 9677032
office@beestonfree.net

The church is affiliated to the Fellowship of Independent Evangelical Churches (FIEC), a family of over 600 local churches who are united by the gospel and by a common purpose. More details about the FIEC can be found at www.fiec.org.uk.

Charity Commission Registered No: 1160335

Insurers: Congregational

At Beeston Free, we're committed to our vision of 'Glorifying God through lives transformed by the gospel'. At the heart of our values is our passion to love God, love people and love the gospel. We are eager to be a church engaging in local, national and global mission. We look to reach out with the gospel into our local community, train and equip people to serve the church in the UK and send and support mission partners in all parts of the world.

The values of the church describe the personality and character of the church and are as follows:

- **Loving God**

Glorifying God the Father as we joyfully respond to his Word, depend on Him and delight in Him.

- **Loving the Gospel**

Passionate about seeing the gospel of the Lord Jesus Christ transforming every aspect of our lives and the lives of others.

- **Loving People**

Growing together by the power of God's Spirit, a blessing to the wider church and to others

In order to promote these aims we provide groups for all ages on a weekly basis and special occasional events.

In particular for children we have both Sunday and midweek groups, for all ages, as well as seasonal events e.g. Summer Holiday Club. For older adults who may be at risk of harm we run a mid-week fellowship group and some annual events e.g. Holiday at Home. **See Appendix A.**

4. Definitions

Additional needs: is a term most often applied to children who require support beyond what we would usually expect to provide to a child of that age or developments stage.

Adult: a person who is at least 18 years of age

Adult at risk of abuse / in need of protection: refers to adults who have care and support needs, are at risk of abuse, and due to their support needs are unable to protect themselves from the abuse.

Adult with care and / or support needs: refers to an adult who requires help with day-to-day tasks that most people would be able to perform for themselves.

Child: A child is a person who has not yet attained their 18th birthday which aligns with the United Nations Convention of the Rights of the Child. Unborn children are included within the scope of Child Protection.

Child in Need: Similar to targeted safeguarding, this refers to care and support that is offered to a child or family with more complex needs such that if effective support is not provided, the child is unlikely to achieve or maintain a satisfactory level of health, development, or wellbeing.

Child Protection: refers to safeguarding activity that has met the statutory threshold for referral to the Police or Social Care and involves the prevention of, or response to “significant harm”.

DBS: Disclosure and Barring Service

Deacon(s): refers to those appointed by the church to that office to support the Elders and serve the church in practical matters.

Elder(s): refers to those appointed by the church to that office to provide spiritual leadership and instruction. The Elders have the spiritual authority within the church.

Officers: refers to all those who hold formal office in the church including Deacons and Elders.

Regulated activity: refers to activity that a barred person must not do. In simple terms, it is activity that requires a DBS check.

Safeguarding arrangements: is used in this policy, procedures and related documents as a generic term that includes all aspects of the church's approach to safeguarding, including matters related to policy, process, culture, and practice

Safeguarding officers: Those appointed by the church to implement the safeguarding policies and procedures and support the trustees safeguarding lead in their role.

Single Central Record: is the master record of all pre-appointment checks and processes that were completed prior to appointment to a role.

Spectrum of safeguarding: is the whole range of safeguarding activities that includes universal safeguarding, consent-based care, and support (i.e., support that falls below the statutory threshold), and the statutory responsibility to protect children, young people, and adults at risk of abuse from significant harm.

Staff: refers to any paid employee or office holder.

Statutory threshold: the point at which the church has a duty to report a concern to report a matter to one of the statutory bodies such as the Police, Social Care, or the Charity Commission.

Sub-threshold (or consent based) safeguarding: matters or concerns which do not meet the criteria for referral to statutory authorities. These issues may still be serious and require a response from the church, however, internal processes will be followed.

Targeted Safeguarding: care or support that is offered to a child or their family on the basis of consent to prevent harm and promote wellbeing where there is a risk of poor outcomes from the individual if their support needs are not met.

Trustee(s) refers to those who are legally responsible for the governance and oversight of the charity, including the elders, the deacons and the church secretary.

Trustees safeguarding lead: an elder with responsibility for ensuring that safeguarding is considered during strategic, ministry and pastoral discussions and decision making. Also responsible for overseeing the role of the safeguarding officers

Universal safeguarding: activity that is required to keep everyone safe. This includes those who have no additional needs and includes the interface with other aspects of safety such as Health and Safety and employer responsibilities.

Volunteer(s): refers to anyone who is appointed by the church to a role or who performs identified tasks on behalf of the church for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised).

Vulnerable people: is a generic term that can be used to mean different things and so care is needed. In the context of this policy, the term is used in a generic sense to include anyone who has a support or care need or whose ability to protect themselves against abuse is limited. This includes children, young people, adults with support needs and adults at risk of abuse. It also includes those who, due to specific individual circumstances find themselves, either for a short time or over a more extended time, requiring additional care, support, or protection, but who would not otherwise be regarded as needing support.

5. Values and beliefs

We believe that:

- 5.1. Everyone who engages with our church community, including staff, volunteers, and beneficiaries, has the right to be protected from any form of bullying, harassment, exploitation, or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent, and that promotes the raising of concerns with senior leaders
- 5.2. We have a particular responsibility to protect and promote the wellbeing of those who have care and support needs and those at risk of abuse including children, young people, and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they may be experiencing abuse or neglect while in our care or elsewhere
- 5.3. Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy
- 5.4. Everyone who engages with our church community has the right to be treated with dignity and respect
- 5.5. Our approach to safeguarding is rooted in, and is a practical outworking and expression of, our biblically based values and supports and confirms our gospel witness
- 5.6. **Our approach to safeguarding is shaped by our belief as Christians that:**
 - 5.6.1. God is holy, loving, merciful and just and he requires his people to live in accordance with his character; acting justly, loving mercy, and living humbly before our God who will ultimately judge all people for the deeds performed in this life
 - 5.6.2. The church, as the body of Christ on earth should uphold truth and justice with grace, without fear or favour, prejudice, or privilege.
 - 5.6.3. Those in authority within the church are accountable to and will be judged by the God who sees all things and judges impartially.
 - 5.6.3.1. Higher standards are expected of leaders, who will be judged more severely than those who do not teach
 - 5.6.3.2. Leaders are to follow the example of Christ, leading with sacrificial, servant-hearted humility
 - 5.6.4. Sin in the church, should be identified, confronted, and dealt with through confession and repentance
 - 5.6.4.1. Where such sin involves criminal activity, it should be reported to the civil authorities who are appointed by God to uphold justice and order in society
 - 5.6.5. The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God

- 5.6.5.1. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace, and forgiveness
- 5.6.5.2. Where necessary, the church may impose formal discipline on its members in accord with its governing documents and rules of church order.
- 5.6.6. We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us
- 5.6.7. Every human life, including that of the unborn, is valuable to God and each person bears his image
- 5.6.8. We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers
- 5.6.9. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation, oppression, abuse, and the inflicting of harm due to negligence
- 5.6.10. Jesus' example was one of valuing and caring about those with whom he came into contact; even when delivering difficult and challenging messages
- 5.6.11. We are to love those around us as God loves them and to seek to bring healing, restoration, and reconciliation to broken and damaged lives by the manifestation of the love of God through us
- 5.6.12. The church is a place of grace, forgiveness and transformation, justice, truth, and holiness
 - 5.6.12.1. The gospel offers forgiveness by grace, through faith, but does not negate justice or remove the temporal consequences of the sin that has been forgiven
- 5.6.13. In this present time, the kingdom of God on earth is a spiritual kingdom that resides in the lives of God's people, and it only be advanced by proclamation and the work of the Holy Spirit in convicting and convincing
 - 5.6.13.1. The kingdom of God cannot be advanced by coercion or force

6. Our responsibilities and commitments

6.1. Our responsibilities

- 6.1.1. To ensure that the protection of all members of our community, but particularly children, young people, and adults at risk of abuse, and the promotion of their welfare is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our church
- 6.1.2. To treat each person as equal in the sight of God, showing no favour or partiality
- 6.1.3. To seek to minister to, and to encourage growth in obedience to God and his word with equity, transparency, and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims and governing documents
- 6.1.4. To value, respect and listen to the wishes of every member of our community, including those who are vulnerable or find it difficult to make their voice heard
- 6.1.5. To ensure that as a church we are alert to the risks within society, including risks associated with grooming, online abuse, radicalisation, gender-based violence, exploitation, domestic abuse etc and to report appropriately
- 6.1.6. To work in partnership with children, young people, their parents / carers, adults at risk of abuse and local and national partner agencies and organisations as appropriate, to promote the welfare of, and to protect, each member of our community; particularly those who are more vulnerable
- 6.1.7. To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our community, in accordance with our doctrines and beliefs as outlined in our governing documents
- 6.1.8. To ensure that everyone who ministers or serves within the life of the church is suitable and competent to do so and that they understand the responsibilities of their role

6.1.9. To ensure that we will support victims of past and present abuse and trauma recognising our limitations and referring to specialist services where necessary.

6.2. How we will seek to fulfil these responsibilities

- 6.2.1. We aim to visibly demonstrate our commitment to safeguarding throughout the church and our most senior leaders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other
- 6.2.2. We will ensure that those who are responsible for safeguarding at the various levels of the church are appropriately trained and supported to fulfil their role competently and confidently
- 6.2.3. We will actively seek to create and maintain a culture that is consistent with our biblical beliefs and best practice in safeguarding
- 6.2.4. We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding, and that these are reviewed for effectiveness annually
- 6.2.5. We will ensure that we appoint a Trustee Safeguarding Lead and at least one Safeguarding Officer who will take responsibility for leading safeguarding of children and adults across the organisation. A safeguarding team will be appointed to support the safeguarding lead and officer(s) in their role, including at least one member of the ministry staff. (see Appendix B for further details)
 - 6.2.5.1. Safeguarding will be promoted and overseen by our senior leaders
 - 6.2.5.2. Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be included in our procedures, and made publicly available
- 6.2.6. We will adopt proportionate safer recruitment best practice in the recruitment and selection of staff and volunteers
- 6.2.7. We will provide effective leadership, management, and support to the staff and volunteers who deliver services on our behalf including:
 - 6.2.7.1. Clear group structures
 - 6.2.7.2. Role descriptions
 - 6.2.7.3. Ongoing support and training
 - 6.2.7.4. Risk assessment of activities
- 6.2.8. We will ensure that we consider safety in all areas of our work and ministry:
 - 6.2.8.1. Developing a positive culture
 - 6.2.8.2. Managing health and safety through effective policies and procedures; using risk assessment processes and proportionate systems
 - 6.2.8.3. Creating a positive and nurturing environment in all aspects of the community, including physical, social, emotional, psychological, spiritual etc environments
 - 6.2.8.4. Considering the online as well as the physical environments; including our use of social media and technology. Further details can be found in our e-safety policy
- 6.2.9. We will ensure that we monitor the conduct of our staff and that we have policies, procedures, and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigor, fairness, and transparency
- 6.2.10. We will ensure that our expectations in relation to the conduct of members of our church are clear through our teaching, membership processes, pastoral care and one-anothering.
- 6.2.11. We will seek to clearly identify concerns about the safety or wellbeing of those who are part of our community and to respond appropriately and proportionately:
 - 6.2.11.1. To signpost or refer them to local or national services that can help them
 - 6.2.11.2. To provide information, guidance, and support as we are able
 - 6.2.11.3. To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and / or criteria are met

- 6.2.12. We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include records such as:
 - 6.2.12.1. Consent forms
 - 6.2.12.2. Attendance data for work with children and young people
 - 6.2.12.3. Accident and incident reporting
 - 6.2.12.4. Confidential recording of safeguarding concerns
 - 6.2.12.5. Safe recruitment documents as outlined in 10.1
- 6.2.13. We will involve children, young people, their parents or carers and adults at risk of abuse in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them
- 6.2.14. We will ensure that we have a culture and policies and procedures for raising concerns or complaints by any member of our community including children, young people, adults at risk of abuse and their parents / carers and for dealing with those concerns in an efficient, open, honest, and fair manner, including clear appeals processes
 - 6.2.14.1. We will also ensure that our leaders are competent and confident in handling complaints, concerns, and allegations
- 6.2.15. We will develop a culture that encourages every member of our community to identify and raise concerns and will support this with a clear complaints policy
- 6.2.16. We will ensure that our safeguarding, complaints and privacy policies are publicly available.
 - 6.2.16.1. Details of our safeguarding team are publicly available.

Safeguarding Procedures

7. Purpose

These procedures aim to provide staff and volunteers with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

8. Scope

These procedures apply to all staff and volunteers and others who act on behalf of the church.

9. Governance and oversight

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

- 9.1. Ensuring that they appoint from amongst their number a nominated Safeguarding Trustee who will act on their behalf to provide leadership and guidance on matters related to safeguarding
- 9.2. Ensuring that the church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable and that safeguarding is appropriately prioritised, and its profile maintained
- 9.3. Ensuring that at least one suitably knowledgeable and appropriately trained and skilled safeguarding officer and a deputy are appointed and that they are adequately supported and resourced
- 9.4. Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the trustees with input and support from safeguarding team at least annually, but more frequently as required
- 9.5. Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all staff, volunteers, and anyone else who acts on our behalf
- 9.6. Ensuring that the safeguarding lead provides a regular update to trustees. A pro-forma can be found in appendix G
- 9.7. Ensuring that the effectiveness of the safeguarding arrangements is monitored on an ongoing basis and reviewed annually in line with the review of the policy and procedures
- 9.8. Ensuring that safeguarding roles and responsibilities are clearly defined, and that appropriate accountability is provided (see appendix B)
- 9.9. That a clear statement in relation to safeguarding is included in the annual Charity Commission submission
- 9.10. That any "Serious Incidents" (as defined in the Charity Commission Guidance - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner

10. Recruitment and ongoing support of staff and volunteers working with under 18s and adults at risk

The recruitment / appointment and support of staff and volunteers is of critical importance to Beeston Free Church and to our work and ministry. To fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate recruitment processes.

10.1. **Management of recruitment processes**

- 10.1.1. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment
- 10.1.2. Staff and volunteers will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role
 - 10.1.2.1. Roles that involve regulated activity and which consequently are subject to a DBS check will be clearly identified as exempt from the Rehabilitation of Offenders Act
- 10.1.3. Appropriate records will be kept of all recruitment processes and decisions
- 10.1.4. A "Single Central Record" of recruitment checks and a training log will be maintained
 - 10.1.4.1. Application forms and references obtained will be retained securely
 - 10.1.4.2. No copies of DBS certificates will be kept. The Single Central record and the church database are the only records that will be retained by the church of DBS checks

10.2. **Recruitment process**

- 10.2.1. Prior to appointment, all staff and volunteers working with under 18s will be required to submit an application form (see appendix G). Where necessary and appropriate (e.g., lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.

Paid staff positions

- 10.2.2. Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation
- 10.2.3. Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer
- 10.2.4. Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process
- 10.2.5. The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process

Volunteer positions

- 10.2.6. Prior to appointment, all volunteers should understand the roles and its requirements and the leader overseeing the ministry area should assess their suitability for the role
- 10.2.7. Prior to appointment, references will be sought.
- 10.2.8. The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process

DBS Checks

- 10.2.9. Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity will be required to complete a DBS check
 - 10.2.9.1. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received

- 10.2.9.2. Where staff commence their employment before the result of their DBS check has been received an agreement on those activities that they may or may not be involved in will be made.
- 10.2.10. Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information

Blemished DBS Checks

- 10.2.11. The applicant will be asked to present the DBS certificate to the Lead Recruiter
 - 10.2.11.1. The applicant may, if they wish to, withdraw their application
 - 10.2.11.2. If the application is withdrawn, consideration should be given to whether this required the triggering of the "Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people" (*see section 14 of this policy*) process needs to be triggered
- 10.2.12. If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate
- 10.2.13. If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant
- 10.2.14. Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant's suitability for the role and the outcome will be recorded
 - 10.2.14.1. Advice can be sought from CSS if required
 - 10.2.14.2. The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them
- 10.2.15. A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
 - 10.2.15.1. That the individual is unsuitable for the role
 - 10.2.15.2. That further investigation is required
 - 10.2.15.3. That the person is suitable for the role with restrictions
 - 10.2.15.4. That the blemish does not indicate unsuitability
- 10.2.16. If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to whether the "Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people" (*see section 14 of this policy*) process needs to be triggered
- 10.2.17. Once the details of the certificate have been recorded in the Single Central Record, the certificate will be returned to the applicant and no copies will be retained

Ongoing support and supervision

- 10.2.18. All staff and volunteers will receive proportionate supervision and pastoral care, particularly through team meetings.
- 10.2.19. All staff and volunteers will be required to abide by the appropriate Code of Conduct (*see appendix H*)
- 10.2.20. Where DBS checks are required, as defined by the government and advised by our external specialist advisors, this will be identified in the role description and these checks will be updated at least every three years

Training

- 10.2.21. All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training
 - 10.2.21.1. Trustees will receive initial training. While there is no legal requirement for formal update training, the trustees will ensure that they are competent in their roles and that their knowledge of compliance with legislation and Charity Commission guidance up to date
 - 10.2.21.2. Church staff will receive initial training relevant to their role
 - 10.2.21.3. Staff and Volunteers involved in working with children, young people, or adults at risk of abuse will receive update training every 2 years
 - 10.2.21.4. The Trustees Safeguarding Lead and Safeguarding Officers and deputies are required to attend formal update training at least every two years
 - 10.2.21.5. All staff, volunteers and trustees will receive some informal update information annually in September
 - 10.2.21.6. Training should include themes such as domestic abuse and trauma and the impact on victims including children.
- 10.2.22. A log of training and DBS checks will be maintained by the church

11. Ensuring a safe and healthy environment

Beeston Free Church fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.

Health and Safety

- 11.1. The trustees aim to ensure that the health and safety of everyone who enters our church community is protected by:
 - 11.1.1. Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance
 - 11.1.1.1. Full details can be found in the church's Health and Safety Policy

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

- 11.2. Ensure that registers of children attending, and leaders present are maintained
- 11.3. Ensuring that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures
- 11.4. Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded
- 11.5. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC:
 - ✓ 0 - 2 years - one adult to three children
 - ✓ 2 - 3 years - one adult to four children
 - ✓ 4 - 8 years - one adult to six children
 - ✓ 9 - 12 years - one adult to eight children
 - ✓ 13 - 18 years - one adult to ten children

- 11.6. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner
- 11.7. Ensure that appropriate order and discipline are maintained
- 11.8. Ensure that children are enabled to raise any concerns that they may have with leaders or their parents as appropriate

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

- 11.9. During these times, children remain the responsibility of their parents who are responsible for their safety and care
- 11.10. Any concerns or support needs identified will be recorded and reported to a safeguarding officer in the usual way

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

- 11.11. Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply
- 11.12. If the child is not believed to be competent to consent to attendance, consent will be sought from their parents / carers
- 11.13. If the child is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents and establish open communication and transparency
- 11.14. Leaders of the church or of the meeting in question will be vigilant to ensure that the child is adequately protected
- 11.15. Any concerns or support needs identified will be recorded and reported to a safeguarding officer in the usual way

When ministering to Adults at Risk of Abuse or Adults with additional support needs

- 11.16. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers
- 11.17. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers, and consent will be sought for the church to contact them with a view to establishing open communication and transparency
- 11.18. Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected
- 11.19. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

General provisions

- 11.20. The church will ensure that information relating to safeguarding, including contact details and other relevant information is available in the building and online
- 11.21. Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the church and by personal example

12. Responding to and reporting safeguarding concerns and disclosures

A flow chart for workers who are concerned or have been the recipient of a disclosure can be found in appendix D

Managing immediate risk

- 12.1. Upon identification of a concern or receipt of a disclosure, the worker involved should make an assessment as to whether any immediate action is necessary to protect the individual
 - 12.1.1. The worker may seek advice from the team leader or from one of the safeguarding officers, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm
 - 12.1.2. In such urgent situations and if one of the safeguarding officers cannot be immediately contacted, the worker should contact either the police on 999 or Social Care to obtain support (full details in appendix C). Under such circumstances, one of the safeguarding officers should be notified at the earliest possible opportunity

Reporting concerns to the Safeguarding Team

- 12.2. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to one of the safeguarding officers
 - 12.2.1. The concerns will be discussed with one of the safeguarding officers at the earliest opportunity, to ensure clarity of understanding
 - 12.2.2. Details of the concern must be recorded on the "Incidents and concerns reporting form" (See appendix G) either before, during, or immediately after the discussion with the DSL

Managing the risks: the role of the safeguarding officer

- 12.3. In discussion with the worker reporting the concern, the safeguarding officer will review any immediate actions taken and will be responsible for follow-up or further action that may be required
- 12.4. Upon receipt of the completed form, the safeguarding officer will establish a "Confidential File" in relation to the person at risk
 - 12.4.1. A Chronology (See appendix G) will be established and inserted at the front of the confidential file
 - 12.4.2. The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis
 - 12.4.2.1. The safeguarding officer will confirm to the person raising the concern that the matter has been actioned. The safeguarding officer will not provide any unnecessary information. Information is only shared on a "need to know" basis
 - 12.4.2.2. The safeguarding officer will notify the safeguarding lead of the situation whose responsibility it is to report to trustees as appropriate
- 12.5. Where the concern meets the statutory threshold, the safeguarding officer will notify the parent or carer of the individual concerned (or the individual themselves if they are a competent adult) that a referral is being made to Social Care
 - 12.5.1. Information will not be shared with the parent / carer in situations where:

- 12.5.1.1. To do so would place a child at increased risk of harm or neglect
- 12.5.1.2. To do so would place an adult at increased risk of harm or abuse
- 12.5.1.3. The concern relates to Fabricated or Induced Illness
- 12.5.2. The referral will be made to the appropriate Social Care service (See appendix F for contact details)
- 12.5.3. If the referral has not been acknowledged within 3 working days, the safeguarding officer will follow up with Social Care
- 12.5.4. The safeguarding officer will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process
- 12.5.5. All conversations, correspondence, and documentation etc will be placed into the confidential file and the "Record of action" and Chronology will be maintained on an ongoing basis
- 12.6. Confidential files will be stored on the safeguarding account (email and file store) or in a locked filing cabinet
- 12.7. The safeguarding officer will share information as necessary with other individuals in the church to facilitate effective safeguarding

13. Allegations against or concerns about staff and volunteers

Beeston Free Church takes allegations against our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to and to support the person accused throughout the process.

Full details can be found in our complaints policy.

- 13.1. Allegations against staff, trustees or volunteers within the church should be reported to the safeguarding team
 - 13.1.1. If the allegation is against the safeguarding lead, it should be reported to the safeguarding officers
 - 13.1.2. If the allegation is against one of the safeguarding officers, it should be reported to the safeguarding lead
 - 13.1.3. No one should be involved in responding to an allegation against or involving someone related to them
- 13.2. Full details of the allegation will be recorded
- 13.3. The church's investigating officer will assess whether any immediate action is required to ensure the safety of everyone involved
 - 13.3.1. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable
 - 13.3.2. If so, care will be taken not to compromise the gathering of evidence.
 - 13.3.3. If it is necessary to notify the individual at this stage, details of the allegation will not be divulged
 - 13.3.4. Support must be offered to the subject of the allegation as well as any potential victims
- 13.4. At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted (details in appendix E)
 - 13.4.1. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS)
- 13.5. If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed
- 13.6. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency

13.7. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.

13.7.1. These records will be held confidentially in the safeguarding drive or filing cabinet

13.8. The safeguarding team will seek and follow specialist advice throughout the process

14. Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

14.1. Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks

14.2. With the consent of the individual (if required), the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate

14.3. The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated

14.4. A formal agreement with the individual will be drawn up and will be signed by both them and the church leaders. The agreement will include:

14.4.1. The church's commitments to the individual who poses the risk

14.4.2. The steps the church will take to support the individual while simultaneously protecting everyone in the church community

14.4.3. The restrictions and conditions that will be applied to the individual's involvement in the life of the church

14.4.4. The consequences of failure to comply with the agreement

14.4.5. When and how the risk assessment and formal contract will be reviewed

14.5. All decisions and agreements will be formally recorded and securely stored

14.6. The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:

14.6.1. With the agreement of the individual who poses a risk

14.6.2. Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared

14.7. If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on

15. Concerns about practice and whistleblowing

Beeston Free Church strives to create an environment that is open, transparent, and accountable. We want to listen and respond well to any concerns raised by our staff and volunteers.

Full details of our complaints process can be found in our complaints policy.

15.1. Staff and volunteers are encouraged to raise concerns about process, practice, or culture with the ministry team leader

15.1.1. If they do not feel able to do so, or if they feel that concerns raised have not been given due consideration, they can be raised with the trustees safeguarding lead

- 15.2. The concerns will be carefully considered, and a formal response will be provided to the individual explaining the decision. The examination of the concerns raised may conclude:
- 15.2.1. The concerns are wholly or partially valid and require corrective action
 - 15.2.2. That the concerns did not take account of all relevant factors, and no further action is required
 - 15.2.3. That the concerns were invalid and have been dismissed
- 15.3. If the complainant is not satisfied with the response, they should formally raise the matter with the Chair of Trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response
- 15.4. Once the Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision
- 15.4.1. Details of how to raise the complaint externally will also be provided as part of the response
 - 15.4.2. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer

Basis of policy and legal framework

This policy is consistent with:

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

Details of the relevant legislation and guidance is available in appendix F

Related policies and procedures

This policy should be read in conjunction with:

- Our statement of Faith
- Our governing documents

Policy due for review: February 2025	Policy last reviewed January 2024	Review conducted by: Becky Thomas/Angela Goodwin/ Matt Priestland / George Hawkins/ Heidi Pike Approved by: Trustees January 2024
Policy review January 2023	Review conducted by: Becky Thomas/Angela Goodwin/ Matt Roberts / George Hawkins/ Heidi Pike Approved by: Trustees February 2023	
Policy review February 2022	Review conducted by: Becky Thomas/Angela Goodwin/ Matt Roberts / George Hawkins/ Heidi Pike / Katherine Wiltshire Approved by: Trustees February 2022	
Policy review February 2021	Review conducted by: Becky Thomas/Angela Goodwin/Hannah Johnson/Matt Roberts / George Hawkins Approved by: Trustees February 2021	

Appendix A

List of Groups (as at January 2024)

Children and Young People's Work

Alta (school years 7-13)

Assemblies team (primary schools)

Bethany crèche (0-5 years)

Bunnies group (3-5 years)

CAMEO (0-5s years)

Holiday Club (5-11 years)

Junior Church (school years R-6)

Sunday crèche (0-3 years)

Total Tuesdays (school years R-6)

Under Fives (0-5 years)

Make Lunch

Groups serving Adults at risk of harm

Holiday at Home

Tuesday Fellowship

Biblical Counselling team

Any new groups or ministries working with those under 18 or adults at risk will automatically be covered by this policy.

Other Groups that should be aware of this policy

Connect Team

Trustees

Homegroup leaders

Appendix B – Safeguarding role allocation

The specific duties of each role are defined in the relevant role description
All members of the team can be contacted via the church office

Governance / strategic level

Legal compliance and final responsibility for safeguarding rests with the trustees.

The trustees Safeguarding Lead is:

Name: Matt Priestland

The trustees Safeguarding Lead is responsible for:

- Ensuring that safeguarding is considered during strategic, ministry and pastoral discussions and decision making
- Overseeing the safeguarding officers' work and ensuring they are adequately resourced for their roles
- Reporting to trustees on safeguarding matters
- Supporting the writing and review of policies and procedures
- Incidents: where concerns or allegations are made or raised, either about a member of staff / volunteer or a child / adult at risk of harm, working with the safeguarding officer(s) to ensure an appropriate response

Operational level

Name: Becky Thomas

Role: Safeguarding officer at Salthouse Lane

Name: Angela Goodwin

Role: Safeguarding officer at Salthouse Lane

Name: Heidi Pike

Role: Deputy Safeguarding officer at Salthouse Lane

The safeguarding officers, together with their deputies, are responsible for:

- Implement policies, procedures and systems
 - Recruitment
 - Delivering training
 - Maintenance of the single central record (recruitment and training of staff and volunteers)
 - Maintenance of record of all safeguarding concerns and actions
- Work with the safeguarding lead to write and review policy and procedure
- Work with the safeguarding lead to respond to concerns and allegations

If they are unavailable, concerns should be addressed to :

Name: Matt Priestland

Role: Trustees safeguarding lead

Safeguarding team

The following people are also part of the safeguarding team:

Name: George Hawkins

Role: Senior Minister

The safeguarding team are responsible for

Providing additional input and advice to safeguarding team

- Provide wisdom and advice in handling difficult and sensitive situations
- Supporting the safeguarding team in linking pastoral care and safeguarding
- Providing pastoral support to the safeguarding team
- They may also assist with safeguarding training

Those serving with children/young people

Role descriptions for those serving with children / young people are available and shared with those considering volunteering to serve.

Details of external specialist support:

Christian Safeguarding Services advice line

Phone: 0116 218 4420

E-mail: info@thecss.co.uk

Appendix C

Detailed definitions

Statutory Definitions and indicators of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

Definition	Indicators
<p>Physical abuse Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child</p>	<p>Injuries not consistent with the explanation given for them Injuries that occur in places not normally exposed to falls, rough games, etc Injuries that have not received medical attention Reluctance to change for, or participate in, games or swimming Repeated urinary infections or unexplained tummy pains Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation* Cuts/scratches/substance abuse</p>
<p>Emotional abuse Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	<p>Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Depression, aggression, extreme anxiety. Nervousness, frozen watchfulness Obsessions or phobias Sudden under-achievement or lack of concentration Inappropriate relationships with peers and/or adults Attention-seeking behaviour Persistent tiredness Running away/stealing/lying</p>

<p>Sexual abuse</p> <p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<p>Any allegations made concerning sexual abuse Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour Age-inappropriate 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 sexual connotations Eating disorders - anorexia, bulimia</p>
<p>Neglect</p> <p>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> provide adequate food, clothing and shelter (including exclusion from home or abandonment); <input type="checkbox"/> protect a child from physical and emotional harm or danger; <input type="checkbox"/> ensure adequate supervision (including the use of inadequate care-givers); or <input type="checkbox"/> ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. 	<p>Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc</p>

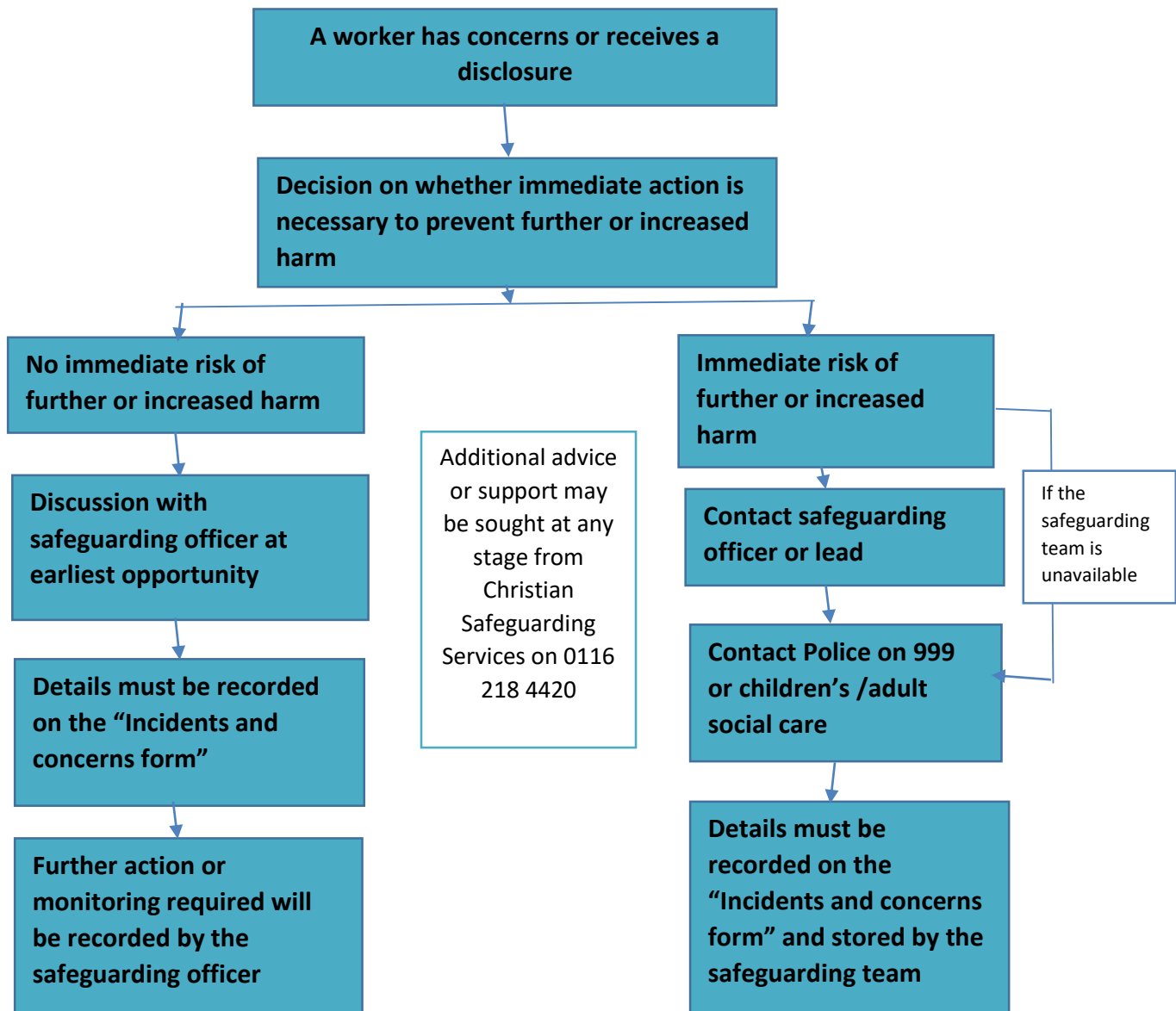
<p>Statutory Definitions and indicators of Abuse (Adults)</p> <p>The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000) The legislation is relevant across England and Wales but on occasions applies only to local authorities in England. The Safeguarding duties apply to an adult who;</p> <ul style="list-style-type: none"> <input type="checkbox"/> has need for care and support (whether or not the local authority is meeting any of those needs) and; <input type="checkbox"/> is experiencing, or at risk of, abuse or neglect; and <input type="checkbox"/> as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. <p>Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.</p> <p>This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.</p>

Definition	Indicators
Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.	<ul style="list-style-type: none"> ● History of unexplained falls, fractures, bruises, burns, minor injuries. ● Signs of under or over use of medication and/or medical problems left unattended.
Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.	<ul style="list-style-type: none"> ● Unexplained injuries or 'excuses' for marks or scars ● Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation. ● Age range extended to 16yrs.
Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.	<ul style="list-style-type: none"> ● Pregnancy in a woman who is unable to consent to sexual intercourse ● Unexplained change in behaviour or sexually explicit behaviour ● Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting ● Infections or sexually transmitted diseases ● Full or partial disclosures or hints of sexual abuse ● Self harming
Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.	<ul style="list-style-type: none"> ● Alteration in psychological state eg. withdrawn, agitated, anxious, tearful ● Intimidated or subdued in the presence of a carer ● Fearful, flinching or frightened of making choices or expressing wishes ● Unexplained paranoia
Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.	<ul style="list-style-type: none"> ● Disparity between assets and living conditions ● Unexplained withdrawals from accounts or disappearance of financial documents ● Sudden inability to pay bills ● Carers or professionals fail to account for expenses incurred on a person's behalf ● Recent changes of deeds or title to property
Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	<ul style="list-style-type: none"> ● Physical appearance; unkempt, inappropriate clothing, malnourished ● Movement monitored, rarely alone, travel early or late at night to facilitate working hours. ● Few personal possessions or ID documents. ● Fear of seeking help or trusting people.
Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.	<ul style="list-style-type: none"> ● Inappropriate remarks, comments or lack of respect ● Poor quality or avoidance care
Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as	<ul style="list-style-type: none"> ● No confidence in complaints procedures for staff or service users. ● Neglectful or poor professional practice.

<p>a result of the structure, policies, processes and practices within an organisation.</p>	
<p>Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.</p>	<ul style="list-style-type: none"> ● Deteriorating despite apparent care ● Poor home conditions, clothing or care and support. ● Lack of medication or medical intervention
<p>Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.</p>	<ul style="list-style-type: none"> ● Hoarding inside or outside a property ● Neglecting personal hygiene or medical need

Appendix D

How to raise a concern or deal with a disclosure



Appendix E
Key safeguarding contacts

Statutory services

Nottinghamshire County Council	Nottingham City Council
Safeguarding children Nottinghamshire MASH Telephone: 0300 500 80 90 Emergency out-of-hours: 0300 456 4546	Safeguarding children Nottingham City Children's social care Telephone : 0115 876 4800
Local interagency referral forms can be found here: https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash/report-a-new-concern-about-a-child	Referral forms can be found here: https://www.nottinghamcity.gov.uk/information-for-residents/children-and-families/children-and-families-direct
Allegations against staff or volunteers should be reported to Local Authority Designated Officer (LADO) via 0115 977 3921.	Allegations against staff or volunteers should be reported to Local Authority Designated Officer (LADO) via 0115 876 4762
Safeguarding Adults Nottinghamshire MASH Telephone: 0300 500 80 90 Emergency out-of-hours: 0300 456 4546	Safeguarding Adults Nottingham City Duty team Telephone: 0300 1310 300 and select option 2

Local Authority details
 Nottinghamshire County Council

Appendix F - Basis of the policies and procedures and the legal framework

- Our statement of faith
 - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the statement of faith
- Our governing documents

Safeguarding Children

- National legislation and guidance (Safeguarding Children)
 - Children Acts (1989 & 2004)
 - Children and Families Act 2014
 - Children and Social Work Act 2017
 - Working together to safeguard children (2018)
 - What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)
 - Protection of Children Act 1999
 - Safeguarding vulnerable groups act 2006
 - Protection of freedoms Act 2012
 - Disqualification under the childcare act 2006 (2018 amended)
 - Prevent duty guidance 2016
 - Sexual offences Act 2003
 - The Safe Network Standards (available from the NSPCC website)
 - The policy also takes account of the principles outlined in:
 - Keeping Children Safe in Education 2019
 - FGM duty guidance

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

Safeguarding Adults

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

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

Appendix G
Standard Document Samples

	Application to volunteer
	Concerns reporting form
	Confidential file chronology
	Confidential file record of conversations and actions
	Template report from DSL to trustees

Application to work with children and young people

About You		
Full name	Address	
	How long have you been at this address?	
Phone number		
Mobile number		
E-mail address		
About the role		
Which age group would you like to work with?		
0-3 years old	3-5 years old	5-10 years old
		11-18 years old
Is there are a specific team you are interested in joining?		
Is there anything we should know which will impact your ability to serve regularly (eg student so only available in term time, shift worker)?		
More about you		
	Yes	No
Are you a member of Beeston Free (or any other church?) If a member elsewhere please give details		
How long have you been attending Beeston Free?		
Are you in agreement with the church's beliefs as outlined in the statement of faith?		
Please tell us about your Christian experience including your testimony, the church(es) you have attended over the last 10 years (with dates), together with any activities you have been involved with.		
Please tell us about any previous experience you have of looking after or working with children and/or young people. This should include details of any relevant qualifications or training either in a paid or voluntary capacity		

--

If you have been at Beeston Free for over a year we will talk to a homegroup / ministry team leader who knows you and ask you provide one other referee below

If you have been at Beeston Free for less than a year please complete the details below for two people who would be willing to provide a personal reference, ideally one of these should be able to comment on your previous church involvement / involvement in children’s work.

If you are unsure who to ask to be a referee then please talk to one of the safeguarding team.

Reference 1	Reference 2
Name	Name
Relationship to you or capacity in which you are known to them	Relationship to you or capacity in which you are known to them
Phone	Phone
E-mail address	E-mail address

Self-declaration

	Yes	No
Do you have any criminal convictions that would affect your ability to perform this role?		
Is your state of physical, mental, emotional, and spiritual health adequate to fulfil this role?		
Have you ever had an offer to work with children or young people declined or been barred from such work?		
Do you agree to abide by the policies, procedures, codes of conduct, risk assessments etc that are relevant to this role?		

Is there anything that you wish to add or that you wish us to consider in relation to this self-declaration?

--

I confirm that the information supplied in this form is accurate to the best of my knowledge.

Signature:

Date:

Incident / concern reporting form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Department /Group / ministry area			Date completed
About the person or people we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc?</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			

Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only: Form reference –	

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people we are concerned about or involved in the incident

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing "None".

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.

Record of safeguarding conversations and actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded

Report from the Trustees Safeguarding Lead covering the period from xxxxx to xxxxx		
Report completed by:	Date	
Summary of safeguarding activity		
Number of concern / incident reports received in relation to children		
Number of concern / incident reports received in relation to adults		
Number of cases referred to Children's Social Care		
Number of cases referred to Adult Social Care		
Number of allegations received		
Number of allegations investigated by Local Authority		
Number of reportable incidents reported to charity commission		
Were there any common themes or issues in the reports submitted?	Yes / No	
If so, what?		
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No	
If so, what?		
What training or informal update activity been completed this year?		
Any recommendations to or requests of the trustees?		
Declaration from Safeguarding Lead	Yes	No
Has the policy been reviewed for legal compliance and effectiveness?		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		

Is safeguarding team training up to date?		
Is the training log up to date?		
Any other comments		

Appendix H
Codes of Conduct

Code of conduct for staff and volunteers working with children or young people

Those working with children and young people will

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents
- Ensure that their conduct embraces their responsibility for the safety of the children in their care
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children
- Refrain from any abuse of their power or authority as adults and leaders within the group
 - This includes developing personal relationships which compromise their position of trust
- Only take responsibility for children if they are physically and mentally fit and able to do so
- Treat them with respect and dignity
- Treat them in an age appropriate way that recognises their developmental stage and ability
- Provide them with appropriate levels of choice
- Treat them as individuals
- Respect their views and wishes
- Promote and ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- Ensure that age appropriate boundaries are clearly explained and consistently implemented in accordance with this policy
- Ensure that any age appropriate physical contact is child led
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group
- Refrain from any physical chastisement
- Refrain from making any social media connections with them
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat children equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding

Code of conduct for staff and volunteers working with vulnerable adults including adults at risk of abuse

Those working with vulnerable adults including adults at risk of abuse will:

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented

- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual
- Only engage in activity for which they are physically and mentally fit
- Treat them with respect and dignity
- Ensure that support is client led and that their views, wishes and choices are respected
- Treat them as individuals
- Promote and seek to ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented
- Ensure that any physical contact is client led
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat each person equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding