



Kings Christian Centre

Safeguarding Policy



POLICY REVIEW

Date	Reviewers	Outcomes
10 Nov 2016	B Amor S Leake W Swan	Number of improvements and updates and inclusion of all items in one manual. Annotated as 'Issue 1'
15 Jan 2018	B Amor S Leake	No changes. Anti-Bullying and Harassment policy is being developed and can be used as necessary idc.
15 Jan 2019 Upissued 2	B Amor S Leake	<ul style="list-style-type: none"> • Change of name of CCPAS to <i>Thirty One: Eight - general</i> • Addition of need to ensure all workers have the contact details for the KCC SO and KCC DSO – page 3 • Addition of paper route for DBS certificates - page 5 • Addition of regular checking of DBS certificates – page 5 • Addition of need to contact parent in communication system - page 12
20 Jan 2020 Upissued 2.1	B Amor S Leake	<ul style="list-style-type: none"> • The term 'Special Needs' changed to 'Additional needs' in line with modern nomenclature. • Addition of Approval procedure for outside agency workers
1 Aug 2020	B Amor S Leake	Addition of new approval procedure for seconded personnel
18.10.2021 Version 3	H Douglas S Leake	<ul style="list-style-type: none"> • Change of name of policy to Safeguarding Policy to include vulnerable adults • Update of links to Welsh Specific legislation and guidelines • Inclusion of the roles and responsibilities of Safeguarding Officer and Deputy Safeguarding Officer • Review of definition of different types of abuse, and procedure for reporting • Inclusion of process for risk assessment of staff and volunteers with criminal records • Update of good practice guidelines to include guidance on lone working and self harm
20.10.22	H Douglas	No Changes due to comprehensive review in 2021
06.06.24 Up issued Version 3.1	H Douglas S Leake	<p>Inclusion of new policy directive in relation to production and utilisation of digital images and online resources (section 8)</p> <p>Inclusion of new paragraph to reinforce safeguarding as an essential criteria of all staff and volunteers within role descriptions (pg. 11)</p>



All changes to the manual are to be highlighted by a line drawn in the right hand margin alongside the modified paragraph(s).



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This document is based on a Model Safeguarding Policy supplied by *Thirty One: Eight* (31:8)(previously known as CCPAS). This Policy must not be copied by other churches/organisations without the written agreement of 31:8 and Kings Christian centre



SAFEGUARDING POLICY

1. CHURCH DETAILS

Name: King's Christian Centre (hereafter, "The Church" or "KCC")
Address: Bailey Hill, Pwll Glas, Mold, Flintshire, CH7 1RA
Tel No: 01352 752039 Email: safeguarding@kings-mold.org.uk (Safeguarding only)

2. MISSION STATEMENT

The Church Leadership [hereafter referred to as CL] recognises the importance of its ministry to children, young people and vulnerable adults and its responsibility to protect and safeguard the welfare of these groups entrusted to the church's care.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children, young people, and vulnerable adults as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all those working with children, young people and vulnerable adults within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory child and adult authorities and other organisations.

3. CHURCH POLICY

3.1 Overview

The CL recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. It also acknowledges that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect.



The CL has therefore adopted the procedures set out in this document (hereafter “the policy”). It also recognises the need to build constructive links with statutory and voluntary child and adult protection agencies. The policy and attached practice guidelines are based on a model published by the 31:8 and informed by the principles of the [Social Services and Wellbeing \(Wales\) Act \(2014\)](#) and subsequent statutory safeguarding guidance [Working Together to Safeguard People](#). The CL undertakes to file a copy of the policy and practice guidelines with 31:8 and social services, and any amendments subsequently published. The CL agrees not to allow the document to be copied by other organisations.

The CL is committed to on-going safeguarding training for all staff and volunteers working with children, young people and vulnerable adults, and will regularly review the operational guidelines attached.

The CL is supported by 31:8 an independent Christian charity which helps organisations protect vulnerable people from abuse.

3.2 Safeguarding Officers

The CL will ensure that a KCC Safeguarding Officer (KCC SO) and a KCC Deputy Safeguarding Officer (KCC DSO) are in place. **The Safeguarding Officer is Hayley Douglas (tel: 07717621965) the Deputy Safeguarding Officer is Sue Leake (tel: 07900 387907).** Their role is to ensure the implementation of the Safeguarding policy and subsequent operational guidelines, and ensure that others within KCC understand and follow procedures. Their responsibilities will include:

- Being available to all staff, volunteers and members of the church, and users of groups and activities to discuss safeguarding concerns or issues.
- Ensuring that cases of suspected or actual safeguarding concerns are referred to the appropriate agencies, and will gather further evidence and if information if needed.
- Undergoing regular refresher training to ensure their own safeguarding knowledge is up to date
- Ensuring that adequate reporting and recording systems are in place, and that any records are kept in accordance with the General Data Protection Regulation (GDPR) (2018)
- Communicating with families, staff and volunteers regarding any concerns or referrals where appropriate
- Implementing KCC's safer recruitment procedures



- Undertaking an annual review of KCC safeguarding policy and procedures

If an allegation or a disclosure is made that involves either the KCC SO or KCC DSO, or someone who is related to either of the safeguarding officers, then the relevant safeguarding officer will recuse themselves from involvement in the matter.

3.3 Policy Review

This policy, and the associated procedures, shall be reviewed annually as a minimum and as otherwise required, e.g. If a failure in the system is identified. The review shall be undertaken by the KCC SO with assistance from the KCC DSO and others as considered necessary. The date and outcomes of any review shall be recorded and circulated.

3.3 Abuse of Trust

The CL also undertakes to follow the principles found in the Wales Safeguarding Procedures in relation to [safeguarding allegations and concerns about practitioners and those in Positions of trust](#). 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. The CL deems staff and volunteers working with children, young people and vulnerable adults as part of their role with KCC to be in a position of trust.

4. RESPONDING TO SAFEGUARDING CONCERNS

KCC recognises its responsibility in responding to safeguarding concerns. Safeguarding concerns may include allegations of abuse, harm and neglect against KCC staff or volunteers; disclosures of abuse and neglect made by children, young people and vulnerable adults; observations made by KCC staff and volunteers during KCC activities, or concerns raised by other members of the KCC congregation or members of the public. Concerns relate to the definitions of abuse, harm and neglect as indicated in the policy below, or failure by KCC staff and volunteers to follow the safeguarding policy.

4.1 Definition of Abuse, Harm and Neglect

The following is a non-exhaustive list of examples of each of the categories of harm, abuse and neglect that will be a relevant safeguarding concern that requires response by KCC staff and volunteers and the CL.

- **Physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;



- **Emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
- **Sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways
- **Financial abuse** - financial abuse includes theft, fraud, pressure about money, misuse of money, not meeting their needs for care and support which are provided through direct payments; or complaints that personal property is missing.
- **Spiritual abuse** - spiritual abuse could be defined as an abuse of power, often done in the name of god or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.
- **Neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Other types of harm abuse or neglect that need to be responded to are Child Sexual Exploitation (CSE), Radicalisation, Female Genital Mutilation (FGM), Modern Slavery, and Criminal Exploitation such as County Lines (CCE).

4.2 Responding to Safeguarding Concerns

In responding to safeguarding concerns it is important that the following procedure is followed by all KCC staff and volunteers working with children, young people and vulnerable adults.

Under no circumstances shall KCC staff or volunteers carry out their own investigation into an allegation or disclosure of abuse, harm or neglect.

The person in receipt of allegations or disclosure of abuse, harm or neglect shall do the following:



- If the concern means that a child, young person or other member of the public is in immediate physical danger or there is a threat to life then the Police should be called on the emergency number 999, along with any further support for medical attention.
- In all instances a written record of the allegation, incident or disclosure relating to abuse, harm or neglect needs to be produced by the KCC worker or volunteer. This needs to be done precisely and promptly with as much accuracy as possible. This can be on the KCC responding to abuse form in the Workers Handbook, or written as part of an email which is sent to safeguarding@kings-mold.org.uk
- Concerns must be reported as soon as possible to the KCC Safeguarding Officer (KCC SO) who is nominated by the CL to act on their behalf in dealing with the allegation, incident or disclosure relating to abuse, harm or neglect, including referring the matter on to the statutory authorities. The telephone number for the KCC SO out of hours is 07717621965, the telephone number for the KCC DSO is 07900 387907.
- In the absence of the KCC SO, or if the suspicions in any way involve the KCC SO then the report should be made to the KCC DSO. If the suspicions implicate both the KCC SO and the KCC DSO, then the report should be made in the first instance to the 31:8, PO Box 133, Swanley, Kent, BR8 7UQ, telephone 0845 120 4550 or alternatively contact Social Services. The local Social Services office telephone number between 9.00am and 5.00pm is 01352 701000. The out of hours emergency number is 0345 0533116. The Police Child Protection Team telephone number is 01352 753207.
- The KCC SO is required by conditions of the Church Insurance Policy to immediately inform the Insurance Company, if the allegation relates to an incident on church premises, during a church activity or involving KCC staff or volunteers.
- Whilst allegations or suspicions of abuse will normally be reported to the KCC SO, the absence of the KCC SO or Deputy KCC SO should not delay referral to the Social Services Department.
- The role of the KCC SO/ deputy KCC SO is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. KCC recognises its duty to co-operate and provide information under Section 164 of the Social Services and Well-being (Wales) Act 2014. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.



- Further advice and guidance can be gained from 31:8 if, for any reason, they are unsure whether or not to contact Social Services/Police. 31:8 will confirm its advice in writing for future reference. Telephone 0845 120 4550

4.3 Handling of information relating to safeguarding concerns

KCC and the CL recognises the sensitive nature of information gathered in relation to safeguarding concerns. Therefore there is a need to be clear about information storage, confidentiality and sharing of information with other parties. This is in addition to KCC data protection and GDPR policies and procedures.

- Suspicions shall not be discussed with anyone other than those nominated above (including with the alleged offender). A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- The CL will support the KCC SO/Deputy KCC SO 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.
- KCC recognises its duty to co-operate and provide information under Section 164 of the Social Services and Well-being (Wales) Act 2014 with all relevant agencies.
- If concerns are raised relating to parents or carers (especially in terms of physical or sexual abuse) information these will not be shared with the parents or carers, unless advised to do so having contacted Social Services.

5. SAFE RECRUITMENT, SUPERVISION AND TRAINING

KCC and the CL are committed to the safe recruitment, supervision and training of all KCC staff and volunteers who work with children, young people and vulnerable adults. Procedures are in place to safeguard these groups as well as the staff and volunteers themselves.

KCC shall ensure all workers and volunteers are appointed, trained, supported and supervised in accordance with the principles set out [NSPCC Safer Recruitment Guidelines](#). The same principles shall be applied to those appointed to work with vulnerable adults.



KCC regards safeguarding as everyone's responsibility and as such, staff and volunteer role descriptions will reflect this as an essential element of any person specification and role criteria. Such that those failing to undertake safeguarding responsibilities will be subject to KCC supervisory and retention procedures.

5.1 Recruitment of Staff and Volunteers

The following procedures shall be followed when appointing new persons for working with children, young people and vulnerable adults. The level of background checks depends on the regularity and type of contact the worker is expected to have with the children.

Approval for work with children, young people and vulnerable adults will be through the following process

- Applicant completes the Application Form For Paid Or Voluntary Work With Children and Young People.
- The KCC SO ensures, as far as is practical, that the details on the Application form are correct and contacts the referees for confirmation of the applicant's acceptability/suitability.
- Applicant undergoes necessary KCC safeguarding training (training may occur any time prior to approval)
- Applicant undertakes an Enhanced DBS check (See section 5.2 below) through 31:8
- Report made to CL that the applicant is approved, applicant and CL sign contract

Until the above checks and approvals have been fully completed the KCC staff member or volunteer may have irregular or limited contact with children, young people, or vulnerable adults, based on initial approval by the KCC CL team. Such persons are not to be left alone with children and must be directly supervised by a fully approved person at all times.

5.2 Disclosure and Barring Service Checks

As an organisation KCC is committed to the Rehabilitation of Offenders, but recognises much of the work undertaken with children, young people and vulnerable adults is defined as a 'regulated activity' and as such requires further checks that may prevent people with a criminal record from working with children, young people and vulnerable adults.

All KCC staff and volunteers who work with children, young people and vulnerable adults will be subject to an Enhanced DBS check. This will be conducted through an online system facilitated by 31:8. The online system allows the applicant to complete their application online



for checking and initial approval by the KCC SO/DSO. The certificate is then applied for online. Only the KCC So/DSO have access to the online system. The presence of content or not is reported via the online system. If no content is highlighted there is no need to see the actual certificate and subject to references and completion of procedures set out in 5.1 are approved for work with children, young people and vulnerable adults.

Where a KCC member of staff or volunteer already holds a current DBS with another organisation, and has signed up to the DBS Update service, this can be checked via 31:8 online system. A new DBS certificate does not need to be applied for.

5.3 Regular checks on DBS status

The status of the DBS for those persons registered with the online update system shall be carried out at least annually to ensure they continue to be suitable for work with children. All workers obtaining a DBS certificate are to be encouraged to register with the online update system.

Those persons whose DBS is not registered with the online update system will need to have their complete DBS renewed at least every three years, unless difference guidance is received from statutory or guidance authorities.

5.4 Disclosure of Criminal Record

Applicants to work with children, young people and vulnerable adults with KCC are encouraged to disclose any criminal record through the Application Form For Paid Or Voluntary Work With Children and Young People. Previous offending does not necessarily prevent an individual from working with children, young people and vulnerable adults.

If content is present on the application form and/or on the DBS certificate a risk assessment must be undertaken by the KCC SO and/or DSO prior to the person being allowed contact with children, young people and vulnerable adults.

Consideration must be given as to

- the person is barred from working with children or vulnerable adults
- the nature of the offence and its seriousness
- whether the convictions are now 'spent'
- the relevance of the offence to other staff, volunteers, children and their families
- the length of time since the offence took place
- the length of the sentence
- whether the offence was an isolated incident or part of a pattern or history of offending
- the circumstances which led to the offence being committed



- whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- the level of remorse expressed by the applicant and/or any efforts to change
- whether the new role provides opportunities to re-offend
- any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.

A risk assessment report based on the above will be prepared by the KCC SO/DSO and presented to KCC CL who will make the final decision on appointment.

5.5 Storing Disclosure and Barring checks

KCC will not store copies of disclosure and barring check certificates unless there is a dispute about the results of the check. A confidential record of:

- the date the check was completed
- the level and type of check
- the reference number of the certificate
- the decision made about whether the person was employed (with reasons).

If there is a dispute about the results of a check, a copy of the certificate may be kept for no longer than six months.

The DBS certificate remains the property of the applicant, and it is their responsibility to show the certificate to the KCC SO/DSO. If the applicant does not show the certificate then they shall not be approved for work with children.

5.6 Workers and volunteers seconded from other organisations

Where a worker is seconded from another organisation with its own approval system (Eg. A worker from a University on work experience) such a worker may be approved for work at KCC through that system under the conditions given below. This route bypasses the need to obtain references and a KCC DBS certificate. However, this will only apply if the organisation's approval system is at least as rigorous as the KCC's stated in this policy as confirmed by the KCC SO/DSO. All other relevant aspects of the Safeguarding policy still apply.

This route is NOT to be used for people simply approved by another organisation who wish to work as a children's worker at KCC.



1. The applicant completes the *KCC Application Form For Paid Or Voluntary Work With Children and Young People*. The sections regarding referees does not need to be completed.
2. The applicant's DBS certificate is physically sighted by the KCC SO or KCC DSO and any content is investigated.
or
If the worker is signed up to the online DBS system the DBS is checked as clear or any content is investigated.
3. A signed communication (email or hard copy letter) is received from the relevant person in the applicant's organisation stating that the worker has been checked and approved by their system and remains suitable for work with children. This communication is to be stored in the worker's file by KCC in the same fashion as a normal approval process.
4. As a minimum the new worker is to be given a copy of the KCC Safeguarding Worker's manual, and encouraged to complete KCC safeguarding training.
5. The applicant and CL sign the contract.

5.7 Training

KCC is committed to the continued training and development of staff in relation to safeguarding and related topics. This is to ensure that staff, volunteers remain current in their knowledge, best practice can be identified, and the safeguarding needs of children, young people and vulnerable adults can be met.

- As a minimum all staff and volunteers will be provided annual safeguarding training. Completion of the training will be mandatory, but if staff or volunteers are unable to attend they will be directed to an online version.
- Information regarding additional and more specific safeguarding courses will be circulated to all relevant staff and volunteers
- As a minimum, all persons working with children are to be made aware of the requirements and procedures laid out in the worker's manual. They shall have access to the manual and be informed of to whom, by name, they should report any concerns as detailed in the manual.



- Persons in regular contact with children are to receive more detailed training and regular update training. Consideration should be made as to bringing in outside expert assistance for this type of training.

5.8 Supervision

KCC recognises the importance of supervision for safeguarding; especially in terms of emotional support for staff and volunteers dealing with safeguarding concerns, and how quality supervision can also encourage the sharing of information about safeguarding issues.

- The KCC CL shall provide details of the supervision for each specific activity in the church practice
- All KCC staff and volunteers can request regular supervision with their line manager
- Safeguarding will form part of the agenda for all supervision discussions

6. SUPPORT TO THOSE AFFECTED BY ABUSE

It is recognised that members of KCC church congregation and users of KCC groups may have been affected by abuse. The KCC CL is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse. Where appropriate signposting to relevant external support agencies will be made.

7. WORKING WITH OFFENDERS WITH A HISTORY OF ABUSE

It is recognised there may be times when someone attending the church is known to have abused children. In this instance a risk assessment will be undertaken by the KCC CL which will identify the requirement for supervision of the individual concerned. Boundaries will be put in place to limit the offenders contact with children, young people and vulnerable adults. It is expected that these boundaries are maintained and will be reviewed regularly by the KCC CL. The offender will also be offered pastoral care.

8. PRODUCTION AND UTILISATION OF DIGITAL IMAGES AND ONLINE RESOURCES

It is recognised that in the course of the work of KCC that the organisation may at times produce digital images of children, young people and vulnerable adults. Digital images here are taken to mean photos, videos and audio recordings where individuals can be clearly identifiable. These digital images will only be used for the purposes of promoting KCC activities, and in disseminating the work of the Church. This may be through formats such as social media platforms, the KCC website and video streaming platforms. KCC recognises the need to ensure the safe storage and use of digital images and recordings to ensure the safety



and protection of those included in the images, and to ensure that they are not available for misuse or exploitation by others. In order to meet this requirement KCC will ensure the following:

8.1 PERMISSION

- Permission to take digital images of any child, young person or vulnerable adult will first be gained by the parent or guardian of the individual. This will involve a clear indication of what the digital images will be used for and how they will be disseminated. Parents and guardians will be given the right to withdraw their permission at any time, and can do so verbally or in writing to any member of the KCC CL. At which point any identifiable digital images of that child, young person or vulnerable adult will be removed. Where possible permission to take and use digital images will be gained in writing.
- Where a young person or adult is of an age and ability where they can give their own informed consent for use of their digital image this will also be sought in addition to parent/guardian consent which will take precedence in all instances.

8.2 STORAGE AND DISPOSAL

- Digital images will only be captured on equipment provided and managed by KCC. This may include but not limited to KCC video recorders, cameras, memory storage devices or phones. Staff and volunteers should not be taking or storing digital images on their own personal devices.
- In instances where the use of personal devices for recording digital images is unavoidable (i.e.. To record activities for project evaluation or a service and no KCC device is available, or to record evidence of a safeguarding concern), then the staff member or volunteer must inform another member of staff or the KCC leadership team what images have been taken, the purpose of taking them, and then ensure they are transferred to a secure KCC device at the next available opportunity.
- All digital images will be stored securely on password protected devices and disposed of in line with KCC GDPR policy and guidance. Where possible these will be accessed only by nominated members of KCC staff team who are responsible for editing and dissemination.

8.2 UTILIZATION AND DISSEMINATION

- There is no live broadcasting of services or activities
- Any services or activities that are shared on digital channels are edited to produce an online version that only incorporates digital images of those who have provided permission.



- Our policy is to not include any digital images that have children, young people or vulnerable adults in it, unless their inclusion is an integral part of the service or activity, and then only with consent (see above).
- Digital images are only disseminated via designated KCC social media, website and video streaming platforms that are accessible and moderated by the KCC Church leadership.

8.3 MISUSE OF DIGITAL IMAGES

- Misuse of digital images report by a member of the public, church congregation, staff or volunteers will be considered a significant safeguarding concern, and as such will be raised with the KCC CL team and safeguarding officer. This may lead to possible onward referral to police or social services, as well as further action through KCC internal policies and procedures.

THIS POLICY SHOULD BE READ IN ACCORDANCE WITH KINGS GOOD PRACTICE GUIDELINES FOR SESSIONS WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS