

Church Lane Evangelical Church
Policy for Safeguarding
July 2020

1. Details of organisation

Name of Place of Worship: **Church Lane Evangelical Church**

Address: **Church Lane, Stafford ST162AW**

Tel No: **01785 254331**

General Email address: **admin@clec.org.uk**

Chair of Elders: **Andrew Cook**

Contact Telephone: **07545 833336**

Email: **andrewcook@clec.org.uk**

Safeguarding Coordinator Name: **Alan Medway**

Contact Telephone: **01785 222287**

Email: **alanmedway@clec.org.uk**

Denomination: **Free Evangelical Church**

CLEC subscribes to "Thirtyone:eight", a Christian charity that provides advice and support on safeguarding matters.

Email: **info@thirtyoneeight.org**

Contact telephone: **0303 003 11 11**

Thirtyone:eight can be contacted for confidential advice. However, this is not an alternative to reporting concerns to statutory authorities.

Charity Number: **115217**

Company Number: **N/A**

Regulators: **N/A**

Insurance Company: **Ansvar**

2. Brief Description of Activities at CLEC

CLEC holds a service of worship and teaching each Sunday morning, including times of separate teaching for groups of children organised according to age.

Mid-week activities at CLEC include:

- Toddler and parent/carer groups

- Activities for retired people
- Youth clubs for children in K.S. 2, 3 and 4
- House groups for adults

3. CLEC Commitment to Safeguarding

CLEC has a team of leaders known as “elders”. The elders recognise the need to provide a safe and caring environment for children, young people and adults. They acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. The elders adopt the procedures set out in this safeguarding policy in accordance with statutory guidance. They are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

CLEC’s Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Only allow the document to be copied by other organisations with permission.

4. Understanding Abuse and Neglect

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

In order to safeguard those in our place of worship we adhere to the UN Convention on Rights of the Child.

5. Detailed Definitions, and signs and indicators of abuse

There is no single definition for each different type of abuse, with different

terminology used by different organisations. Below is a simple definition of each of the main types of abuse along with some of the behaviours that each type of abuse may include.

Physical Abuse

- Inflict pain, physical injury or suffering
- Shaking, pinching, pushing, kicking, burning, hair-pulling
- Squeezing, suffocating, using inappropriate restraint
- Poisoning, giving inappropriate medication

Emotional Abuse

- Use of threats, fear or power gained by an adult's position to invalidate the child/vulnerable adult's wishes
- Mocking, coercing, threatening or controlling behaviour
- Bullying, intimidation, harassment or humiliation
- Lack of privacy or choice, denial of dignity
- Deprivation of social contact or deliberate isolation
- Causing the child/vulnerable adult to feel worthless, ignoring, withholding love or affection

Sexual Abuse

- Any non-consenting sexual act or behaviour including rape, sexual assault or sexual acts to which the person has not or could not give consent or was pressurised into consent
- A sexual relationship with an adult with whom there is a pastoral relationship
- A sexual relationship for any person in a position of trust
- Incest
- Making sexual remarks, suggestions or teasing
- Indecent exposure
- Being forced to watch pornographic material or sexual acts
- Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways
- Being spied on while a person is undertaking personal care activities

Neglect

- A child or vulnerable adult's wellbeing is impaired and their care needs are not met
- Failing to provide access to appropriate health, social care or education services
- Ignoring medical or physical care needs including not giving proper food or assistance with eating and drinking
- Failing to intervene in behaviour which is dangerous
- Failing to provide a warm and comfortable environment
- Deliberately withholding aids such as walking sticks, hearing aids

- Denying social, religious or cultural contacts or contact with the family
- Leaving alone or unsupervised

Below are outlines of some specific types of abuse given in more detail:

Female Genital Mutilation (FGM)

- FGM is a form of child abuse that is a criminal and dangerous offence in the UK.
- It is used to control female sexuality and can cause long-lasting damage to physical and emotional health.
- There are no medical reasons to carry out FGM.
- It is often performed by someone with no medical training using instruments such as knives, scalpels, scissors, glass or razor blades. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained during the procedure.
- FGM can happen a different times in a girl or woman's life including when a baby is new-born, during childhood or as a teenager, just before marriage or during pregnancy.
- Girls and women are most at risk are those who live in communities where FGM is practised. The Home Office identifies the following communities as being most at risk: Somalia, Kenya, Ethiopia, Sierra Leone, Sudan, Egypt, Nigeria, Eritrea, Yemen, Kurdistan and Indonesia. FGM can be carried out in the UK or abroad.

County Lines

- This describes when illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively).
- Drugs are usually carried by children or vulnerable adults, who have been coerced by gangs.
- The "County Line" is the mobile phone line used to take the orders for drugs.

Financial Abuse

- Inappropriate use, misappropriation, embezzlement or theft of money, property or possessions
- Theft, fraud or embezzlement of benefits or goods
- Exploitation or profiteering
- Applying pressure in connection with wills, property or inheritance or financial transactions
- Abuse of influence, power or friendship to persuade a person to make gifts or change their will
- Charging excessive amounts for services e.g. minor building works

Spiritual Abuse

- Inappropriate use of religious belief or practice
- Coercion and control of one individual by another in a spiritual context
- Abuse of trust by someone in a position of spiritual authority e.g. minister, elder
- Forcing religious ideas or practices onto people who may be vulnerable
- Extreme interference in pastoral matters so that individual choice or responsibility is reduced
- Misuse of scripture or power to control behaviour or pressure into conformity
- The requirement of obedience to the abuser or the suggestion that the abuser has “divine power”
- Intrusive healing and delivering ministries in which people by experience emotional, physical or sexual harm
- Denial of the right to faith or opportunity to grow in the knowledge and love of God
- Exclusion of people to the full range of church life e.g. no provision of gluten-free communion bread, fear of sharing the cup with those who are HIV positive

Discriminatory Abuse

- Inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability
- Harassment, slurs or similar treatment
- Withholding services without proper justification

Domestic Abuse

- any threatening behaviour, violence or abuse between adults who have been or are in a relationship or between family members
- can be physical, sexual or psychological
- is rarely a one-off incident
- usually part of a pattern of abusing and controlling behaviour where an abuser seeks to exert power over a partner or family member

Cyber Abuse

- Also known as cyber bullying or cyber stalking
- Defined as the use of IT (email, mobile phones, websites, social media, instant messaging, chatrooms etc) to repeatedly harm or harass other people in a deliberate manner

Self-harm / self-neglect

- Intentional damage or injury to a person’s own body

- Used as a way of coping with or expressing overwhelming emotional distress
- Adults may be at risk of neglecting themselves which can result in harm

Mate Crime

- People (especially those with learning disabilities) are befriended by members of the community who go on to exploit or take advantage of them

Cuckooing

- Criminals take over the home of a vulnerable adult and use the premises to facilitate criminal activities

Modern Slavery

- The practice of treating people as property
- Includes bonded labour, child labour, sex slavery and trafficking
- Unlawful in every country in the world

Human Trafficking

- People are bought and sold for financial gain or abuse
- Can happen within a country or across country borders
- Traffickers trick victims into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs or human sacrifice

Radicalisation

- The process by which people come to support any form of extremism and, in some cases, join terrorist groups

Honour Marriage / Forced Marriage

- When one or both spouses do not consent or cannot consent to the marriage
- May be physical, psychological, financial, sexual or emotional pressure exerted in order to make the marriage go ahead
- Motivation may be to control unwanted behaviour or sexuality

Historic Abuse

- Term used to describe disclosures of abuse that were perpetrated in the past
- Around one-third of people abused in childhood wait until they are adults before they share their experiences

5. Responding to allegations of abuse

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

Follow procedures as below:

It is often not easy to recognise abuse or harm. Therefore it is important for workers and volunteers to act if they suspect abuse – they must not wait until they are absolutely sure. However, care must be taken not to jump to conclusions.

Abuse may be suspected if:

- There is a general concern about someone's well-being
- Something has been heard or seen which could be abusive
- A child or vulnerable adult tells you something that has happened or is happening, either to themselves or to another person at risk that could be abusive

If a child or adult makes a disclosure of abuse the worker or volunteer must:

- Listen and acknowledge what is being said
- Try to be reassuring and calm and supportive
- Tell them that they were right to tell you; you are taking what they have said seriously; it was not their fault
- Be open and honest
- Ask for their consent to pass on their concerns. If they don't give consent you may need to pass it on anyway
- Explain clearly what you will do; try to give them a timescale for when and how you or the designated person for safeguarding will contact them again
- Give contact details for them to report any further details or to ask any questions they may have
- Take appropriate action: do not ignore the situation

- **Documenting a concern**

The worker or volunteer should make a report of the concern in the following way: within an hour (or as soon as is practicable), make a written record of the concern using the concern report form at Appendix 1. Copies of this form are held by all activity leaders and are also freely available in the church office next to the safeguarding poster

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Alan Medway (hereafter the "Safeguarding Co-ordinator")

Tel: 01785 222287

Email: alanmedway@clec.org.uk

Alan Medway is nominated by the elders to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made to Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Staffordshire

Children's Social Services

Tel: 0800 1313 126.

Out of hours Tel: 0345 6042886

Website Address: <https://www.staffordshire.gov.uk/Care-for-children-and-families/Childprotection/Report-a-concern-online.aspx>

Adult Social Services

Tel: 0300 111 8010

Out of hours Tel: 0345 604 2886

Website Address: <https://www.ssaspb.org.uk/Home.aspx>

Police Protection Team Tel: **Staffordshire Police MASH Team
(Professionals only) 01785 235350**

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

The Safeguarding Co-ordinator may need to inform others, depending on the circumstances and/or nature of the concern

- Chair of elders who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns, all discussions with outside agencies and agreed outcomes should be made in accordance with these procedures and kept in a secure

place accessible only to the safeguarding co-ordinators and Chair of elders.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Tracey Cook (hereafter the "Deputy")

Tel: 07715 547529

Email: trace@clec.org.uk

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made to Social Services or the police.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The elders will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the elders hope that members of CLEC will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the elders demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

6. Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

- **Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.**
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek

help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

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

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

7. Detailed procedures where there is a concern that an adult is in need of protection

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

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

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support

- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

8. Allegations of abuse against a person who works with children/young people

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

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

9. Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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

10. Supporting those affected by abuse

The elders are committed to offering pastoral care, working with statutory agencies

as appropriate, and support to all those who have been affected by abuse who have contact with or are part of our place of worship.

11. Safeguarding Training

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

All our workers and volunteers will receive induction training and undertake recognised safeguarding training on a regular basis. For all workers and volunteers training must be completed to foundation level every three years as a minimum expectation. For safeguarding co-ordinators safeguarding training at advanced or specialist level must be completed every three years as a minimum expectation.

The elders will ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

12. Management of Workers – Codes of Conduct

The elders are committed to supporting all workers and volunteers and ensuring they receive support and supervision so that we operate and promote good working practice. This will enable workers and volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

All workers and volunteers will be issued with a code of conduct towards children, young people and vulnerable adults.

13. Working in Partnership

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

We have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

14.Safer Recruitment

The elders will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Proformas for application forms, reference requests, self-disclosures and all other recruitment procedures will be based on thirtyone:eight templates

15. Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the elders will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:

Record of Safeguarding Concern at CLEC

This form should be completed as soon as possible after any disclosure or concern. The worker should share the content of this report with appropriate contacts as soon as possible.

Date, time and location of disclosure or concern

Name of place of worship:

Church Lane Evangelical Church, Church Lane, Stafford ST16 2AW

Name of the group:

Who is normally responsible for group? (Name, address and telephone number)

Who witnessed the disclosure/concern i.e. who is completing this form? (Name, address, telephone number)

Name, age and address of child or adult in need of care and support about whom the report is made:

Describe the disclosure/concern in as much detail as possible. Only include information received first-hand by the person making this report, include a drawing of any injury seen. Do not make any recording or photos of injuries.

Date and time concern is shared with safeguarding deputy/lead/thirtyone:eight

Remaining Section to be Completed by Deputy or Safeguarding Lead or After Discussion with thirtyone:eight

Action required to follow-up disclosure/concern (please tick)

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: