



Gateway (York) CIO  
Registered Charity Number 1165744  
The Gateway Centre  
Front Street  
YORK  
YO24 3BZ

# Safeguarding Policy

This policy is to be reviewed no later than: 30th October 2024  
 Gateway Church is a working name of Gateway (York) CIO, a charitable incorporated organisation (Registered Charity Number 1165744).

Gateway, Gateway Church and Gateway (York) CIO should be read as being synonymous with each other throughout this document.

Throughout this document, capitalised terms are used to convey particular meanings as in the table, below:

Term	Meaning
MUST	This word (or the alternative terms "REQUIRED" or "SHALL") means that an action, condition or task is an absolute requirement.
MUST NOT	This phrase (or the alternative phrase "SHALL NOT") means that the action or condition is expressly prohibited.
SHOULD	This word (or the alternative term "RECOMMENDED") means that there may exist valid reasons in particular circumstances to not undertake a particular action, or that a particular condition may not be met, but the implications must be understood and carefully weighed before choosing to deviate from the recommendation.
SHOULD NOT	This word (or the alternative phrase "NOT RECOMMENDED") means that there may exist valid reasons in particular circumstances to specifically undertake a particular action, but the implications must be understood and carefully weighed before choosing to deviate from the recommendation.
MAY	This word (or the alternative terms "OPTIONAL") means that an action, condition or task is left to the reader's discretion, preference and convenience.

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## **SECTION 1: CHURCH DETAILS**

Name:	Gateway Church [ <i>Gateway Church is a working name of Gateway (York) CIO</i> ] (hereafter, "The Church")
Address:	The Gateway Centre, Front Street, Acomb, York, YO24 3BZ
Telephone:	01904 781983
Email:	office@gatewaychurch.co.uk
Denomination:	ChristCentral (part of Newfrontiers)
Reg Charity No:	1165744
Insurance:	Public Liability Insurance with Congregational & General Insurance plc
Safeguarding Team:	Caleb Ellwood is the elder responsible for Safeguarding. Faith Turner is our safeguarding coordinator and Sue Coward & Tom Ross are our deputy safeguarding coordinators. This team confidentially deals with any Safeguarding concerns, as well as regularly reviewing policies and codes of conduct. When Caleb Ellwood is absent for any reason, Ben Greene will be the elder responsible for Safeguarding and will temporarily join the Safeguarding Team.
Recruiting Team:	Caleb Ellwood (acting as Youth Work Team Leader) and Sarah Hogben (Children's Work Team Leader) both play key roles in the safe recruitment of volunteers to work with children and young people. Where relevant, safeguarding concerns are shared with our Recruiting Team to enable them to recruit safely.
Admin Team:	Dorothy Bilton coordinates the DBS checks on our staff and volunteers. She is assisted by Lucy Walters in this task. Christine Hobson administers our church database (ChurchSuite) that holds information on individuals' DBS checks. Christine also assists in typing up unnamed Safeguarding contracts on behalf of the Safeguarding Team.

Gateway Church runs several ministries serving children and adults who have care and support needs including Sunday morning groups for children aged 0-18, parent and baby/toddler groups, evening youth groups, lifegroups, debt advice in association with Christians Against Poverty, foodbank sessions in association with York Foodbank, drop-in advice sessions and drop-in cafés (this list is not exhaustive).

## OUR COMMITMENT

As Elders and Trustees (hereafter referred to as “the Leadership”) we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the organisation thirtyone:eight

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure 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 Coordinators in their work and in any action they may need to take in order to protect children and adults at risk of harm.
- file a copy of the policy and practice guidelines with thirtyone:eight and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

## **SECTION 2: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE**

### **UNDERSTANDING ABUSE AND NEGLECT**

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

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

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

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

### **STATUTORY DEFINITIONS 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.

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

### **What is abuse and neglect?**

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.

### **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.

### **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.

### **Sexual abuse**

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.

### **Neglect**

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:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **STATUTORY DEFINITIONS OF ABUSE (ADULTS)**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

#### **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

#### **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

#### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the



wishes of the adult at risk of harm. It is also behaviour that has a harmful effect on the adult's emotional health and development or any other form of mental cruelty.

### **Financial or Material Abuse**

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

### **Neglect/Self Neglect**

This is the repeated deprivation of assistance that the adult at risk of harm needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk of harm or to others. An adult at risk of harm may be suffering from neglect when their general well being or development is impaired

### **Discriminatory Abuse**

This is the inappropriate treatment of an adult adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### **Organisational Abuse**

This is the mistreatment or abuse of a adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## **SIGNS OF POSSIBLE ABUSE (CHILDREN & YOUNG PEOPLE)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

### **Physical**

- 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\*

### **Sexual**

- 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\*

## **Emotional**

- 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

## **Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **SIGNS OF POSSIBLE ABUSE (ADULTS)**

### **Physical**

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

### **Sexual**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

### **Psychological**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### **Financial or Material**

- 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

### **Neglect or Omission**

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

### **Discriminatory**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

### **Institutional**

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

## **HOW TO RESPOND TO A CHILD WISHING TO DISCLOSE ABUSE**

Ensure the physical environment is welcoming, giving opportunity for the child to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting

- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

## **HELPFUL RESPONSES**

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

## **DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## **SAFEGUARDING AWARENESS**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs have access to information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse must report concerns as soon as possible to our Safeguarding Coordinator **Faith Turner** (tel no XXXXXXXXXX or XXXXXXXXXX) who is nominated by the Leadership to

act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report must be made to **Sue Coward** (tel no XXXXXXXXXX) or **Tom Ross** (tel no XXXXXXXXXX). If the suspicions implicate both the Safeguarding Coordinator and the Deputies, then the report should be made in the first instance to thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11. Alternatively contact MASH or SAB (information below) or the police.
- Where the concern is about a child the Safeguarding Coordinator must contact Multi Agency Safeguarding Hub (MASH). The local MASH office telephone number (office hours) is 01904 551900. The out of hours emergency number is 0300 1312131.
- Where the concern is regarding an adult in need of protection, the Coordinator must contact Safeguarding Adults Board (SAB). The local SAB telephone number (office hours) is 01904 555111. The out of hours emergency number is 0300 1312131. SAB also offers the option to submit a concern using an online form. This can be found at [www.safeguardingadultsyork.org.uk/raise-concern](http://www.safeguardingadultsyork.org.uk/raise-concern)
- The Public Protection Unit at North Yorkshire Police can be contacted using the telephone number 101.
- When dealing with any safeguarding situation, all members of the church Safeguarding Team will be made aware of the situation, as soon as possible.
- The Safeguarding Team may need to inform others depending on the circumstances and/or nature of the concern. For example this could include...
  - the Chair of Trustees to log that a safeguarding concern is being dealt with,
  - the Insurance Company to log that there is a possibility of a serious incident concerning safeguarding,
  - a Local Authority Designated Officer (LADO) if allegations have been made about a person who has a role with children or adults at risk of harm elsewhere,
  - another denominational officer e.g. Diocesan Safeguarding Adviser or similar,
  - the elders if the situation could cause serious reputational harm to the church.

This list is not exhaustive.

- Where a Safeguarding concern results in an individual being forbidden from working with children, young people or adults with care and support needs, the

Safeguarding Team may need to inform the relevant ministry leader(s) to ensure they are not recruited to one of their teams. This should be done while maintaining confidentiality and not disclosing the nature of the concerns.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns must be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputies should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Coordinator/Deputies in their roles, 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.
- Any disclosure or complaint taking place in our Foodbank Distribution Session will be reported and actioned under our Safeguarding Policy. However, because our Foodbank Session is in Partnership with York Foodbank, our Safeguarding Coordinator will inform the York Foodbank Safeguarding Officer of all relevant details and actions taken. All of our foodbank volunteers will also adhere to the York Foodbank Volunteer Code of Conduct as a way of ensuring that the service given to clients is the best we can offer.
- 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 Leadership hope that members of church will use the procedure outlined above. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputies have not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

#### **DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD:**

##### **Allegations of physical injury, neglect or emotional abuse.**

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

- Contact MASH (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.
- Not tell the parents or carers unless advised to do so, having contacted MASH.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, 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 MASH directly 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 MASH.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact MASH or the Police directly. 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 MASH/Police. thirtyone:eight will confirm its advice in writing for future reference.

### **DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION:**

**Suspicions 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, the Safeguarding Coordinator/Deputy will:

- contact the SAB who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

## **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 coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO). In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults at risk of harm. Where you are liaising with the LADO, discuss with them about the need to refer to the DBS. If the LADO is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH ADULTS WITH CARE AND SUPPORT NEEDS.**

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.

## **KEEPING RECORDS**

In responding to any of the above situations, the Safeguarding Coordinator/Deputy must record details of incidents, conversations and actions taken. Records must be written as soon as possible after the event, signed, dated and stored securely.



## **SECTION 3: PREVENTION**

### **SAFER RECRUITMENT**

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

For paid positions:

- There is a written job description/person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those shortlisted 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.

For volunteer positions:

- The person has a clear understanding of the position (and a job description where relevant)
- Those applying have completed an application form and a self-declaration form
- Safeguarding has been discussed at induction
- 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)
- Suitable training is provided for the successful applicant
- The applicant has been given a copy of the organisation's Safeguarding Policy and knows how to report concerns.

## **ADDITIONAL RECRUITMENT GUIDELINES**

- Before the application process begins, prospective workers may make one visit to observe the children's/youth work. This will only take place once permission has been granted by the recruiters and with the close supervision of the appropriate leader(s).
- Normal practice for appointing leaders and workers is that the recruit should have been regularly attending Gateway Church for more than 6 months before being appointed to a role working with children and/or adults with care and support needs. This may not apply when the worker (paid or voluntary) has extensive prior experience working with children and/or adults with care and support needs at a previous church.
- Workers will be given the opportunity to meet together with a leader to discuss expectations of the role and areas of concern, including issues related to discipline.
- The appointment of workers will be reviewed on a regular basis.
- No one will be appointed as a staff member or volunteer of children/youth work if they have previous convictions for offences against children.
- Prospective members of the church will be informed that if they have such previous convictions, they would be expected to disclose that information on application for membership. Anyone who knows of someone in the church with such a history also has a responsibility to share this with the Church Safeguarding Team.
- The expectation of the Charity Commission is that all volunteers in a role that we deem to be suitable for a DBS check will have an up to date DBS Certificate which is renewed every 3 years. Three months notice will be given to volunteers and staff to complete an application. If a volunteer or staff member does not complete their application in this timeframe they will be asked to stand down from their area of service until such time as a check is made. The Church insurance may be invalidated if an incident occurs and there is no check in place for the volunteer or staff member.

## **MANAGEMENT OF WORKERS – CODES OF CONDUCT**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

## **SECTION 4: PASTORAL CARE**

### **SUPPORTING THOSE AFFECTED BY ABUSE**

The Leadership is 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 the church.

### **WORKING WITH OFFENDERS**

When someone attending the church is deemed to pose a risk to children or adults at risk of harm, the Leadership will engage with this person to support them and to determine what level of participation in church life is appropriate. This may involve supervising the individual concerned, setting a contract to establish boundaries that the individual is expected to keep, or in some cases, asking the individual not to attend certain (or all) church events and groups.

**SECTION 5: PRACTICE GUIDELINES**

As a church working with children, young people and adults at risk of harm we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have codes of conduct that are specific for every activity we are responsible for and these are attached to the general code of conduct.

**WORKING IN PARTNERSHIP**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight’s safeguarding standards.

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.

Signature \_\_\_\_\_

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

Signed by: Caleb Ellwood  
Position: Elder responsible for Safeguarding