



Glebe Chapel policy document

Safeguarding children, young people and vulnerable adults

Our commitment

The trustees have delegated responsibility for this policy to the elders. The elders at Glebe Chapel seek to ensure that the welfare of children, young people and vulnerable adults is paramount at all times during chapel activities, and that those working with these groups are well enough informed to be able to contribute to the wider safeguarding agenda. We acknowledge that children, young people and vulnerable adults can be the victims of abuse and neglect and we have devised the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The elders at Glebe Chapel undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures;
- Ask for a written application and carry out an interview with a potential Safeguarding Coordinator and Deputy to ensure the correct people are in the correct roles;
- Provide on-going safeguarding training for all its workers ¹and will regularly review the operational guidelines attached;
- Ensure that our premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that they are welcoming and inclusive;
- Support the safeguarding coordinator and deputy in their work and in any action they may need to take in order to protect children and vulnerable adults.

For information, Glebe Chapel organises and runs a number of activities which include (at the time of writing) the following specifically for children, young people or vulnerable adults:

- **Koffee and Kids** (for mums/ dads/ child-minding adults with young (pre-school age) children);
- **Sunday Clubs** (for children (aged 3 – 16) who attend the Sunday morning service);
- **Crèche** (for babies and pre-school children attending the Sunday morning service and Young Mums' Bible study);
- **GCX** (holiday club for children aged 3 – 11);
- **Friday GCX Club** (junior youth group for children in school years Y3 – Y6);
- **GYG** (Glebe Youth Group for children in school years Y6 – Y11);
- **Carousel Club** (for adults with additional needs);
- **Community Cinema.**
- **Sports Café on Wheels**

¹ The term 'worker' is used throughout this document to mean an employee (ie paid) or volunteer who carries some responsibility for the operation or for an activity run by Glebe Chapel.

- **Branch Youth Worship Event**

SECTION 1

Recognising and responding appropriately to an allegation or suspicion of abuse

In order to safeguard children at Glebe Chapel we endeavour to do the following:

1. Take all appropriate preventative measures to protect children, young people and vulnerable adults from any form of physical or mental violence, injury, abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, whilst in the care of anyone organising, running or supporting an activity or event under the auspices of Glebe Chapel.
2. Put in place effective procedures to arrange necessary support and advice for the child, young person or vulnerable adult and for those who are involved in their care. This includes methods designed to prevent (and if appropriate identify, report, refer and follow-up) instances of maltreatment described in 1. above.

Safeguarding awareness

The elders at Glebe Chapel are committed to on-going safeguarding training and development opportunities for all workers, to develop a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training every 3 years.

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

Responding to allegations of abuse

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

The following procedures have been adopted:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to David Hannah (hereafter the "Safeguarding Co-ordinator") Tel no: 07793451563 who 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.
- 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 the Deputy Safeguarding Co-ordinator: XXXXXX Tel no: XXXXXXXX (See Appendix 2 for job description)
- The Safeguarding Support (Jan Daines – See Appendix 3 for job description) may be consulted on issues or practice in Glebe Chapel by the elders and the safeguarding coordinator. Where possible any confidential information will not be shared with the safeguarding support. However in some circumstances it may be necessary to share information with the Safeguarding Support to make clear the best course of action – this will be done at the discretion of the Safeguarding Coordinator.

- If the suspicions implicate the Safeguarding Co-ordinator, then the report should be made in the first instance to Thirty One Eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 1204550. Alternatively contact Social Services or the police.
- With their knowledge and understanding the person dealing with the matter (the safeguarding coordinator/ elder with responsibility) will make a judgment as to how to deal with the matter. This decision (including the rationale behind it) will be documented and securely kept for an indefinite period. (Information relating to safeguarding concerns override the individual's rights under GDPR) Where the concern is about a child, the Safeguarding Co-ordinator will contact Children's Social Services. Where the concern is regarding an adult in need of protection they will contact Adult Social Services or take advice from Thirty One Eight as above.

The local **Children's Social Services** office telephone number (office hours) is 01452 426565. The out of hours emergency number is 01452 641494.

The local **Adult Social Services** office telephone number (office hours) is 01452 426868. The out of hours emergency number is 01452 614194.

The **Police Child Protection Team** telephone number is 101 ext 6345.

- Suspicions will not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- In the event of a change of safeguarding personnel any records will be transferred accordingly.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator should not delay referral to Social Services, the Police or taking advice from Thirty One Eight.
- The elders at Glebe Chapel will support the Safeguarding Co-ordinator 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.

The role of the safeguarding co-ordinator 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 or emotional abuse or neglect:

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

- Contact Children's Social Services (or Thirty One 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, having contacted Children's Social Services, they have been advised to do so.
- Seek medical help (if needed), informing the doctor of any suspicions.

- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by Thirty One 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 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 Thirty One Eight if, for any reason, they are unsure whether or not to contact Children's Social Services/Police. Thirty One Eight will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

Suspicious or allegations of physical or sexual abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.
- Seek advice from the Adult Social Care Vulnerable Adults Team or CCPAS.

Allegations of abuse against a person who works with children

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA)/ Local Authority Designated Officer (LADO).

SECTION 2

Prevention

Safe recruitment

The elders at Glebe Chapel 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;
- The interview is conducted by a member of the leadership team who has attended Safer Recruitment Training within the last 3 years;
- Safeguarding has been discussed at interview;
- 2 written references have been obtained, and followed up where appropriate;
- If appropriate, a disclosure and barring (DBS) check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- Qualifications (where relevant) have been verified;
- A suitable training programme is provided for the successful applicant;
- The applicant will complete a probationary period;
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Volunteers

Volunteer workers will complete a Volunteer Agreement Form (see Appendix 1) that gives a range of information relevant to the role, setting out our expectations and detailing necessary checks regarding suitability.

Management of Workers – Codes of Conduct

The elders at Glebe Chapel are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with this policy and will sign to confirm that they have read, understood and will abide by its contents.

SECTION 3

Pastoral Care

Supporting those affected by abuse

The elders at Glebe Chapel are committed to offering pastoral care, working with statutory agencies as appropriate, to support to all those who have been affected by abuse who have contact with or are part of Glebe Chapel.

Working with offenders

When someone attending the place of worship/ organisation is known to have abused children, or is known to be a risk to vulnerable adults, the chapel elders will put in place measures to supervise the individual concerned and offer pastoral care and, in its safeguarding commitment to the protection of children and vulnerable adults, set and monitor appropriate boundaries for that person.

SECTION 4

Practice Guidelines

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. The Ministry Team Leaders of Glebe Chapel will be supported by the Safeguarding Coordinator and Deputy to make safeguarding a part of a regular risk assessment. This will encourage everyone to safeguard vulnerable adults and children in Glebe Chapel.

Working in Partnership with other individuals and/or organisations

We will make our safeguarding expectations clear to all organisations with whom we arrange joint events. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own safeguarding policy.

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

Signed by: _____ **(Safe Guarding Lead)**

Date: 30/1/2020

Signed by: _____ **(Chair of Trustees)**

Date: 30/1/2020

This policy is a 'living' document and is reviewed (at least) annually.

Last Review 30/1/2020

Next Review latest 30/1/2021

Appendix 1

Thank you for offering to Volunteer with Glebe Chapel. We are really excited to have you work with us. Before we begin we want to make sure you and others know what to expect and also how to keep safe. It would be great if you could read and sign this paper. If you have trouble reading then please feel free to ask one of our volunteers/staff to read it with you.

The organisation

Glebe Chapel is an independent evangelical church serving the community of Newent and surrounding area. We seek to follow Jesus in our daily lives through our compassion, worship and service, by showing God's love through active involvement in our local community and by supporting God's work around the world. We are delighted that you have offered your services as a volunteer to help us in this mission.

Your role

You have agreed to help out at:

In the capacity of:

Induction and training

- We will provide induction on the work of Glebe Chapel, the people you need to know and your role. We will also seek to provide any training you may need to meet the responsibilities of this role.

Supervision, support and flexibility

- We will explain the standards we seek to achieve and encourage and support all our volunteers to achieve and maintain them.
- We will provide a named person who can meet with you to discuss your volunteering and any successes and problems when needs be. This person will be:
- We will do our best to help you develop your volunteering role so that you gain useful knowledge, experience, understanding and faith.

Safeguarding, health and safety

- We will provide any relevant training and feedback to ensure that matters of health and safety are kept in the forefront of our minds as we go about our work.
- Depending on your role, we **will** carry out the necessary disclosure and barring checks before you start with us.

Insurance

- We will provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

Equal opportunities

- We will ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

Problems

- We will try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us and in the event of an unresolved problem will meet to discuss the issues.

We expect you to:

- To help Glebe Chapel carry out its activities and glorify God through your service;
- To perform your volunteering role to the best of your ability;
- Be proactive in asking for help and guidance if you are unsure of your role or what you are required to do at any time;
- To follow Glebe Chapel's policies, procedures and standards; insuring you have read our safeguarding policy and understand it (ask for help if you need, it can be complicated)
- To meet time commitments and to give reasonable notice if you're not able to attend so other arrangements can be made when this is not possible;
- To provide, if asked, 2 referees and agree to any checks necessary to determine your suitability for a volunteer position within Glebe Chapel.

Signed _____ (on behalf of Glebe Chapel)

Date

_____ (volunteer)

Date

Appendix 2

Job Description of Deputy Safeguarding Coordinator

The Deputy Safeguarding Coordinator will assist the Safeguarding Coordinator in the following capacity:

- They will commit to knowing and understanding the DBS procedure and how to complete DBS checks;
- They will support the Safeguarding Coordinator in ensuring all workers in Glebe Chapel are appropriately DBS cleared and trained to fulfil their roles;
- They will assist in policy changes, report writing and any other administrative task at the request of the safeguarding coordinator;
- They will be prepared to step into the Safeguarding Coordinator role in the absence of the Safeguarding Coordinator or if allegations arise involving the Safeguarding Coordinator;

Appendix 3

Safeguarding Support Job Description

The Safeguarding Support will assist the Safeguarding Coordinator and Deputy in the following capacity:

- Offering advice around the yearly policy review, changes to procedure and communication of those changes;
- They could be asked to offer administrative support when needed;
- Offer advice regarding specific safeguarding issues or procedures if they arise

The Safeguarding Support will not:

- Be expected to fill in for the Safeguarding Coordinator if absent or an accusation is involving them
- Make decisions around the safeguarding policy or procedure;