



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 always paramount 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 insure 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 adults at risk.

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);
- **Summer Hub Club** (holiday club for children aged 3 – 11);
- **Friday Hub Club** (Youth Group for primary age children)
- **GYG** (Glebe Youth Group for children in school years Y6 – Y11);
- **Community Cinema** (for families)
- **Men's & Women's Fellowship**
- **Wellbeing Café**

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

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:

- Designated Safeguarding Co-ordinator (DSC): Andrew Cox (See Appendix 2 for job description)
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Andrew Cox (hereafter the "Safeguarding Co-ordinator") Tel no: 07968 269417 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-ordinators: Jayne Calderley Tel: 07484 149679 / Jodie Smeaton Tel no: 07970338856 (See Appendix 2 for job description).

In the absence of a Designated Safeguarding Coordinator, a Deputy Safeguarding Coordinator will step up as interim lead.

- If the post is filled, the Safeguarding Support, (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:

Suspensions 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 Thirty One Eight

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 and 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 church 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 the DBS 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

Volunteers will be appointed in line with the Volunteer Recruitment Protocol (see Appendix 1).

Volunteer workers will complete a Volunteer Agreement Form 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.

Photographs

For Glebe activities which involve children and young people, parents are required to complete a general information and consent form in which they inform whether consent is given for photographs to be taken and used by Glebe Chapel. This matter is also covered in the risk assessments for these groups.

For those children for whom consent is not given, all leaders of those groups are made aware

Collecting Children & Young People from activities

For Glebe activities involving children e.g. Hub Club, parents are required to sign their child/ren into the session and collect them when it finishes.

On Sundays, parents are to collect their child/ren from the Sunday Hub Club following the service.

For Glebe activities which involve young people e.g. GYG, parents are required to complete a general information and consent form in which they inform whether consent is given for their young person to arrive/ leave the session without parental collection. All leaders are made aware which young people have permission to arrive / leave alone.

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.

Support / Counselling Meetings

The elders at Glebe Chapel are committed to offering pastoral care and working with statutory agencies as appropriate, to support to all those in need of these services.

It is not our policy to hold 1:1 meetings for children and young people.

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, if they work with children young people or vulnerable adults.

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.

Policy Version: #8

Date approved: September 2025 (updated to reflect changes in personnel: March 2026)

Date of review: September 2026

This policy is a 'living' document and is reviewed (at least) annually and should be read alongside the Volunteer Recruitment Protocol

Appendix 1

Volunteer Recruitment Protocol

Purpose

To ensure the safeguarding of all children and vulnerable adults when appointing volunteer persons to roles within Glebe Chapel ministries.

This protocol should be read alongside the Glebe Chapel Safeguarding Policy.

Identification of suitable volunteers

All church attending volunteers who express an interest or are identified to work with children, youth and vulnerable adults should have attended church regularly for 6 months before being introduced into ministries (during this 6 months, Elders will encourage those persons to undertake the Newcomers Course).

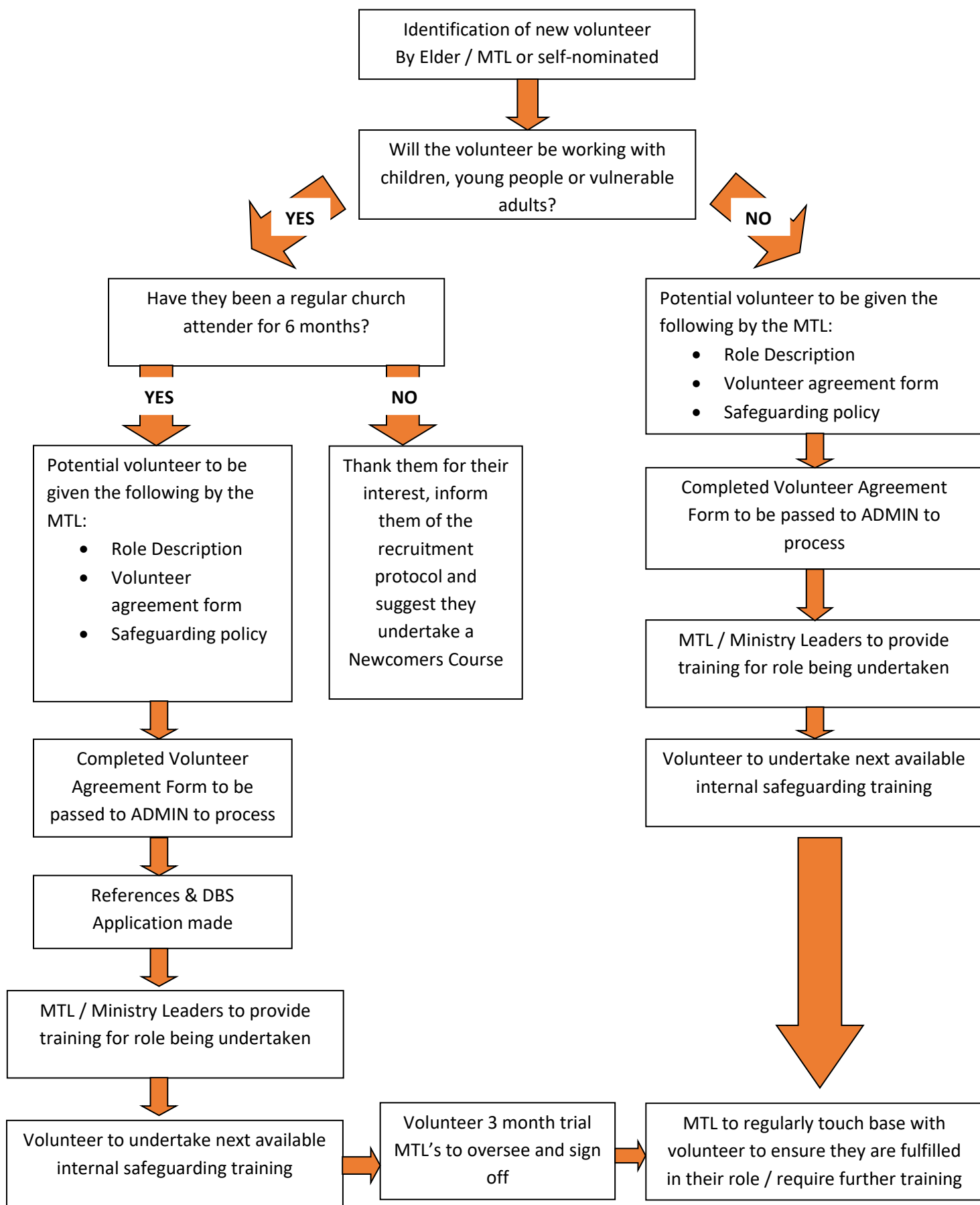
Process of application - See appendix 1

- When a church attender expresses an interest to volunteer or is identified as a potential volunteer by the MTL, they will be given the following documents:
 - Role description for the volunteer role they will undertake
 - Volunteer agreement form (to be completed)
 - Glebe Chapel Safeguarding Policy
- Completed volunteer agreement forms are to be given to the Admin MTL to process.
- References and DBS (if required) will be taken up.
- Safeguarding training – all new volunteers will be expected to attend the next available internal safeguarding training session.
- Potential volunteers with children, youth and vulnerable adults will trial the role for 3 months working alongside an existing volunteer (supervised). Training for the role will be provided by the MTL or Leader of the ministry.

Non Church Volunteers

Any volunteers who do not come to Glebe Chapel on a regular basis e.g. K&K or Hub Club parents, will also be required to sign a volunteer agreement form. These volunteers will be supervised at all times in their role.

Volunteer Recruitment Process Flowchart



Appendix 2

Job Description of Designated Safeguarding Coordinator

The Designated Safeguarding Coordinator has overarching responsibilities regards safeguarding practices at Glebe Chapel and acts as the first point of contact for any safeguarding or child protection incident or concern.

The responsibilities of the Designated Safeguarding Coordinator include:

- To keep up to date with current safeguarding legislation and guidance.
- To ensure effective and robust safeguarding policies and procedures are in place and are communicated to all.
- To ensure that everyone at Glebe Chapel is aware of the Designated Safeguarding Coordinator and deputy contact details.
- To be available for people to discuss any safeguarding issues or concerns.
- To maintain accurate and secure records.
- To ensure that cases of suspected or actual child protection or safeguarding concerns are referred to the appropriate agencies.
- To ensure all persons in leadership roles have the appropriate training to understand the signs and symptoms of child abuse and neglect.
- To promote a safe environment for children and young people

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
- Provide annual internal safeguarding training for the church.