

TRINITY CHURCH LONDON

SAFEGUARDING POLICY



CONTENTS

Section 1.

Commitment Statement

Section 2.

Recognition and Responses

Section 3.

Prevention

Section 4.

Pastoral Care

Section 5.

Practice Guidelines

Schedule:

Leadership Safeguarding Statement

APPENDICES

- *Definitions of Abuse and Neglect*
- *Incident Report Form*
- *Code of Conduct*
- *Risk Assessment Template*
- *Informed Consent Form*
- *Managing Safeguarding Concerns*



SECTION 1: COMMITMENT STATEMENT

As a Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults. In addition to Sunday morning worship meetings, Trinity Church undertakes Sunday children's work and may, in due course, undertake other activities and projects where there is direct and indirect contact with children and adults with care and support needs.

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 and Procedure of Trinity Church London (hereafter this Policy) in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This Policy is based on relevant UK legislation and good practice and the ten Safe and Secure safeguarding standards published by thirtyone:eight which include:

- Having a clear Safeguarding Policy and Procedure that is applicable to all persons.*
- Ensuring safer recruitment, management and regular supervision.*
- Ensuring safeguarding awareness and training is provided and attendance is mandatory.*
- Communicating effectively and in an age-appropriate, sensitive way for greater accountability.*
- Providing pastoral care and managing those who pose a risk.*
- Engaging with specialised services and working in partnership with the local authority.*



SECTION 1: COMMITMENT STATEMENT (CONTINUED)

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.*
- *Regularly reflect on learning from the application of this Policy and revise procedures where appropriate to keep everyone safe.*
- *Support the Safeguarding Co-ordinator(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.*
- *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

2.1 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 with care and support needs 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 place of worship 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. 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 indicators of abuse, are included in Appendix 1 to this Policy.

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 recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs 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.

Section 2.2 Responding to Allegations of Abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures should instead be followed*:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Cheryl Beevers (hereafter the Safeguarding Co-ordinator) tel no: 07766812426 or email: safeguarding@trinitychurchlondon.com, 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 Co-ordinator, or if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Mandy Tree (hereafter the Deputy) tel no: 07950859693. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, 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 Social Services or the police.

Where the concern is about a child the Safeguarding Co-ordinator should, within 24 hours, contact Children's Social Services. Where the concern is regarding an adult in need of protection the Safeguarding Co-ordinator should, within 24 hours, contact Adult Social Services or take advice from thirtyone:eight as above.

**see also Appendix 6 to this Policy (Managing Safeguarding Concerns)*



The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, our insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere or another denominational officer).

Suspensions must 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. A copy of the Incident Reporting Form to be used is annexed at Appendix 2 to this Policy.

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 Leadership 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 Leadership hope that members of Trinity Church London 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 Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.



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.

Trinity Church London as a registered charity might also be responsible to report serious matters to the Charities Commission without divulging confidential details. Disclosures may also be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults in need of care, particularly where the nature of concern results in the worker being removed from post or them leaving voluntarily.

2.3 DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD

2.3.1 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:

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.

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.

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 to refer a case to Children's Social Services.



2.3.2 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 to contact Children's Social Services/Police. thirtyone:eight will confirm its advice in writing for future reference.

2.3.3 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 need to liaise with Children's Social Services regarding the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

2.4. DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT NEEDS PROTECTION

2.4.1. 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, Safeguarding Co-ordinator/Deputy will:

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



2.3.2 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 to contact Children's Social Services/Police. thirtyone:eight will confirm its advice in writing for future reference.

2.3.3 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 need to liaise with Children's Social Services regarding the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

2.4. DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT NEEDS PROTECTION

2.4.1. 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, Safeguarding Co-ordinator/Deputy will:

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



2.4.2 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 Trinity Church London.

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:

- there is a written job description / person specification for the post
- those applying have completed an application and self-declaration form
- those short listed have been interviewed
- safeguarding has been discussed at interview
- 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 been given a copy of this policy and knows how to report concerns

Once the candidate is in post, they shall:

- be closely monitored and supervised, particularly when in contact with children or adults in need of care and support.
- have a yearly 1:1 supervision session, where safeguarding concerns should be part of the agenda.
- successfully complete a 6-month probationary period depending on the level of responsibility, prior to being confirmed in post.



3.2. 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 will be issued with, and asked to sign, a code of conduct towards children, young people and adults with care and support needs. A copy of the Code of Conduct is annexed at Appendix 3 to this Policy.

3.3. RISK ASSESSMENT

Prior to undertaking any activity with children or adults in need of care or support, a risk assessment must be undertaken by the person(s) leading the activity. All risks identified should be mitigated by proper and informed action. The Risk Assessment Template is annexed at Appendix 4 to this Policy.

All parents and carers will be required to sign their Informed Consent for medical treatment, contacting children and adults in care (where appropriate) and taking and publishing photographs. The Informed Consent Form is annexed at Appendix 5 to this Policy.



SECTION 4: PASTORAL CARE

4.1 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 Trinity Church London.

4.2 WORKING WITH OFFENDERS

When someone attending Trinity Church is known to have abused children, or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care.

In addition, in its safeguarding commitment to the protection of children and adults with care and support needs, the Leadership will set boundaries for that person, which they will be expected to keep, and specify consequences if they are not kept.



SECTION 5: PRACTICE GUIDELINES

5.1 PRACTICE GUIDELINES

As an organisation working with children, young people and adults with care and support needs 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 (see Appendix 3 of this Policy) we shall also be developing specific good practice guidelines for every activity we are involved in.

5.2 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. Trinity Church London will make it clear what its safeguarding expectations are of those with whom it partners, whether in the UK or elsewhere and include these expectations in any partnership agreement.

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. Trinity Church London is committed to promoting safeguarding via all communication channels, including from the pulpit.

Safeguarding posters will be displayed at our Sunday worship meetings naming the Safeguarding Co-ordinator and the Deputy and providing useful contact information. This Policy is just one means of promoting safeguarding.



SCHEDULE

LEADERSHIP SAFEGUARDING STATEMENT

The Leadership recognises the importance of its ministry/work with children and young people and adults in need of care and support and its responsibility to protect everyone entrusted to our care. We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

TRINITY CHURCH IS COMMITTED TO THE SAFEGUARDING OF CHILDREN AND ADULTS WITH CARE AND SUPPORT NEEDS AND ENSURING THEIR WELL-BEING; SPECIFICALLY:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Trinity Church London unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.



WE ARE COMMITTED TO:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of the Safeguarding Policy and Procedure of Trinity Church London.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in Trinity Church London affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by thirtyone:eight.

WE RECOGNISE:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.



WE ARE COMMITTED TO:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of the Safeguarding Policy and Procedure of Trinity Church London.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in Trinity Church London affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by thirtyone:eight.

WE RECOGNISE:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.



WE WILL REVIEW THIS STATEMENT AND OUR POLICY AND PROCEDURES ANNUALLY

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding co-ordinators for Trinity Church London.

CHERYL BEEVERS - SAFEGUARDING CO-ORDINATOR

MANDY TREE- DEPUTY SAFEGUARDING CO-ORDINATOR

A copy of this Safeguarding Policy and Procedure document can be obtained by emailing [**hello@trinitychurchlondon.com**](mailto:hello@trinitychurchlondon.com)

Signed by Daniel Macleod, for and on behalf of the Leadership

Signed

Date