

Safeguarding Policy

March 2023

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Adopted and adapted from the model policy @thirtyone:eight



Cornerstone Evangelical Church Abergavenny Safeguarding Policy

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Section 1

ORGANISATION DETAILS

Name of Place of Worship / Organisation:

Cornerstone Evangelical Church, Abergavenny

Address: Cornerstone Centre, 2/3 Horsingtons Yard, Lion Street,

Abergavenny, NP7 5PN

Tel No: 01873 737717

Email address: info@abercec.org

Minister: Jonathan Thomas

Email: Jonathanthomas1976@gmail.com

Tel No: 07855405675

Safeguarding Coordinator: Rebecca Beckingsale

Email: rebeccabeckingsale@gmail.com

Tel No: 07792 513534

Membership of Denomination/Organisation:

Fellowship of Independent Evangelical Churches

Charity Number: 1175258

Regulators: Charity Commission

Insurance Company:

Ansvar Insurance – Employers Liability Policy Number CHF2161765 Limit

£10,000,000

Ansvar Insurance – Public/Products Liability Policy Number CHF2161765 Limit

£5,000,000

Cornerstone is an independent evangelical church with a formal membership of adults, plus children/young people and adherents. The

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church congregation meets for worship/teaching services at Deri View Primary School, Abergavenny on Sunday mornings and evenings. Many members belong to Community Groups which meet midweek for Bible study and prayer in members' homes. Cornerstone's members also undertake activities involving children, young people and adults with care and support needs. The Cornerstone Centre at Horsington's Yard is used as a hub for meetings and children's activities.

Section 2

Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Governance Board or Board of Trustees.

The governance board is appointed to have independent authority and legal responsibility for an organisation or charity and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways.

"The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object." (ICSA The Governance Institute, 2017)

Positions of Trust

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All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example, and
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures with codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people and
- there is open communication.

Our commitment

Cornerstone Evangelical Church (CEC) is committed to the physical, emotional and spiritual wellbeing of all children, young people and adults with care and support needs who come within its care. We aim to provide a safe and caring environment conducive to meeting these needs. We will

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provide appropriate experiences including the opportunity to learn of God through the Scriptures.

We will endeavour to ensure that each person, child or adult, is respected as an individual and due consideration will be given to their wishes and feelings.

Safeguarding issues refer to all children and young people up to and including those of 18 years old, and adults with care and support needs will also receive the overall care afforded by the Policy.

We recognise the importance of the family and will work in co-operation with parents/guardians and carers in meeting the needs of children and adults with care and support needs.

We will give support and supervision to all paid and volunteer workers involved in children's and young people's work and those who work with adults with care and support needs, and will ensure this policy is adhered to, by providing training on a regular basis.

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."

This Policy has been compiled in accordance with



- The Children Act (1989)
- Working Together to Safeguard Children 2018 (England)
- The Care Act 2014
- Social Services and Wellbeing (Wales) Act 2014

The Church is updated on matters of good practice by thirtyone:eight, an independent Christian safeguarding charity. The policy and attached practice guidelines (Appendix 1) are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

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 Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all its workers and to regularly review the Safeguarding Policy and the attached Practice Guidelines.
- Endeavour to ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action that may need to be takento protect children and vulnerable adults with care and support needs.

The Policy has been agreed by the Trustees of Cornerstone Evangelical Church and is available on the church's website and a hard copy available on

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request from the Cornerstone Church Administrator. The Leadership agree not to allow the document to be copied by other organisations.

A model Safeguarding Statement for display can be found in Appendix 7.

Section 3

Prevention

Understanding abuse

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, or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

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 that parties:

- (1) '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' and
- (2) Such protective measures should also include <u>as appropriate</u>, 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.

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In addition, 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.*

Children and vulnerable adults may be harmed in a variety of ways.

Categories are defined in the Children Act 1989, and the Safeguarding

Vulnerable Groups Act 2006. Detailed definitions and signs and indicators of abuse are included in Appendix 2 'Definitions, Signs and Indicators of Abuse'.

Details of how to respond to an allegation of abuseare included in Section 5 of this Policy.

Safer Recruitment

All workers who have the care, sole charge or supervision of children and adults with care and support needs must apply for Enhanced Disclosure through the Church's Registered Body, thirtyone:eight, prior to commencing their role.

The Church complies with the GDPR 2018 regarding confidentiality and storage/disposal of records.

Paid employees

The Leadership will ensure all employees whose role involves working with children and young people or adults with care and support needs, 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
- The job description will carry references to CEC's Safeguarding Policy
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview.



- Written references will be obtained and followed up where appropriate. One should be from outside of the church and preferably from the person's present or past employer, where appropriate.
- A self-declaration form and disclosure and barring check (DBS) will be completed where necessary. The final appointment will not be made until the Enhanced disclosure has been made.
- Qualifications, where relevant, will be verified.

The successful applicant will

- be provided with a suitable training programme
- The applicant may be asked to complete a probationary period.
- The applicant will be provided with the church's Safeguarding Policy and safeguarding training and be made aware how to report concerns.

Volunteer Workers

The Leadership will ensure all volunteer workers over the age of 16, whose role involves working with children and young people or adults with care and support needs, will be appointed, trained, supported, and supervised in accordance with the guidance below. This includes ensuring that:

- there is a written role description for the role
- those applying have completed an application form
- applicants are interviewed by the Ministry Lead or Children and Young Persons' worker, concerning the requirements of the role and their suitability
- the appointment is approved by a CEC employee or Trustee, who will sign their agreement on the application form.
- A self-declaration form and disclosure and barring check (DBS) will be completed where necessary. The final appointment will not be made until the Enhanced disclosure has been made.

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- Written references will be obtained and followed up where appropriate. One should be from outside of the church and preferably from the person's present or past employer, where appropriate.
- they receive an induction/initial supervision in their role
- they are made aware of the church's other relevant policies and procedures (available on the CEC website and ChurchSuite)
- the Volunteer Agreement and Code of Conduct form are signed

Young people under 16 years of age are not appointed as workers but as helpers and are always supervised, therefore they do not need to undertake the Disclosure Procedure.

Safeguarding training

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

All workers will undertake annual safeguarding training which will be based on the contents of this Policy. This will usually take place in November.

All those who work directly with children and adults with care and support needs are:

- known to the Children and Young People's Worker or Ministry Lead
- made aware of the Church's Safeguarding Policy
- required to participate in either the 'Introduction to Safeguarding in CEC' training (Power Point presentation) or the annual training, depending on when they start, before commencing their role
- subsequently required to attend safeguarding training sessions once a year.

Safeguarding training will be provided annually 'in house' by the Safeguarding team. It is expected that all workers will attend once a year, in order to continue in their role. Those who do not attend may be asked by the

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Trustees to step down from their role until training can be arranged and undertaken.

Trustees, the Safeguarding team and employed workers will receive recognised safeguarding training from thirtyone:eight or other authorised organisations.

The church 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. Information may be obtained from the Safeguarding Officer or Children and Young People's Worker, and the information is contained in Appendix 3 'Useful Organisations.'

Supervision of training

The Safeguarding Coordinator(s) and/or one of the Trustees will provide overall guidance and supervision of the safeguarding training.

Ministry Leads and the Children and Young People's worker will work together with the Safeguarding team to notify workers of the requirements to be trained and to ensure this is completed. Together with the Safeguarding Coordinator they are responsible to the Trustees for maintaining and assuring policy and practice.

Practice Guidelines

As an organisation / place of worship 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.

We have specific Practice Guidelines for the processes to follow and activities we are involved in, and these are attached in **Appendix 1** of the policy.

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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 (**Appendix 4 Code of Conduct**) and are required to sign their agreement. They will be provided with clear expectations about what is expected of them both in and out of their job role.

Section 4

Partnership Working

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 with regard 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. For example, when working with other churches, in joint children's activities, we will request a copy of that organisation's policy and confirmation that workers are safely recruited. 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.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with

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children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Additionally, we will display key information in main areas of the buildings we use, and endeavour to hold a Safeguarding service annually.

See Appendix 1 for full details of Practice Guidelines.

Section 5

Responding to allegations of abuse

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

If a Worker is concerned that a child or vulnerable adult is being abused in any way, the following process should be followed:

The person in receipt of the concern/disclosure should report concerns as soon as possible to the Safeguarding Co-ordinator:

• Name: Rebecca Beckingsale

• Tel: 07792513534

• Email: <u>rebeccabeckingsale@gmail.com</u>

The above 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 the Deputy Safeguarding Co-ordinator:

• Name: Jan Llewellyn

• **Tel:** 07720 320147



• Email: cllewellynl@sky.com

If both are away, the report should be made to the Trustee with responsibility:

• Name: Martin Brown

• **Tel:** 07812 023058

• Email: martanne10@gmail.com

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.

• Tel: 0303 003 1111

• Alternatively contact Social Services or the police.

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

Name of local authority: Monmouthshire County Council

Children's Social Services/MASH

Tel: 01291 635669

Out of Hours Tel 0800 328 4432

Adult Social Services

Tel: 01873 735492

Out of Hours Tel: 0800 328 4432

The Safeguarding Officer may need to inform others depending on the nature and/or circumstances of the concern.

 Chair or Trustee with responsibility for Safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.



 Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Suspicions must not be discussed with anyone other than those nominated above. A written record of these 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 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 the place of worship / organisation 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 Coordinator/deputy is to collate and clarify the precise details of the allegation or suspicion and pass on this information to the statutory agencies who have a legal duty to investigate.



Detailed procedures where there is concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

- 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 or not to refer a case to Children's Social Services.

Allegations of sexual abuse



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

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

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, 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.

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

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

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

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

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

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

The safeguarding co-ordinator will:

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

The Care Act 2014 places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a Adopted and adapted from Thirtyone:eight. We request that the policy is not copied or reproduced without the permission of Cornerstone Evangelical Church and Thirtyone:eight.



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.

Section 6

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Should a worker have a complaint or allegation made against them they will be required to suspend their activity until the matter has been resolved. Circumstances will dictate if advice is to be sought from appropriate organisations before the worker is approached/suspended from their role. The Safeguarding Coordinator, in consultation with an appropriate Trustee, will make the decisions. Support for the worker as required will be provided by a member of the Leadership.

Similarly, should a worker receive information or a disclosure which is distressing, pastoral support will be arranged by the Leadership. In all instances of pastoral support, the personal details of the child/young person or vulnerable adult will not be disclosed.

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, is under investigation or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual

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concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and thorough consultation with appropriate parties.

This Policy is designed for the safety and protection of children/young people and adults with care and support needs, as well as for the security and protection of workers, by providing a framework for practice. A policy does not preclude the need for common sense, which must always prevail.

Section 7

LEADERSHIP SIGNATURES

This policy was agreed by the Trustees and will be rev	iewed annually.			
Signed	Date			
Martin Brown (Trustee with responsibility for Safeguarding)				
Signed	Date			
Neil Holloman (Chair of Trustees)				
Signed	Date			
Rebecca Beckingsale (Safeguarding Coordinator)				



Signed	Date

Jan Llewellyn (Deputy Safeguarding Coordinator)

Section 8

PHONE AND CONTACT NUMBERS

Minister: Jonathan Thomas

Tel: 07855 405675

Email:jonathanthomas1976@gmail.com

Trustee with responsibility for Safeguarding: Martin Brown

Tel: 07812 023058

Email: martannel0@gmail.com

Safeguarding Coordinator: Rebecca Beckingsale

Tel: 07792 513534

Email: rebeccabeckingsale@gmail.com

Deputy Safeguarding Coordinator:

Jan Llewellyn

Tel: 07720 320147

Email: cllewellyn@sky.com

Lead Recruiterand Identity Checker:

Anne Brown:

Tel: 07809 304997

Email: martannel0@gmail.com



Thirtyone:eight Helpline

Phone: 0845 120 4550

Monmouthshire County Council

Child Duty Team

Tel: 01291 635 669

Email: ChildDuty@monmouthshire.gov.uk

Adult'sSafeguarding team

Tel: 01873 735492

Email: MCCadultsafeguarding@monmouthshire.gov.uk

Southeast Wales Emergency Duty Team

Tel: 0800 328 4432 (Adults and Children, after 5pm and on weekends and bank holidays)

Gwent Safeguarding: https://www.gwentsafeguarding.org.uk/

Southeast Wales Safeguarding Board: <u>www.sewsg.org.uk</u>

Gwent-wide Adults Safeguarding Board: <u>www.gwasb.org.uk</u>