



# Safeguarding Policy

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Chair of Trustees:	Martin Fairchild signature
Safeguarding co-ordinator	Ian Dallain signature



# Safeguarding Policy

## *Section 1*

### Church Details

Name of Church	New Life Church North Walsham (hereafter, "The Church")
Postal address	92 Norwich Road, North Walsham, NR28 0DX church@newlifenorthwalsham.com www.newlifenorthwalsham.com
Sunday Services	St Benets Hall, St Nicholas Church, North Walsham, NR28 9BT

- A member of the Relational Mission family of churches
- A member of the Evangelical Alliance

Charity number 1037991

Public liability insurance with Aviva Insurance



## Church Statement

New Life Church is a Christian church. A number of our activities serve children and young people. We hold Sunday services which include children's work, and we run a number of midweek groups: for parents and toddlers, for children, for young people; for those who are a part of the church and for those with no other contact with the church.

The Church's Eldership and Trusteeship recognise the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

While we work far more with children and young people than with vulnerable adults this policy also covers adult safeguarding and provides procedures to follow in case of concerns in this area.

## Our Commitment

We recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We embrace 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." We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

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

New Life Church undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(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.
- we agree not to allow the document to be copied by other organisations.

## *Section 2*

# Recognising and responding appropriately to an allegation or suspicion of abuse

## Understanding abuse and neglect

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

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

1. 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 states: No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.



## Responding to allegations of abuse

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

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

Inform the people listed below of the situation. Use the New Life Church form “Recording Safeguarding Concerns” to document any disclosure or observations leading to the concerns.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Ian Dallain (hereafter the “Safeguarding Co-ordinator”)

Tel: 01692 615995

Email: [ian@newlifenorthwalsham.com](mailto:ian@newlifenorthwalsham.com)

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 one of the Deputies:

Name: Maria Vincent

Tel: 01692 538788

Email: [mariajanevincent@gmail.com](mailto:mariajanevincent@gmail.com)

Name: Suzie Schaitel

Tel: 01692 218896 or 07768 190142

Email: [suzie@newlifenorthwalsham.com](mailto:suzie@newlifenorthwalsham.com)

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies, 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.

Norfolk County Council

Children’s Social Services

Tel: 0344 800 8020

Website Address: [www.norfolk.gov.uk/children-and-families](http://www.norfolk.gov.uk/children-and-families)

Adult Social Services

Tel: 0344 800 8020.

Website Address: [www.norfolk.gov.uk/care-support-and-health](http://www.norfolk.gov.uk/care-support-and-health)

Police Protection Team Tel: 101 or 01953 424242.

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible 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.
  - It may be appropriate or necessary to inform the leader(s) of the group. However this should only be done if advised by those nominated above
- A written record of the concerns should 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 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.

## Detailed procedures where there is a concern about a child:

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

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding 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.
- 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.

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

**Suspicious or allegations of physical, sexual, organisational, financial or discriminatory abuse, or neglect, self-neglect, domestic abuse, forced marriage, trafficking or modern slavery**

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

### **Allegations of abuse against a person who works with children**

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 regards 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 places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.





### *Section 3*

## Pastoral Care

### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of New Life Church.

### **Working with offenders and those who may pose a risk**

When someone attending New Life Church 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 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 through consultation with appropriate parties.

## Section 4

### Practice Guidelines

As a church 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.

As well as a general code of conduct for workers we also have specific good practice guidelines for the activities we are involved in.

### Children's Groups

- Children are the responsibility of their parents/carers from entering the building until they are taken to their groups, and are their parent/carers responsibility once they have been collected from their groups.
- All Sunday morning children's workers with responsibility for groups have been police checked through the Disclosure and Barring Service.
- Only those with a DBS check (or parents / carers of the individual child) will take children to the toilet, change nappies or be left in sole charge of children.

### Sunday Youth

- Some Sunday mornings a youth group may run for young people in school years 7 upwards.
- At least one adult leading the group will have a current DBS check

### New Life Tots, Parents Cafe

- Parent/Carers are responsible for their children at all times
- Children can only leave the premises with their parent/carer unless a specific request has come from their parent/carer.



## Holiday Clubs and Activity Days

- All children who attend Holiday Clubs and Activity Days need to have a fully completed registration form in order to attend.
- Children between the school years of Reception to Year 6 are able to be left without a parent/carer only when a form has been completed.
- Children will not be allowed to leave the premises without an adult unless a specific request has come from the child's parent/carer.
- All team members with responsibility for the running of Holiday Clubs and Activity days have DBS checks.

## Harvest

- Young people in school years 7 to 11 and sixth-form college may attend Harvest
- There are, where possible, at least two leaders present at each gathering of Harvest, especially when the group is to divide into two or more groups. For some activities, and in the smaller groups created by dividing the main group, there may be only one leader, who will have an up to date DBS check.
- For social events there must be at least two leaders present at Harvest
- Harvest leaders have up to date DBS checks and receive appropriate regular training.

## The Attic

- Young people in school years 7 to 10 may attend The Attic and every young person must have completed registration forms and behaviour policies which are signed by the member and their parent/guardian.
- There is a minimum of one leader to every eight young people in attendance
- We always have at least one First Aid trained leader at The Attic
- The Attic leaders have up to date DBS checks and receive appropriate regular training.