



Beeston
Free Church

Safeguarding Policy, Procedures and Codes of Conduct.

September 2025

This policy is due for review February 2026

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Section A: Introduction to the Policy

Safeguarding Statement

We believe that Safeguarding is a practical outworking of our biblically based values and our gospel witness

Beeston Free Church is committed to creating an open and transparent culture that values and cares for all who come into contact with us, that aims to listen to the views and wishes of every person within our church community and supports the raising of concerns and complaints.

We believe that each person is made in the image of God, and, as a result, has inherent dignity and worth.

We take the safeguarding of children and any adult who might be vulnerable seriously and work hard to ensure that we operate in line with current best practice. We will work with local and national partners, doing all we can to keep everyone safe.

All our ministry should be provided in a manner that is consistent with our biblical beliefs. Where challenge or church discipline is required Christian love, grace and mercy, gentleness and kindness, should characterise our interactions.

We recognise that within our church there is the opportunity for individuals or groups to harm, abuse or exploit others. We stand, as a church, against any misuse of power, abuse, harassment, exploitation or other forms of harm.

When supporting people who have experienced harm we want to treat them with dignity, respect and compassion, giving their views and wishes full consideration and acting in their best interest. We seek to ensure that they are appropriately involved in and informed of decisions that affect them.

We will strive to fulfil all our legal duties to protect both children and Adults at Risk of Abuse, and to discharge our safeguarding duties in a way that is biblically faithful and pleasing to our loving Heavenly Father, who calls us to act with justice, love and kindness and to walk humbly before him.

Purpose of this document

This document outlines our moral and legal responsibilities and sets out our commitments in light of those responsibilities.

It aims to establish a framework and appropriate standards that apply to the whole church and to support the trustees in their responsibilities to safeguard everyone who engages with our church community, with a specific focus on those who have particular vulnerabilities.

It is intended to equip our trustees, staff and volunteers to be clear about their responsibilities and duties and to enable them to competently and confidently fulfil them.

We want to ensure especially that those responsible for leading safeguarding in the church are competent and that our safeguarding arrangements are effective.

It describes how we strive to protect every member of our church community from misuse of power, abuse, harassment, exploitation or other forms of harm. To support this we have implemented policies, procedures, codes of conduct and systems that underpin the positive culture we seek to create.

Guidelines are provided to help identify harm and when any such harm is identified, regardless of where or when it occurred, how to handle it effectively, proportionately and promptly.

In our policy, procedures and appendices we outline how we will seek to ensure that we provide a healthy, nurturing and protective environment for everyone who engages with our church community.

Scope of this document

This document applies in particular to staff or volunteers who work on our behalf with vulnerable people (children, young people, their parents / carers, adults at risk of abuse or adults with care and support needs) and to those who have leadership and oversight of the church's activities. This includes trustees, senior leaders, group / ministry leaders, paid staff, volunteers, or others working on our behalf

The policy also outlines the general responsibilities of every member of our church community to raise safeguarding concerns about individuals or practice in the church with the Safeguarding Officers

General Responsibilities

Our entire Church community should be aware that

- we take issues of safeguarding seriously, seeing it not only as a statutory duty but one of spiritual significance
- we aim to underpin all our ministries with good and wise safeguarding practice.
- the church has appointed a Safeguarding Lead and Team for this purpose
- anyone can approach a member of the Safeguarding Team for advice or to report a concern
- that any concerns, whether about themselves or others, can be raised and will be treated seriously and with respect

Specifically, and in addition, there are responsibilities for different roles within the church.

Staff and Volunteer Responsibilities.

We expect the Church staff team, together with the Biblical counselling team, home group leaders, Elders, other group leaders and team members working with those under 18 and Adults at Risk to

- have a working knowledge of the policy
- understand any procedures that may impact their role

We ask team leaders of groups provided for children or adults who may be vulnerable to have a clear understanding of all the procedures contained in the policy and their responsibilities

Trustees Responsibilities.

Trustees of the church should be aware of the details of the policy and procedures to a level that ensures they can satisfy themselves regarding compliance with their statutory duties

Safeguarding Team Responsibilities.

In addition to the above the team also should be familiar, and seek to remain up to date, with the statutory guidance and legislation that underpins the policy and procedures.

Section B: Church Context

Church Details

Beeston Free Church Nottingham
Salthouse Lane
Beeston
NOTTINGHAM
NG9 2FY
0115 9677032
office@beestonfree.net

Charity Commission Registered No: 1160335
Insurers: Congregational

The church is affiliated to the Fellowship of Independent Evangelical Churches (FIEC), a family of over 600 local churches who are united by the gospel and by a common purpose. More details about the FIEC can be found at www.fiec.org.uk.

At Beeston Free, we're committed to our vision of 'Glorifying God through lives transformed by the gospel'. At the heart of our values is our passion to love God, love people and love the gospel. We are eager to be a church engaging in local, national and global mission. We look to reach out with the gospel into our local community, train and equip people to serve the church in the UK and send to, and support mission partners in, all parts of the world.

The values of the church describe the personality and character of the church and are as follows:

- **Loving God**

Glorifying God the Father as we joyfully respond to his Word, depend on Him and delight in Him.

- **Loving the Gospel**

Passionate about seeing the gospel of the Lord Jesus Christ transforming every aspect of our lives and the lives of others.

- **Loving People**

Growing together by the power of God's Spirit, a blessing to the wider church and to others

In order to promote these aims we provide groups for all ages on a weekly basis and special, occasional events.

In particular for children, we have both Sunday and midweek groups, for all ages, as well as seasonal events e.g. Summer Holiday Club. For older adults who may be at risk of harm we run a mid-week fellowship group and some annual events e.g. Holiday at Home. **See Appendix 1.**

Our Values and Beliefs

Our beliefs are specified fully in our statement of faith which may be found on our website.

Our approach to safeguarding is shaped by our belief as Christians that:

God is holy, loving, merciful and just and he requires his people to live in accordance with his character; acting justly, loving mercy, and living humbly before our God who will ultimately judge all people for the deeds performed in this life. The church, as the body of Christ on earth, should uphold truth and justice with grace, without fear or favour, prejudice, or privilege.

Those in authority within the church are accountable to and will be judged by the God who sees all things and judges impartially. Higher standards are expected of leaders, who will be judged more severely than those who do not teach. Leaders are to follow the example of Christ, leading with sacrificial, servant-hearted humility.

We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers

God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation, oppression, abuse, and the inflicting of harm due to negligence

Every human life, including that of the unborn, is valuable to God and each person bears his image

Sin in the church should be identified, confronted, and dealt with through confession and repentance. Where such sin involves criminal activity, it should be reported to the civil authorities who are appointed by God to uphold justice and order in society

The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace, and forgiveness. Where necessary, the church may impose formal discipline on its members in accord with its governing documents and rules of church order.

We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us

The church is a place of grace, forgiveness and transformation, justice, truth, and holiness. The gospel offers forgiveness by grace, through faith, but does not negate justice or remove the temporal consequences of the sin that has been forgiven

Jesus' example was one of valuing and caring about those with whom he came into contact; even when delivering difficult and challenging messages

We are to love those around us as God loves them and to seek to bring healing, restoration, and reconciliation to broken and damaged lives by the manifestation of the love of God through us

In this present time, the kingdom of God on earth is a spiritual kingdom that resides in the lives of God's people, and it only be advanced by proclamation and the work of the Holy Spirit in convicting and convincing

The kingdom of God cannot be advanced by coercion or force

Section C: Safeguarding Policy

Our responsibilities and commitments

1. General duty of care.

We recognise that we have a general duty of care to everyone who is involved in the life of our church. We therefore strive to:

- a. Ensure that we identify and manage risk appropriately through our policies and procedures, our risk register and our risk assessments.
- b. Develop, monitor, and maintain a church culture that is healthy and nurturing across all areas of church life. This includes promoting the spiritual, physical, emotional, psychological, and social wellbeing of those who engage with us.

2. Those who are vulnerable.

We recognise that we have a particular responsibility to those who are more vulnerable including children and young people (i.e. those who are under 18 years of age), adults with care and support needs, and adults at risk of abuse / in need of protection (as defined in the 2014 Care Act). This is a responsibility under God who commands us to protect and care for the weak and vulnerable. We therefore commit to:

- a. Establish proportionate safeguarding arrangements.
- b. Develop a culture that is protective and healthy.
- c. Ensure that our approach to safeguarding is shaped by our biblical values and that it is fully legally compliant and in line with safeguarding best practice.

3. Dignity and respect.

The Bible teaches us that all human beings, including unborn children, are made in God's image and therefore have an intrinsic value to him. We therefore commit to:

- a. Treat everyone who engages with us as loved by God and precious in his sight.
- b. To treat everyone as equal in God's sight, showing neither fear nor favour.

4. Sin and the fall.

The Bible teaches us that since Adam and Eve fell into sin, all human beings have a sinful nature. While the good news of forgiveness of sin and eternal life with God are at the heart of the gospel message, in this life, even Christians continue to sin, and as such we recognise the need to be vigilant and to oppose all forms of abuse, exploitation or other injustice in our midst. We therefore commit to:

- a. Establishing clear expectations and standards for all who act on our behalf.
- b. Establishing clear processes for handling abuse that is discovered or disclosed; whether that abuse has occurred in the church or elsewhere.

- c. Ensuring that we have clear processes for handling complaints, allegations, grievances, whistle blowing or any other expression of dissatisfaction.
- d. Promoting across the whole church community, the importance of caring well for everyone who engages with us through the various activities.

Our Care policy, which describes how we do this, is available on our [website](#) or by contacting the church office

5. Governance and leadership.

Effective servant-hearted leadership that focuses on authenticity, integrity and effectiveness are key priorities for Beeston Free Church biblically. We also recognise our responsibilities under charity law and Charity Commission guidance. Our senior leaders will support the development of best practice.

We therefore commit to:

- a. Modelling biblically grounded servant hearted leadership.
- b. Ensuring that we appoint a Trustee Safeguarding Lead, who will champion safeguarding on behalf of the trustees, who share the final legal responsibility for safeguarding.
- c. Ensuring that we appoint at least one competent Safeguarding Officer and at least one deputy to perform specific delegated tasks.
- d. Visibly demonstrating our commitment to safeguarding throughout the church.
- e. Providing support, oversight and accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other as leaders.
- f. Monitoring the effectiveness of the arrangements that we have implemented.
- g. Creating an environment of ongoing reflection, learning and improvement.
- h. Ensuring that delegated, safeguarding roles and responsibilities are clearly defined, and that appropriate accountability and support are provided to those fulfilling the roles.

6. Safeguarding arrangements.

We recognise that we have a responsibility to the state to ensure that we have compliant and effective safeguarding arrangements in place. We therefore commit to:

- a. Appointing suitably trained, competent and experienced Safeguarding Officers and at least one deputy and that we will support them in their role.
- b. Maintain a compliant safeguarding policy, procedures, and systems to ensure that we fully meet legal and best practice standards and ensure that they are regularly reviewed.
- c. Ensure that relevant safeguarding information, including our safeguarding policy documents and contact details for our safeguarding leads is publicly available.
- d. Ensuring that a healthy culture is supported by processes for listening to expressions of dissatisfaction (complaints, allegations, whistleblowing etc.) and that such expressions are encouraged, taken seriously, and responded to positively.
- e. Ensuring that we keep records of safeguarding concerns in line with safeguarding expectations and that we share information appropriately as required.

7. Suitability and competence of staff and volunteers.

We recognise that we have a responsibility to ensure that those who act on our behalf are competent in and suitable for the roles that they take. We therefore commit to:

- a. Implementing proportionate safe recruitment processes.
- b. Ensuring that our leaders are competent, fulfilling their responsibilities and leading the church with humility, clarity, and biblical faithfulness.
- c. Ensuring that our staff and volunteers are supported and that we provide appropriate guidance, oversight, and accountability.
- d. Providing appropriate training and skills development as required.
- e. Ensuring that as a church we are alert to the risks within society, including risks associated with grooming, online abuse, radicalisation, gender-based violence, exploitation, domestic abuse etc. and report appropriately as required.

8. Healthy culture.

We recognise that we have a responsibility to encourage a healthy environment that is transparent, accountable, and biblically faithful. We therefore commit to:

- a. Developing a ministry context that reflects biblical principles; encouraging growth in obedience to God and his word with equity, transparency, and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims, and governing documents.
- b. Value, respect and listen to the wishes and views of every member of our community, including children and young people, and others who are vulnerable or find it difficult to make their voice heard.
- c. We will develop a culture that challenges any form of bullying, harassment, abuse, exploitation, or any other harmful contact; both in the online and the physical environments.
- d. Ensuring that we set clear standards and expectations of those who participate in our church community and that we have clear processes to challenge and address failure to live up to the standards that we have set for ourselves.

9. Partnership working.

We will ensure that we work appropriately with statutory and other services; sharing information in accordance with legal requirements and involving parents, children and young people and adults with support needs or in need of protection in the decisions that affect them as far as they are able.

10. Supporting those who have experienced abuse or other trauma.

When working with those who have experienced abuse or trauma, we will seek to do so with sensitivity whilst keeping them at the centre of the work we do. We will seek to give them a voice and allow them to progress at their own pace while recognising the limits of our own competence and signposting to specialist support where required.

Section D: Safeguarding Procedures

1. Governance and oversight.

The Trustees will provide effective oversight of safeguarding across the church by:

- a. Ensuring that they appoint from amongst their number a nominated Safeguarding Trustee who will act on their behalf to provide strategic leadership and guidance on matters related to safeguarding.
- b. Ensuring that the church leaders promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable and that safeguarding is appropriately prioritised, and its profile maintained.
- c. Ensuring that at least one suitably knowledgeable and appropriately trained and skilled Safeguarding Officer and a deputy are appointed and that they are adequately supported and resourced.
- d. Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the trustees with input and support from the Safeguarding Team at least annually.
- e. Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all staff, volunteers, and anyone else who acts on our behalf.
- f. Ensuring that the Trustee Safeguarding Lead provides a regular update to trustees. (Appendix 5e)
- g. Ensuring that the effectiveness of the safeguarding arrangements is monitored on an ongoing basis and reviewed annually in line with the review of the policy and procedures.
- h. Ensuring that safeguarding roles and responsibilities are clearly defined (**Appendix 2**), and that appropriate accountability is provided.
- i. That a clear statement in relation to safeguarding is included in the annual Charity Commission submission.
- j. That any "Serious Incidents" (as defined in the Charity Commission Guidance - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner.

2. Recruitment and ongoing support of staff and volunteers.

The recruitment / appointment and support of staff and volunteers is of critical importance to Beeston Free Church and to our work and ministry. To fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate recruitment processes.

3. Management of recruitment processes

- a. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment.
- b. Staff and volunteers will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role.
- c. Roles that involve regulated activity and which consequently are subject to a Disclosure and Barring Service (DBS) check will be clearly identified as exempt from the Rehabilitation of Offenders Act.
- d. Appropriate records will be kept of all recruitment processes and decisions.
- e. A "Single Central Record" of recruitment checks and a training log will be maintained

- f. Application forms and references obtained will be retained securely
- g. No copies of DBS certificates will be kept. The Single Central Record and the church database are the only records that will be retained by the church of DBS checks.

4. Recruitment process.

- a. Prior to appointment, all staff and volunteers will be required to submit an application form, **(Appendix 5a)** which includes a self-declaration of fitness and suitability for the role. Where necessary and appropriate (e.g., lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.

Paid staff positions.

- a. Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation.
- b. Prior to appointment of staff, references will be sought including, where possible, a reference from the current or previous employer.
- c. Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process.
- d. The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process.

Volunteer positions.

We accept applications for volunteer positions from those who have been attending Beeston Free Church for at least 6 months.

- a. Prior to appointment, all volunteers should understand the role and its requirements and the leaders overseeing the ministry area should assess their suitability for the role.
- b. Prior to appointment, references will be sought.
- c. The Single Central Record, training Log and Personal File will be updated as appropriate throughout the process.

5. DBS Checks

- a. Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity will be required to complete a DBS check.
- b. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received.
- c. Where staff, under exceptional circumstances, need to commence their role prior to receipt of the DBS check result, a formal risk assessment will be completed by one of the safeguarding officers and signed off by the Trustee Safeguarding Lead. The person will not be permitted to have unsupervised access to children and must be supervised by someone who is DBS checked.
- d. A formal agreement that outlines the duties that are permitted, and all measures implemented to prevent the individual having unsupervised access to vulnerable people will be drawn up and signed by the appointee and a Safeguarding Officer or the Trustee Safeguarding Lead.
- e. Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information.

6. Blemished DBS Checks

- a. The applicant will be asked to present the DBS certificate to a member of the Safeguarding Team.
- b. The applicant may, if they wish to, withdraw their application.
- c. If the application is withdrawn, consideration will be given to whether this required the triggering of the procedure for the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (*see section D12*).
- d. If the applicant self-declares the blemish and it has been discussed previously, one of the team will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate.
- e. If the applicant did not self-disclose, an open discussion about the circumstances of the blemish will be held with the applicant.
- f. Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant’s suitability for the role by the Safeguarding officers and / or the Trustee Safeguarding Lead, and the outcome will be recorded in the personal file. For positions within children’s ministry, the Youth, Children and Families Worker will be involved in any discussion and decision.
- g. Advice can be sought from Christian Safeguarding Services if required.
- h. The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them.
- i. A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
 - i. That the individual is unsuitable for the role.
 - ii. That further investigation is required.
 - iii. That the person is suitable for the role with restrictions.
 - iv. That the blemish does not indicate unsuitability.
- j. If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to:
 - i. Whether there are other roles for which the individual would be suitable.
 - ii. Whether the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (*section D12*) process needs to be triggered.
 - iii. Once the details of the certificate have been recorded in the Single Central Record, the certificate will be returned to the applicant, and no copies will be retained.

7. Ongoing support and supervision

- a. All staff and volunteers will receive proportionate supervision and pastoral care, particularly through team meetings.
- b. All staff and volunteers will be required to abide by the appropriate Code of Conduct (*see Appendix 6*)
- c. Where DBS checks are required, these will be updated at least every three years.

8. Training

- a. All staff and volunteers in roles that involve regulated activity will be required to attend regular safeguarding training.

- b. Trustees will receive initial training. While there is no legal requirement for formal update training, the trustees will ensure that they are competent in their roles and that their knowledge of compliance with legislation and Charity Commission guidance is up to date.
- c. Church staff will receive initial training relevant to their role followed by regular update sessions
- d. Staff and volunteers involved in working with children, young people, or adults at risk of abuse are required to update their training at least every two years.
- e. The Trustee Safeguarding Lead and the Safeguarding officers and their deputies are required to attend formal update training at least every two years.
- f. All staff, volunteers and trustees will receive some informal update information annually. This may be provided as part of team meetings or via email
- g. Training should include themes on domestic abuse and trauma and the impact on victims including children.
- h. A training log will be maintained by the church.

9. Ensuring a safe and healthy environment

Beeston Free Church fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.

a. **Health and Safety**

The trustees aim to ensure that the health and safety of everyone who enters our church community is protected by regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance.

Full details can be found in our Health and Safety Policy.

b. **Awareness raising**

Beeston Free Church recognises that any member of our church community could discover or receive a disclosure of abuse, and therefore all members need a basic awareness and competence, regardless of whether they engage directly in ministry to children, young people, or vulnerable adults. We will raise awareness by ensuring that:

- i. Information about our policies, procedures and codes of conduct are publicly available and promoted by our leaders.
- ii. Details of our safeguarding team are prominently displayed.
- iii. We set clear expectations of conduct and that clear processes for identifying, challenging, investigating, and dealing with inappropriate conduct are implemented.
- iv. We implement and promote clear and transparent processes for the raising of concerns or complaints, supported by a culture that encourages and welcomes these as opportunities to learn and improve.

c. **Ministry to children and/or young people**

When engaging in ministry to children and / or young people we will:

- i. Ensure that registers of children attending, and leaders present are maintained.
- ii. Ensure that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures.

- iii. Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded.
- iv. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC:

0 – 2 years	One adult to three children
2 – 3 years	One adult to four children
4 – 8 years	One adult to six children
9 – 12 years	One adult to eight children
13 – 18 years	One adult to ten children

- v. When a child attends who needs more support this will be agreed as part of a discussion with the parents or carers. An individualised plan of support would be provided after a risk assessment has been made, this may include 1-to-1 support and should contain advice on any physical guidance or interventions that would be reasonable, proportionate and least restrictive for the child
- vi. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner.
- vii. Ensure that appropriate order and discipline are maintained.
- viii. Ensure that children are enabled to raise any concerns that they may have with leaders or their parents as appropriate.

d. All age group meetings

When children or young people are present at meetings that are primarily aimed at adults and childcare is not provided and their parents are present

- i. During these times, children remain the responsibility of their parents who are responsible for their safety and care.
- ii. Any concerns or support needs identified will be recorded and reported to one of the Safeguarding officers in the usual way.

When young people are present at meetings that are primarily aimed at adults and participating in that meeting in their own right:

- iii. Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply.
- iv. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers.
- v. If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents and establish open communication and transparency.
- vi. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected.
- vii. Any concerns or support needs identified will be recorded and reported to one of the Safeguarding Officers in the usual way.

e. Ministry to Adults at Risk of Abuse or Adults with care and support needs

- i. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers.

- ii. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers, and consent will be sought for the church to contact them with a view to establishing open communication and transparency.
- iii. Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected.
- iv. Any concerns or support needs identified will be recorded and reported to one of the Safeguarding Officers in the usual way.

f. General Provisions

- i. The church will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed in the building and online.
- ii. Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching, and culture of the church and by personal example.

10. Responding to safeguarding concerns or disclosures

*A flow chart for workers who are concerned or have been the recipient of a disclosure can be found in **Appendix 7***

The safeguarding team should have due regard for the Serious Incident Reporting Policy and liaise with the Operations Manager where significant safeguarding concerns are raised.

a. Managing immediate risk

- i. Upon identification of a concern or receipt of a disclosure, the worker involved should make an assessment as to whether any immediate action is necessary to protect the individual.
- ii. The worker may seek advice from the team leader or from one of the Safeguarding Officers, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm.
- iii. In such urgent situations and if a Safeguarding Officer cannot be immediately contacted, the worker should contact either the police on 999 or Social Care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity.

b. Reporting concerns to the Safeguarding Team

- i. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to one of the Safeguarding Team. The Concerns Reporting Form may be used, to ensure clarity and completeness, either before, during or after discussion with the Officer. (**Appendix 5b**).
- ii. The concerns will be discussed with a Safeguarding Officer at the earliest opportunity, to ensure clarity of understanding.
- iii. If the concern is less urgent then, it may be reported to the Safeguarding Team via email. A response should be expected within a few days of receipt.

c. Managing the risks: the role of the Safeguarding Officers

- i. In discussion with the worker reporting the concern, the Safeguarding Officer will review any immediate actions taken and will be responsible for follow-up or further action that may be required.
- ii. Upon receipt of the completed form, the Safeguarding Officer will establish a "Confidential File" in relation to the person at risk.
- iii. A Chronology (**Appendix 5c**) may be established and inserted at the front of the confidential file.
- iv. The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.
- v. The Safeguarding Officer will confirm to the person raising the concern that the matter has been actioned. The Safeguarding Officer will not provide any unnecessary information. Information is only shared on a "need to know" basis.
- vi. Where the concern meets the statutory threshold, the Safeguarding Officer will notify the parent or carer of the individual concerned (or the individual themselves if they are a competent adult) that a referral is being made to Social Care.
- vii. Information will not be shared with the parent / carer in situations where:
 - i. To do so would place a child at increased risk of harm or abuse.
 - ii. To do so would place an adult at increased risk of harm or abuse.
- viii. The referral will be made to the appropriate Social Care service (**Appendix 3**).
- ix. If the referral has not been acknowledged within 2 working days, the Safeguarding Officer will follow up with Social Care (or other agencies as required).
- x. The Safeguarding Officer will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.
- xi. All conversations, correspondence, and documentation etc will be placed into the confidential file and the "Record of action" and Chronology will be maintained on an ongoing basis.
- xii. Confidential files will be stored in a secure folder, only accessible to the members of the Safeguarding Team on a password protected cloud-based drive or in a locked filing cupboard in a secure office.
- xiii. The Safeguarding Team will share information as necessary with other individuals in the church to facilitate effective safeguarding.

11. Safeguarding Allegations against/concerns about staff and volunteers

Beeston Free Church will always take allegations against our staff or volunteers seriously; ensuring that they are investigated proportionately, via a transparent process that expedites the matter in a timely manner; recognising both our responsibility to keep vulnerable people safe, and our responsibility to support the person accused throughout the process.

The safeguarding team should have due regard for the Serious Incident Reporting Policy and liaise with the Operations Manager where significant safeguarding concerns are raised.

- i. Allegations against staff or volunteers within the church should be reported to the Safeguarding Team.
- ii. If the allegation is against the Trustee Safeguarding Lead, it should be reported to another member of the Safeguarding Team.
- iii. If the allegation is against one of the Safeguarding Officers it should be reported to the Trustee Safeguarding Lead.

- iv. No one should be involved in responding to an allegation against or involving someone related to them.
- v. Full details of the allegation will be recorded.
- vi. The member of the Safeguarding Team who is investigating will assess whether any immediate action is required to ensure the safety of everyone involved.
- vii. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
- viii. If so, care will be taken not to compromise the gathering of evidence.
- ix. If it is necessary to notify the individual at this stage, details of the allegation will not be divulged.
- x. Support must be offered to the subject of the allegation as well as any potential victims.
- xi. At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted.
- xii. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS)
- xiii. If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed.
- xiv. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.
- xv. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
- xvi. These records will be held confidentially in a secure folder on a password protected, cloud-based drive or in a locked filing cabinet in a secure office.
- xvii. The member of the Safeguarding Team who is investigating will seek and follow specialist advice throughout the process as required.

12. Management of ex-offenders or those who pose an actual or potential risk to others, particularly to vulnerable people.

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

- i. Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks.
- ii. With the consent of the individual (if required), the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate.
- iii. The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated.
- iv. A formal agreement with the individual will be drawn up and will be signed by both them and the church leaders. The agreement will include:
 - i. The church's commitments to the individual who poses the risk.

- ii. The steps the church will take to support the individual while simultaneously protecting everyone in the church community.
 - iii. The restrictions and conditions that will be applied to the individual's involvement in the life of the church.
 - iv. The consequences of failure to comply with the agreement.
 - v. When and how the risk assessment and formal contract will be reviewed.
- v. All decisions and agreements will be formally recorded and securely stored.
- vi. The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:
 - i. With the agreement of the individual who poses a risk.
 - ii. Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared.
- vii. If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on.
- viii. All records of risk assessments and formal agreements will be stored in a secure folder on a password protected, cloud-based drive or in a locked filing cabinet in a secure office.

13. Concerns about practice and whistleblowing

Beeston Free Church strives to create an environment that is open, transparent, and accountable. We want to listen and respond well to any concerns raised by our staff, volunteers and any other member of our community.

Full details of our complaints process can be found in our complaints policy, and this may be used by anyone within the church community.

Where the concern is with regard to a fellow worker or team culture etc. and safeguarding, the following process applies

- a. Staff and volunteers are encouraged to raise concerns about process, practice, or culture with the ministry team leader
 - i. If they do not feel able to do so, or if they feel that concerns raised have not been given due consideration, they can be raised with the trustees safeguarding lead
- b. The concerns will be carefully considered, and a formal response will be provided to the individual explaining the decision. The examination of the concerns raised may conclude:
 - i. The concerns are wholly or partially valid and require corrective action
 - ii. That the concerns did not take account of all relevant factors, and no further action is required
 - iii. That the concerns were invalid and have been dismissed
- c. If the complainant is not satisfied with the response, they should formally raise the matter with the Chair of Trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response
- d. Once the Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision

- i. Details of how to raise the complaint externally will also be provided as part of the response
- ii. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer

14. Policy review history

Policy due for review: February 2026	Policy last reviewed September 2025	Review conducted by: Angela Goodwin/ Matt Roberts/Heidi Pike/Katherine Wiltshire Approved by: Compliance committee	Revision of policy to include new staff members and remove those who have left + some consequent rewording of the Safeguarding responsibilities in Appendix 2
Policy due for review: February 2026	Policy last reviewed January 2025	Review conducted by: Becky Thomas/Angela Goodwin/ Matt Priestland / George Hawkins/ Heidi Pike/Katherine Wiltshire Approved by: Trustees	Adoption of the revised version of the CSS model policy, March 2024 Main changes to layout and readability with some reorganisation of the content. Our own specific guidance retained throughout. A copy with detailed change tracking is available
Policy due for review: February 2025	Policy last reviewed January 2024	Review conducted by: Becky Thomas/Angela Goodwin/ Matt Priestland / George Hawkins/ Heidi Pike Approved by: Trustees January 2024	
Policy review January 2023	Review conducted by: Becky Thomas/Angela Goodwin/ Matt Roberts / George Hawkins/ Heidi Pike Approved by: Trustees February 2023		
Policy review February 2022	Review conducted by: Becky Thomas/Angela Goodwin/ Matt Roberts / George Hawkins/ Heidi Pike / Katherine Wiltshire Approved by: Trustees February 2022		
Policy review February 2021	Review conducted by: Becky Thomas/Angela Goodwin/Hannah Johnson/Matt Roberts / George Hawkins		

	Approved by: Trustees February 2021	
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Section E: Appendices

Appendix 1: List of Groups (as of January 2025)

Children and Young People's Work

Alta (school years 7-13)
 Assemblies team (primary schools)
 Bethany crèche (0-5 years)
 Bunnies group (3-5 years)
 CAMEO (0-5s years)
 Holiday Club (5-11 years)
 3D Sunday discussion group (school years 7+)
 Junior Church (school years R-6)
 Sunday crèche (0-3 years)
 Total Tuesdays (school years R-6)
 Under Fives (0-5 years)

Groups serving Adults at risk of harm

Holiday at Home
 Tuesday Fellowship
 Biblical Counselling team

Other Groups for whom Safeguarding Awareness Training is provided on a regular basis

Student Room
 Compass
 Home Groups
 Learn English

Any new groups or ministries working with those under 18 or adults at risk will automatically be covered by this policy.

Appendix 2: Safeguarding responsibilities

The specific duties of each role are defined in the relevant role description

The safeguarding team can be contacted via the church office on 0115 9677032 or via the contact form on the church website

Governance / strategic level

Legal compliance and final responsibility for safeguarding rests with the trustees.

The Trustee Safeguarding Lead is:

Name: Matt Roberts

The Trustee Safeguarding Lead is responsible for:

- Ensuring that safeguarding is considered during strategic, ministry and pastoral discussions and decision making
- Overseeing the safeguarding officers' work and ensuring they are adequately resourced for their roles
- Reporting to trustees on safeguarding matters
- Supporting the writing and review of policies and procedures
- Incidents: where safeguarding concerns or allegations are made or raised, either
 - against a member of staff /volunteer or adults in our church
 - or about a child / adult at risk of harm,

working with the safeguarding officer(s) to ensure an appropriate response

Operational level

At Beeston Free church we operate as a Safeguarding team composed of both staff and volunteers who work together to ensure best practice.

The Safeguarding Officers are:

Name: Angela Goodwin

Role: Safeguarding officer

Name: Heidi Pike

Role: Safeguarding officer

Name: Katherine Wiltshire

Role: Deputy Safeguarding Officer

(with a focus on Youth-to-Adult recruitment)

The safeguarding officers, together with their deputies, are responsible for:

- Implementing policies, procedures and systems
- Recruitment
- Delivering training with the support of the team if needed

- Maintenance of the single central record (recruitment, training and DBS renewals of staff and volunteers)
- Maintenance of record of all safeguarding concerns and actions
- Work with the Trustee Safeguarding Lead and team
 - to write and review policy and procedure
 - to respond to concerns and allegations
- referring concerns that meet the threshold to the relevant authority as described in Procedures 10 c. Managing the risks: the role of the Safeguarding Officers.

If they are unavailable, concerns should be addressed to the Trustee Safeguarding Lead,

Matt Roberts(details above)

Other members of the safeguarding team:

Name: Andy Weatherley

Role: Senior Minister

Name: Abigail Nelson

Role: Youth, Children and Families Worker

The Senior Minister and the Youth, Children and Families Worker are responsible for providing additional input and advice to the safeguarding team. This may include

- Providing wisdom and advice in handling difficult and sensitive situations
- Supporting and providing continuity in any cases of which they have previous/additional knowledge

In addition, the Senior Minister

- Supporting the safeguarding team in linking pastoral care and safeguarding
- Providing pastoral support to the safeguarding team

the YCF worker,

- Has an important role in recruitment, participating in the process including review of the applications, references and DBS checks
- Supports the team in responding to concerns and allegations that involve children or their families.

The Trustee Safeguarding Lead and YCF worker may also

- assist the officers with safeguarding training

Name: Julie Goddard

Role: Administration

Office support is provided for

- Maintaining the central record
- Ensuring the register records for weekly groups are complete
- Sending out invitations to training at appropriate time
- Assisting in performing DBS checks – re-checks and new applicants

Appendix 3: Key safeguarding contacts

Key Safeguarding Contacts	
Nottinghamshire County Council	Nottingham City Council
<p>Safeguarding children Nottinghamshire MASH Telephone: 0300 500 80 80 (Week days 8.30 - 5.00, 4.30 Fri) Emergency out-of-hours: 0300 456 4546</p> <p>Local interagency referral forms can be found here: Safeguarding children - Multi-Agency Safeguarding Hub (MASH) Nottinghamshire County Council</p> <p>Allegations against staff or volunteers should be reported to Local Authority Designated Officer (LADO) via 0115 977 3921.</p> <p>Safeguarding Adults Nottinghamshire MASH Telephone: 0300 500 80 80 Emergency out-of-hours: 0300 456 4546</p> <p>For referral forms use the above local agency link</p>	<p>Safeguarding children Nottingham City Children's social care Telephone : 0115 876 4800</p> <p>Referral information can be found here: Multi Agency Safeguarding Children Hub (MASH) - Nottingham City Council</p> <p>Allegations against staff or volunteers should be reported to Local Authority Designated Officer (LADO) via 0115 876 4762</p> <p>Safeguarding Adults Telephone: 0115 876 3330</p> <p>For further referral information Safeguarding</p>
<p>Local Authority details: Nottinghamshire County Council</p>	

Appendix 4 - Basis of the policies and procedures and the legal framework

Beeston Free Church Internal framework

- Our statement of faith
 - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the statement of faith.
- Our governing documents

Local guidance

- Local guidance and procedures (Children)
 - Local Safeguarding Children Board procedures
 - Local authority guidance
- Local guidance and procedures (Adults)
 - Local Safeguarding Adults Board procedures
 - Local authority guidance

National guidance

Safeguarding children

- National legislation and guidance (Safeguarding Children)
 - Children Acts (1989 & 2004)
 - Children and Families Act 2014
 - Children and Social Work Act 2017
 - Working together to safeguard children (2023)
 - What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)
 - Protection of Children Act 1999
 - Safeguarding vulnerable groups act 2006
 - Protection of freedoms Act 2012
 - Disqualification under the childcare act 2006 (2018 amended)
 - Prevent duty guidance 2016
 - Sexual offences Act 2003
 - The Safe Network Standards (available from the NSPCC website)
 - The policy also takes account of the principles outlined in:
 - Keeping children safe during community activities, after school clubs and tuition
 - Keeping children safe in education 2023
 - FGM duty guidance
 - Prevent duty guidance
 - Domestic Abuse Act 2021

Safeguarding adults

- National legislation and guidance (Safeguarding adults)
 - The Care Act 2014
 - Human Rights Acts 1998
 - Care Standards Act 2000
 - Mental Capacity Act 2005
 - Deprivation of Liberty Safeguards 2007
 - Sexual Offences Act 2003
 - Police and Criminal Evidence Act 1984
 - Fraud Act 2006
 - Public Interest Disclosure Act 1998
 - Health and Social Care Act 2008
 - Disclosure and Barring Service (DBS)
 - Multi-Agency Public Protection Arrangements (MAPPA)
 - Multi-Agency Risk Assessment Conference (MARAC)
 - LSAB Multiagency Policy and Procedures

Appendix 5: Standard Document Samples

a)	Application to volunteer
b)	Concerns reporting form
c)	Confidential file chronology
d)	Confidential file record of conversations and actions
e)	Template report from DSL to trustees

The Staff/Volunteer roles are described for each position and hence not included here. They may be obtained from the church office

Appendix 5a Beeston Free Church Volunteer Application Form

About You		
Full name	Address	
	How long have you been at this address?	
Phone number		
Mobile number		
E-mail address		
About the role		
Which age group would you like to work with?		
0-3 years old	3-5 years old	5-10 years old
11-18 years old		
Is there are a specific team you are interested in joining?		
Is there anything we should know which will impact your ability to serve regularly (eg student so only available in term time, shift worker)?		
More about you		
	Yes	No
Are you a member of Beeston Free (or any other church?) If a member elsewhere please give details		
How long have you been attending Beeston Free?		
Are you in agreement with the church's beliefs as outlined in the statement of faith?		

Please tell us about your Christian experience including your testimony, the church(es) you have attended over the last 10 years (with dates), together with any activities you have been involved with.

Please tell us about any previous experience you have of looking after or working with children and/or young people. This should include details of any relevant qualifications or training either in a paid or voluntary capacity

If you have been at Beeston Free for over a year we will talk to a homegroup / ministry team leader who knows you and ask you provide one other referee below

If you have been at Beeston Free for less than a year please complete the details below for two people who would be willing to provide a personal reference, ideally one of these should be able to comment on your previous church involvement / involvement in children's work.

If you are unsure who to ask to be a referee then please talk to one of the safeguarding team.

Reference 1	Reference 2
Name	Name
Relationship to you or capacity in which you are known to them	Relationship to you or capacity in which you are known to them
Phone	Phone
E-mail address	E-mail address

Self-declaration		
	Yes	No
Do you have any criminal convictions that would affect your ability to perform this role?		
Is your state of physical, mental, emotional, and spiritual health adequate to fulfil this role?		
Have you ever had an offer to work with children or young people declined or been barred from such work?		
Do you agree to abide by the policies, procedures, codes of conduct, risk assessments etc that are relevant to this role?		
<p>Is there anything that you wish to add or that you wish us to consider in relation to this self-declaration?</p> 		
<p>I confirm that the information supplied in this form is accurate to the best of my knowledge.</p> <p>Signature:</p> <p>Date:</p>		

Appendix 5b: Reporting Form

Incident / concern reporting form			
About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Group / ministry area			Date completed
About the person or people, we are concerned about or involved in the incident			
Their name(s)	Their address and contact details	Their date of birth	Name & contact details for parent / (where appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
What happened / was said / have you noticed etc?			
Context of the incident / disclosure / concern			
Where / when / who else was present etc.			
Date of incident / disclosure		Time of incident / disclosure	

Action taken to ensure immediate safety.	
Other action taken or advice sought.	
Signature	
For office use only: Form reference –	

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people, we are concerned about or involved in the incident.

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can.

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can.

Action taken to ensure immediate safety.

Please provide details. If no action was required, please indicate by writing "None".

Other action taken or advice sought.

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.

Appendix 5c: Confidential File Chronology

[illegible]

Appendix 5d: Record of Safeguarding Conversations and Actions

Date of action / conversation	Document reference.
Description of record	
Information given.	
Advice received.	
Actions to take.	
Outcomes	
Recorded by	Date recorded

Appendix 5e: Safeguarding Report to the Trustees

Report from the Trustee Safeguarding Lead covering the period from XXXX to XXXX		
Report completed by:	Date	
Summary of safeguarding activity		
Number of concern / incident reports received in relation to children		
Number of concern / incident reports received in relation to adults		
Number of cases referred to Children's Social Care		
Number of cases referred to Adult Social Care		
Number of allegations received		
Number of allegations investigated by Local Authority		
Number of reportable incidents reported to charity commission		
Were there any common themes or issues in the reports submitted?	Yes / No	
If so, what?		
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?		Yes / No
If so, what?		
What training or informal update activity been completed this year?		
Any recommendations to or requests of the trustees?		
Declaration from Safeguarding Lead	Yes	No
Has the policy been reviewed for legal compliance and effectiveness?		

<i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is Safeguarding Team training up to date?		
Is the training log up to date?		
Any other comments		

Appendix 6: Codes of Conduct

a . Code of conduct for staff and volunteers working with children or young people

Those working with children and young people will:

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented.
- Attend safeguarding training every 2 years.
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents.
- Ensure that their conduct embraces their responsibility for the safety of the children in their care.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children.
- Refrain from any abuse of their power or authority as adults and leaders within the group.
 - This includes developing personal relationships which compromise their position of trust.
- Only take responsibility for children if they are physically and mentally fit and able to do so.

All children should be treated

- with respect and dignity.
- in an age-appropriate way that recognises their developmental stage and ability providing them with appropriate levels of choice.
- as individuals, respecting their views and wishes.

Leaders should

- Promote and ensure appropriate behaviour towards one-another.
- Ensure that appropriate professional boundaries are maintained.
- Ensure that age-appropriate boundaries are clearly explained and consistently implemented in accordance with this policy.
- Ensure that any age-appropriate physical contact is child led.
- Refrain from physical play (e.g. Rough and tumble games that involve physical contact).
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group.
- Refrain from any physical chastisement.
- Refrain from making any social media connections with them.
- Not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat children equitably, avoiding discrimination or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.

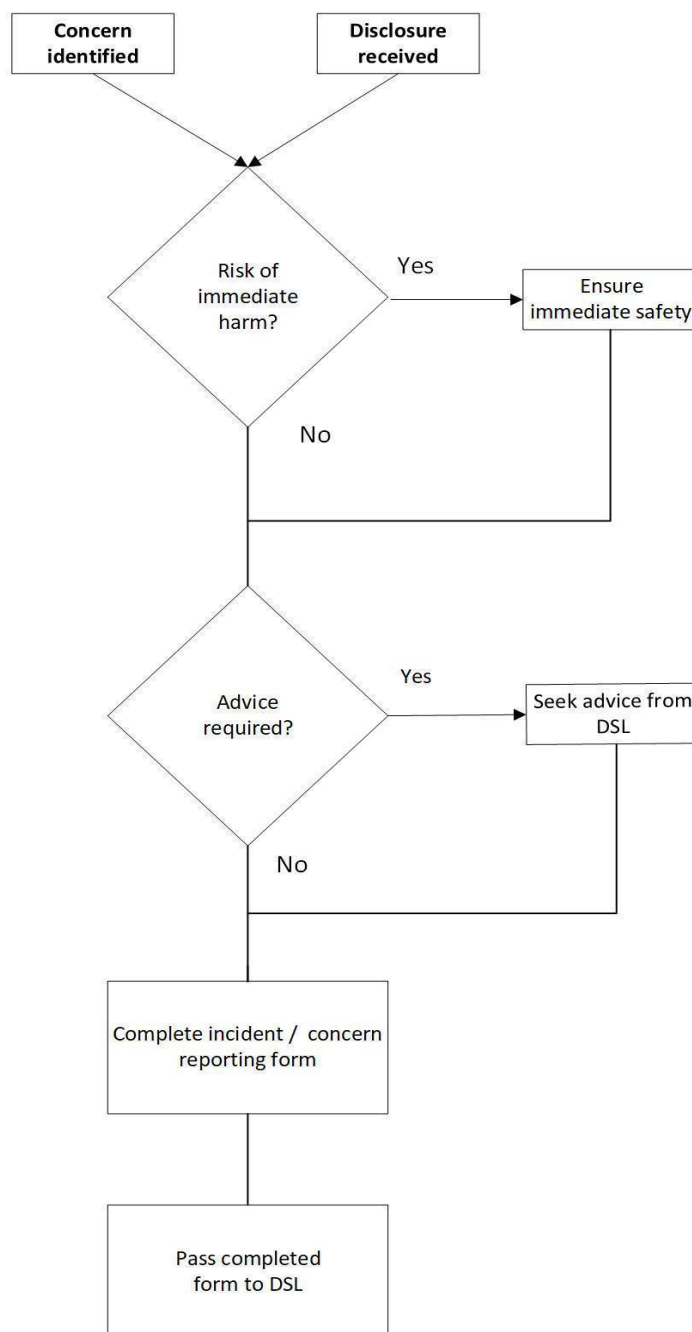
b. Code of conduct for staff and volunteers working with adults

Those working with vulnerable adults including Adults at Risk of Abuse will:

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented.
- Attend safeguarding training at least every 2 years.
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders.
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.
- Only engage in activity for which they are physically and mentally fit.
- Treat them with respect and dignity.
- Ensure that support is client led and that their views, wishes, and choices are respected.
- Treat them as individuals.
- Promote and seek to ensure appropriate behaviour towards one-another.
- Ensure that appropriate professional boundaries are maintained.
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented.
- Ensure that any physical contact is client led.
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat each person equitably, avoiding discrimination or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.
- Support the participation of the vulnerable person (and their carers where appropriate) in the planning of support or other decisions that affect them.

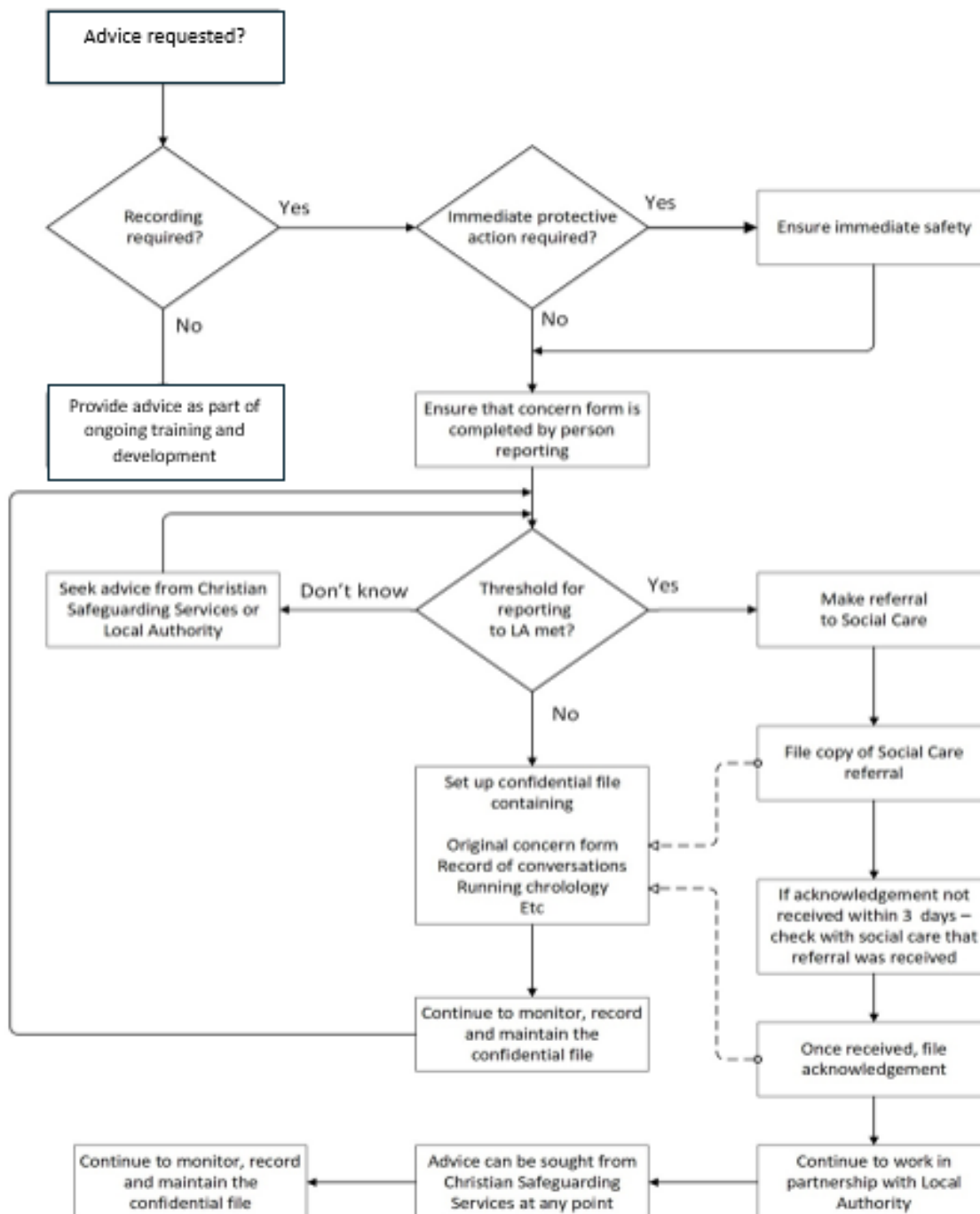
Appendix 7: Process flowcharts

Reporting concerns or disclosures



*Christian Safeguarding Services can be contacted for advice at any point in the process
Phone 07960 751778 or e-mail advice@thecss.co.uk*

Processing concerns or disclosures: the role of the DSL



*Christian Safeguarding Services can be contacted for advice at any point in the process
Phone 07960 751778 or e-mail advice@thecss.co.uk*

Appendix 8: Statutory Definitions/Indications

Statutory Definitions and indicators of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2023)'.

Definition	Indicators
<p>Physical abuse</p> <p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child</p>	<p>Injuries not consistent with the explanation given for them</p> <p>Injuries that occur in places not normally exposed to falls, rough games, etc</p> <p>Injuries that have not received medical attention</p> <p>Reluctance to change for, or participate in, games or swimming</p> <p>Repeated urinary infections or unexplained tummy pains</p> <p>Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation</p> <p>Cuts/scratches/substance abuse</p>
<p>Emotional abuse</p> <p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.</p>	<p>Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.</p> <p>Depression, aggression, extreme anxiety.</p> <p>Nervousness, frozen watchfulness</p> <p>Obsessions or phobias</p> <p>Sudden under-achievement or lack of concentration</p> <p>Inappropriate relationships with peers and/or adults</p> <p>Attention-seeking behaviour</p>

<p>These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	<p>Persistent tiredness Running away/stealing/lying</p>
<p>Sexual abuse</p> <p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<p>Any allegations made concerning sexual abuse Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour Age-inappropriate sexual activity through words, play or drawing Child who is sexually provocative or seductive with adults Inappropriate bed-sharing arrangements at home Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations Eating disorders - anorexia, bulimia</p>
<p>Neglect</p> <p>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> · provide adequate food, clothing and shelter (including exclusion from home or abandonment); · protect a child from physical and emotional harm or danger. · ensure adequate supervision (including the use of inadequate care-givers); or 	<p>Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc</p>

<ul style="list-style-type: none"> · ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. 	
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Statutory Definitions and indicators of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000) The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Definition	Indicators
Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.	<ul style="list-style-type: none"> • History of unexplained falls, fractures, bruises, burns, minor injuries. • Signs of under or overuse of medication and/or medical problems left unattended.
Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.	<ul style="list-style-type: none"> • Unexplained injuries or 'excuses' for marks or scars • Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation. • Age range extended to 16yrs.

<p>Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.</p>	<ul style="list-style-type: none"> • Pregnancy in a woman who is unable to consent to sexual intercourse • Unexplained change in behaviour or sexually explicit behaviour • Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting • Infections or sexually transmitted diseases • Full or partial disclosures or hints of sexual abuse • Self-harming
<p>Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.</p>	<ul style="list-style-type: none"> • Alteration in psychological state eg. withdrawn, agitated, anxious, tearful • Intimidated or subdued in the presence of a carer • Fearful, flinching or frightened of making choices or expressing wishes • Unexplained paranoia
<p>Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.</p>	<ul style="list-style-type: none"> • Disparity between assets and living conditions • Unexplained withdrawals from accounts or disappearance of financial documents • Sudden inability to pay bills • Carers or professionals fail to account for expenses incurred on a person's behalf • Recent changes of deeds or title to property
<p>Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.</p>	<ul style="list-style-type: none"> • Physical appearance; unkempt, inappropriate clothing, malnourished • Movement monitored, rarely alone, travel early or late at night to facilitate working hours. • Few personal possessions or ID documents.

	<ul style="list-style-type: none"> • Fear of seeking help or trusting people.
Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.	<ul style="list-style-type: none"> • Inappropriate remarks, comments or lack of respect • Poor quality or avoidance care
Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.	<ul style="list-style-type: none"> • No confidence in complaints procedures for staff or service users. • Neglectful or poor professional practice.
Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.	<ul style="list-style-type: none"> • Deteriorating despite apparent care • Poor home conditions, clothing or care and support. • Lack of medication or medical intervention
Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.	<ul style="list-style-type: none"> • Hoarding inside or outside a property • Neglecting personal hygiene or medical need

Appendix 9: Definitions of terms used in safeguarding

Additional needs: is a term most often applied to children who require support beyond what we would usually expect to provide to a child of that age or developmental stage.

Adult: a person who is at least 18 years of age

Adult at risk of abuse / in need of protection: refers to adults who have care and support needs, are at risk of abuse, and due to their support needs are unable to protect themselves from the abuse.

Adult with care and / or support needs: refers to an adult who requires support to maintain their independence and wellbeing. This may include practical, financial or emotional support.

Child: A child is a person who has not yet attained their 18th birthday which aligns with the United Nations Convention of the Rights of the Child. Unborn children are included within the scope of Child Protection.

Child in Need: Similar to targeted safeguarding, this refers to care and support that is offered to a child or family with more complex needs such that if effective support is not provided, the child is unlikely to achieve or maintain a satisfactory level of health, development, or wellbeing. (The term comes from Section 17 of the Children's Act 1989)

Child Protection: refers to safeguarding activity that has met the statutory threshold for referral to the Police or Social Care and involves the prevention of, or response to "significant harm".

DBS: Disclosure and Barring Service

Deacon(s): refers to those appointed by the church to that office to support the Elders and serve the church in practical matters.

Elder(s): refers to those appointed by the church to that office to provide spiritual leadership and instruction. The Elders have the spiritual authority within the church.

Regulated activity: refers to activity that a barred person must not do. In simple terms, it is activity that requires a DBS check.

Safeguarding arrangements: is used in this policy, procedures and related documents as a generic term that includes all aspects of the church's approach to safeguarding, including matters related to policy, process, culture, and practice

Safeguarding officers: Those appointed by the church to implement the safeguarding policies and procedures and support the trustees safeguarding lead in their role.

Single Central Record: is the record of DBS checks and training for trustees, staff all those involved in work with children and adults at risk of abuse

Spectrum of safeguarding: is the whole range of safeguarding activities that includes universal safeguarding, consent-based care, and support (i.e., support that falls below the statutory threshold), and the statutory responsibility to protect children, young people, and adults at risk of abuse from significant harm.

Staff: refers to any paid employee or office holder.

Statutory threshold: the point at which the church has a duty to report a concern to report a matter to one of the statutory bodies such as the Police, Social Care, or the Charity Commission.

Sub-threshold (or consent based) safeguarding: matters or concerns which do not meet the criteria for referral to statutory authorities. These issues may still be serious and require a response from the church, however, internal processes will be followed.

Targeted Safeguarding: care or support that is offered to a child or their family on the basis of consent to prevent harm and promote wellbeing where there is a risk of poor outcomes for the individual if their support needs are not met.

Trustee(s) refers to those who are legally responsible for the governance and oversight of the charity, including the elders, the deacons and the church secretary.

Trustees safeguarding lead: an elder with responsibility for ensuring that safeguarding is considered during strategic, ministry and pastoral discussions and decision making. Also responsible for overseeing the role of the safeguarding officers

Universal safeguarding: activity that is required to keep everyone safe. This includes those who have no additional needs and includes the interface with other aspects of safety such as Health and Safety and employer responsibilities.

Volunteer(s): refers to anyone who is appointed by the church to a role or who performs identified tasks on behalf of the church for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised).

Vulnerable people: is a generic term that can be used to mean different things and so care is needed. In the context of this policy, the term is used in a generic sense to include anyone who has a support or care need or whose ability to protect themselves against abuse is limited. This includes children, young people, adults with support needs and adults at risk of abuse. It also includes those who, due to specific individual circumstances find themselves, either for a short time or over a more extended time, requiring additional care, support, or protection, but who would not otherwise be regarded as needing support.

Appendix 10: Safeguarding poster

Safeguarding Information

Safeguarding everyone at our church is a priority for us.

It's an outworking of our Biblical Principles.

Church Name: (insert Church name/logo here)

Charity Number:

Our Safeguarding Coordinator is:

Name : insert name here

Contact Details: insert details here

Insert photo here

Our Deputy Safeguarding Coordinator is:

Name: insert name here

Contact Details: insert details here

Insert photo here

In an emergency call your local authority's

Children's Services: insert phone number here

Adults' Services: insert phone number here

or the Police

Christian Safeguarding Services' Advice Line:

0116 218 4420

available 7 days a week between 7am and 10pm

Website: www.thecss.co.uk

