



Market Overton  
Free Church

Sharing the Good News of Jesus Christ

# ***Safeguarding Policy***

June 2017



# **Market Overton Free Church**

## **The Safeguarding Policy**

### **Section 1. Place of worship / organisation details**

Safe and Secure – Standard 1

### **Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**

Safe and Secure – Standards 2 and 7

### **Section 3. Prevention**

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# Section 1

## Details of the place of worship / organisation

**Name of Place of Worship / Organisation:** Market Overton Free Church

**Address:** The Croft, 11 West End, Wymondham, Leicestershire LE14 2AX

**Tel No:** 01572787663

**Email address:** roy@mofc.org.uk

**Membership of Denomination/Organisation:** Fellowship of Evangelical Churches (FIEC)

**Charity Number:** 1063820

**Company Number:** None

**Regulators details (if any) :** None

**Insurance Company :** Ansvar Insurance: "Church Fellowship Connect" includes Personal Accident, Employer Liability, Public Liability

### 1.1 Activities of the Church

Market Overton Free Church meets weekly to hold public worship services. During this time we provide a crèche for young children. We also hold children's work/clubs, youth work/clubs, schools work, and church outings with activities for children. Our public worship also includes adults with learning disabilities and sessions for the elderly.

### 1.2 Our commitment

At Market Overton Free Church we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Fellowship of Evangelical Churches (FIEC)

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 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 vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and make it available to the local authority and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

## Section 2

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

### 2.1 Understanding abuse and neglect in children

Defining child abuse or abuse against a vulnerable 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 vulnerable 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 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

### 2.2 Definitions of abuse

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

### 2.3 Signs and symptoms of abuse

- **Signs of possible physical abuse**

Any injuries/bruises at all to young babies who are not yet able to move on their own  
Bruises in places where you would not normally expect to find them on a child  
Bruises which have a distinctive shape or pattern, like handprints, grasp or finger marks, or belt marks  
Burns or scalds with clear outlines  
Bite marks and bruises like 'love bites'  
Bruising in or around the mouth, especially in babies

- **Signs of possible neglect**

A child who always appears dirty and smelly  
A child who looks thin and ill  
A child with illnesses that have not been treated  
Inadequate or unsuitable clothing for the weather conditions  
A child who suffers repeated accidents  
A child who is not safely supervised  
A child who does not respond when given attention  
A child who craves attention and affection from any adults

- **Signs of possible sexual abuse**

A child who displays sexual knowledge or behaviour inappropriate for their age

Injuries or unusual appearance to private areas of the body

A child who is being encouraged into a secretive relationship with an adult

A child who hints at sexual activity through words, play or drawings

A child with a sexually transmitted infection

- **Signs of possible emotional abuse**

A child who is constantly blamed for things that go wrong

A child who is made to carry out tasks inappropriate to their age

A child who is not allowed to do usual childhood activities

A child in a household where there are arguments and violence

- **Signs of possible domestic abuse**

It's often difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

Children who witness domestic abuse may become aggressive, display anti-social behaviour, suffer from depression or anxiety, or not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

- **Signs of on line abuse and cyber bullying**

A child may be experiencing abuse online if they:

- Spend lots, much more or much less time online, texting, gaming or using social media.
- Are withdrawn, upset or outraged after using the internet or texting.
- Are secretive about who they're talking to and what they're doing online or on their mobile phone.
- Have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

- **Other types of abuse is child exploitation and child female genital mutilation.**

More information on this can be found on [nspcc.org.uk](http://nspcc.org.uk)

## **2.4 Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis using CCPAS materials.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **2.5 Responding to Allegations of Abuse**

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

1. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Gill Housley (the "Safeguarding Co-ordinator") tel no: 01572767855** who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Roy Palframan (hereafter the "Deputy ") tel no: 01572787663**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

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

The local Children's Social Services office telephone number (office hours) is 01572 722 577 ext 8407. The out of hours emergency number is 0116 305 0005 OR the police: Tel: (0116) 222 2222.

The local Adult Social Services office telephone number (office hours) is 01572 722 577. The out of hours emergency number is 0116 305 0005 OR the police: Tel: 0116 222 2222 . The Police Child Protection Team telephone number is 0116 222 2222

Where required the Safeguarding Co-ordinator should then immediately inform the insurance company Ansvar. Telephone: 01323 737541

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

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 CCPAS.

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 CCPAS, 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.

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

### **2.6.1 Allegations of Physical Injury, Neglect or Emotional Abuse**

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

1. Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
2. The alleged abuser should not be contacted unless advised to do so, having contacted Children's Social Services.
3. Seek medical help if needed urgently, informing the doctor of any suspicions.

4. 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.
5. 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.
6. Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **2.6.2 Allegations of Sexual Abuse**

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

1. 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.
2. Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.
3. As this could be a criminal offence the Police may need to be contacted. In these circumstances it is important to ensure any evidence is protected.

## **2.7 Detailed procedure where there is a concern that an adult is in need of protection**

### **2.7.1 Suspicions or Allegations of Physical or Sexual Abuse**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

1. Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and capacity.
2. If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
3. The local authority would to be alerted of any suspicions. For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
4. Any physical evidence would need to be preserved and given to the police is necessary.

### **2.8 Allegations of Abuse against a Person Who Works with Children/Adults**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

Sections 6.20 – 6.30 [Allegations of abuse made against a person who works with children] in Working Together 2006 states that local authorities should have a designated officer to manage cases where an accusation is made against someone working with children (whether working in a paid or voluntary capacity). These individuals are often known as Safeguarding Advisers or Local Authority Designated Officers. Where accusations involve a worker then speak to social services and the police and ask whether the individual needs to be referred.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a SA / LADO discuss with them about the need to refer to the DBS.

## **Section 3**

### **Prevention**

#### **Safe recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

#### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

## **Section 4**

### **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 the place of worship / organisation. We will seek advice from professionals where needed.

#### **Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. Suitable and sufficient risk assessments will be put into place if required in consultation of statutory agencies.

## Section 5

### Practice Guidelines

As an organisation / place of worship 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 every activity we are involved in and these are attached/will be developed.

#### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Appendix 1

## Leadership Safeguarding Statement

The Leadership, the Elders, Rev. Peter Rush and Mr Roy Palframan recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: \_\_\_\_\_

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.

- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

### **We recognise:**

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

### **We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation:

Gillian Housley - Child Safeguarding Coordinator

Roy Palframan - Deputy Child Safeguarding Coordinator

Gillian Housley - Adult Safeguarding Coordinator

Roy Palframan - Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the Eldership.  
CCPAS Model Safeguarding Policy – © CCPAS 2013

A copy of our safeguarding policy has been lodged with CCPAS.

Signed by leadership/organisation

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of the Leadership*

## Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560



**CCPAS**   
setting standards in safeguarding

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