



The
**Safeguarding Policy and
Procedures**

of

**CHURCHES UNITING IN
CENTRAL SUTTON**



Churches Uniting in
Central Sutton

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This policy was completed in January 2007, and implemented on 25th March 2007 and amended April 2009 and 2015. This is Issue 4 amended 2015.
All the information and detail enclosed is correct as at the amended date.

Definitions

- a) **CUCS** means Churches Uniting in Central Sutton, and its member churches: Sutton Baptist Church, St Nicholas Parish Church and Trinity URC/Methodist Church.
- b) **ECC** means the Ecumenical Church Council of CUCS.
- c) **Abuse** means the physical, emotional or sexual abuse or neglect of a child, young person or vulnerable adult (unless stated otherwise).
- d) **Minister** means the ordained leader of each church.
- e) **Safeguarding Team** means the nominated group of people responsible for the maintenance and management of this policy.
- f) **Nominated Safeguarding officer** means the person representing each church on the Safeguarding team. If they are unavailable, please speak with another member of the Safeguarding team.
- g) **Worker** means either a prospective children or young people's volunteer, or a CUCS registered and approved children's or young people's volunteer, or a person who works with vulnerable adults on behalf of the church.
- h) **Child/Children** means all young people under the age of 18.
- i) **Vulnerable Adult** means any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.
- j) **Church community** means anybody who has a connection with CUCS.
- k) **Investigating Agency** means the professional body which is responsible for the inquiry into any alleged abuse (This may be criminal or not).
- l) **DBS** means Disclosure and Barring Service.
- m) **Registered body** means the organisation responsible for liaising with DBS. It is normally either the Church of England, or the Churches' Agency for Child Protection.
- n) **Disclosure** means an Enhanced disclosure from the DBS.
- o) **Registration Form** means either Registration form A (for those aged 18+), or Registration form B (for those aged 16 – 18)
- p) **Authorised Person** means the person able to approve a DBS application. At Trinity Church and Sutton Baptist Church, this is the Minister. At St Nicholas Church this is the nominated Child Protection officer.

Safeguarding Policy

1: INTRODUCTION

In recent years safeguarding has become a matter of great concern in society as a whole and the need to provide adequate care for children and vulnerable adults must be at the forefront of any activity which CUCS run.

Following the successful implementation of child protection policies in each of the CUCS churches, the ECC, in line with its mission statement, felt that having a joint policy would be beneficial and would ensure a unified and sensible approach to safeguarding in our Church community. This Safeguarding policy has been written in line with the regulations of each of the four CUCS denominations (wherever possible) and by bringing together the individual CUCS church policies. "We aim not to do anything separately we could do together."

This policy is not intended to replace common sense, and in no way reflects on workers in CUCS. It is written as much to protect workers as it is to protect those they work with. This policy supersedes all other safeguarding policies of CUCS and covers all church groups and events.

2: STATEMENT OF SAFEGUARDING PRINCIPLES

(as recommended by Methodist and Church of England at national level)

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all God's people as bearing the image of God and therefore to protect them from harm.

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people, and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse

We will carefully select and train all those with any responsibility within the Church in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint, allegation or concern which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse or been affected by abuse of another person, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community accused of having or known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow relevant legislation, guidance and recognised good practice.

Safeguarding Procedures

These procedures are not intended to replace common sense, and in no way reflect on you. They exist as much to protect you as they do to protect those you work with.

1: REGISTRATION

a) Who should register?

	Registration Form A	Registration Form B	Disclosure
Children’s Workers for CUCS [Over 18]	Yes		Yes
Occasional voluntary workers for CUCS (less than 4 times a year) [Over 18]	Yes		
Workers who are aged 16 to 18		Yes	Yes
Volunteers working specifically with Vulnerable Adults for CUCS	Yes		
Workers in regulated roles with adults	Yes		Yes

b) Registration procedure

- I. Complete the registration form as shown above and return it to your nominated Safeguarding officer. If you do not need a disclosure, go to b) VII.
- II. To obtain a disclosure, contact your nominated Safeguarding officer (see section 5) who will give you all the details you need. You will also be given details of the documents you will need to take to your meeting with the authorised person. If you already have a DBS disclosure, please see sections 1: c) or d)
- III. Once you have completed your DBS form, you should arrange a time to meet with the authorised person, who will verify the form and your documents. The authorised person will then post it to the registered agency for referencing.
- IV. After referencing by the DBS, you will receive a disclosure document form which is confidential, and need not be shown to anybody. If any of the details are incorrect, please advise the DBS and your nominated Safeguarding officer as soon as possible. A copy of that disclosure document will also be sent to your registered body, after which they will advise your minister of their recommendation.
- V. The Safeguarding team will inform you when your disclosure is reaching its expiry date.
- VI. You will receive confirmation from the Safeguarding team of the appointment decision. If your appointment decision indicates unsuitability, which you believe to be unfair, then you have the right to appeal. Please see section 2.
- VII. Details relating to your registration will be kept confidentially by the Safeguarding team.
- VIII. You have the right to view your Registration Form at any time (subject to convenience) with a member of the Safeguarding team.

IX. If any of your personal details change, please advise your nominated Safeguarding officer.

c) DBS disclosure from CUCS

If you have a current and valid DBS disclosure from a previous CUCS safeguarding policy, you do not need to complete another. You do, however, need to complete a registration form.

d) DBS disclosure from another registered body

At present we cannot accept DBS disclosures from another registered body.

2: **APPEALS PROCEDURE**

If you believe that the decision made about your appointment is unfair, you should immediately contact the nominated Safeguarding officer, who will give you details of how to contact the panel which made the original decision, as your appeal will be handled by them. If, after appointment, for whatever reason you are asked to leave your position and you feel that it is unfair, you should immediately contact your minister stating the reason(s) why.

3: **GOOD WORKING PRACTICE**

a) Guidelines to protect you

- I. You should aim never to be by yourself with children or vulnerable adults, outside of the constant view of another worker.
- II. You should try never to run a group by yourself. Wherever possible, ask another worker to attend, even if it is just to be present.
- III. If the group is mixed sex, you should aim to have male and female workers present. Wherever possible, the leaders will reflect the gender mix of the group. Ideally, partners (married or otherwise) should not jointly supervise a group, without a third worker being in attendance.
- IV. Always be open, and communicate with other workers.
- V. You should consider your language and tone of voice. Do not swear.
- VI. Children/vulnerable adults should always be appropriately supervised.
- VII. Do not dismiss verbal, or non verbal, signs of abuse (see section 3:c), but take prompt action (see section 3:e).
- VIII. You should keep a detailed record of any accident, however small, which occurs.
- IX. If you have to provide transport for a child or vulnerable adult, always ensure that there is another person in the vehicle with you. If that is absolutely impossible, you should ensure that the child/vulnerable adult is in the back.
- X. If you are a helper at a church run activity who is NOT checked by CRB, then you should ensure that you are never alone with a child or vulnerable adult.
- XI. You should only contact group members via a group email address or face book site. Individual emails / texts/ twitter messages should not be sent from your own phone or computer

b) Finding out about abuse

There are three main ways that abuse could come to your attention. They are:

- I. **Disclosure** by the child or vulnerable person

II. **Information** from a third party (e.g. friend, family member or perpetrator)

III. **Observation** of unexplained injury or changes in behaviour

c) What is abuse?

The word 'abuse' covers a wide range of actions. In some cases, abuse is clearly deliberate and intentionally unkind. But sometimes abuse happens because somebody does not know how to act correctly or they haven't got appropriate help and support. It is important to prevent abuse wherever possible. If somebody is abused, it is important to investigate the abuse and take steps to stop it happening.

Abuse is anything that goes against a person's human and civil rights. This includes sexual, physical, verbal, financial and emotional abuse. Abuse can be a single act, a series of repeated acts, a failure to provide necessary care, or neglect. Abuse can take place anywhere (for example, in a person's own home, a church or care home).

There are several categories of abuse officially defined in government documents. The following are the most common.

I. **Physical** – Where children or vulnerable adults suffer physical harm or injury, or where there is a failure to prevent such injury.

II. **Emotional** – Where children or vulnerable adults do not receive love and affection; they may be frightened by threats and taunts or be given responsibilities inappropriate for their years or capabilities.

III. **Sexual** – Where children or vulnerable adults are involved in sexual activity they do not fully comprehend or to which they are unable to give informed consent.

IV. **Neglect** – Where adults persistently and severely fail to care for children or protect them from danger, resulting in serious impairment of the child's health, wellbeing or development. Where the health or wellbeing of vulnerable adults is seriously impaired by neglect from those responsible for their care.

V. Abuse can also take other forms such as **Financial, Spiritual, Institutional or Technological** abuse.

d) Recognising abuse (observation, particularly in relation to children)

The signs given are the most common signs of abuse and may be indications of abuse. They are by no means the only signs and should never be taken in isolation. All can be expanded on and added to.

I. **Physical** – Unexplained, unexplainable or hidden injuries; lack of medical attention; repeated instances of injury. Unexplained avoidance of or resistance to being with a particular person or carer.

II. **Emotional** – Reverting to younger behaviour; nervousness; sudden underachievement; attention-seeking; running away; stealing; lying.

III. **Sexual** – Preoccupation with sexual matters (through words, play, drawing etc); being sexually provocative; disturbed sleep; nightmares; bedwetting; secretive relationships with adults or children.

IV. **Neglect** – Appearing ill-cared for; unhappy; aggressive; ongoing health problems; being withdrawn.

e) Responding to an allegation of abuse or a concern about abuse

- I. Listen. Never ask leading questions, never interrupt, and never push for information. Let the person tell you in their words, and in their own time.
- II. Accept what they are saying. Never belittle it, or argue with them about it.
- III. Keep calm, and keep eye contact.
- IV. Assure the person that you believe them, and that they are right to tell you.
- V. Never suggest that they don't tell anybody else.
- VI. Never promise confidentiality. Let them know that you need to tell somebody else who can help them.
- VII. Never give your views on the incident or the accused person as this could influence the person confiding in you.
- VIII. Stay with the person until they have said all that they want to say and tell them what you will do next. (See 3: f)
- IX. If necessary make immediate arrangements to remove the perpetrator or protect the person from the abuser.
- X. If an allegation or concern has come to you by way of 'information' you should ask the informant to make a written note of what they were told or what they observed. Ask them to sign and date their notes.

Please remember that you are not an investigator and that the person may need to speak at a later date to a specialist. Any probing may interfere with further investigations and may make the person repeat painful information.

f) Taking action **if you are responding to an allegation of abuse**

- I. Do not delay.
- II. Make careful notes as soon as is reasonably practical. Write down exactly what the person said, (where possible using the person's own words but never your interpretation), and what you said. Include dates and times of the incident(s). Note down when you were told (date & time) about it/them, and when you made the notes. Always date and sign the notes.
- III. Do not discuss the matter with any other worker, but advise your nominated Safeguarding officer, your minister or any member of the Safeguarding team as soon as is practically possible. They will discuss the matter with you, and decide upon the best action to take. You will be kept fully advised of any developments. If you cannot contact any of the above, please contact one of the agencies listed in section 6.
- IV. Pass a copy of your notes to the person whom you advise.

** All allegations of sexual abuse will immediately be passed to the Police, whether or not the alleged perpetrator is associated with CUCS **

g) Taking action **if you suspect abuse of any kind**

- I. Do not delay.
- II. Do not try to get a child to talk, unless they volunteer to. With an adult you might wish to ask if they have any worries about the way someone treats them or behaves towards them.

- III. If the situation is NOT urgent, but you are concerned about the way in which someone is being treated, share your concerns with your nominated Safeguarding officer or Minister.
 - IV. You can also contact Social Services for help, advice or to report abuse at any time. You do not have to give your name. See Section 6 – Contacts.
 - V. If a crime is being committed, or someone is in immediate danger, call the emergency services on 999. Ensure the safety of the vulnerable person.
- h) What if an allegation is made about a member, worker or minister of CUCS?
 In the regrettable situation of an allegation being made, the following procedures will be applied. (See also 4: b)
- I. If the allegation refers to a member or worker of CUCS, they will be asked not to partake in any work with children or vulnerable adults connected to CUCS whilst any investigation proceeds. This is for the worker's own protection. It will ensure that they are not put into an unnecessarily vulnerable position whilst any investigations are taking place. They will be encouraged to continue liaising with the other workers with regard to the planning, and smooth running of the group or service provided.
 - II. If the allegation refers to a CUCS minister, their parent church will take immediate charge of the situation, and will advise the Safeguarding team of the course of action that will be taken, and anything that CUCS needs to do.
 - III. If the allegation refers to a paid worker of CUCS, they will be suspended from their position pending the outcome of the investigation. They will be asked to return any keys to their nominated Safeguarding officer.

Once the investigating agency has completed its enquiries into the allegation, CUCS will follow the recommendations of the investigating agency as to whether or not to reinstate the member, worker, or minister.

4: **RECORD KEEPING**

Good record keeping is an important part of the safeguarding task. Records should use clear, straightforward language, be concise, and accurate so that they can be understood by anyone not familiar with the case. They should clearly differentiate between facts, opinion, judgements and hypothesis

In the church context, safeguarding records are needed in order to:

- Ensure that what happened and when it happened is recorded.
- Provide a history of events so that patterns can be identified.
- Record and justify the actions of advisers and church workers.
- Promote the exercise of accountability.
- Provide a basis of evidence for future safeguarding activity.
- Allow for continuity when there is a change of personnel.

A template for safeguarding record keeping is included as Appendix 3

5: **SUPPORT**

In any church where a case of abuse has been disclosed or suspected, there will be people needing different kinds of support. Some may need professional help, but some may just need a listening ear. The Ministers will arrange for suitable, impartial support to be given.

a) The child/vulnerable adult

All people who have been abused will need help. Unfortunately, counselling or other support services may interfere with any investigations or criminal proceedings, but at the same time the child/vulnerable adult must not feel rejected by CUCS or the Church community. If it is considered that counselling or other support service are required, advice should be sought from the service investigating the allegation or concerns about abuse about appropriate safeguards of the judicial process or care proceedings.

b) The alleged abuser

It is necessary to recognise that the allegations of abuse may have been made about a member of CUCS. This person will also require pastoral support, whether the allegations are proved true or not. Such support should be given by a person who is not involved in any way with the investigation of the allegation and who is not related or otherwise close to the person making the allegation/raising the concern or the people providing support to them.

c) You

After taking action regarding an allegation of abuse, you may feel that your support can be given by anybody. Your first point of contact should be your pastoral visitor (if you have one) or your minister if not. Please remember that all discussions will be kept confidential, but that you should refrain from divulging any information to a third party that could directly affect any investigations.

6: **THE SAFEGUARDING TEAM**

a) Who are the Safeguarding team?

I. Carolyn Graham – Sutton Baptist Church

Tel: 020 8642 3584, Email: carolyn.graham@sutton.gov.uk

II. Gill Hutton - St Nicholas Parish Church

Tel: 020 8643 8271, Email: gill.hutton@suttonteamministry.org

III. Geoff Rendall – St Nicholas Parish Church (regarding vulnerable adults)

Email: geoffrey.rendall@sky.com

IV. Deborah Wroe – Trinity Church

Tel: 020 8642 9064, Email: deb.wroe@btinternet.com

V. Malcolm Payne – Trinity Church (regarding vulnerable adults)

Email: malcolmpayne5@gmail.com

b) The roles of the Safeguarding team are:

I. To keep an up-to-date register of every adult cleared to work with children, young people and vulnerable adults in CUCS

II. To manage the Safeguarding policy and ensure that it is being implemented, each member having particular responsibility for their own church.

III. To ensure that appropriate training in safeguarding procedures and the prevention of child abuse and the abuse of vulnerable adults is offered.

- IV. To provide advice and help to workers relating to safeguarding matters and this policy.
- V. To liaise with the leaders of new groups to ensure smooth introduction of this policy.
- VI. To constantly review our Safeguarding policy and procedures

7: **CONTACTS**

External agencies for support and advice:

- a) LB Sutton Social Services: 020 8770 5000 (24 hours), 929 8770 4343
- b) Sutton Multi-Agency Safeguarding Hub
mash@sutton.gov.uk or 020 8649 0418
- c) NSPCC : 0808 800 5000
- d) Childline: 0800 1111
- e) Churches Agency for Safeguarding 020 7467 5216
- f) London Borough of Sutton Adults and Safeguarding Referral Point
020 8770 4565 (24 hours) Email: referralpoint@sutton.gov.uk
- g) Sutton Police (non-urgent enquiries) 0300 123 1212

APPENDICES:

REGISTRATION FORMS A AND B referred to under Section 1

A template for safeguarding record keeping Appendix 3



Churches Uniting in
Central Sutton

CHURCHES UNITING IN CENTRAL SUTTON

St Nicholas Parish Church

Sutton Baptist Church

Trinity URC/Methodist Church

Safeguarding Form A – Over 18

Full Name:

Home Address:

Postcode:

Telephone: Home:

Mobile:

Date of Birth:

Email Address:

CUCS Groups you work with:

Do you have a CRB/DBS disclosure? YES/NO
If yes, please complete the following.
Registered body who checked you:

Date of Issue:

OFFICE USE:
Sign:

Date:

Because of the nature of the church community, in which children, young people and vulnerable adults are often present, and always welcome, the provisions of Section 4(ii) of the Rehabilitation of Offenders Act 1974 do not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

Declarations

I am not aware of any reason why I am not able to undertake the work being asked of me.

I am aware that Churches Uniting in Central Sutton operates a Safeguarding policy. I have been given a copy of the policy and procedures, which I have read.

I will submit an application to the DBS for an enhanced disclosure if required to do so.

I have never been convicted of a sexual offence against a child, young person or vulnerable adult, nor have I ever received a police caution concerning such an offence.

Signed:

Date:



Churches Uniting in
Central Sutton

CHURCHES UNITING IN CENTRAL SUTTON

St Nicholas Parish Church

Sutton Baptist Church

Trinity URC/Methodist Church

Safeguarding Form B – 16-18 year olds

Full Name:

Home Address:

Postcode:

Telephone: Home:

Mobile:

Date of Birth:

Email Address:

CUCS Groups you work with:

Do you have a CRB/DBS disclosure? YES/NO

If yes, please complete the following.

Registered body who checked you:

Date of Issue:

OFFICE
USE:

Sign:

Date:

Because of the nature of the church community, in which children, young people and vulnerable adults are often present, and always welcome, the provisions of Section 4(ii) of the Rehabilitation of Offenders Act 1974 do not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

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I will submit an application to the DBS for an enhanced disclosure if required to do so.

I have never been convicted of a sexual offence against a child, young person or vulnerable adult, nor have I ever received a police caution concerning such an offence.

Signed:

Date:

Counter-signed:

(Parent/Guardian)

Date:



Churches Uniting in
Central Sutton

CHURCHES UNITING IN CENTRAL SUTTON

St Nicholas Parish Church

Sutton Baptist Church

Trinity URC/Methodist Church

Appendix 3: Template for Safeguarding records

Name of Church:	
Case Subject:	Name: Date of Birth: Address: Telephone: Mobile: Email
Case type (Delete as appropriate)	Child/Young Person, Adult who is Vulnerable, Domestic Violence or Abuse, Other Casework
Case start date:	
Contact person: (the person who first raised the issue)	Name: Church/Agency: Address: Telephone: Mobile: Email:
Issue: (e.g. Nature of concern / risk/ behaviour)	
Other contact 1 (e.g. Parent / Carer / church worker /other)	Name: Relationship to Case subject Church/Agency: Address: Telephone: Mobile: Email
Other contact 2 (e.g. Parent / Carer / church worker /other)	Name: Relationship to Case subject

		Church/Agency: Address: Telephone: Mobile: Email	
Other contact 3 (e.g. Parent / Carer / church worker /other)		Name: Relationship to Case subject Church/Agency: Address: Telephone: Mobile: Email	
Date	Action agreed	By whom	Recorded by

Signed	_____
Print name	_____
Date	_____