

# City Church Coventry Safeguarding Policy



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This policy has been developed from source material produced by thirtyone:eight (<https://thirtyoneeight.org/>)

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## Section 1

### Details of the organisation

Name of Place of Worship / Organisation: **City Church Coventry**

Address: **45 Benedictine Road, Cheylesmore, Coventry, CV3 6GZ**

Tel No: **07792 416162**

General Email address: [info@citychurchcoventry.org](mailto:info@citychurchcoventry.org)

Senior Leader Name: **Matthew Ling**

Senior Leader Contact: [matthew.ling@citychurchcoventry.org](mailto:matthew.ling@citychurchcoventry.org) / **07792 416162**

Trustees: **Matthew Ling, Paul Sheffield, Dave Palmer, Ellena Varney, Bolade Onilari**

Safeguarding Coordinator Name: **Paul Sheffield**

Safeguarding Coordinator Contact: [paul.sheffield@citychurchcoventry.org](mailto:paul.sheffield@citychurchcoventry.org) / **07764356474**

Deputy Safeguarding Coordinator: **Hannah Cox**

Deputy Safeguarding Coordinator Contact: [hannah.cox@citychurchcoventry.org](mailto:hannah.cox@citychurchcoventry.org) / **07977138834**

Membership of Organisation: **Evangelical Alliance**

Contact Details for Organisation Safeguarding Officer: [safeguarding@eauk.org](mailto:safeguarding@eauk.org)

Charity Number: 1135373

## Our activities

City Church Coventry provides activities for members of the public including children and young people as well as vulnerable adults. The activities include but are not limited to Sunday morning worship gatherings, supervised children's work, supervised youth work, meetings in homes and pastoral care.

## Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We 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 any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

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.
- endeavour to ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

## Section 2 Prevention

### Understanding abuse and neglect

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

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

- 1. States 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:

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

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

## Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. The following table details the recruitment and safeguarding processes for various roles within the organisation

	Job Description	Person Specification	Application Form	Self Declaration Form	Interview	References	DBS Check	View & Sign Safeguarding policy	Probationary Period
Trustees	Y	Y		Y			Y	Y	
Staff	Y	Y	Y	Y	Y	Y	Y	Y	Y
Volunteers (Elders and Team)	Y			Y			Y	Y	
Volunteers (Kids work & Youth Leaders, incl parent helpers)	Y			Y			Y	Y	
Volunteers (Pastoral Leaders, incl prayer ministry)	Y			Y			Y	y	
Volunteers (Hospitality leaders and stewards)	Y			Y			Y	Y	

## Safeguarding training

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 undertake recognised safeguarding training on a regular basis.

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

The following table details the programme of training for various roles within the organisation.

	Basic Awareness online every 3 years	Foundations online every 3 years	In person training every year
Trustees	Y		Y
Staff	Y	Dependant on role (1)	Y
Elders and Team Leaders	Y	Dependant on role (2)	Y
Kids work and Youth leaders	Y	Y	Y
Kids work supervisors (parent helpers)	Y		Y
Pastoral Leaders (incl prayer ministry team.)	Y	Y	Y
Hospitality Leaders and stewarding team	Dependant on role (3)		Y

(1) Roles directly related to pastoral care, kids work, youth work or prayer ministry should complete 'Foundations online' module.

(2) Team leaders in kids work, youth work, prayer ministry and pastoral care should complete 'Foundations online' module.

(3) Hospitality or stewarding team members who would be on 'welcoming' duty on the door before or during the service should complete the 'Basic awareness module and 'In person training every year'

### Management of workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

## **Section 3**

### **Practice Guidelines**

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we will also have specific good practice guidelines for specific activities we are involved in if this is deemed necessary.

#### **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 adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have expectations of those with whom we work in partnership, whether in the UK or not. Both a City Church safeguarding representative and leader of the activity will discuss with all partners our safeguarding expectations and record the discussion and any action points.

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

#### **Reporting to Trustees**

The safeguarding coordinator will make a safeguarding report to the trustees at each meeting. This report will include any concerns or reports and actions taken.

## Section 4

### Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. An incident, concern or allegation should be reported within **24 hours** of the incident following the procedures below and using the reporting form in Appendix B.

Guidance on reporting of incidents can also be found in Appendix B.

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

**Name: Paul Sheffield** (hereafter the "Safeguarding Co-ordinator")

**Tel: 07764356474**

**Email: [paul.sheffield@citychurchcoventry.org](mailto:paul.sheffield@citychurchcoventry.org)**

- 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:

**Name: Hannah Cox** (hereafter the "Deputy")

**Tel: 07977138834**

**Email: [hannah.cox@citychurchcoventry.org](mailto:hannah.cox@citychurchcoventry.org)**

- If you are unable to contact both the safeguarding officer and the deputy then the report should be made to:

**Name: Matthew Ling** (hereafter the "Deputy")

**Tel: 07792 416162**

**Email: [matthew.ling@citychurchcoventry.org](mailto:matthew.ling@citychurchcoventry.org)**

The above are 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.

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

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



**Name of local authority: Coventry City Council**

**Children's Social Services**

**Tel: 024 7678 8555**

**Out of hours Tel: 024 7683 2222**

**Website Address: <https://www.coventry.gov.uk/safeguarding-adults-1/worried-someone-know-harmed-neglected>**

**Adult Social Services**

**Tel: 024 7683 3003**

**Out of hours Tel: 024 7683 3003**

**Website Address: <https://www.coventry.gov.uk/safeguarding-adults-1/worried-someone-know-harmed-neglected/2>**

**West Midland Police safeguarding contact form: <https://www.west-midlands.police.uk/contact-us/safeguarding-or-vulnerability-matters-including-domestic-abuse-child-abuse-safe-and-well>**

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not

responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

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

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

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

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### **Allegations of sexual abuse**

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

**Detailed procedures where there is a concern that an adult is in need of protection:**

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

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

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

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

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

The safeguarding co-ordinator will:

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

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

## **Section 5**

### **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.

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

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on your self disclosure form.

## **Section 6**

### **Confidentiality and Data Protection**

#### **Information Security**

It is necessary for City Church Coventry to hold personal information relating to children, young people and adults as part of the day to day running of the church. This may include consent forms, medical information and safeguarding information. To ensure information stays secure and confidential we will

- Compile and label files carefully
- Keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis
- Keep a log so you can see who has accessed the confidential files, when, and the titles of the files they have used.
- Use passwords and encryption when sharing electronic files.
- When staff and volunteers use their personal computers to make and store records, there will be a clear agreement in place to ensure the records are being stored securely.

#### **Retention Periods**

If concerns have been raised about an adult's behaviour around children, the general rule is that you should keep the records in their personnel file at least until they reach their normal retirement age or for 10 years – whichever is longer (IRMS, 2019; Department for Education, 2021). This applies to volunteers and paid staff.

When information has been recorded and stored regarding safeguarding of a child or young person, the file should be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019).

There are exceptions to these retention periods and further advice will be sought in these instances.

When the retention period finished, confidential records should be incinerated or shredded in the presence of a member of the organisation or entrusted to a firm specialising in the destruction of confidential material. At the same time any electronic versions of the record must be purged.

**Section 7**  
**Adoption of the policy**

This policy was agreed by the trustees and will be reviewed annually on: 20th July 2024

Signed by:

Position:

Signed by:

Position

Date:

A paper copy of this policy is lodged at the church office (ChristChurch) and with B.Onilari (Hospitality leader/trustee) for Sunday meetings.

## **Appendix A**

### **Code of Conduct for Working with Children and Young People**

(This Code of Conduct has been developed from source material produced by NSPCC (<https://www.nspcc.org.uk/>)

#### **The purpose and scope of the Code of Conduct**

This behaviour code outlines the conduct that City Church Coventry expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children and young people from abuse.

City Church Coventry is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

#### **The role of staff and volunteers**

In your role at City Church Coventry you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our activities to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

#### **Responsibility of staff and volunteers**

##### **You are responsible for:**

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people:
  - o Ensuring equipment is used safely and for its intended purpose
  - o Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures
  - o Including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- Staying within the law at all times



- Modelling good behaviour for children and young people to follow
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Paul Sheffield (Safeguarding Coordinator) or Hannah Cox (Deputy Safeguarding Coordinator)
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
  - o This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

### **Respecting children and young people**

#### **You should:**

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible
  - o If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

### **Diversity and inclusion**

#### **You should:**

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

### **Appropriate relationships**

#### **You should:**

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid showing favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in

- Ensure that whenever possible, there is more than one adult present during activities with children and young people
  - If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
  - If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- Only provide personal care in an emergency or when consent has been given on the child / young persons standard consent form.

## **Social Media and Phone contact with children and young people**

### **You should**

- Ensure you have parental or guardian consent when
  - Giving your personal phone number to a child or young person
  - Taking / storing a child or young person's phone number
- Ensure your device has suitable security if storing children's / young people's numbers
- Only connect with young people on social media if they are of the legal age to use that site
- Preferably send messages in groups rather than to individuals

### **You should not**

- Send personal photos
- Send individual photos – group photos are preferable
- Ask or encourage a child or young person to send you a photo
- 

## **Inappropriate behaviour**

### **When working with children and young people, you must not:**

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive
  - Including having any form of sexual contact with a child or young person

- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

### **Upholding this code of behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

## **Appendix B Safeguarding Incident / Concern Reporting Form**

### **Information for the person completing this form**

- This form should be used to record safeguarding concerns relating to children and/or vulnerable adults.
- In an emergency please do not delay in informing the police or social services.

### **When responding to an incident or allegation with a child, young person or vulnerable adult:**

- Do not promise to keep it a secret
- Do not share any information with parents, caregivers or other workers or volunteers
- Do not ask leading questions – just listen
- When reporting, as far as is possible, use the exact words and phrases used by the person
- Do not make judgements or attempt to find out more information
- Respond kindly and sensitively
- Explain that the information shared will need to be passed to the Safeguarding Coordinator and why
- Complete the form as soon as possible after any emergency actions have been taken and report to the Safeguarding Coordinator or Deputy Safeguarding Coordinator within 24 hours if possible.



# City Church Coventry

## Safeguarding Reporting Form

### Section 1: The person completing the form

<b>Name</b>	
<b>Position</b>	
<b>Relationship to the person involved</b>	
<b>Contact number</b>	
<b>Contact email address</b>	

### Section 2: The person affected

<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	

### Section 3: Description of the incident or concern

Please complete this section in as much detail as possible. Use only facts, do not use conjecture and, where possible, use the exact words and phrases that have been spoken to you

<b>Date of the incident / concern</b>	
<b>Location of the incident / concern</b>	
<b>Activity that was taking place</b>	

<b>Section 4: Other present or potential witnesses</b>	
<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	

<b>Section 5: Additional relevant information</b>

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

<b>Section 6: Follow up</b>	
<b>Reported to</b>	
<b>Actions taken</b>	
<b>Other agencies contacted</b>	
<b>Agreed follow up</b>	
<b>Closed</b>	

