

Union Church Sheffield

Safeguarding Policy & Procedures

May 2023

<i>policy due for review:</i>	<i>policy last reviewed:</i>	<i>last review conducted by:</i>	<i>last review approved by:</i>
May 2024	May 2023	Catherine Richardson Martin Roberts Samuel McWhirter	Union Church Sheffield Trustees

Edits

29/08/2023	<p>Gathering Address changed from: SADACCA, 48 The Wicker, Sheffield, S3 8JB to: Burngreave Vestry Hall, 2 Burngreave Rd, Sheffield S3 9DD</p> <p>Designated Contact for CSS - name changed from Joanna Jackson to Joanna Rohlmeier</p> <p>Non-Elder Trustee, Fraser Davies, removed.</p>
19/09/23	<p>Elder Trustee, Ross Rohlmeier, added</p> <p>Non-Elder Trustee, Brian Noble, added</p>

Contents

Safeguarding Policy

1. [Purpose](#)
2. [Scope](#)
3. [Context](#)
4. [Values and Beliefs](#)
5. [Our Responsibilities and Commitments](#)

Safeguarding Procedures

1. [Purpose](#)
2. [Scope](#)
3. [Definitions](#)
4. [Governance and Oversight](#)
5. [Recruitment and Support of Staff and Volunteers](#)
6. [Ensuring a Safe and Healthy Environment](#)
7. [Responding to and Reporting Safeguarding Concerns and Disclosures](#)
8. [Allegations Against or Concerns about Staff and Volunteers](#)
9. [Management of Ex-Offenders and those Posing Risk to Others](#)
10. [Concerns about Practice and Whistleblowing](#)
11. [Framework for the Policy and Procedures](#)

Appendices & Forms

[Appendix A - Safeguarding Statement](#)

[Appendix B - Safeguarding Role Allocation](#)

[Appendix C - Key Contact Information](#)

[Appendix D - Framework for the Policy and Procedures](#)

[Appendix E - Standard Documentation](#)

[Volunteer Application Form](#)

[Incident / Concern Reporting Form](#)

[Confidential File - Chronology](#)

[Confidential File - Record of Safeguarding Conversations and Actions](#)

[Safeguarding Report - for Elders and Trustees](#)

[Appendix F - Responding to and Reporting Safeguarding Concerns and Disclosures](#)

[Appendix G - Codes of Conduct](#)

[Appendix H - Handling of Disclosure Information](#)

[Appendix I - Definition of Safeguarding Terms](#)

Key Contact Information

Union Church Sheffield

Gathering Address: Burngreave Vestry Hall, 2 Burngreave Rd, Sheffield S3 9DD
Charity Number: 1193249

Designated Safeguarding Lead (DSL)

Name: Catherine Richardson
Tel No: 07810 543057
Email: catherine.richardson@unionchurchsheffield.org

Deputy Designated Safeguarding Lead (Deputy DSL)

Name: Martin Roberts
Tel No: 07852 909753
Email: martin.roberts@unionchurchsheffield.org

Elder Trustee for Safeguarding (ETS)

Name: Samuel McWhirter
Tel No: 07557 771913
Email: samuel.mcwhirter@unionchurchsheffield.org

Any concerns or reports of abuse must be reported to the DSL or Deputy DSL as soon as possible.

Sheffield Children Social Care

Tel No: 0114 273 4855

Sheffield Adult Social Care

Tel No: 0114 273 4908

Always call 999 in case of an emergency

For advice, contact **Christian Safeguarding Services (CSS)**

Tel No: 0116 218 4420
Website: www.thecss.co.uk

Safeguarding Policy

1. Purpose

This policy with its appendices outlines how we will:

- ensure that we provide a healthy, nurturing, and protective environment for everyone who engages with our church
- ensure that every member of our church is protected from harm and abuse and that if abuse is identified, it is handled effectively, promptly, and proportionately
- ensure that our trustees, staff and volunteers are clear about their responsibilities and duties and are supported to competently and confidently fulfil them
- support the development of an open and transparent culture that listens to the views and wishes of every member of our church and supports the raising of concerns and complaints
- provide leadership and accountability for every member of our church in relation to safeguarding

2. Scope

This policy applies to everyone who acts on our behalf with children, young people, their parents / carers and adults with care and support needs, whether trustees, elders, deacons or ministry leaders, paid staff, volunteers, church members or others working on our behalf.

3. Context

The main activities of Union Church Sheffield are to support its members to love and follow Jesus in accordance with his word; to care for one another and to share the good news of Jesus with the people that our members meet. We usually host a central weekly meeting known as the gathering which is open to anybody to attend, as well as smaller group activities both formal and informal.

Union Church Sheffield is a Charitable Incorporated Organisation (Charity Number: 1193249). The church is led by elders and overseen by a board of trustees, comprised of elders and non-elders, who seek to ensure the church is meeting its statutory requirements. There are at present 5 trustees: 2 elders, 2 church members and 1 external trustee.

4. Values and Beliefs

- Everyone who engages with our church has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns with our elders and trustees.
- We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly to children, young people and adults with care and support needs; ensuring they are safe while in our care and that we respond appropriately to disclosures or

indicators that they are experiencing abuse or neglect while in our care or elsewhere.

- Every member of our church has a responsibility to act to support the values and commitments outlined in this policy.
- Our approach to safeguarding is shaped by our belief as Christians that:
 - 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 in.
 - Every human life, including that of the unborn, is valuable to God and each person bears his image.
 - 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.
 - Jesus' example was one of valuing, accepting, and caring about everyone.
 - 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.
 - Those in authority within the church are accountable to, and will be judged by, God as well as to the church and the relevant authorities. We expect our leaders to follow the example of Christ, leading with sacrificial, servant-hearted humility.
 - The church is not a community 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 therefore recognise and expect the likelihood of safeguarding concerns arising among us.
 - This underlies the need for a robust and helpful safeguarding policy.
 - 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.
 - 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 kingdom of God is advanced by the proclamation of the gospel and the work of the Holy Spirit in convicting others; and not by coercion or force.

5. Our Responsibilities and Commitments

5.1. Our Responsibilities:

- to ensure that the protection of all members of our church, but particularly children, young people and adults with care and support needs, and the promotion of their welfare is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our church
- to treat each person as equal in the sight of God; equally sinful, equally loved and equally offered the gift of salvation and reconciliation to God and equally protected and respected
- to seek to minister to, and to encourage growth in obedience to God and his word with equity, transparency and sensitivity, in accordance with our fundamental beliefs as laid out in our basis of faith, governing documents and charitable documents

- to value, respect and listen to the wishes of every member of our church, including those who are vulnerable or find it difficult to make their voice heard
- to ensure 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 to report appropriately
- to work in partnership with children, young people, their parents / carers, adults with care and support needs, and local and national partner agencies and organisations to promote the welfare of and to protect each member of our church, and particularly the vulnerable
- to ensure that we will support victims of past and present abuse and trauma recognising our limitations and referring to specialist services where necessary
- to work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our church, in accordance with our doctrines and beliefs as outlined in our governing documents

5.2. How we will seek to fulfil these responsibilities:

- We will seek to visibly demonstrate our commitment to safeguarding throughout the church and our elders and trustees will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other.
- We will ensure that those who are responsible for safeguarding at the various levels of the church are appropriately trained and supported to competently and confidently fulfil their role.
- We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding.
- We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our church and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness.
- We will ensure that we appoint a Designated Safeguarding Lead (DSL) and at least one deputy who will take responsibility for leading safeguarding children and adults with care and support needs across the church.
 - Safeguarding will be promoted and overseen by our elders and trustees.
 - Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions.
 - The church's safeguarding structures, and the contact details of key roles, will be included in our procedures and made publicly available.
- We will adopt 'safer recruitment' best practice in the recruitment and selection of staff and volunteers.
- We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including (where appropriate for the role):
 - ongoing training and skills development
 - supervision and pastoral support
 - quality and performance management measures
- We will ensure that we consider safety in all areas of our work and ministry:
 - managing health and safety through effective policies and procedures; using risk assessments, processes and proportionate systems
 - creating a positive and nurturing environment in all aspects of the church, including physical, social, emotional, psychological, spiritual etc environments

- considering the online as well as the physical environments; including our use of social media and technology
- We will ensure that we monitor the conduct of our staff and that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigour, fairness and transparency.
- We will ensure that our expectations in relation to the conduct of members of our church are clear through codes of conduct, policies and procedures including:
 - anti-bullying and zero-tolerance approach to bullying (including cyber-bullying and the bullying of staff and leaders)
 - dealing with peer-abuse and harassment (including sexual harassment)
 - equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language or behaviours
 - clear accountability processes and sanctions for infringements of codes of conduct which outline our expectations of one another in the church
- We will seek to clearly identify concerns about the safety or wellbeing of those who are part of our church and to respond appropriately and proportionately:
 - to signpost or refer them to local or national services that can help them
 - to provide information, guidance and support as we are able, to help them overcome their challenges
 - to share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and / or criteria are met
- We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include records such as:
 - membership forms
 - attendance data for activities which involve serving children, young people and adults with care and support needs
 - consent forms
 - accident and incident reporting
 - confidential recording of safeguarding concerns
- We will involve children, young people, their parents or carers and adults with care and support needs in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them.
- We will ensure that we have a culture, policies and procedures for raising concerns or complaints by any member of our church including children, young people, adults with care and support needs and their parents / carers; and for dealing with those concerns in an efficient, open, honest and fair manner; including clear appeals processes.
 - We will also ensure that our leaders are competent and confident in handling complaints.
- We will develop a culture that encourages every member of our church to identify and raise concerns; and will support this with a clear whistleblowing policy.
- We will ensure that relevant policies, procedures, codes of conduct are publicly available. Please see Appendix G.

Safeguarding Procedures

1. Purpose

These procedures aim to provide staff, volunteers and church members with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

2. Scope

These procedures will be applied to all staff, volunteers and church members who act on behalf of the church.

3. Definitions

Staff: any paid employee or church officer (i.e. elder, deacon)

Volunteer(s): anyone appointed by the church to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised)

Elder(s): those appointed by the church to that office to provide spiritual leadership

Deacon(s): those appointed by the church to that office to support the elders and serve the church in practical and legal matters

Trustee(s): those who have responsibility for 'the general control and management of the administration of the charity'. All elders are trustees by virtue of their office. In addition there are non-elder trustees; including an external trustee.

DSL Designated Safeguarding Lead - person responsible for being an advocate for children and adults with care and support needs; reporting abuse concerns and implementing the safeguarding policy

ETS Elder Trustee for Safeguarding - elder responsible for oversight of safeguarding in the church

4. Governance and Oversight

The elders and trustees will provide effective oversight of safeguarding by ensuring that:

- they appoint from among their number a nominated Safeguarding Trustee (ETS) who will provide leadership and guidance on matters related to safeguarding
- the elders promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable
- a suitably knowledgeable and appropriately skilled DSL and a Deputy DSL are appointed and that they are adequately supported and resourced

- a proportionate and legally compliant safeguarding policy is in place and that it is reviewed by the trustees with input and support from the DSL and Deputy DSL at least annually, but more frequently as required
- 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
- the DSL provides a verbal update every quarter to the trustees (which can be conveyed via the ETS) and that a formal annual report is provided to the trustees by the DSL and Deputy DSL
- 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
- role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church (see Appendix B)
- a clear statement in relation to safeguarding is included in the annual Charity Commission submission
- any 'serious Incidents' (as defined in the Charity Commission [guidance](#)) are reported accurately and in a timely manner to the Charity Commission

5. Recruitment and Support of Staff and Volunteers

The recruitment and support of staff and volunteers is of critical importance to Union Church Sheffield and to our work and ministry. In order 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.

5.1. Management of recruitment processes

- At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in 'safe recruitment'.
- Appropriate records will be kept of all recruitment processes.
- A *Single Central Record* of recruitment checks and a training log will be maintained.
 - DBS certificates will be returned to the applicant and no copies will be kept.
 - The *Single Central Record* is the only record that will be retained by the church.
- Staff and volunteers will be provided with written job / role descriptions and person specifications prior to deciding whether to take up the position / role.

5.2. Recruitment process

Prior to appointment, all staff and volunteers will be required to submit an application form (see Appendix E). 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.

Any staff or volunteer roles whose appointment requires a formal vote by the church (i.e. an elder or diaconate) will undergo safeguarding checks before they're recommended to the church.

5.2.1. Paid staff positions

- Prior to appointment all paid staff will be required to attend a formal interview, regardless of

whether a competitive process is in operation.

- Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer.
- 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.
- The Single Central Record and Training Log will be updated as appropriate throughout the process.

5.2.2. *Volunteer positions*

- Prior to appointment, all volunteers will be required to attend a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements
- Prior to appointment, references will be sought.
- Following appointment and prior to commencement of the role, volunteers will be required to complete any induction or training as required in the role description.
- Where a volunteer role requires a formal vote by the church (i.e. a diaconate role), references will be sought before a formal vote. When the church votes on the role, they will be informed that the appointment will be
- The Single Central Record and Training Log will be updated as appropriate throughout the process.

5.2.3. *Blemished DBS Checks*

- The applicant will be asked to present the DBS certificate to the Lead Recruiter.
 - The applicant may, if they wish to, withdraw their application.
 - If the application is withdrawn, consideration should be given to whether this required the triggering of the 'Management of Ex-Offenders and those Posing Risk to Others' (see section 9 of this policy) process needs to be triggered.
- If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate.
- If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant.
- 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 and the outcome will be recorded.
 - Advice will be sought from CSS.
 - The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them.
- A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
 - the individual is unsuitable for the role
 - further investigation is required
 - the individual is suitable for the role with restrictions
 - the blemish does not indicate unsuitability
- If the risk assessment concludes that the individual is unsuitable for the role, consideration will be

given to whether the 'Management of Ex-Offenders and those Posing Risk to Others" (see section 9 of this policy) process needs to be triggered.

- 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.

5.2.4. *Probationary periods*

- All staff and volunteers will be subject to a probationary period appropriate to the role.
- Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided.
- Depending on the role, regular support, guidance and review will be provided throughout the probationary period and the outcome will be communicated prior to the end of the probationary period. Records may be retained where appropriate.

5.3. Ongoing support and supervision

- All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management
- Where DBS checks are required, this will be identified in the role description and these checks will be updated at least every three years.

5.4. Training

- All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training.
 - Trustees will receive initial training. There is no requirement for formal update training, however, the trustees must ensure they are competent in their role and their knowledge of compliance with legislation and Charity Commission guidance is up to date.
 - Elders will refresh their training every three years.
 - The DSL, the Deputy DSL and the ETS are required to attend formal update training at least every two years.
 - Volunteers and staff involved in working with children, young people or adults with care and support needs are required to update their safeguarding training at least every three years.
 - All staff, volunteers and trustees will undergo some informal update activity annually.
 - Training should include themes on domestic abuse and trauma and the impact on victims including children. Children are regarded by law (Domestic Abuse Act 2021) as victims of domestic abuse if they are living in a home where their parents or relational care givers are abusing each other.
- A log of training and DBS checks will be maintained by the DSL.

6. Ensuring a Safe and Healthy Environment

Union Church Sheffield 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.

6.1. Health and safety

The elders and trustees will ensure that the health and safety of everyone who participates in our church meetings is protected by:

- regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance
- maintaining and implementing proportionate *Risk Assessments* for the activities of the church; and any premises which the church may have responsibility for in the future
- maintenance and analysis of *Accident and Incident Reports* on receipt to ensure appropriate lessons are learned, timely responses are implemented and any trends examined
- ensuring that adequate First Aid cover is available at our church gathering, and that only qualified First Aiders administer First Aid; except in emergency situations and where instructed to do so by Emergency Services
- ensuring that appropriate safety equipment is available and maintained at the premises which the church uses for our church gathering; and that First Aid kits are also available and maintained on an ongoing basis
- key health and safety information and best practice will be promoted through announcements at our church gatherings; and best practice promoted for our small group meetings

6.2. Ministry to children and / or young people

6.2.1. *When engaging in ministry to children and / or young people we will ensure:*

- registers of children attending, and leaders present are maintained
- those involved in such ministries have been appointed in accordance with our 'safe recruitment' procedures
- consent is obtained for children's attendance at the group if they are regularly attending, including any additional specific needs; and contact details are taken for any visiting children
- 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
- appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner
- an orderly and disciplined environment is maintained; involving parents where appropriate

6.2.2. *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*

- Children remain the responsibility of their parents; they will be considered responsible for their safety and care.
- Any concerns or support needs identified will be recorded and reported to the DSL.

6.2.3. *When young people are present at meetings that are primarily aimed at adults and they are participating in that meeting in their own right*

- The normal principles of safeguarding will apply; even though there are no specific procedures for such meetings.
- If it is believed the young person is not competent to consent to attending, consent will be sought from the young person's parents / carers.
- If it is believed the young person is competent to consent to attending, 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.
- Elders and any deacons given responsibility for the management of the meeting will be vigilant to ensure the young person is adequately protected.
- Any concerns or support needs identified will be recorded and reported to the DSL

6.3. Ministry to adults with care and support needs

- If the individual is not believed to have the capacity to consent to attendance, consent will be sought from their carers. Any decision made on behalf of a person who lacks capacity must be made in their best interests.
- If the individual is believed to have capacity 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.
- Elders and any deacons given responsibility for the management of the meeting will be vigilant to ensure the individual is adequately protected.
- Any concerns or support needs identified will be recorded and reported to the DSL.

6.4. General provisions

- The church will ensure that any relevant information relating to safeguarding, including contact details of the DSL and Deputy DLS, is prominently displayed during our church gatherings and on our church website.
- Elders and trustees 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.

7. Responding to and Reporting Safeguarding Concerns and Disclosures

7.1. Managing immediate risk

- Upon identification of a concern or receipt of a disclosure, the member of staff or volunteer involved should make an assessment as to whether any immediate action is necessary to protect the individual.
- The member of staff or volunteer may seek advice from the activity team leader or from the DSL or Deputy DSL (see Appendix C for contact details). 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.
- In such urgent situations and if the DSL cannot be immediately contacted, the member of staff

or volunteer should contact either the Police (999), Children's Social Care (0114 2734855) if it is regarding someone under 18, or Adult Social Care (0114 2734908) if it is regarding someone 18 or over. Under such circumstances, the DSL and Deputy DSL should be notified at the earliest possible opportunity.

7.2. Reporting concerns to the DSL

- Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL (see Appendix C for contact details).
- The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding. If the DSL is unavailable, the Deputy DSL should be contacted. The up to date contact details for the DSL and Deputy DSL should be made available to all church members.
- Details of the concern must be recorded on the *Incidents and Concerns Reporting Form* (see Appendix E) either before, during, or immediately after the discussion with the DSL.

7.3. Managing the risks - the role of the DSL

- In discussion with the member of staff or volunteer reporting the concern, the DSL will review any immediate actions taken and will be responsible for further action that may be required.
- Upon receipt of the completed *Incidents and Concerns Reporting Form*, the DSL will establish a *Confidential File* in relation to the person at risk:
 - A *Chronology* (see Appendix E) will be established and inserted at the front of the *Confidential File*.
 - 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.
- The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a 'need to know' basis.
- Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care.
 - Information will not be shared with the parent / carer in situations where:
 - to do so would place a child at increased risk of harm or neglect
 - to do so would place an adult at increased risk of harm or abuse
 - the concern relates to fabricated or induced illness
 - The referral will be made to the appropriate Social Care service (see Appendix C for contact details).
 - If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children's Social Care if it is regarding someone under 18, and Adult Social Care if it is regarding someone 18 or over.
 - The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.
 - All conversations, correspondence, and documentation will be placed into the *Confidential File*; and the *Record of Action* and *Chronology* will be maintained on an ongoing basis.
- Confidential files will be stored on a secure digital drive that is managed by the DSL and the Deputy DSL; the ETS does not have access to the drive (see Appendix H).

- The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding.

For a visual summary of the steps needing to be taken above please see Appendix F.

8. Allegations Against or Concerns about Staff and Volunteers

Union Church Sheffield takes allegations against our staff and volunteers very seriously and will ensure they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to and to support the person accused throughout the process.

We differentiate between allegations, concerns about quality of practice, and complaints. This section outlines the procedure to follow for safeguarding allegations. There is a separate complaints policy that outlines the procedure to follow for complaints.

- Allegations against staff or volunteers within the church should be reported to the DSL or the Deputy DSL (see Appendix C for contact details).
 - If the allegation is against the DSL, it should be reported to the Deputy DSL, the ETS or another one of the trustees (see Appendix C for contact details).
- Full details of the allegation will be recorded.
- The elders and trustees will identify an investigating officer from among their number.
- The investigating officer will first assess whether any immediate action is required to ensure the safety of everyone involved.
 - Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
 - If so, care should be taken not to compromise the gathering of evidence.
 - If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.
 - Support must be offered to the subject of the allegation as well as any potential victims.
- At the earliest opportunity, the Local Authority Designated Officer (LADO) should be consulted.
 - If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS) (0116 218 4420)
- If the allegation meets the threshold for LADO, the investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed.
- 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.
- Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
 - These records will be held confidentially on a secure digital drive that is managed by the DSL and the Deputy DSL; the ETS has access to the drive but will not ordinarily access the information (see Appendix H).
- The DSL will seek, record and follow specialist advice throughout the process.
- Where the allegation is against a paid elder or other employee, they will be informed of any necessary changes to pay, suspension, or terms of employment as soon as possible, in line with advice taken from CSS and employment law.

9. Management of Ex-Offenders and those Posing Risk to Others

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.

- Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, one of the elders in consultation with the DSL will enter into an open and frank discourse with that individual to understand the context and the risks.
- With the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate.
- The elders and the DSL will assess the risk posed by the individual and a formal risk assessment will be formulated.
- A formal agreement with the individual will be drawn up and will be signed by both the individual and the elders and the DSL. The agreement will include:
 - The church's commitments to the individual who poses the risk.
 - The steps the church will take to support the individual while simultaneously protecting everyone in the church.
 - The restrictions and conditions that will be applied to the individual's involvement in the life of the church.
 - The consequences of failure to comply with the agreement.
 - When and how the risk assessment and formal contract will be reviewed.
- All decisions and agreements will be formally recorded and securely stored.
- The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members and the trustees either:
 - with the agreement of the individual who poses a risk
 - 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
 - Trustees will be informed throughout, to the degree the situation affects their management of the charity's risk. Only the minimum essential information will be shared.
- If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the elders in consultation with the DSL will take specialist advice as to whether this information should be passed on.

10. Concerns about Practice and Whistleblowing

For concerns about the culture or practice within the church that do not concern safeguarding issues, please see Appendix H2.2 of the church handbook.

11. Framework for the Policy and Procedures

This policy is consistent with current legislation, national guidance and local arrangements (full details are available in Appendix D); as well as our charitable objectives, governing documents and doctrinal statements. This policy should be read in conjunction with our Church Constitution and Handbook.

Appendix A

Safeguarding Statement

We want everyone who comes into contact with our church to feel safe, valued and cared for.

We believe that each person is made in the image of God, and as a result have an inherent dignity and worth. We also recognise that we live in a sinful world, where human beings rebel against God and his ways for us, and harm one another in innumerable ways. We believe that the human heart is wicked and deceitful and that we are all capable of falling into sin. We believe in the good news that God offers us forgiveness and new life if we will receive Jesus Christ as our Saviour and Lord.

The church is a place where the love of God for each person is displayed and where we live, learn, and grow together in our faith. This involves supporting, encouraging, and even challenging and rebuking one another when we sin; all for the glory of God and for our individual and mutual good. We believe that God sees everything and that he knows even our secret and hidden sins and that one day each of us will stand before him as our judge.

As we journey and grow together in this life of faith, we recognise that we are not perfect and that at various times we will all have to both offer and seek forgiveness from others. We do, however recognise that within our church there is the opportunity for individuals or groups to harm, abuse, or exploit others. We as a church wish to stand against any misuse of power, abuse, or exploitation. We all have a responsibility to care for and protect each member of our church community, but particularly those who are weaker or more vulnerable.

As a church we take safeguarding seriously and we work with local and national organisations to help us to do all we can to keep everyone safe. We will fulfil all our legal duties to protect children, young people and adults with care and support needs, but we aim to go above and beyond and to discharge our safeguarding duties in a way that is biblically faithful and pleasing to our loving Heavenly Father, who calls us to do justice, love kindness and to walk humbly before him.

If you have any concerns about the way that you, or anyone else has been treated, or about anything that we do as a church, please speak to one of the Elders or to one of our Safeguarding Officers. You can find out who they are from our website or from information available at our Sunday gatherings. Our Safeguarding Policy and Procedures are available on our website.

We commit to speaking to you openly and honestly if we have any concerns that you need to know about. If you have any concerns or require any support or help, please do not hesitate to speak to someone that you trust within the church.

Appendix B

Safeguarding Role Allocation

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

1. Governance / Strategic - Legal Responsibility

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

The trustees will ensure that they provide leadership of safeguarding across the organisation by:

- establishing that legally compliant policies, procedures, codes of conduct and systems are in place
- ensuring that a suitably skilled and knowledgeable Designated Safeguarding Lead and at least one deputy is appointed, supported, and resourced
- providing accountability to those responsible for various aspects of safeguarding
- reviewing the safeguarding arrangements to ensure that an effective and proportionate approach is thoroughly implemented and consistently enacted across the church
- ensuring that the Designated Safeguarding Lead and deputy provide regular updates to the trustees
- ensuring that Charity Commission requirements, including the responsibility to report any serious incidents are fully met

One Elder Trustee has particular responsibility for oversight of safeguarding in the church; they are the Elder Trustee for Safeguarding (ETS).

2. Governance / Strategic - Pastoral Responsibility

Spiritual and doctrinal matters are the responsibility of the elders.

3. Operational Management of Safeguarding

The Designated Safeguarding Lead (DSL) and the Deputy DSL will ensure that:

- the Safeguarding Policy is regularly reviewed, updated and any changes signed off by the trustees
- safeguarding concerns are managed in a timely and proportionate manner, including making referrals to statutory agencies as required, working with partner agencies such as the Local Authority and the Police and the maintenance of accurate records and systems
- leading the implementation of the safeguarding policies and procedures
- ensuring that those engaged in ministry on behalf of the church are provided with proportionate and appropriate training and that they are competent to discharge their safeguarding responsibilities
- ensuring that regular reports are provided to the trustees and that any urgent issues are communicated to the ETS and the Chair of Trustees in a timely manner
- raising awareness of safeguarding and promoting its importance across the church

4. Allegations against Staff or Volunteers

Any allegations should be brought to the attention of the DSL or the Deputy DSL; and if the allegations concern either the DSL and the Deputy DSL then they should be brought to the attention of the ETS.

5. Concerns about Practice

Any concerns about the conduct of our staff or volunteers or about the practice within the church should be brought to the attention of the ETS. If the concerns are not addressed then the trustees should be contacted. If the concerns are about the ETS then they should be addressed to any of the trustees.

6. DBS Checks

The administration of DBS checks are carried out by the designated contact for CSS who facilitate the checks for the church.

Appendix C

Key Contact Information

Please be aware email is NOT secure so confidential or sensitive data should not be included.

Designated Safeguarding Lead (DSL)

Name: Catherine Richardson
Tel No: 07810 543057
Email: catherine.richardson@unionchurchsheffield.org

Deputy Designated Safeguarding Lead (Deputy DSL)

Name: Martin Roberts
Tel No: 07852 909753
Email: martin.roberts@unionchurchsheffield.org

Elder Trustee for Safeguarding (ETS)

Name: Samuel McWhirter
Tel No: 07557 771913
Email: samuel.mcwhirter@unionchurchsheffield.org

Our policies and other useful information about safeguarding can be found at [insert church website].

Always call 999 in case of an emergency

Sheffield Children Social Care

Tel No: 0114 273 4855 (24hrs, 7 days a week)

Sheffield Adult Social Care

Tel No: 0114 273 4908 (24hrs, 7 days a week)

Safeguarding Children Partnership

Tel No: 0114 273 4450
Website: www.safeguardingsheffieldchildren.org
E-mail: scsp@sheffield.gov.uk

NSPCC Helpline

Tel No: 0808 800 5000
Website: www.nspcc.org.uk
E-mail: help@nspcc.org.uk

For advice, contact **Christian Safeguarding Services (CSS)**

Tel No: 0116 218 4420
Website: www.theccs.co.uk

DBS Checks - Designated Contact for CSS

Name: Joanna Rohlmeier
Tel No: 07421 761438

There are currently 6 trustees:

Non-Elder Trustee

Name: Sarah Goodwin
Tel No: 07929 364429
E-mail: drsarahgoodwin@gmail.com

Non-Elder Trustee

Name: Brian Noble
Tel No:
E-mail: briandn78@gmail.com

External Trustee

Name: Ally Collins
Tel No:
E-mail: allycollinsuk@gmail.com

Elder Trustee

Name: Samuel McWhirter
Tel No: 07557 771913
E-mail: samuel.mcwhirter@unionchurchsheffield.org

Elder Trustee

Name: Chris Richardson
Tel No: 07762 149059
E-mail: chris.richardson@unionchurchsheffield.org

Elder Trustee

Name: Ross Rohlmeier
Tel No: 07849 651894
E-mail: ross.rohlmeier@unionchurchsheffield.org

Appendix D

Framework for the Policy and Procedures

This policy should be read in conjunction with our:

- Church Constitution
- Church Handbook

This policy is based on the following 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 (2018)
- 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)
- Counter-Terrorism and Security Act 2019
- Prevent duty guidance 2016
- Sexual offences Act 2003
- The Safe Network Standards (available from the NSPCC website)

The policy also takes account principles in outlined in:

- Keeping Children Safe in Education 2021
- Keeping Children Safe During Community Activities, After-School Clubs and Tuition 2022
- Prevent duty guidance
- FGM duty guidance
- Domestic Abuse Act 2021

Awareness of local Safeguarding Children Board procedures and Local Authority 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
- Counter-Terrorism and Security Act 2019
- Domestic Abuse Act 2021

Awareness of local Safeguarding Adults Board procedures and Local Authority guidance.

Appendix E

Standard Documentation

Included here are the following documentation used in our safeguarding procedures:

- Volunteer Application Form
- Incident / Concern Reporting Form
- Confidential File - Chronology
- Confidential File - Record of Safeguarding Conversations and Actions
- Safeguarding Report for Elders and Trustees

Volunteer Application Form

We ask all prospective volunteers with children, young people and adults with care and support needs to complete this form. The information will be kept confidential unless requested by an appropriate authority.

Personal Details

Full Name:
Address:
Tel No:
Email:

About the Role

Role applied for:		
<i>Is the role subject to a DBS check?</i>		
Children only	Adults only	Children and adults

Personal Statement

Please briefly describe your reasons for applying for this role and any appropriate experience in similar roles.
Do you have any questions or concerns about the role, or your ability to fulfil it, that you would like to discuss with us?

References

Please supply details of two people who are able to comment on your suitability for this role.

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
Address:	Address:
Tel No:	Tel No:
Email:	Email:

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?		
If the role involves working with children, young people or vulnerable adults, are you, or have you ever been barred from such work?		
Are you in agreement with the church's beliefs as outlined in the statement of faith?		
Do you agree to abide by the policies, procedures, codes of conduct, risk assessments etc that are relevant to this role?		
Is there anything that you wish to add or that you wish us to take into account in relation to this self-declaration?		
I confirm that the information supplied in this form is accurate to the best of my knowledge.		
Signature:	Date:	
For office use only: Form reference / volunteer reference as per Single Central Record.		

Incident / Concern Reporting Form

What are your personal details?

Full Name:
Tel No:
Email:

What are you reporting? Please tick the appropriate box(es).

- An incident
 A disclosure
 A concern

About the person(s) you are concerned about or who were involved in the incident

Their name(s):
Their date of birth (or approx. ages):
Their contact details:
Name and contact details of parent / carer (where appropriate):

About the incident / disclosure / concern

What happened / was said / have you noticed etc?
--

Context of the incident / disclosure / concern

Where / When / Who else was present?	
Date of incident / disclosure:	Time of incident / disclosure:
Action taken to ensure immediate safety:	
Other action taken or advice sought:	

Signature:	Date:
For office use only: Form reference –	

Notes for Completion

What are your personal details?

- Please complete all sections

What are you reporting?

- Please tick the appropriate box(es).

About the person(s) you are concerned about or who were 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.

About 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 & Date

- Please ensure that you sign the form.
- Please give the date of when you're making this report.

Confidential File
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

Safeguarding Report for Elders and Trustees

Report from the DSL and Deputy DSL covering the period from _____ to _____.

Report completed by:	Date
----------------------	------

Summary of Safeguarding Activity

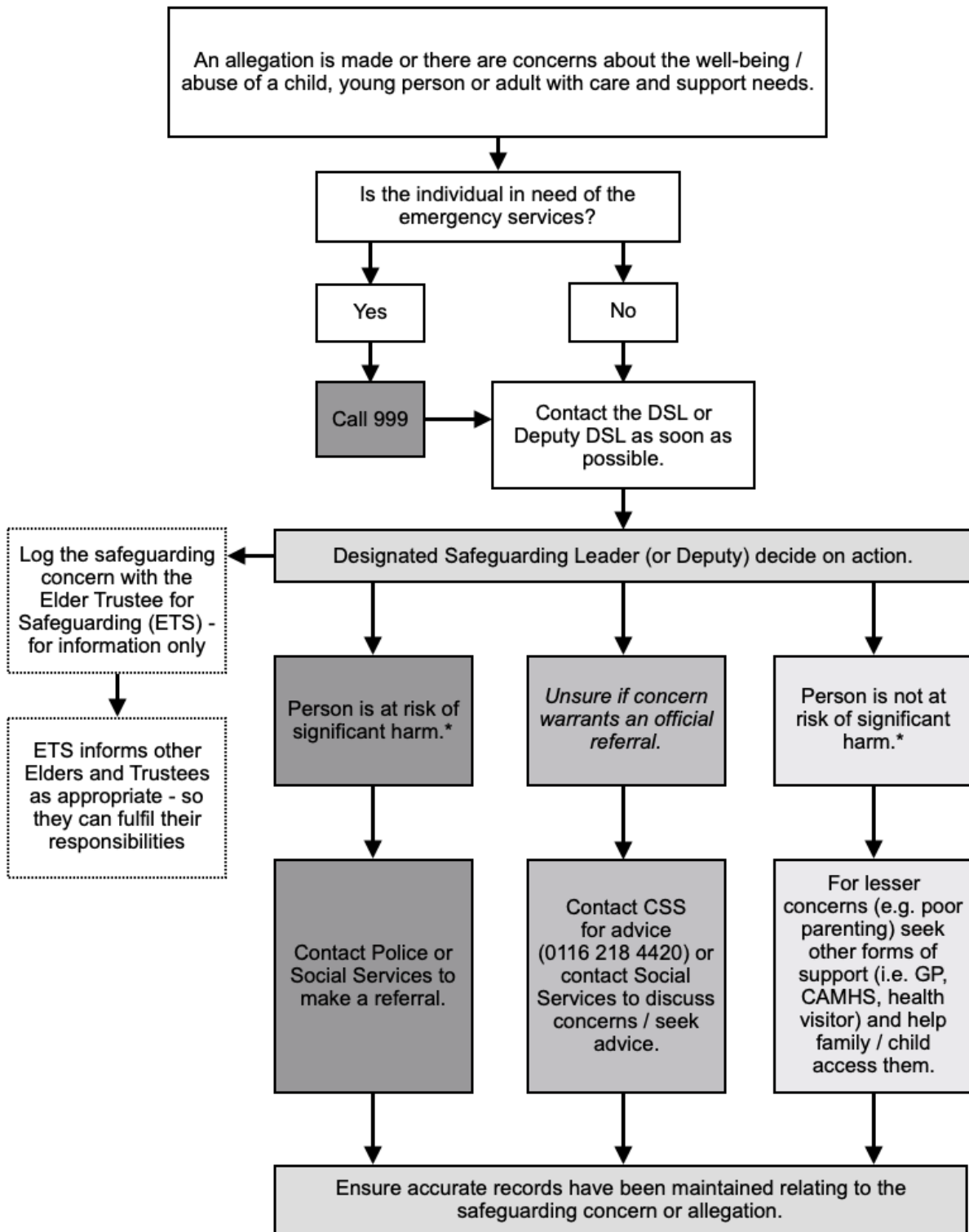
Number of concern / incident reports received in relation to children	
Number of concern / incident reports received in relation to adults	
<i>Status of any concerns or incidents received:</i>	
Number of cases referred to Children's Social Care	
Number of cases referred to Adult Social Care	
Number of 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 Leads	Yes	No
Has the policy been reviewed for legal compliance and effectiveness? (CSS can be consulted to check whether any significant changes have occurred)		
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 DSL training up to date?		
Is the training log up to date?		

Any other comments:

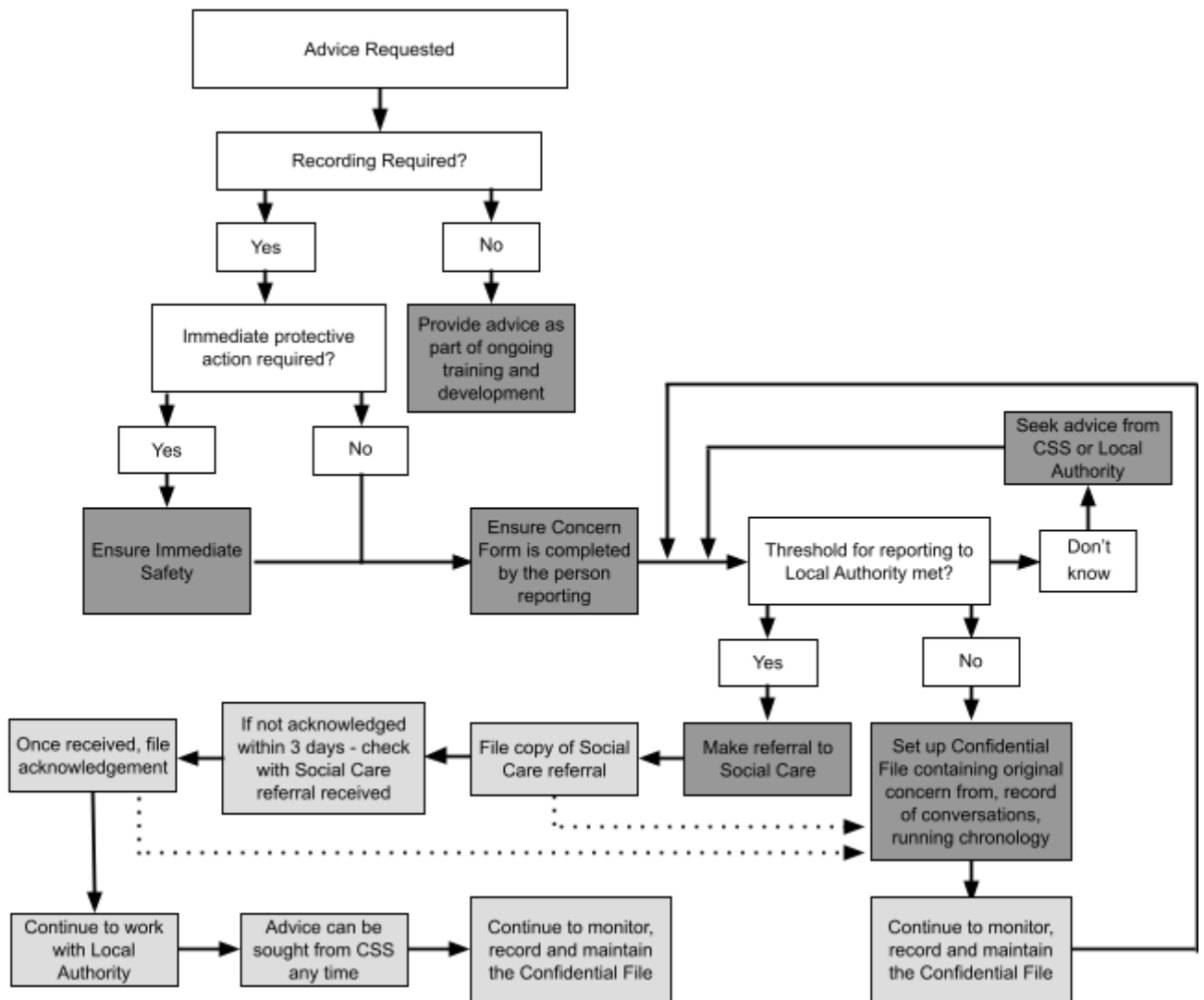
Appendix F

Responding to and Reporting Safeguarding Concerns and Disclosures



* Working Together Online defines significant harm as: "...any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life." Harm is defined as the ill treatment or impairment of health and development.

Reporting Safeguarding Concerns and Disclosures Decision Flowchart for DSLs



Appendix G

Codes of Conduct

Code of Conduct: 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 on the frequency stipulated in this policy
- work in a transparent and responsible manner that ensures that they are accountable to the elders 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
- only take responsibility for children if they are physically and mentally fit and able to do so
- treat them with respect and dignity
- treat them in an age appropriate way that recognises their developmental stage and ability
- provide them with appropriate levels of choice
- treat them as individuals
- respect their views and wishes
- 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
- 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
- will 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
- will recognise they now legally hold a 'position of trust' according to the Position of Trust Law 2022; engaging in an inappropriate relationship with a 16-17 year old is illegal and carries a 5 year prison sentence.

Code of Conduct: Staff and Volunteers Working with Adults with Care and Support Needs

Those working with vulnerable adults including adults with care and support needs 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 on the frequency stipulated in this policy
- work in a transparent and responsible manner that ensures that they are accountable to the elders and that they are open to discussion with and challenge
- 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 led by the adult with care and support needs
- 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

Code of Conduct: Staff and Volunteers Providing Pastoral Care

Note: this is not intended to cover disciplinary issues, although the broad principles would still apply.

Those involved in providing pastoral care will:

- ensure that the dignity and wishes of the individual are respected at all times
- when delivering challenge or difficult messages, will do so in a respectful, compassionate and gentle way that is in line with their best interests (including their emotional and spiritual wellbeing)
- will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood
- attend safeguarding training on the frequency stipulated in this policy
- 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
- 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
- ensure that appropriate professional boundaries are maintained
- ensure that any physical contact is led by the person receiving pastoral care.
- 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

Appendix H

Handling of Disclosure Information

General Principles

As a church using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Union Church Sheffield complies fully with this code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Certificate information is stored electronically. Electronic disclosure information is held on a secure password protected system accessible only to those authorised to view it in the course of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for longer than is necessary, giving full consideration to the General Data Protection Regulation, Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

CSS acting as an umbrella organisation

We accept that the CSS Disclosure Service, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in this DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep CSS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Appendix I

Definition of Safeguarding Terms

additional needs	term most often applied to children who require support beyond what we would usually expect to provide to a child of that age or development stage
adult	a person who is at least 18 years of age
adult at risk of abuse / in need of protection	adult who has 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	adult who requires help with day-to-day tasks that most people would be able to perform for themselves
child	a person who has not yet attained their 18 th 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
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
regulated activity	an activity that a barred person must not do - an 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
Single Central Record	the master record of all pre-appointment checks and processes that were completed prior to appointment to a role
spectrum of safeguarding	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
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
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
vulnerable people	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.