

# Safeguarding Policy

# SAFEGUARDING POLICY: PROTECTING CHILDREN AND ADULTS

## SECTION 1

### Church Details

Name: Wellspring Church  
Address: The Wellspring Church Centre,  
1 Wellspring Way, Watford,  
Hertfordshire WD17 2AH  
Tel number: 01923 964767  
Email address: [safeguarding@wellspring-church.org](mailto:safeguarding@wellspring-church.org)  
Denomination: Assemblies of God  
Charity number: 1119764  
Company number: 6208757

### 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 attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by **Thirtyone:eight**.

## Definitions

For the purpose of this policy (irrespective of the age of consent for consensual sexual contact), the term *child* or *children* means, anyone aged between 0 to 18 up to the end of August (that academic year).

The Safeguarding duties apply to an adult who;

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

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Co-ordinators 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

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

#### 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 Church family, we adhere to the **UN Convention on the Rights of the Child** and have as our starting point as a definition of abuse, Article 19 which states:

*1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described **heretofore**, and, as appropriate, for judicial involvement.*

<https://www.cypcs.org.uk/rights/uncrcarticles/article-19>

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

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 in **appendices 2-4**.

## RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Audrey Pantellis** (hereafter the "Safeguarding Co-ordinator (previously referred to as designated Officer) tel no: (office) 01923 964767 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Karl McClane** (hereafter the "Deputy ") tel no: 01923 297827. 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.

Telephone 0845 120 4550.

Alternatively contact Social Services or the police.

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

The local Children's Social Services office telephone number is 0300 123 4043. (Option 1)

The local Adult Social Services office telephone number (office hours) is 0300 123 4042.

The Police Protection Team telephone number is 01707 354000 (dash board)

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern
- 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, and 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  
**e.g. Counsellor**
- Contact **thirtyone:eight** and in discussion with them will consider appropriate action with regards to the scale of the concern. **Phone: 0303 003 11 11**

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

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

## SECTION 3

### Prevention - Safer recruitment

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

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

### Safeguarding training

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

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.

### Management of Workers – Code of Conduct

As a Leadership we are committed to supporting all **Team Members** and ensuring they receive support and supervision. All workers have been issued with a **code of conduct [see Appendix 5]** towards children, young people and adults with care and support needs. **Team members are required to sign to say that the Code of Conduct has been read and understood.**



## **SECTION 4**

### **Pastoral Care**

#### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the **Church**.

#### **Working with offenders**

When someone attending the place of **Church** is known to have abused children, 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.

## **SECTION 5**

### **Practice Guidelines**

As a Church 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 also have specific operational guidelines for activities that can be found in **appendix 4**

## Appendix – 1

### Leadership Safeguarding Statement

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

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

The following statement was agreed by the SLT Directors on: 21<sup>st</sup> June 2019

This Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

## **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children, young people and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children, young people and adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by **Thirtyone:eight**.

## **We recognise:**

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to **Thirtyone:eight, Assemblies of God GB and Charity Commission as appropriate**.
- **Safeguarding is everyone's responsibility.**

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding coordinators for this Church and its locations..

**Audrey Pantelis**      Safeguarding Coordinator

**Karl McClane**      Deputy Child/Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the Wellspring Church Centre, 1 Wellspring Way, Watford, WD17 2AH. [www.wellspring-church.org](http://www.wellspring-church.org)

## **Adoption of the policy**

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

Signed by: Rev Timothy Roberts

Position: Senior Minister

Signed by: Jo Lee

Position: Trustee – Safeguarding Link

Date: 21<sup>st</sup> June 2019