



Safeguarding Policy

Section 1: Details of the place of worship

Name: The Kings Church Arnold “the church”

Address: The Kings Centre, Shirley Drive, Arnold. NG5 7JX

Email: admin@thekingschurcharnold.org.uk **Telephone:** 07305 318570

ThirtyOne:Eight membership No.: 15764 **Telephone:** 0303 003 1111

Safeguarding Lead: Joy Taylor **Telephone:** 07445 269 431

Senior Leader (and deputy safeguarding): Mark Hopkins **Telephone:** 0753 0559 249

Section 2: Our commitment

The King’s Church, Arnold is committed to the safeguarding of all children and adults, ensuring their well-being. For the purpose of this policy:

- A **child** is someone under 18 years old.
- An **adult** is someone aged 18 years or over.
- A **worker** is a paid member of staff or volunteer, including volunteers who are aged under 18, even if they have a title “helper”.

OUR SAFEGUARDING COMMITMENT TO ALL

- We recognise that we all have a responsibility to help prevent abuse and neglect and to report this when we discover or suspect it.
- We believe every person deserves to feel valued and safe. We are committed to ensuring that everyone we encounter knows this and feels empowered to speak up if they are experiencing harm.
- Everyone has the right to be treated with respect, to be listened to and to be protected from all forms of abuse and neglect.
- We believe everyone should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of others.
- We will ensure that appropriate insurance cover is in place.
- We will ensure that a trained Safeguarding Lead is in place.

OUR COMMITMENT TO WORKERS

- We will ensure we have processes for safer recruitment, induction, training and support for our workers. We will ensure all workers have annual safeguarding training.

OUR COMMITMENT AS TRUSTEES

- We will ensure every Trustee has safeguarding training and every Trustee meeting has an agenda item focusing on Safeguarding matters.

Section 3: Prevention

Understanding Abuse

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 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 (see [Appendix 1](#) for more information on definitions and signs of abuse).

Positions of Trust

All workers are in a position of trust. All those in positions of trust need to understand the power this can give them over those they interact with and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

Safer Recruitment

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

- There is a written job description & person specification for paid roles and a volunteer agreement for volunteers or helpers. Clear expectations about what is expected of workers must be detailed in these documents.
- Some volunteer or helper roles will be subject to a **light-recruitment process** (see below), this will be detailed in the safeguarding risk assessment.
- Those applying for a position will complete application form, if they subsequently apply for a different position, they must update their form.
- Those short listed for paid roles will have a face to face interview. Those applying for a volunteer role will have an informal face to face structured conversation about the role. During these interactions the candidate's attitude towards safeguarding and their ability to support the organisation's policies will be discussed. Any gaps or discrepancies in employment history will be addressed.
- Prior to the commencement of a role:
 - two written references must be obtained for all prospective workers. New references will be obtained if someone leaves the church and subsequently returns and volunteers for a role or secures a paid position;
 - original photo-documentation will be provided to confirm their identity;
 - for a paid position right to work documentation will be provided.
- A self-declaration form and the relevant Disclosure and Barring Service (DBS) must be completed where this is identified as a requirement for the role following a Safeguarding Risk Assessment. A different process may be required for criminal record checks for overseas applicants [click here](#) for details.

- If any concerns arise from the interview/conversation, background checks or references, a risk assessment must be conducted to determine if the candidate is suitable for the role, often with the use of additional safeguards.
- A suitable training programme and induction must be provided for all workers. All workers must be given a copy of the safeguarding briefing sheet and know how to report concerns.
- A paid member of staff will be confirmed following the completion of a satisfactory six-month probationary period. A volunteer will have a review after completing a trial period.

If an existing member of staff, volunteer or helper wishes to volunteer in a different role they must update their application form, have a chat with someone about the new role and, if there is a requirement for a higher level DBS check in the risk assessment for the new activity, this must be completed before they commence the new role.

If an existing member of staff, volunteer or helper wishes to be considered for a paid position they must go through the normal recruitment process, with discretion over the following up of references if we have these from other roles with the church.

Light Recruitment Process

Some volunteer roles, for example serving refreshments after a church service, will be subject to a light-recruitment process, provided this is detailed in the safeguarding risk assessment. The people wishing to be considered for these roles will be given a volunteer agreement and have an informal face to face conversation about the role. During these interactions the candidate's attitude towards safeguarding and their ability to support the organisation's policies will be discussed.

If any concerns arise from the chat a risk assessment must be conducted to determine if the candidate is suitable for the role, often with the use of additional safeguards.

A suitable training programme and induction must be provided for the volunteer and they must be given a copy of the safeguarding briefing sheet and know how to report concerns.

They will have a review after completing a trial period.

Safer Recruitment Summary

1. Safeguarding risk assessments to determine which recruitment pathway to follow.

	Paid Staff	Volunteers	Volunteers Light
Job Description/Volunteer Agreement	X	X	X
Application Form	X	X	
Interview/chat, includes safeguarding questions	X	X	X
Two Written References	X	X	
Photo Documentation	X	X	
Right to Work Documentation	X		
DBS Check (if meet criteria for one)	X	X	
Induction & Training	X	X	X
Safeguarding Briefing Sheet	X	X	X
Review to check suitability	X	X	X

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 receive induction safeguarding training (either in conversation or an online course such as those provided by [SafeCIC](#)). Safeguarding training will be renewed every year (through the relevant Teams meetings using our Safeguarding Briefing Paper see [Appendix 3](#)).
- The Safeguarding Lead/Deputy Safeguarding Lead and Safeguarding Trustee will undertake Oversight Safeguarding Training which will be renewed every two years (through either ThirtyOne:Eight training or online courses such as those provided by SafeCIC).
- The Trustees will undertake Trustee Safeguarding Training which will be renewed every three years (through either ThirtyOne:Eight training or online courses such as those provided by SafeCIC).

Practice Guidelines

As an organisation working with children and adults we wish to operate and promote good working practice and ensure all workers are supported. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations. Workers will be given clear expectations about what is expected of them both within their role and outside of their role through the volunteer agreements for the activity they are involved in. These will be provided and are accessible in the church Dropbox account. Our Safeguarding Briefing also outlines best practise.

Section 4: Responding to Allegations or Concerns of Abuse

It is more likely that someone will tell us about a safeguarding concern than we will notice it. If someone does share something with us that causes us to be concerned, we must:

- Tell the person we cannot keep it a secret, we must share it with our safeguarding lead, who might need to share it with other professionals (social services, police, etc.).
- If it is an emergency dial 999 and request assistance from the Police and/or the Ambulance Service.
- Tell the person we will keep it confidential; the safeguarding lead will only share it with those who need to know.
- Listen and record (write down) what the person is saying – we will not probe or lead but listen.
- Use Part 1 of the form in [Appendix 2](#) to capture the information about the possible abuse or neglect, paper copies are in the white cupboard in church office.
- Phone the Safeguard Lead as soon as possible, pass on the Cause for Concern Form, if completed. If you cannot contact the Safeguarding Lead, contact one of the other people detailed below. Do not rely on a message or email, speak to someone.

If someone discloses something to you, you suspect abuse or neglect, something another volunteer/member of staff is doing causes you concern or something just makes you feel uncomfortable, **the only obligation you have is to raise your concern by speaking to the safeguarding lead, ideally within 24hrs of your concern** (see contacts below):

Joy Taylor (the "Safeguarding Lead"), **Tel: 07445 269 431**

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Mark Hopkins (the "Deputy Safeguarding Lead"), **Tel: 07530 559 249**

If the concerns involve a member of King's staff, then the report should be made in the first instance to **Shelly Joddrell** (the "Safeguarding Trustee"), **Tel: 07714 243 566**

If you cannot reach any of the above contacts you can speak to a member of the **Trustee Team** (**Andrew Pickin, George Moran, or Mick Tinkler**) phone numbers in ChurchSuite.

If you are unable to contact any of the above people, and it is an emergency please:

- Summon an emergency response by calling **999** (if needed)
- Report **urgent** concerns for someone's safety to Nottinghamshire County Council's safeguarding team on **0300 500 80 80** (out of hours emergency number: **0300 456 4546**).
- Make sure you **still speak to a safeguarding lead** about the situation

Actions by the Person Receiving a Safeguarding Report:

- Ensure an emergency response has happened, if required.
- Keep an action log using [Part 2 of the form in Appendix 2](#))
- If the report is about a member of staff, ensure the Safeguarding Trustee or another Trustee receives the report for them to take appropriate action.
- Obtain all the information about the safeguarding concern, clarifying the situation with the person making the report as required.
- Link up with a second person (Safeguarding Lead, Safeguarding Deputy, Safeguarding Trustee, or another Trustee) to support you. If the report is about a member of staff this must be kept within the Trustee Team.
- Consider whether it would be appropriate to suspend a member of staff or temporarily stop the person volunteering.
- Ring the Thirtyone:eight helpline (**0303 003 1111**) to obtain guidance, where we are dealing with an issue relating to children, obtain specific guidance concerning the need to gain parental consent.
- If the report is regarding an adult determine whether they are an “adult at risk” (see [Appendix 5](#)).
- Based on an assessment of the concern and the advice from Thirtyone:eight, you may then decide to contact the Local Authority where the child or adult at risk lives. [Notts. County MASH](#) (Multi-Agency Safeguarding Hub): **0300 500 80 90**, Opening hours:
 - Monday, Tuesday, Thursday: 8:30am to 5pm
 - Wednesday 10:30am to 5pm
 - Friday: 8:30am to 4:30pm
 - Out of hours emergency number: **0300 456 4546**.
- The Safeguarding Lead may need to inform others, depending on the circumstances and/or the nature of the concern, such as:
 - Our insurance company.
 - The Safeguarding Trustee (or another Trustee if not available) if the concern relates to a member of staff.
 - The Chair (or another Trustee if not available) to determine if the safeguarding concern meets the criteria for a serious incident, if it does the other Trustees must be informed and this must be reported to the Charity Commission.
 - The Child or Adult Local Authority Designated Officer if the allegation concerns a worker working with children or adults at risk.
 - The [Child Exploitation and Online Protection](#) (CEOP) agency.
- Arrange support such as pastoral care and/or wellbeing support, consider making referrals to other agencies.

Concerns must only be shared in confidence on a strictly need-to-know basis. A written record of the concerns must be made in accordance with these procedures and kept in a secure place. These are usually captured using [Part 2 of the form in Appendix 2](#).

Where the report is about a member of staff the Trustees may take additional action in line with the church's disciplinary procedures.

It is, of course, the right of any individual to make a direct referral to the safeguarding agencies

or seek advice from Thirtyone:eight, although the Trustees hope that people will use this procedure. If, however, the individual with the concern feels that the church has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral, they are free to contact an outside agency direct.

Section 5: Wellbeing Support and Pastoral Care

The Leadership is committed to offering wellbeing support/pastoral care, working with other agencies as appropriate, to all those who have been affected by abuse who have contact with, or who are part of, the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Sarah Hopkins **Email:** shopkins202@gmail.com

Working with those who may pose a risk

When someone attending the church is known to be a risk to or have abused children or adults, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults, will set boundaries identified in a written agreement which they will be expected to keep. Such individuals will not be permitted to work with children or adults at risk in the church.

Section 6: Working with other Organisations

When the church works with other organisations in the UK or overseas to provide an activity for people we will ensure that:

- The organisations taking part have appropriate safeguarding policies in place for the nature of the work and the area in which they operate.
- These policies are properly implemented in practice and regularly reviewed.
- Agreements are in place regarding which safeguarding policy will be used and all workers trained accordingly.
- Insurance is in place to cover the activity.

The organisation(s) we intend working with may have informal safeguarding systems or approaches in place, we would want to ensure these are formalised, organised, and/or strengthened. Once agreed, we will want to ensure everyone who will take part in the activity follows the agreed policy to ensure we all safeguard the people we will work with.

In particular:

Any **mission trip** in the UK or another country in which church members are involved must:

- Have clear lines of accountability.
- Apply the same practices as detailed in the church's safeguarding policy and make sure they comply with any extra requirements of the other country.
- Have a named person to contact in the event of any safeguarding concerns arising and an agreed process for reporting concerns to the relevant statutory authority, be that in the

country that work is being carried out and/or the UK. The church's Safeguarding Lead must also be informed of a concern and any action that is taken as a result of that concern.

- King's Church workers must have been recruited in line with the church safeguarding policy and any extra requirement of the other country.
- Details of identified risks and how they will be managed will be captured in a safeguarding risk register, which is regularly reviewed

It is important that trip leader's and volunteers are respectful towards local people and agencies, acknowledging cultural differences and deferring to local leaders' knowledge of, and relationships with, the local community. Although there may be differences in cultural practice, the abuse of vulnerable people is never acceptable.

King's Church members on a mission trip are accountable to King's Church and are expected to conform to the same standards of adult & child safety and good practice as in the UK.

From a safeguarding point of view, overseas mission trips are often high risk and unsupervised contact between mission volunteers and children or adults at risk would not usually be safe or appropriate. Issues around contact with children or vulnerable adults need to be thought through in advance of the mission trip and, where the context involves close contact, such as helping at an orphanage or school, mission team members and local leaders need to work closely together. In this context, roles, responsibilities and boundaries between local leaders and team members need to be agreed in advance. This will all be documented in the Safeguarding Risk Assessment (see [Appendix 4](#)).

Section 7: Other Information

As well as the following appendixes, there are the following useful information sheets in the Kings Church Dropbox folder.

- FMG
- People with Disabilities
- Adults at risk to themselves
- Charity Commission requirements for Safeguarding.

APPENDIX 1

Signs of Abuse or Neglect

Abuse is a single or repeated act, or lack of action, which happens within any relationship where there is an expectation of trust, which causes harm or distress to another person or violates their human or civil rights. It involves the misuse of power and control, and it can be perpetrated by a wide range of people, including those who are close to the person or those who have no previous connection to them.

It is more likely that a child or adult will DISCLOSE (tell us) about something than we will notice it. You may also notice something which another volunteer or a member of King's staff is doing which causes you concern. Signs and indicators we might see include:

Physical abuse

- Visible injuries and bruising.
- Unexplained cuts, marks or scars, Unexplained falls.
- Injuries that do not match the explanation given.
- Subdued or changed behaviour.

Sexual abuse

- Physical injuries and bruising, particularly to the thighs, upper arms, and neck.
- Children may use uncharacteristic or age-inappropriate sexual language.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension.

Emotional abuse

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, or anger.
- Reluctance to be alone with a particular person.

Psychological abuse

- Emotional abuse, threats of harm or abandonment, and deprivation of contact.
- Humiliation, blaming, controlling, intimidation, coercion, and harassment.
- Verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks.
- Withdrawing or limiting access to medication or essential assistive equipment.

Financial or material abuse

- Missing personal possessions, unexplained lack of money, inability to maintain a lifestyle.
- Power of attorney obtained after the person ceased to have mental capacity, power of attorney not registered.
- Person appointed to manage financial affairs is evasive or uncooperative, family or others show unusual interest in the assets of a person.
- Signs of financial hardship.
- Disparity between living conditions and financial resources.

Online

- Spending a lot more or a lot less time than usual online, texting or gaming.
- Seem distant, upset, or angry after using the internet or texting.
- Being secretive about who they are talking to or what they are doing on their device.
- Having lots of new phone numbers, texts, or email addresses.

Modern Slavery

- Signs of emotional or physical abuse, malnourished, unkempt, or withdrawn.
- Isolation from the community, seeming under the control or influence of others.
- Living in dirty, cramped, or overcrowded accommodation.
- Lack of personal effects, always wearing the same clothes.
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers.

Neglect

- Poor appearance, unkempt clothing, poor hygiene and body odour.
- Untreated injuries.
- Change in behaviour, difficulty with emotional regulation, being unusually clingy.
- Being withdrawn, overly anxious, disruptive or aggressive.
- Hungry, getting food from bins or begging for food.
- Being absent from school, failure to meet developmental milestones.
- Lacking proper clothing for the weather.
- Reluctance to go home.
- Left alone inappropriately for long periods.
- Abusing alcohol or drugs.

Self Neglect

- Poor personal hygiene, unkempt appearance.
- Lack of essential food, clothing, or shelter.
- Malnutrition, dehydration and/or pressure sores.
- Living in squalid conditions, neglecting household maintenance, inadequate heating, hoarding.
- Non-compliance with health or care services.
- Inability or unwillingness to take medication or treat illness or injury.

Spotting Possible Signs of Inappropriate Volunteer or Staff Behaviour, when they:

- Spend an excessive amount of time alone with a child or an adult at risk in private or isolated areas.
- Use their personal devices to communicate with children, being friends with them or following them on social media (unless they are related to them).
- Have inappropriate relationships or conversations with children or adults at risk, such as having a sexual relationship or grooming behaviours like inappropriate gifts.
- Relay a story about a child or adult at risk's injury or behaviour which does not match the actual situation.
- Threaten violence, have aggressive or humiliating or demeaning behaviour.
- Take unauthorised photos of children or adults at risk.

Appendix 2

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteer/helper/attendee)

EMERGENCY: If you feel there is an urgent need then summon emergency support via 999

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/Job title: Signature:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Lead ⁵ :		

Check to make sure your report is clear to someone else reading it.

**Please phone our Safeguarding Lead, Joy Taylor on 07445 269 431 without delay
If she is not available see other contact details overleaf**

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the form overleaf:

1. As a registered body The King's Church Arnold is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014.
2. Essential principles of recording the information received/disclosed/observed:
 - a. remember: do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using: When, where, what, why and how
 - f. do not share this information with anyone else except the safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/family that you may be aware of. This can include any historic concerns or observations.
3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child or adult can be classed as a safeguarding concern.
4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding Lead*** – Our safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within The King's Church, Arnold and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the Church and external agencies.

7. ***Contact details:***

Name: Joy Taylor (the "Safeguarding Lead")

Tel: 07445 269 431

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: Mark Hopkins (the "Deputy Safeguarding Lead")

Tel: 0753 0559 249

If the concerns involve a member of King's staff, then the report should be made in the first instance to:

Name: Shelly Joddrell (the "Safeguarding Trustee")

Tel: 0771 4243 566

If you cannot reach any of the above contacts you can speak to a member of the Trustee Team (Andrew Pickin, George Moran, or Mick Tinkler) phone numbers in ChurchSuite.

EMERGENCY: If you feel there is an urgent need then summon emergency support via 999

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Lead)

Information received by:	Name:	Date & time:	From whom:
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :		
Initial Assessment of concern following advice			
Action taken with reasons recorded	Date:	Time completed:	By whom:
	Referral		To whom
	Signposting to other community resources		
	Pastoral Care and other support from church		
	Ongoing Monitoring		

Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Do they meet Care Act definition of an Adult at Risk?	If yes, how?				
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

OVERVIEW OF ACTIONS³:

Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

- 1. Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority adult or children's social care.
- 2. Initial assessment-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP* etc), what are the concerns categorised as?
- 3. Overview of actions** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period.

* the Child Exploitation and Online Protection agency, a command of the [National Crime Agency](#)

Appendix 3

Volunteer Safeguarding Briefing

WHAT TO DO IF CONCERNED?

It is more likely that someone will disclose (tell us) about a safeguarding concern than we will notice it. If someone does share something with us that causes us to be concerned, we must:

- Tell the person we cannot keep it a secret, we must share it with our safeguarding lead, who might need to share it with other professionals (social services, police)
- Tell the person we will keep it confidential; the safeguarding lead will only share it with those who need to know.
- Listen and record (write down) what the person is saying – do not probe or lead but listen.
- Phone the Safeguard Lead as soon as possible – if it is helpful, you can complete and pass on a Cause for Concern Form (paper copies in white cupboard in church office).

If someone discloses something to you, you suspect abuse or neglect, something another volunteer/member of staff is doing causes you concern or something just makes you feel uncomfortable, **the only obligation you have is to raise your concern by speaking to a safeguarding lead, ideally within 24hrs of your concern** (see contacts below):

Contacts:

Name: Joy Taylor (the "Safeguarding Lead")
Tel: 07445 269 431

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: Mark Hopkins (the "Deputy Safeguarding Lead")
Tel: 0753 0559 249

If the concerns involve a member of King's staff, then the report should be made in the first instance to:

Name: Shelly Joddrell (the "Safeguarding Trustee")
Tel: 0771 4243 566

If you cannot reach any of the above contacts you can speak to a member of the Trustee Team (Andrew Pickin, George Moran, or Mick Tinkler) phone numbers in ChurchSuite.

EMERGENCY: If you feel there is an urgent need then summon emergency support:

- In an emergency call **999**.
- If you have **urgent** concerns for a child's safety, please call Child Protection on 0300 500 80 80. If you require an urgent response outside of working hours (08:30-17:00), contact the Council's Emergency Duty Team (EDT) on 0300 456 4546.
- If you have **urgent** concerns for an adult's safety, please call the emergency duty team on 0300 456 4546.
- Make sure you **still speak to a safeguarding lead** about the situation

WHAT ARE CONCERNS?

It is more likely that someone will DISCLOSE (tell us) about something than we will notice it. You may also notice something which another volunteer or a member of King's staff is doing which causes you concern.

Physical abuse

Signs and indicators we might see include:

- Visible injuries and bruising.
- Unexplained cuts, marks or scars, Unexplained falls
- Injuries that do not match the explanation given.
- Subdued or changed behaviour

Sexual abuse

- Physical injuries and bruising, particularly to the thighs, upper arms, and neck.
- Children may use uncharacteristic or age-inappropriate sexual language
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension

Emotional abuse

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, or anger
- Reluctance to be alone with a particular person

Neglect

- Poor appearance or hygiene
- Untreated injuries
- Change in behaviour

Spotting Possible Signs of Inappropriate Volunteer or Staff Behaviour:

- Volunteers/staff spending an excessive amount of time alone with a child in private or isolated areas
- Volunteers/staff using personal devices to communicate with children, being friends with them on social media, or having inappropriate conversations
- Volunteer/staff's story about a child's injury or behaviour does not match the actual situation.

HOW TO KEEP EVERYONE SAFE

We can all do the following to help keep everyone safe:

- Attend and put in to practise any Safeguarding training run by the Church.
- Ensure you are always modelling appropriate behaviour as someone in a position of trust.
- Act on any concerns if something is not right or if you feel uncomfortable about something, it is better to talk to someone than ignore your concerns.

Appendix 4

Safeguarding Risk Assessment and Risk Register

A safeguarding risk assessment is a process used to identify and analyse potential risks of harm to vulnerable individuals, such as children or adults at risk. The goal is to put in place measures to prevent abuse, reduce its likelihood, and minimise its impact if it occurs. This involves examining activities, environments, and practices, and documenting potential hazards and the steps needed to mitigate them.

A Safeguarding risk assessment must be carried out for each activity undertaken by the church, this must be reviewed at least every two years or when an activity changes or the participants change to include, for the first time, a child or an adult who may be “at risk”. A template can be found below and in the church DropBox.

A Safeguarding Risk Register can be found in the church DropBox. This is a broader, long-term log that records all identified risks across the organisation, their potential impact, and their mitigation status.

SAFEGUARDING RISK ASSESSMENT:

The risk assessment process provides us with a structured approach towards safeguarding children and adults at risk within regulated activity.

Initially a review of each activity is done to see whether they are involving direct supervision of children or adults at risk. If no further risk assessment is needed then a LIGHT recruitment process is followed.

A regulated activity is defined as for example:

- **With Children:** Unsupervised activities (teaching, training, caring, advising) or working in specific places (schools, children's homes) regularly.
- **With Adults:** Providing healthcare, personal care (e.g., washing, dressing), or assistance with cash/bills due to age, illness, or disability.

Sunday Service and Teams					
	Team name				
Supervision of children involved?					
Supervision of adults at risk involved?					
Further risk assessment need?					

Sunday Kid's Groups					
Supervision of children involved?					
Supervision of adults at risk involved?					
Further risk assessment need?					

Midweek Activities							
Supervision of children involved?							
Supervision of adults at risk involved?							
Further risk assessment need?							

Activity: . Involving ADULTS AT RISK

Areas to consider for all activities:

- Lone supervision / contact with adult at risk
- Advice given to adult at risk
- Level of physical support given
-

RISK	ACTIONS to mitigate risk

Further Actions:

-
-
-
-
-
-

Activity: Involving Children

Areas to consider for all activities:

- Supervision ratios
- Toileting
- Parental Consent
- Saffer recruitment
- Teenage helpers

For activities OUTSIDE of the King's Centre also consider:

- Travel arrangements
- Drop off / pick up
- Insurance
- Facilities of locations attending
- H&S of locations attending
-

RISK	ACTIONS to mitigate risk
Supervision Ratio – should be 1 – 3/4 for under 4s 1 – 6/8 for primary age 1 – 8/10 for secondary age	
Toileting – Consideration of how this is done safely	
Parental Consent	
Teenage helpers	
Safe Recruitment steps	
Specific needs of any current children in the activity?	

Further Actions:

-