

THE GENERAL CONFERENCE OF THE NEW CHURCH



SAFEGUARDING MANUAL

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General Conference of the New Church



Safeguarding Requirements

The law makes certain requirements of all Churches and Groups where children are included or can wander into the building. As all our buildings are open to the public this applies to all Churches, Groups and Purley Chase.

Our Safeguarding Policy complies with and endorses the law, Government regulations and best practice and is endorsed by the Council and Ministry.

The requirements are simplified and written to be appropriate to The Conference organisation. They are mandatory.

There are 6 Documents:

1. 'Safeguarding Requirements' – what to do?
2. * Return sheet to be sent to sue.chesworth@generalconference.org.uk when your Church or Group members have fulfilled the requirements above. The closing date each year is August 31st as this will be reviewed annually.
3. Conference Safeguarding Policy for you to read, share with members, complete and keep locally
4. Risk assessment form for any activity with children and young people - to be completed for each activity and kept on the premises. A copy should be sent to Company Secretary Natalie Welch natalie.welch@generalconference.org.uk Rachel Gilsenan will keep a copy for all activities at Purley Chase.
5. Commitment for Leadership of Council and Ministry.
6. Safeguarding Poster for you to complete and display prominently.

*** Return Sheet Document 2.**

To complete this document, you will need to appoint both a Safeguarding Officer and Deputy Safeguarding Officer, both of whom must be familiar with the Conference Policy, know what to do if any suspicions are aroused and be prepared to act with sensitivity and appropriateness.

They should be people who are usually present or available when the premises are in use. Preferably they should not be the leader of the Church or Group and they must have had an enhanced DBS check through the church in the last 3 years.

They need to do the Safeguarding Training available on Bright HR. Please contact the Company Secretary Natalie Welch email: natalie.welch@generalconference.org.uk to arrange access to the FREE online training.

Churches, Groups and Purley Chase will receive documents 1 - 6

Youth Leaders (employed and voluntary) will receive documents 2 and 4

Council and Ministry will receive all six documents. One copy of document 5 will be signed and filed with the Company Secretary.

General Conference of the New Church



Safeguarding Return Sheet

Please complete this form and return it sue.chesworth@generalconference.org.uk (Postal Address in Year Book) when your Church or Group members have fulfilled the requirements listed on Document 1, Safeguarding requirements. The closing date for **2023 is August 31st**. This will be reviewed annually.

Name of Church or Group:

Name of our Church Child Safeguarding Officer:

Name of our Church Deputy Child Safeguarding Officer:

Names of Church Members with existing Conference enhanced DBS checks and who have certificates of Safeguarding Training:

- We have read and shared the 2023 Safeguarding Policy
- We are displaying the 2023 Safeguarding poster on our premises.
- We have a copy of the 2023 Safeguarding Policy available for anyone who requests it.
- We will use the Risk Assessment sheets for any activity with children should be sent to Company Secretary Email: natalie.welch@generalconference.org.uk
- We will respect and care for all people, whether vulnerable or not. Signed by a Minister or Leader of our Church or Group:

Print Name: _____

Signature: _____

Position: _____ Date: __/__/____

General Conference of the New Church



Safeguarding Policy

Section 1	Details of Church or Group and Conference
Section 2	Description of activities with children and adults within a Church or group
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General Conference of the New Church
The Safeguarding Policy for Churches and Groups



SECTION 1

Details of Church, Group or Youth Leader

Name of Church or Group or Leader: _____

Address: _____

Tel No: _____

Email address to be used: _____

Head Office details

The General Conference of the New Church, Purley Chase Centre,
Purley Chase Lane, Mancetter, ATHERSTONE, CV9 2RQ Tel: 01827 712370

Charity Number: 253206

Company Number: 6039

Conference's Insurance Company includes Public Liability Insurance and is with 'Ecclesiastical Insurance'

THIS POLICY IS AVAILABLE TO ANYONE WHO WANTS TO SEE IT ON THE GENERAL CONFERENCE WEBSITE. A COPY SHOULD BE KEPT SAFELY BY EVERY CHURCH, GROUP OR YOUTH LEADER.

SECTION 2:

The following is a brief description of our place of worship / group / facilities and the type of work / activities we undertake with children and adults with additional care and support needs:

SECTION 3: Our shared commitment

As the Conference Leadership of Council and Ministry 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 building constructive links with statutory and voluntary agencies involved in Safeguarding.

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 its workers and will regularly review the operational guidelines attached.
- support the Conference Safeguarding Co-ordinator Mrs Sue Chesworth in her work and in any action that she may need to take in order to protect children and adults with care and support needs.
- Not to allow the document to be copied by other organisations.
- The designated Safeguarding Lead and the Spiritual Leader will have annual Safer Recruitment Training. They will oversee the recruitment of all paid staff and volunteers.
- Ensure that all paid staff and volunteers have completed a DBS check via the Company Secretary. They need to be renewed every 3 years’.

SECTION 4: Definition of a child and an adult

Definition of a child

The legal definition of a child is someone under the age of 18 according to The Children Act 1989. Throughout this guidance when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

Definition of an adult at risk of harm (England)

An adult is someone over 18 (unless specific legislation states otherwise). Over the years, there have been a number of pieces of legislation dealing with adults of different ages and circumstances. (The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008)). These can now be summarised in the Care Act 2014 which refers to adults with care and support needs. It follows that some adults, because of circumstance or particular vulnerability or risk, may be in need of protection.

Definition of an adult at risk of harm (Scotland)

The Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone over 16 years. It will depend on the exact circumstance whether a person aged 16-18 will be considered a child at risk or an adult at risk. An adult is someone over 18 (unless specific legislation states otherwise). Over the years, there have been a number of pieces of legislation dealing with adults of different ages and circumstances. (The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008)). These are summarised in the Adult Support and Protection (Scotland) Act 2007 and relevant sections of the Care Act 2014. It follows that some adults, because of circumstance or particular vulnerability or risk, may be in need of protection.

When considering the safeguarding issues regarding adults, other pieces of legislation are also relevant such as the Anti-social Behaviour, Crime and Policing Act 2014 and the Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011 which deals with Forced Marriage, the Human Trafficking and Exploitation (Scotland) Act 2015 which deals with trafficking and abuse, the Family Law (Scotland) Act 2006 defines domestic abuse in the definition of child abuse, and the Abusive Behaviour and Sexual Harm (Scotland) Act 2016 modernises the law on domestic and sexual abuse.

Other important pieces of legislation when dealing with safeguarding adults are the Adults with Incapacity (Scotland) Act 2000 and the Mental Health (Care and Treatment) (Scotland) Act 2003. Where decisions are being considered regarding the welfare of adults, under the Adult Support and Protection (Scotland) Act 2007 they have to be full participants in the process and those who are involved in the investigations and assessments will form a view of the adult's capacity to make decisions for themselves. This means that where there are safeguarding concerns, referrals must be made to Adult Services so that this level of capacity can be assessed.

SECTION 5: 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. It is important to recognise the potential harm of peer-on-peer abuse. Any attitude of 'boys being boys' type attitude should be challenged. Any victims of abuse should be taken seriously.

In order to safeguard those in our Churches and Groups we adhere to the UN Convention on the Rights of the Child and have as our starting point 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.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:
No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

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

SECTION 6: Statutory Definitions of abuse of children and adults

Definitions of abuse of children. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

ENGLAND: The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect? Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Child Exploitation and Sexual abuse. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Any form of exploitation can be a one-off occurrence or happen over time.

Neglect. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or

- ensure access to appropriate medical care or treatment.

Spiritual Abuse. Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Child sexual exploitation. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Extremism. Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Definitions of Abuse of adults. The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

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 their care and support needs they are unable to protect themselves from either the risk, or the experience of abuse or neglect.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

SCOTLAND

The Scottish Government have produced National Guidance for Child Protection in Scotland 2014 (The Scottish Government, 2014) along with the Children and Young People (Scotland) Act 2014. This guidance replaces the previous version published in 2010 and Protecting Children – A Shared Responsibility: Guidance on Inter-agency Co-operation, which was published in 1998 and incorporates the Scottish Government guidance, Protecting Children and Young People: Child Protection Committees (2005)

SECTION 7: Responding to allegations of abuse of a child

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse nor speak to family members IF THEY MIGHT BE IMPLICATED. Follow procedures as below:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Mrs Sue Chesworth (hereafter the "Conference Safeguarding Co-ordinator") email: sue.chesworth@generalconference.org.uk who is nominated by the Church Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If the suspicions implicate both the Conference Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to The Company Secretary Natalie Welch, Email : natalie.welch@generalconference.org.uk Alternatively contact the Police or Social Services.

FOR USE IN EMERGENCY ONLY

The local Police Child Protection Team telephone number is _____.

The local Children's Social Services' office telephone number (office hours) is _____. The out of hours emergency number is _____.

The local Adult Social Services' office telephone number (office hours) is _____. The out of hours emergency number is _____.

- Suspicions must not be discussed with anyone other than those named in this policy. A written record of the concerns should be made and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Conference Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police.
- The Leadership will support the Conference Safeguarding Co-ordinator/Deputy and the local Safeguarding Officers in their role, and accept that any information they may have in their possession is strictly confidential will not be shared except with appropriate designated personnel.
- 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 Croner, although the Leadership hope that members of Churches/Groups will use the procedure set out in this document. If, however, the individual with the concern feels that the Conference Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Conference Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct.

The role of the Conference Safeguarding Co-ordinator/Deputy is to collate Safeguarding concerns. To act in an advisory role to local safeguarding officers. Any referral needs to be made in the local area by the local safeguarding officer. The Conference Safeguarding Officer will act in a supportive and advisory role as the need arises.

SECTION 8: Allegations of abuse against a person who works with children/young people/adults

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

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

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

The Conference Safeguarding Co-ordinator will:

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

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

SECTION 9: 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 where appropriate.
- a Disclosure and Barring Service (which in Scotland is called a Protecting Vulnerable Groups [PVG]) check has been completed where necessary (we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information). DBS checks or Barring Checks are carried out every 3 years by the Company Secretary.
- DBS checks or Barring Checks are carried out every 3 years by the Company Secretary.
- 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 concern.
- The Church Leadership has appointed a Conference Safeguarding Co-ordinator (at present Mrs Sue Chesworth) managing safeguarding according to current practice.

SECTION 10: Practice Guidelines

As Conference/Churches/Groups working with children, young people and adults with additional 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 accusation or unfounded accusations.

SECTION 11: Pastoral Care

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

SECTION 12:

Policy on using online videoing platforms. This policy applies to all video-call and video-meeting software, including but not limited to: Skype, Microsoft Teams, Google Meet, Go to Meeting and Zoom.

It is important to consider the potential risks of children being part of an online meeting.

Please check each online videoing platform policy that you use to seek their advice and when using these platforms for those under 16 we should consider the following:

- Groups should be operated according to the standards of our Safeguarding Policy.
- Careful consideration should be given to the risk posed when allowing adults to mix with children online and ensure every action has been taken to reduce the risk sufficiently so that everyone is safe.
- Parental permission is sought for children to take part.
- There should be no breakout rooms unless the young people are with two approved leaders per group who also have been DBS checked.
- Children under 16 should be on screen with a parent/guardian.
- People using these platforms should use respectful modes of behaviour and speech and have appropriate physical presentation such as clothing, venue, environment and timing.
- Young people should use their device in a communal space in their home.
- Video calls should not be recorded by either the leaders or young people.
- The host is to use the meeting ID as well as a password and to make sure they know who they are admitting to the session.
- The chat function should be disabled.
- Online meetings with children should always be in a group so that no one to one interaction is possible.
- Should a parent or young person have a safeguarding concern about any activity on an online videoing platform then please get in touch with Sue Chesworth Conference Safeguarding Officer: sue.chesworth@generalconference.org.uk

SECTION 13: Useful Appendices

- Appendix 1: Flowchart for Action – Children and Young People
- Appendix 2: Flowchart for Action – Adults at risk
- Appendix 3: Flowchart – Online safety
- Appendix 4: Cause for Concern Form
- Appendix 5: Code of Conduct
- Appendix 6: Youth Team Consent Form
- Appendix 7: Purley Camp Consent Form, letter
- Appendix 8: Under-18 Photography and Video Consent Form & Adult Photography and Video Consent Form

Signed:

Print Name:

Position:

Date:

Adoption of the policy

This policy was agreed by The Leadership and will be reviewed annually at the Conference Council.

The General Conference of The New Church



HEALTH AND SAFETY RISK ASSESSMENT FORM (Example)

Location:

Name of Assessor(s):..... Date:.....

Activity Assessed:.....

Signed: Date last Assessed:

	Hazard identified	Person(s) at risk	Existing controls	Further controls needed	Action by
1	Childrens Activities - Slips, trips, falls - Injury from use of equipment	Children and Adults	* Blunt ended scissors are used. * Children are always supervised * Parents are advised to closely supervise children * First aider and first aid equipment are available at the Church * Any spillages are cleared immediately to avoid accident. * Children wash hands after the use of paint or glue or any synthetic substances.		
2	Safeguarding. Potential abuse to Children and Vulnerable adults	Children and Adults	* Safeguarding policy in place for children and vulnerable adults. * Volunteers are all DBS checked. If they are not currently DBS checked they are not left alone at any time, they are supervised at all times. * We have a safer recruitment policy.		
3	Hall set up for activities	Adults and Children,	* The set up for activities is carried out prior to arrival of children * All staff are informed of the manual handling to ensure correct posture when moving tables and chairs. * Volunteers are advised to only move equipment they are physically capable of moving safely. * The hall is checked for any potential hazards in walkways, any wires for monitors are secured.		
4	Fire	Adults, Children, General Public	* Walkways are kept clear of any obstacles. * The leaders are familiar with the fire procedure and the equipment available.		

Safeguarding Example Risk Assessment Form April 2023

Safeguarding Manual – Version 2 – 2023

The General Conference of The New Church



HEALTH AND SAFETY RISK ASSESSMENT FORM

Location:

Name of Assessor(s):..... Date:.....

Activity Assessed:.....

Signed: Date last Assessed:

	Hazard identified	Person(s) at risk	Existing controls	Further controls needed	Action by

Safeguarding Blank Risk Assessment Form April 2023

General Conference of the New Church



Safeguarding Leadership Statement

The Leadership of Council and Ministry recognises the importance of its work with children and young people and its responsibility to protect them all.

This Organisation is committed to the Safeguarding of children and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional, spiritual 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 undertake to exercise proper care in the appointment and selection of all those who will work with children.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- 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 in need of protection.
- Supporting the Conference Safeguarding co-ordinator/s and the Church/Group Safeguarding Officers in their work and in any action they may need to take in order to protect children.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this 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 Churches and groups affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards adopted within Conference's Safeguarding Policy.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child then speak to one of the following who have been approved as Safeguarding Co-ordinators for this Organisation.

Mrs Sue Chesworth Conference Safeguarding Co-ordinator

A copy of the full policy and procedures is available on the church website. Additional information may be obtained from Sue Chesworth sue.chesworth@generalconference.org.uk

Signed by Leadership of the Conference of the New Church

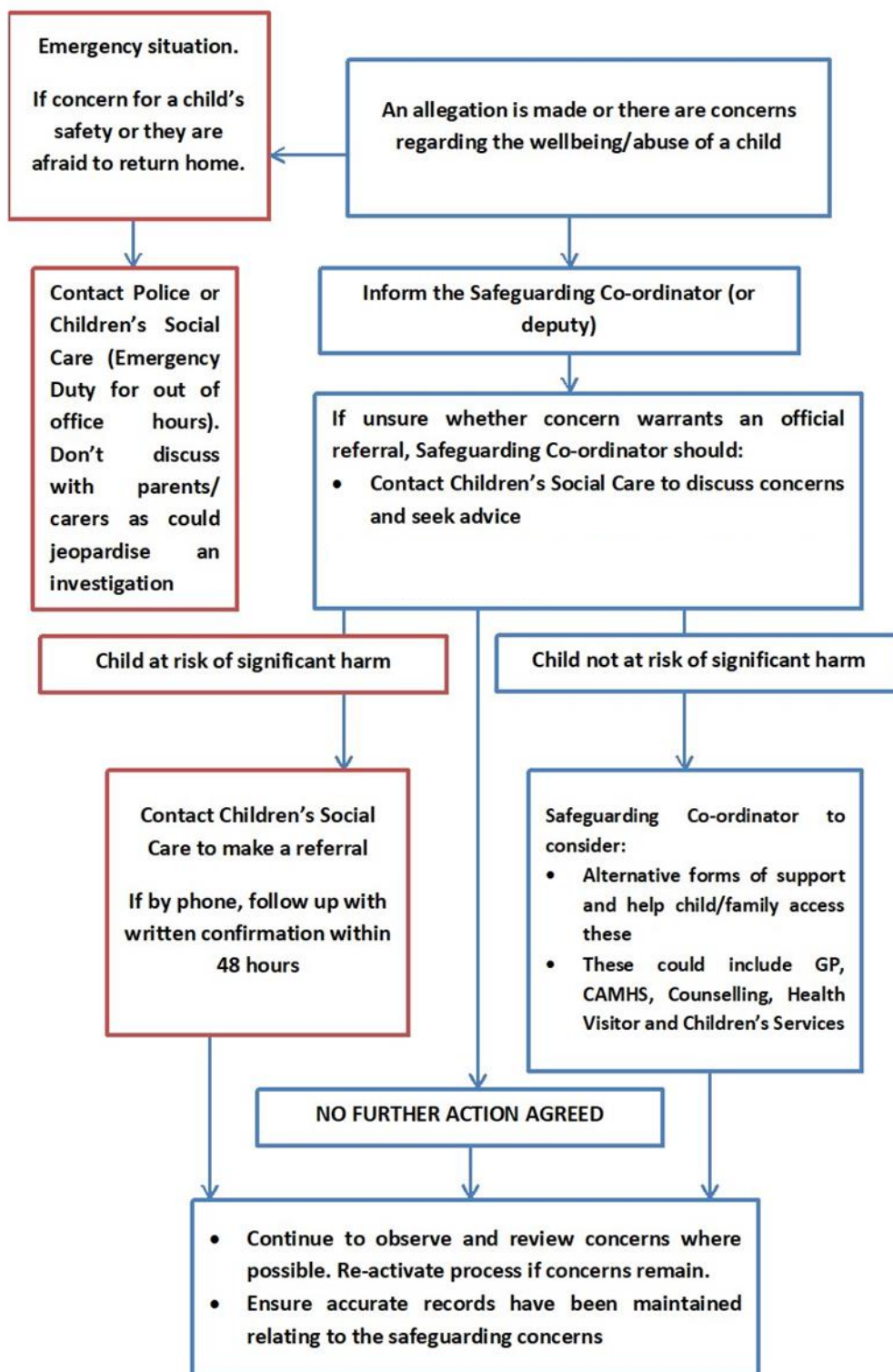
Council: _____

Ministry: _____

Dated: ____/____/____

Appendix 1 - Flow Chart to highlight recommended action if concerned.

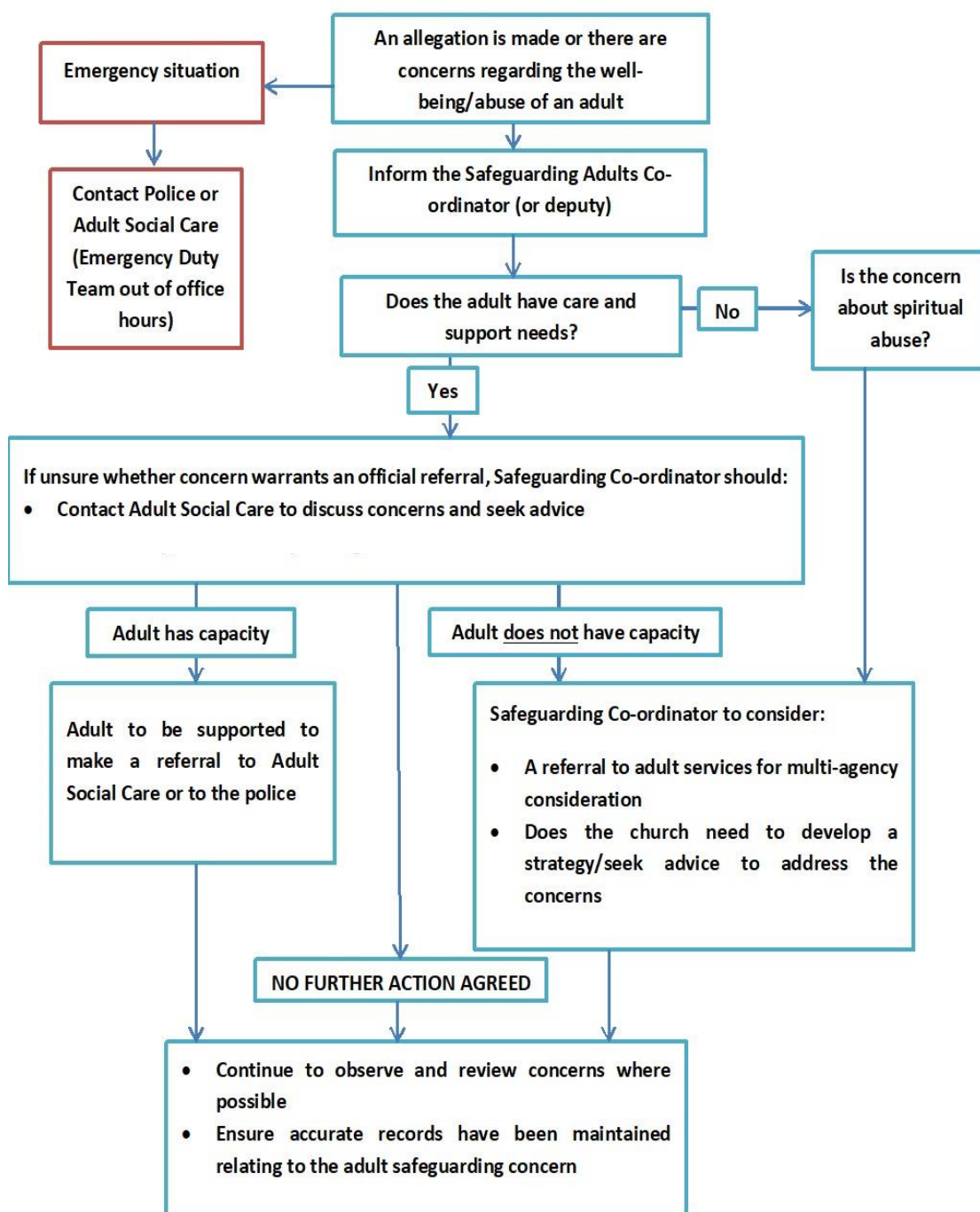
This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



Working Together to Safeguard Children 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.”

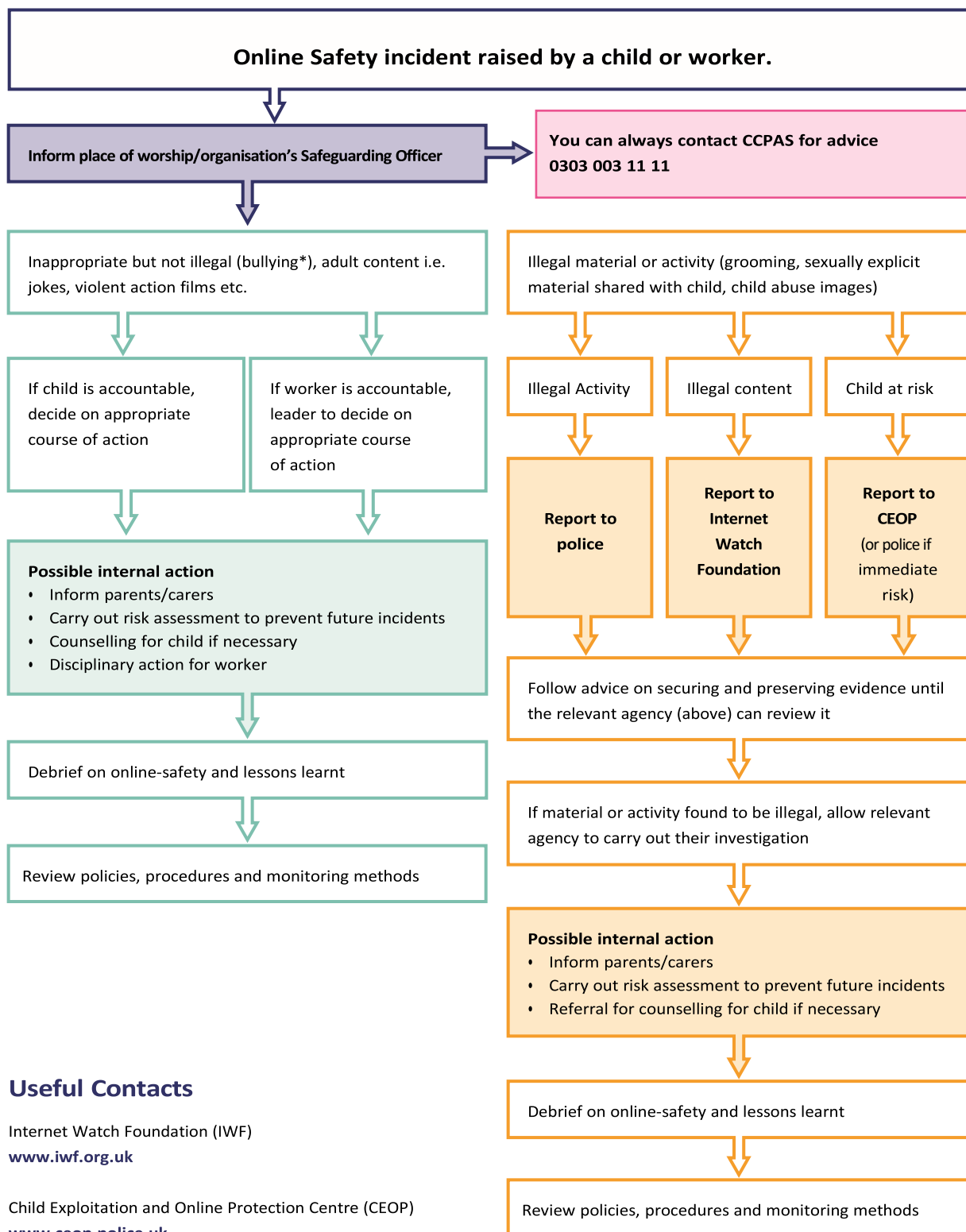
Appendix 2 - This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision.
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision.
- communicate their decision.

Appendix 3 – Online Safety



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act.

Appendix 4 – Template – Record Concern

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

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

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:		
Other members of the household ⁴ :		
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 Co-ordinator ⁵ : _____		

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

Please pass this form to your Safeguarding Coordinator without delay

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

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation 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. (Refer to your own church's/organisation's safeguarding policy at this point too).
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 the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding co-ordinator 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 can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or NSPCC or your local police at this stage.
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 co-ordinator*** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation 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 organisation and external agencies.

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

(for use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	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 ²					
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	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:			

Any other relevant information			
Name of Safeguarding Coordinator:		Signature:	

OVERVIEW OF ACTIONS³:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

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 of course 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 social services.
2. **Initial assessment-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/CEOP /CPAS (Churches Child Protection Advisory Service) 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 of time.

General Conference of the New Church



Code of Conduct

The General Conference of the New Church behaviour code for working with children, young people and adults at risk of harm.

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for The General Conference of the New Church. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches The General Conference of the New Church social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave The General Conference of the New Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name: _____

Signature: _____

Date: ____/____/____

General Conference of the New Church



Consent Form

Full name of young person (if under 18) _____ Date of Birth: ____/____/____

Gender: Male / Female [delete as appropriate]

Contact email address _____

Address (capitals please) _____

Name of GP: _____ Tel No: _____

Address: _____

NHS No: _____ Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of parent/carer _____

Tel no: Day _____ Eve _____ Mobile _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____ Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group.

The group may leave the Church for walks and visits to other locations.

I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

I give permission for my child to be transported to and from the activity/I understand that my child will be transported to/from _____

In An Emergency

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.(please circle) YES / NO

Signed & dated (parent/or adult with parental responsibility) _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

Appendix 7 – Sample letter (Forest Day School)

Dear Summer Campers and parents

This is to confirm arrangements for the 9-12's Summer Camp 2019

Please can the children be dropped off after 4.00pm on Saturday 3rd August and be collected at 10.00am on Wednesday 7th August.

We hope to be able to share our work with you at our closing service so if you could arrive for 9.45am on Wednesday we will be able to celebrate what we have been doing during the Camp before everyone sets off home.

With this letter there should be a consent form for you to sign and to confirm emergency contact details and any medical / allergy information. Please can this be handed in to Christine on arrival at Purley Chase. Spares will be available at Purley but please don't leave without passing on those contact and consent details.

The intention is to visit the swimming baths in Atherstone, and the children will have some time to go shopping in the town. The weather may help us decide on other activities but this year we have a Forest School day booked and it is important that children have good footwear for this and clothing that will suit any weather as we will go ahead come rain or shine....wellies and waterproofs may be appropriate but we hope not!

As well as the Forest School day we would hope to be able to spend plenty of time outdoors and that may mean getting wet and/or muddy as well. Although our optimistic natures mean we suggest bringing sun cream and sun hats please pack outdoor clothing suitable for a variety of "British Summer" weather conditions.

We cannot accept responsibility for mobile phones and electronic devices and would prefer that children do not bring them to the camp. In the event of an emergency, we will contact you on the numbers provided.

Bedding and towels for use at Purley Chase are provided; please bring your own towel for swimming.

Payment: a deposit was requested at the time of booking and if you are able to make a further donation (preferably through Gift Aid) this would be appreciated. Purley Chase can't take card payments but there is a donation box available for cash or cheques.

Families often ask for guidance on what is appropriate; that is tricky as donations can't be specified and we don't wish to make it seem we are requiring certain amounts because we most definitely are not – it is deposit plus a donation. By way of guidance all I can do is refer parents to the Purley brochure price for full board per night for children in standard (dormitory) accommodation age 5-11 which is £_____ (age 12-18 is £_____) and recognise that activities, outings, teaching and childcare are provided during the four nights of our Camp.

If you have any questions, please phone Name either at home: _____ or mobile_____. Email is _____

Looking forward to seeing you,

Insert Names of leaders here

General Conference of the New Church



Under-18 Photography and Video Consent Form

Parent/Guardian Name

Child's Name

Child's Date of Birth __ / __ / __

☐ I consent to **photographs** of my child being taken at General Conference of the New Church events, and being shared on their online platforms, which include the E-News newsletter, web sites and social media, until I inform them otherwise.

☐ I consent to **videos** of my child being taken at General Conference of the New Church events, and being shared on their online platforms, which include the E-News newsletter, web sites and social media, until I inform them otherwise.

☐ I consent to my child's name being used alongside shared **photographs**.

☐ I consent to my child's name being used alongside shared **videos**.

Signed _____ Date __ / __ / __

General Conference of the New Church



Adult Photography and Video Consent Form

Your Name

☐ I consent to **photographs** of me being taken at General Conference of the New Church events, and being shared on their online platforms, which include the E-News newsletter, web sites and social media, until I inform them otherwise.

☐ I consent to **videos** of me being taken at General Conference of the New Church events, and being shared on their online platforms, which include the E-News newsletter, web sites and social media, until I inform them otherwise.

☐ I consent to my name being used alongside shared **photographs**.

☐ I consent to my name being used alongside shared **videos**.

Signed _____

Date __ / __ / __

General Conference of the New Church



Safe Recruitment Policy

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. The following process will be adopted and applied consistently when appointing a staff member, associate or volunteer.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- aims of the organisation and where appropriate, the particular programme involved.
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out.
- the organisation is an equal opportunities employer, operating within child safeguarding standards

Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job or role description, including roles and responsibilities.
- a person specification which clearly states qualifications and experience required
- an application form.
- a self-disclosure form (see Recruitment of Candidates with a Criminal Record Guidance)

Application Forms

All applicants, whether paid or voluntary, full time or part time positions will complete an application form, including a full work history. Individuals providing incomplete applications will not be considered.

References

Contact details of two written references (not relatives) are required, one of which should be a previous employer. References will only be taken up when the position is offered to the applicant and will be requested via email and confirmed by telephone. A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk.
- The candidate's suitability for this post.

All appointments are subject to satisfactory references prior to the provisional start date. Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and / or barring check will be undertaken. DBS or Barring checks are carried out every 3 years.

Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation. See our policy for Recruiting Persons with a Criminal Record for more information.

Shortlisting

Short-listing of candidates will be against the person specification for the post and carried out by a minimum of two fully trained staff members.

Interview process

Interviews will be carried out by a minimum of one fully trained staff member and will be conducted face-to-face where possible.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with young people.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the candidate's identity.

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, the applicant will then be asked to complete a criminal record self-disclosure form. The applicant will be informed that the appointment is subject to satisfactory DBS certificate and two references. Having a criminal record does not automatically prevent you from working with or for the organisation.

All staff and volunteers will undergo a formal induction, which will cover the organisation's Safeguarding and Child Protection Policy and Procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

- All staff and volunteers receive training and written guidelines on safer working practices.
- All staff and volunteers receive training and written guidelines on allegations management and whistle-blowing.
- All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.
- The designated Safeguarding Lead and the Spiritual Leader will have annual Safer Recruitment Training. They will oversee the recruitment of all paid staff and volunteers.
- All paid staff and volunteers will have annual safeguarding training. A record of training will be kept by the Company Secretary.
- An external audit of Safeguarding Procedures will be carried out annually.

Probation period

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.