



Safeguarding Policy, Procedures and codes of Conduct

September 2023

Contents

Section	Description	Page
1	Purpose	3
2	Scope	3
3	Context	3
4	Values and beliefs	4
5	Our responsibilities and commitments	5
6	Purpose	6
7	Scope	7
8	Definitions	7
9	Governance and oversight	7
10	Recruitment and ongoing support of staff and volunteers	7
11	Ensuring a safe and healthy environment	9
12	Responding to and reporting safeguarding concerns and disclosures	10
13	Allegations against or concerns about staff and volunteers	11
14	Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people	12
15	Concerns about practice and whistleblowing	13
Appendix A	Safeguarding role allocation	14
Appendix B	Key safeguarding contacts	17
Appendix C	Basis of the policies and procedures and the legal framework	18
Appendix D	Standard Document Samples	19
Appendix E	Codes of Conduct	27

City Church Manchester

Safeguarding Policy and procedures:

Safeguarding children, young people and adults at risk of abuse

1. Purpose

This policy with its appendices outlines how we will:

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

2. Scope

- 2.1. This policy applies to everyone who works on our behalf with children, young people, their parents / carers and adults at risk of abuse whether trustees, senior leaders, group / ministry leaders, paid staff, volunteers, or others working on our behalf
- 2.2. A 'child or young person' is anyone below the age of 18 years old
- 2.3. An 'adult at risk of abuse' is defined by the following 4 criteria, where all 4 must be met:
 - Must be 18 years or over; and
 - Has need for care or support (whether or not the Local Authority is meeting any of the needs); and
 - Is experiencing or is at risk of experiencing neglect or abuse; and
 - As a result of their support they are unable to protect themselves from either the risk or experience of abuse or neglect.

3. Context

City Church Manchester is an independent evangelical church located in the centre of Manchester. We are a part of FIEC, City to City and the North West Partnership.

Vision

We are a growing church that trains and generously gives labourers to resource and plant churches in Manchester, the Northwest and beyond.

Values

- Gospel driven - We believe that the Gospel is the way into the Christian life and the way forward in the Christian life. We therefore want the Gospel to drive everything we do and shape the way we do it.

- Excellence - Our hope is that everyone involved in the church serves to the best of their ability, serves to glorify God. We desire to have a culture not of perfectionism but of excellence in all things, driven by an enjoyment of God who has given his best for us.
- Accessible - We want the reconciling power of Jesus to be demonstrated through gathering people from across our city. We are committed to being an accessible community for all.
- Reformed - We stand in the reformed tradition and delight in God's sovereignty, the power and authority of the preached Word, and the expectation that the Gospel will impact and transform our communities.

City Church Manchester is a Charitable Incorporated Organisation, with charity number: 1157448

The main activities of the organisation are:

- **Sunday Services:** all-age worship services on Sundays at 4pm and 6:30pm at Central Hall.
- **Connect:** small groups for adults (including families), meeting in homes across Manchester on various days.
- **Equip:** mid-week teaching and training sessions for adults, meeting on Thursdays at 7-9pm. The groups meet both in person at Central Hall (Thurs) and sometimes with an online option.
- **City Kids Sundays:** operates during the church meeting in rooms near the main auditorium in Central Hall. Children aged 1-11 are looked after by church members and are taught the Bible in an age appropriate way including games and creative activities.
- **City Youth:** meets at Central Hall when we cannot meet in person, on Tuesday evenings. Here children in school year 6-13 engage in games and Bible teaching.
- **Adults with Care and Support Needs:** While we do not currently have any activities that work explicitly with adults with care and support needs, our pastoral team works with members of the church community that may find themselves vulnerable through a variety of circumstances.
- **Students:** Students may come under safeguarding policies and procedures either by starting university aged 17 or by facing circumstances which place them in need of additional care and support.

The church is led by Elders, who serve as the "pastor-teachers". Deacons are individuals, recognised as having appropriate gifts, who are appointed to serve our church through helping the Elders with their tasks, whether such tasks be material or spiritual in character.

The Trustees of the City Church Manchester CIO are responsible for all legal and financial compliance. They are appointed by the Elders of City Church in accordance with the provisions of the CIO Constitution.

4. Values and beliefs

- 4.1. Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns with senior leaders
- 4.2. We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly to children, young people and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere
- 4.3. Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy

Our approach to safeguarding is shaped by our belief as Christians that:

- 4.4. We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us in
- 4.5. Every human life, including that of the unborn, is valuable to God and each person bears his image
- 4.6. We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers
- 4.7. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation
- 4.8. Jesus' example was one of valuing, accepting, and caring about everyone
- 4.9. We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us
- 4.10. The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God
 - 4.10.1. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace and forgiveness
 - 4.10.2. Where necessary, the church may impose formal discipline on its members in accord with its governing documents and standing orders.

5. Our responsibilities and commitments

5.1. Our responsibilities

- 5.1.1. To ensure that the protection of all members of our community, but particularly children, young people and adults at risk of abuse and the promotion of their welfare is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our organisation
- 5.1.2. To treat each person as equal in the sight of God; equally sinful, equally loved and equally offered the gift of salvation and reconciliation to God and equally protected and respected
- 5.1.3. To seek to minister to, and to encourage growth in obedience to God and his word with equity, transparency and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims and governing documents
- 5.1.4. To value, respect and listen to the wishes of every member of our community, including those who are vulnerable or find it difficult to make their voice heard
- 5.1.5. To ensure that as a church we are alert to our duties around the Prevent Duty 2016 and to report appropriately
- 5.1.6. To work in partnership with children, young people, their parents / carers, adults at risk of abuse and local and national partner agencies and organisations to promote the welfare of and to protect each member of our community, and particularly the vulnerable
- 5.1.7. To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our community, in accordance with our doctrines and beliefs as outlined in our governing documents

5.2. How we will seek to fulfil these responsibilities

- 5.2.1. We will seek to visibly demonstrate our commitment to safeguarding throughout the organisation and trustees will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other

- 5.2.2. We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to competently and confidently fulfil their role
- 5.2.3. We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding
- 5.2.4. We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness
- 5.2.5. We will ensure that we appoint a Designated Safeguarding Lead and at least one deputy who will take responsibility for leading safeguarding children and adults across the organisation
- 5.2.6. Safeguarding will be promoted and overseen by our trustees
- 5.2.7. Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be included in our procedures and made publicly available
- 5.2.8. We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers
- 5.2.9. We will ensure staff follow and have access to the Employee Handbook and Staff Code of Conduct
- 5.2.10. We will implement the following policies in addition to the Safeguarding Policy:
 - Health and Safety procedures
 - Anti-Bullying & Harassment policy
 - Staff Grievance policy
 - Complaints policy
 - Data Protection policy
 - Whistleblowing policy
- 5.2.11. We will ensure that relevant policies, procedures, codes of conduct etc are publicly available
- 5.2.12. We will seek to clearly identify concerns about the safety or wellbeing of those who are part of our community and to respond appropriately and proportionately:
 - To signpost or refer them to local or national services that can help them
 - To provide information, guidance and support as we are able, to help them overcome their challenges
 - To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and / or criteria are met
- 5.2.13. We will involve children, young people, their parents or carers and adults at risk of abuse in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them

Safeguarding Procedures

6. Purpose

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

7. Scope

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

8. Definitions

- 8.1. **Staff:** refers to any paid employee or office holder
- 8.2. **Volunteer(s):** refers to anyone who is appointed by the church to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised)
- 8.3. **Elder(s):** refers to those appointed by the church to that office to provide spiritual leadership
- 8.4. **Deacon(s):** refers to those appointed by the church to that office to support the Elders and serve the church in practical and spiritual matters
- 8.5. **Trustee(s):** refers to those appointed by the Elders to that office to provide all legal and financial oversight.

9. Governance and oversight

The Trustees will provide effective oversight of safeguarding across the church by:

- 9.1. Ensuring that the church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable
- 9.2. Ensuring that a suitably knowledgeable and appropriately skilled Designated Safeguarding Lead (DSL) and a deputy are appointed and that they are adequately supported and resourced
- 9.3. Ensuring that a proportionate and legally compliant safeguarding policy is in place and that it is reviewed by the Trustees with input and support from the DSL and Deputy DSL at least annually, but more frequently as required
- 9.4. That the DSL provides a verbal or written update to all trustee meetings (which can be conveyed via one of the trustees or Senior Leadership Team) and that a formal annual report is provided to the trustees by the DSL and Deputy DSL
- 9.5. That the effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures
- 9.6. That role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church (see appendix A)

10. Recruitment and ongoing support of staff and volunteers

The recruitment and support of staff and volunteers is of critical importance to City Church Manchester and to our work and ministry. In order to fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate recruitment processes. This section outlines the process of recruitment and on-going support in relation to volunteers working with children, young people or adults at risk of abuse. All policies relating to employee recruitment and support are detailed in the Employee Handbook.

10.1. Management of recruitment processes

- 10.1.1. At least one person who is involved in the process of appointment of volunteers will be trained in Safe Recruitment
- 10.1.2. Appropriate records will be kept of all recruitment processes
- 10.1.3. A "Single Central Record" of recruitment checks and a training log will be maintained

- 10.1.4. DBS certificates will be returned to the applicant and no copies will be kept. The Single Central record is the only record that will be retained by the church
- 10.1.5. Volunteers will be provided with written job / role descriptions and person specifications prior to deciding whether to take up the position / role

10.2. Recruitment process

- 10.2.1. Prior to appointment, all volunteers working with children, young people or adults at risk of abuse will be required to submit an application form (see appendix D). Where necessary and appropriate (e.g. lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.
- 10.2.2. Prior to appointment, all volunteers will be required to attend a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements.
- 10.2.3. Prior to appointment, references will be sought for all volunteers. Where an appropriate reference was obtained at the time of application for formal church membership, this may be used
- 10.2.4. Following appointment and prior to commencement of the role, volunteers will be required to complete a formal induction process as defined in the role description

10.3. Probationary periods

- 10.3.1. All volunteers working with children, young people or adults at risk of abuse will be subject to a formal 6 month probationary period
- 10.3.2. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided
- 10.3.3. Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee or volunteer prior to the end of the probationary period and records will be retained of all discussions

10.4. Ongoing support and supervision

- 10.4.1. All volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management

10.5. Training

- 10.5.1. All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training
 - Trustees will receive initial training. There is no requirement for formal update training, however, the trustees must ensure that they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance up to date
 - Volunteers and staff involved in working with children, young people or adults at risk of abuse are required to update their training at least every three years
 - The Designated Safeguarding Lead and the Deputy DSL are required to attend formal update training at least every two years
 - All staff, volunteers and trustees will undergo some informal update activity annually
- 10.5.2. A log of training and DBS checks will be maintained by the DSL

11. Ensuring a safe and healthy environment

City Church Manchester fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.

Health and Safety

- 11.1. The trustees will ensure that the health and safety of everyone who enters our church community is protected by our Health and Safety policy.

When engaging in ministry to children and / or young people we will:

- 11.2. Ensure that registers of children attending, and leaders present are maintained
- 11.3. Ensuring that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures
- 11.4. Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded
- 11.5. Ensure that appropriate child to adult ratios are maintained in line with guidance from the NSPCC:
- 0 - 2 years - one adult to three children
 - 2 - 3 years - one adult to four children
 - 4 - 8 years - one adult to six children
 - 9 - 12 years - one adult to eight children
 - 13 - 18 years - one adult to ten children
- 11.6. Due to the wide age ranges in City Kids settings and for the avoidance of doubt, the following ratios will apply in practice:
- For creche and toddlers (age 1-4): 1 leader to every 4 children (1:4)
 - For City Kids activities including infants/juniors (age 4-11): 1 leader to every 6 children (1:6)
 - For City Youth (age 11-18) 1 leader to every 8 children (1:8)
- 11.7. There should always be more than one leader for any group. (If possible have at least one male and one female leader if the group is mixed).
- 11.8. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner
- 11.9. Ensure that appropriate order and discipline are maintained

When children or young people are present at meetings that are primarily aimed at adults and childcare is not provided and their parents are present

- 11.10. During these times, children remain the responsibility of their parents who are responsible for their safety and care
- 11.11. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

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

- 11.12. Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply
- 11.13. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers

- 11.14. If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents and establish open communication and transparency
- 11.15. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected
- 11.16. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

When ministering to Adults at Risk of Abuse or Adults with additional support needs

- 11.17. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carer(s)
- 11.18. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carer(s) and consent will be sought for the church to contact them with a view to establishing open communication and transparency
- 11.19. Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected
- 11.20. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

General provisions

- 11.21. The church will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed in the building and online
- 11.22. Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the church and by personal example

12. Responding to and reporting safeguarding concerns and disclosures

Managing immediate risk

- 12.1. Upon identification of a concern or receipt of a disclosure, the worker involved should make an assessment as to whether any immediate action is necessary to protect the individual
 - 12.1.1. The worker may seek advice from the team leader or from the DSL, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm
 - 12.1.2. In such urgent situations and if the DSL or deputy cannot be immediately contacted, the worker should contact either the police on 999 or Children's Social Care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity

Reporting concerns to the Designated Safeguarding Lead

- 12.2. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL
 - 12.2.1. The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding

- 12.2.2. Details of the concern must be recorded on the “Incidents and concerns reporting form” (See appendix D) either before, during, or immediately after the discussion with the DSL

Managing the risks: the role of the DSL

- 12.3. In discussion with the worker reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required
- 12.4. Upon receipt of the completed form, the DSL will establish a “Confidential File” in relation to the person at risk
- 12.4.1. A Chronology (See appendix D) will be established and inserted at the front of the confidential file
- 12.4.2. The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis
- 12.4.3. The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a “need to know” basis
- 12.5. Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care
- 12.6. Information will not be shared with the parent / carer in situations where:
- To do so would place a child at increased risk of harm or neglect
 - To do so would place an adult at increased risk of harm or abuse
 - The concern relates to Fabricated or Induced Illness
- 12.7. The referral will be made to the appropriate Social Care service (See appendix B for contact details)
- 12.7.1. If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children’s Social Care
- 12.7.2. The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process
- 12.7.3. All conversations, correspondence, and documentation etc will be placed into the confidential file and the “Record of action” and Chronology will be maintained on an ongoing basis
- 12.8. Confidential files will be stored digitally in a secure Google Drive
- 12.9. The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding

13. Allegations against or concerns about staff and volunteers

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

- 13.1. Allegations against staff or volunteers within the church should be reported to the DSL or if the DSL is implicated then the Deputy should be contacted. If both the DSL and Deputy are implicated then the Police or LADO should be contacted directly.
- 13.2. Full details of the allegation will be recorded
- 13.3. The church’s DSL must first assess whether any immediate action is required to ensure the safety of everyone involved

- 13.3.1. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable
- 13.3.2. If so, care should be taken not to compromise the gathering of evidence.
- 13.3.3. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged
- 13.3.4. Support must be offered to the subject of the allegation as well as any potential victims
- 13.4. At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted
 - 13.4.1. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS)
- 13.5. If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed
- 13.6. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency
- 13.7. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
 - 13.7.1. These records will be held confidentially in a secure Google Drive
- 13.8. The DSL will seek and follow specialist advice throughout the process

14. Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

- 14.1. Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks
- 14.2. With the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate
- 14.3. The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated
- 14.4. A formal agreement with the individual will be drawn up and will be signed by the DSL and a trustee. The agreement will include:
 - 14.4.1. The church's commitments to the individual who poses the risk
 - 14.4.2. The steps the church will take to support the individual while simultaneously protecting everyone in the church community
 - 14.4.3. The restrictions and conditions that will be applied to the individual's involvement in the life of the church
 - 14.4.4. The consequences of failure to comply with the agreement
 - 14.4.5. When and how the risk assessment and formal contract will be reviewed
- 14.5. All decisions and agreements will be formally recorded and securely stored
- 14.6. The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:
 - 14.6.1. With the agreement of the individual who poses a risk
 - 14.6.2. Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared

14.7. If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on

15. Concerns about practice and whistleblowing

15.1. Staff and volunteers should raise concerns about the culture or practice within the church by following the Whistleblowing Policy

Basis of policy and legal framework

This policy is consistent with:

- Current legislation
- National guidance
- Local arrangements
- Our charitable objectives, governing documents and doctrinal statements

Full details are available in appendix B

Related policies and procedures

This policy should be read in conjunction with:

- Our Statement of Faith
- Our governing documents / Church Rules
- Employee Handbook
- Staff Code of Conduct
- Health and Safety procedures
- Anti-Bullying & Harassment policy
- Staff Grievance policy
- Complaints policy
- Data Protection policy
- Whistleblowing policy
- City Kids Best Practise Guidelines
- City Youth Best Practise Guidelines

Policy due for review:

Policy last reviewed

Last review conducted / approved by:

Appendix A – Safeguarding role allocation

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

<u>Legal responsibility</u>	<u>Spiritual responsibility / authority</u>
Governance / strategic level Legal compliance and final responsibility for safeguarding rests with the Trustees. • Answers to Charity Commission • Legal responsibility for safeguarding. • Approving policies and procedures. • Overseeing and monitoring implementation of policies and procedures. • Raising safeguarding awareness during member meetings. • Overseeing recruitment, implementing the blemished applications procedures and considering appeals from aggrieved applicants. • Supporting the Safeguarding Co-Ordinator and Safeguarding Trustee. • Supervising offenders in the church community outside the context of children's work.	Governance / strategic level Spiritual / doctrinal matters are the responsibility of the Elders: • Ralph Cunnington • Matt Waldock • Josh Foulkes • Sam Hyde • Eric Duong
Allegations against staff or volunteers and concerns about practice Concerns about conduct of our staff or volunteers or about practice within the organisation should be addressed to the DSL. If they are unavailable, their deputy should be contacted.	
Operational management level Designated Safeguarding Lead <i>Answers to Trustees</i> • Conduit for all safeguarding information. • Writing and updating policies and procedures. • Recruitment including DBS. • Safeguarding consultation with elders, trustees and workers. • Liaising with Christian Safeguarding Services.	Practical level Children's, Youth and Families Worker <i>Answers to DSL</i> • Recruitment • Implementing policies and procedures. • In the event of a disclosure, suspicion or allegation, reporting to DSL. Name: Katy Williams Role: Children, Youth and Families Worker / Recruiter Email: katy@citychurchmanchester.org

• First port of call for reporting disclosures, suspicions or allegations of harm. • Training workers. Deputy Designated Safeguarding Lead / Safeguarding Trustee <i>Answers to Leadership Team</i> • Deputising for and supports DSL • Second port of call for reporting disclosures, suspicions or allegations in the event that • DSL is either implicated or unavailable. • Representing church leadership in safeguarding decision making.	Phone: +44 7734887203 Team Leaders <i>Answer to Children's, Youth and Families Worker</i> • Implementing policies and procedures. • Supervising group leaders and helpers. • In the event of a disclosure, suspicion or allegation, reporting to DSL Group leaders and helpers <i>Answer to Leader in overall charge of group</i> • Implementing policies and procedures. • In the event of a disclosure, suspicion or allegation, reporting to DSL Church members and attendees • In the event of a disclosure, suspicion or allegation, reporting to DSL
Other Roles: Trustees: Matt Waldock (Chair) Ralph Cunningham Josh Foulkes Libby Hyde David Springate Justin Theed	
Details of external specialist support: Christian Safeguarding Services: DBS and Barred List checks. Liaising with DSL in the event of a blemished disclosure. Providing support in the event of disclosures, suspicions or allegations. 0116 218 4420 <i>The CSS, 6-8 Marshalsea Road London</i> contact@thecss.co.uk Disclosure and Barring Service Helpline - 07851 549922 dbchecks@thecss.co.uk <i>thecss.co.uk</i> Police Emergencies Local Area Switchboards: 999 Piccadilly Gardens (for Central Hall): 0161 856 3221 Manchester East (for New Islington FS): 0161 856 3521 Social Services 24 Hour Service (adults and children) 0161 234 5001 mcsreply@manchester.gov.uk	

Local Authority Designated Officer (LADO) - Children's Services

Ask for LADO: Majella O'Hagan or Jacky Shaw

0161 234 1214

Ground Floor, R&D Block, Wenlock Way Offices, Wenlock Way, West Gorton, M12 5DH

quality.assurance@manchester.gov.uk

Appendix B Key safeguarding contacts

Organisational

Designated Safeguarding Lead

Name: Katy Williams

E-mail: katy@citychurchmanchester.org

Phone: +44 7734887203

If they are unavailable, their deputy is:

Deputy Designated Safeguarding Lead / Safeguarding Trustee

Name: Matt Waldock

E-mail: matt@citychurchmanchester.org

Phone: +44 7971968917

Christian Safeguarding Services:

E-mail: info@thecss.co.uk

Phone: 0116 218 4420

Address: *The CSS, 6-8 Marshalsea Road
London*

Website: thecss.co.uk

Our policies and other useful information about safeguarding can be found at:

www.citychurchmanchester.org/policies

The roles and responsibilities of those involved in safeguarding can be found in Appendix A

Social Services

24 Hour Service (adults and children)

0161 234 5001

mcsreply@manchester.gov.uk

Police

Emergencies

Local Area Switchboards: 999

Piccadilly Gardens (for Central Hall): 0161 856 3221

Manchester East (for New Islington FS): 0161 856 3521

Allegations Management Officer- Children's Services

Majella O'Hagan or Jacky Shaw

0161 234 1214

Ground Floor, R&D Block, Wenlock Way Offices,
Wenlock Way, West Gorton, M12 5DH

quality.assurance@manchester.gov.uk

Local interagency referral forms can be found here:

www.manchestersafeguardingpartnership.co.uk/resource/referral-form-guidance/

Allegations against staff or volunteers should be reported to

(Please remember that e-mail is NOT secure so confidential or sensitive data should not be included)

Manchester Safeguarding Partnership

Adults and Children's

Manchester Town Hall Extension

Albert Square

PO Box 532

Manchester, M60 2LA.

Phone: 0161 234 3330

Website:

www.manchestersafeguardingpartnership.co.uk

E-mail:

manchestersafeguardingpartnership@manchester.gov.uk

Appendix C - Basis of the policies and procedures and the legal framework

- Our statement of faith
 - This policy reflects the organisation's fundamental biblical beliefs
- Our governing documents:
 - Church Rules
 - Church Constitution

Safeguarding Children	Safeguarding Adults
• National legislation and guidance (Safeguarding Children) ■ Children Acts (1989 & 2004) ■ Children and Families Act 2014 ■ Children and Social Work Act 2017 ■ Working together to safeguard children (2018) ■ What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015) ■ Protection of Children Act 1999 ■ Safeguarding vulnerable groups act 2006 ■ Protection of freedoms Act 2012 ■ Disqualification under the childcare act 2006 (2018 amended) ■ Prevent duty guidance 2016 ■ Sexual offences Act 2003 ■ The Safe Network Standards (available from the NSPCC website) ■ The policy also takes account of the principles outlined in: ■ Keeping Children Safe in Education 2019 ■ FGM duty guidance	• National legislation and guidance (Safeguarding adults) ■ The Care Act 2014 ■ Human Rights Acts 1998 ■ Care Standards Act 2000 ■ Mental Capacity Act 2005 ■ Deprivation of Liberty Safeguards 2007 ■ Sexual Offences Act 2003 ■ Police and Criminal Evidence Act 1984 ■ Fraud Act 2006 ■ Public Interest Disclosure Act 1998 ■ Health and Social Care Act 2008 ■ Disclosure and Barring Service (DBS) ■ Multi-Agency Public Protection Arrangements (MAPPA) ■ Multi-Agency Risk Assessment Conference (MARAC) ■ LSAB Multiagency Policy and Procedures
• Local guidance and procedures ■ <i>Local Safeguarding Children Board procedures</i> ■ <i>Local authority guidance</i>	• Local guidance and procedures ■ <i>Local Safeguarding Adults Board procedures</i> ■ <i>Local authority guidance</i>

Appendix D
Standard Document Samples

	Application to volunteer: https://forms.gle/aicJeCmMezi6rEaV9
	Self Disclosure Form: • Not barred list: https://forms.gle/Yds9K926CDTdZZJY8 • Bared list: https://forms.gle/u3akNhqTyRQCBd6PA
	Incident/Concerns reporting form: https://docs.google.com/document/d/1dp5-7dnqw0xQZpB7qXgxZ2tbCeg9H-z/edit
	Confidential file chronology
	Confidential file record of conversations and actions
	Template report from DSL to Trustees

Incident / Concern Reporting Form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Department /Group / ministry area			Date completed
About the person or people we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc?</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			

Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only: Form reference –	

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people we are concerned about or involved in the incident

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing "None".

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.

Christian Safeguarding Services

Confidential File Chronology

[illegible]

Christian Safeguarding Services

Record of safeguarding conversations and actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded

Safeguarding report to the trustees and officers

Report from the Designated Safeguarding Lead and Deputy covering the period from [DD/MM/YY - DD/MM/YY]		
Report completed by:	Date	
Summary of safeguarding activity		
Number of concern / incident reports received in relation to children		
Number of concern / incident reports received in relation to adults		
Number of cases referred to Children's Social Care		
Number of cases referred to Adult Social Care		
Number of allegations received		
Number of allegations investigated by Local Authority		
Number of reportable incidents reported to charity commission		
Were there any common themes or issues in the reports submitted?	Yes / No	
If so, what?		
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No	
If so, what?		
What training or informal update activity been completed this year?		
Any recommendations to or requests of the trustees?		
Declaration from Safeguarding Leads	Yes	No
Has the policy been reviewed for legal compliance and effectiveness?		

<i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is DSL training up to date?		
Is the training log up to date?		
Any other comments		

Appendix E
Codes of Conduct

Code of conduct for staff and volunteers working with children or young people

Those working with children and young people will

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents
- Ensure that their conduct embraces their responsibility for the safety of the children in their care
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children
- Refrain from any abuse of their power or authority as adults and leaders within the group
- Only take responsibility for children if they are physically and mentally fit and able to do so
- Treat them with respect and dignity
- Treat them in an age appropriate way that recognises their developmental stage and ability
- Provide them with appropriate levels of choice
- Treat them as individuals
- Respect their views and wishes
- Promote and ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- Ensure that age appropriate boundaries are clearly explained and consistently implemented in accordance with this policy
- Ensure that any age appropriate physical contact is child led
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group
- Refrain from any physical chastisement
- Refrain from making any social media connections with them
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat children equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding
- Follow the City Kids and City Youth Best Practise Guidelines

Code of conduct for staff and volunteers working with adults at risk of abuse

Those working with adults at risk of abuse will:

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual
- Only engage in activity for which they are physically and mentally fit
- Treat them with respect and dignity
- Ensure that support is client led and that their views, wishes and choices are respected
- Treat them as individuals
- Promote and seek to ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented
- Ensure that any physical contact is client led
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat each person equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding