



Hope Church, East Cowes

Safeguarding Policy, Procedures and codes of Conduct

January 2025

Policy adopted on: 29th January 2025

Approved by: James Pontin, Vicki Bonnett, John Cutress

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1. Introduction

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

3. Context

Name of Place of Worship : **Hope Church, East Cowes**

Address: **MAD-Aid DOT, 11 York Avenue, East Cowes, Isle of Wight. PO32 6QY**

Contact details: **07879 436524**

Senior Leader name: **Rev James Pontin**

Contact details: **07879 436524 or james@hopechurcheastcowes.com**

Safeguarding Coordinator name: **Ashleigh Cuttress**

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Deputy Safeguarding Coordinator name: **Samantha Hill**

Contact details: safeguarding.sh@hopechurcheastcowes.com

Membership of Denomination: **Anglican Mission in England**

Denomination Safeguarding Officer: **Vicki Bonnett**

Contact details for Denomination Safeguarding Officer: safeguarding@anglicanmissioninengland.org

Charity number: 1212372

Insurance Company: **Ansvar Insurance**

As a Church Leadership we recognise the need to provide a safe and caring environment for everyone, but specifically children, young people and adults at risk of harm. We acknowledge that children, young people and vulnerable 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 on Human Rights, which state that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger, and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse while in the care of parent(s), legal guardian(s) or any other person who has care of the child”. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The organisation is led by the Minister, Rev James Pontin, supported by the Trustees of Hope Church East Cowes.

4. Values and beliefs

Hope Church, East Cowes, exists for the advancement of the Christian faith in accordance with the Basis of Faith, primarily but not exclusively to the benefit of the people of East Cowes and the rest of the Isle of Wight.

- 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

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

- 4.4.1. 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
- 4.4.2. Every human life, including that of the unborn, is valuable to God and each person bears his image
- 4.4.3. 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
- 4.4.4. 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
- 4.4.5. Jesus's example was one of valuing, accepting, and caring about everyone
- 4.4.6. 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
- 4.4.7. 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
 - 4.4.7.1. 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
 - 4.4.7.2. 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 our most senior leaders 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
 - 5.2.5.1. Safeguarding will be promoted and overseen by our senior leaders
 - 5.2.5.2. 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
- 5.2.6. We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers
- 5.2.7. We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including:
 - 5.2.7.1. Ongoing training and skills development
 - 5.2.7.2. Supervision and pastoral support

- 5.2.7.3. Quality and performance management measures
- 5.2.7.4. We will ensure that we consider safety in all areas of our work and ministry;
- 5.2.7.5. Developing a positive culture
- 5.2.7.6. Managing health and safety through effective policies and procedures; using risk assessments, processes and proportionate systems
- 5.2.7.7. Creating a positive and nurturing environment in all aspects of the community, including physical, social, emotional, psychological, spiritual etc environments
- 5.2.7.8. Considering the online as well as the physical environments; including our use of social media and technology
- 5.2.8. We will ensure that we monitor the conduct of our staff and that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigour, fairness and transparency
- 5.2.9. We will ensure that our expectations in relation to the conduct of members of our community are clear through codes of conduct, policies and procedures including:
 - 5.2.9.1. Anti-bullying and zero-tolerance approach to bullying; including cyber-bullying and the bullying of staff and leaders
 - 5.2.9.2. Dealing with peer-abuse and harassment (including sexual harassment)
 - 5.2.9.3. Clear accountability processes and sanctions for infringements of the codes of conduct
 - 5.2.9.4. Equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language or behaviours
- 5.2.10. 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:
 - 5.2.10.1. To signpost or refer them to local or national services that can help them
 - 5.2.10.2. To provide information, guidance and support as we are able, to help them overcome their challenges
 - 5.2.10.3. 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
- 5.2.11. We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include records such as:
 - 5.2.11.1. Consent forms
 - 5.2.11.2. Attendance data for work with children, young people and adults at risk of abuse
 - 5.2.11.3. Accident and incident reporting
 - 5.2.11.4. Confidential recording of safeguarding concern
- 5.2.12. 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
- 5.2.13. We will ensure that we have a culture and policies and procedures for raising concerns or complaints by any member of our community including children, young

people, adults at risk or abuse and their parents / carers and for dealing with those concerns in an efficient, open, honest and fair manner; including clear appeals processes

- 5.2.13.1. We will also ensure that our leaders are competent and confident in handling complaints
- 5.2.14. We will develop a culture that encourages every member of our community to identify and raise concerns and will support this with a clear whistleblowing policy
- 5.2.15. We will ensure that relevant policies, procedures, codes of conduct etc are publicly available

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

Staff: refers to any paid employee or office holder

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)

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

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

Trustees: refers to those appointed as trustees of the Hope Church East Cowes CIO

Officers: refers to both Deacons and Elders; In practical usage we tend to refer to Trustees in relation to legal duties and Officers tends to be used in relation to the spiritual or day-to-day life of the church

Adults at risk of harm - anyone aged 18 or over and at risk of abuse or neglect because of their needs for care and or support. The element of risk may be situational / linked to circumstances.

Definition of child - anyone under 18

9. Governance and oversight

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

- 9.1. Ensuring that they appoint from amongst their number a nominated Safeguarding Trustee who will act on their behalf to provide strategic leadership and guidance on matters related to safeguarding including compliance.
- 9.2. 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
- 9.3. 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
- 9.4. 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
- 9.5. That the DSL provides a verbal update to all trustee meetings (which can be conveyed via one of the trustees) and that a formal annual report is provided to the trustees by the DSL and Deputy DSL
- 9.6. That the effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures
- 9.7. That role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church (see [appendix A](#))
- 9.8. That a clear statement in relation to safeguarding is included in the annual Charity Commission submission.
- 9.9. That any “Serious Incidents” (as defined in the Charity Commission Guidance - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner.

10. Recruitment and ongoing support of staff and volunteers

The recruitment and support of staff and volunteers is of critical importance to Hope Church, East Cowes 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.

10.1. Management of recruitment processes

- 10.1.1. At least one person who is involved in the process of recruitment of staff or 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 record of recruitment checks and a training log will be maintained on Churchsuite
 - 10.1.3.1. DBS certificates will be returned to the applicant and no copies will be kept. The Churchsuite record is the only record that will be retained by the church

- 10.1.4. Staff and 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 staff and volunteers 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.

10.3. Paid staff positions

- 10.3.1. Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation
- 10.3.2. Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer
- 10.3.3. Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process

10.4. Volunteer positions

- 10.4.1. 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
- 10.4.2. Prior to appointment, references will be sought. Where an appropriate reference was obtained at the time of application for formal church membership, this may be used
- 10.4.3. 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

10.5. DBS Checks

- 10.5.1. Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity will be required to complete a DBS check.
- 10.5.2. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received.
- 10.5.3. Under exceptional circumstances and where it is necessary for the person to commence prior to receipt of the DBS check result, a formal risk assessment will be completed by the DSL or their Assistants and signed off by the Safeguarding Trustee. The person will not be permitted to have unsupervised access to children and must be supervised by someone who is DBS checked.
- 10.5.4. A formal agreement that outlines the duties that are permitted, and all measures implemented to prevent the individual having unsupervised access to vulnerable people will be drawn up and signed by the appointee and the DSL or the Safeguarding Trustee.

- 10.5.5. Once formal notification of a clear DBS check has been received, the Central Record on Churchsuite will be updated with the relevant information.

10.6. Blemished DBS Checks

- 10.6.1. The applicant will be asked to present the DBS certificate to the Lead Recruiter (the DSL).
- 10.6.2. The applicant may, if they wish to, withdraw their application.
- 10.6.3. If the application is withdrawn, consideration will be given to whether this required the triggering of the procedure for the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (see [section 14](#)).
- 10.6.4. If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate.
- 10.6.5. If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant.
- 10.6.6. Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant’s suitability for the role by the DSL and / or the Safeguarding Trustee, and the outcome will be recorded in the personal file.
- 10.6.7. Advice can be sought from Christian Safeguarding Services if required.
- 10.6.8. The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them.
- 10.6.9. A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
- 10.6.9.1. That the individual is unsuitable for the role.
 - 10.6.9.2. That further investigation is required.
 - 10.6.9.3. That the person is suitable for the role with restrictions.
 - 10.6.9.4. That the blemish does not indicate unsuitability.
- 10.6.10. If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to:
- 10.6.10.1. Whether there are other roles for which the individual would be suitable.
 - 10.6.10.2. Whether the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (see [section 14](#) of this policy) process needs to be triggered.
- 10.6.11. Once the details of the certificate have been recorded in the Central Record on Churchsuite, the certificate will be returned to the applicant and no copies will be retained.

10.7. Probationary / Settling in periods

- 10.7.1. All paid staff will be subject to a formal probationary period whilst volunteers will have a ‘catch up’ meeting with the lead individual for the area in which they are volunteering.

- 10.7.2. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided
- 10.7.3. 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

10.8. Ongoing support and supervision

- 10.8.1. All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management
- 10.8.2. Where DBS checks are required, this will be identified in the role description and these checks will be updated at least every three years. Volunteers will be encouraged to subscribe to the DBS Update service as best practice.
- 10.8.3. All staff will be required to subscribe to the DBS update service and DBS checks will be renewed annually.

10.9. Training

- 10.9.1. All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training
 - 10.9.1.1. 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 is up to date
 - 10.9.1.2. 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
 - 10.9.1.3. The Designated Safeguarding Lead and the Deputy DSL are required to attend formal update training at least every two years
 - 10.9.1.4. All staff, volunteers and trustees will undergo some informal update activity annually e.g, Safeguarding Sunday.
 - 10.9.1.5. A log of training and DBS checks will be maintained by the DSL

10.10. Awareness raising

Hope Church recognises that any member of our church community could discover or receive a disclosure of abuse, and therefore all members need a basic awareness and competence, regardless of whether they engage directly in ministry to children, young people, or vulnerable adults. We will raise awareness by ensuring that:

- 10.10.1. Information about our policies, procedures and codes of conduct are publicly available and promoted by our leaders.
- 10.10.2. Details of our safeguarding team are prominently displayed.

- 10.10.3. We set clear expectations of conduct and that clear processes for identifying, challenging, investigating, and dealing with inappropriate conduct are implemented.
- 10.10.4. We implement and promote clear and transparent processes for the raising of concerns or complaints, supported by a culture that encourages and welcomes these as opportunities to learn and improve.

11. Ensuring a safe and healthy environment

Hope Church, East Cowes, 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.

11.1. Health and Safety

The trustees will ensure that the health and safety of everyone who enters our church community is protected by:

- 11.1.1. Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance
- 11.1.2. Maintaining and implementing proportionate Risk Assessments for both the premises and the activities of the church
- 11.1.3. Maintenance and analysis of Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented and an overview analysis of reports that examines trends and recurring themes will be conducted at least annually
- 11.1.4. Ensuring that adequate First Aid cover is available, and that only qualified First Aiders administer First Aid, except in emergency situations and where instructed to do so by Emergency Services
- 11.1.5. Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc are available and maintained on an ongoing basis
- 11.1.6. Key Health and Safety information will be prominent and best practice will be promoted through announcements, effective signage etc

11.2. When engaging in ministry to children we will:

- 11.2.1. Ensure that registers of children attending, and leaders present, are maintained
- 11.2.2. Ensuring that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures
- 11.2.3. Ensure that consent is obtained for the children's (and adults at risk of harm) attendance at the group and that contact details and information about any additional or specific needs are recorded
- 11.2.4. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC:

- ❖ 0 - 2 years - one adult to three children

- ❖ 2 - 3 years - one adult to four children
- ❖ 4 - 8 years - one adult to six children
- ❖ 9 - 12 years - one adult to eight children
- ❖ 13 - 18 years - one adult to ten children

- 11.2.5. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner
- 11.2.6. Ensure that appropriate order and discipline are maintained
- 11.2.7. Ensure that children are encouraged and empowered to raise any concerns that they may have with leaders or their parents as appropriate.

11.3. When children are present at meetings that are primarily aimed at adults and childcare is not provided and their parents are present

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

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

- 11.4.1. Although there are no specific procedures for such meetings, the normal principles of safeguarding will apply
- 11.4.2. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers
- 11.4.3. 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
- 11.4.4. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected
- 11.4.5. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

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

- 11.5.1. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers
- 11.5.2. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers and consent will be

sought for the church to contact them with a view to establishing open communication and transparency

- 11.5.3. Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected
- 11.5.4. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

11.6. General provisions

- 11.6.1. The church will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed in the building and online
- 11.6.2. Leaders will promote the need for every church 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

12.1. Managing immediate risk

- 12.1.1. Upon identification of a concern or receipt of a disclosure by any member of the Church, the worker to whom the disclosure has been made should make an assessment as to whether any immediate action is necessary to protect the individual
 - 12.1.1.1. 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
 - 12.1.1.2. In such urgent situations and if the DSL 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

12.2. Reporting concerns to the Designated Safeguarding Lead

- 12.2.1. 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 using the Incident and Concerns Reporting Form (see [Appendix D](#))

- 12.2.1.1. The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding
- 12.2.1.2. 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

12.3. Managing the risks: the role of the DSL

- 12.3.1. 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
- 12.3.2. Upon receipt of the completed form, the DSL will establish a “Confidential File” in relation to the person at risk
 - 12.3.2.1. A Chronology (See [appendix D](#)) will be established and inserted at the front of the confidential file
 - 12.3.2.2. 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
- 12.3.3. 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
- 12.3.4. 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
 - 12.3.4.1. Information will not be shared with the parent / carer in situations where:
 - 12.3.4.1.1. To do so would place a child at increased risk of harm or neglect
 - 12.3.4.1.2. To do so would place an adult at increased risk of harm or abuse
 - 12.3.4.1.3. The concern relates to Fabricated or Induced Illness
- 12.3.5. The referral will be made to the appropriate Social Care service (See [appendix B](#) for contact details)
- 12.3.6. If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children’s Social Care
- 12.3.7. The DSL will work with the Local Authority, AMiE, Charity Commission, and other partners on behalf of the church to ensure that we fully participate in the safeguarding process
- 12.3.8. 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
- 12.3.9. Confidential files will be stored in a secured confidential folder within Google Drive.
- 12.3.10. 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

Hope Church, East Cowes, 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 support the person accused throughout the process.

- 13.1. Allegations against staff or volunteers within the church should be reported to the Safeguarding Trustee or, in their absence, one of the other trustees or the DSL using the contact details given in section 3 above and completing an Incident / Concern reporting form.
 - 13.1.1. If the allegation is against the Safeguarding Trustee, it should be reported to one of the other trustees, the DSL, or CSS.
- 13.2. Full details of the allegation will be recorded
- 13.3. The Trustees will be notified that an allegation has been received (this notification does not include an unnecessary detail)
- 13.4. The Church Trustees will nominate an investigating officer (on a case-by-case basis), who must first assess whether any immediate action is required to ensure the safety of everyone involved. If action is required before this nomination can take place, the safeguarding trustee will take this role by default.
 - 13.4.1. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable
 - 13.4.2. If so, care should be taken not to compromise the gathering of evidence.
 - 13.4.3. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged
 - 13.4.4. Support must be offered to the subject of the allegation as well as any potential victims
 - 13.4.5. The person making the allegation should be informed of the actions that will be taken, including the expected timeframes, wherever appropriate to do so.
- 13.5. At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted
 - 13.5.1. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS)
- 13.6. 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
- 13.7. 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
- 13.8. If required, insurers will be notified that an allegation has been made
- 13.9. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.

- 13.9.1. These records will be held confidentially in a secured confidential folder within Google Drive.
- 13.10. The Investigating Officer will seek and follow specialist advice from CSS throughout the process

Consideration must be given to reporting to AMiE under the Safeguarding Requirements and Serious Incident Reporting in AMiE Churches Policy

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 both the church leaders and the individual. 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 in a confidential file within Google Drive.
- 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 from CSS as to whether this information should be passed on

15. Complaints and concerns

- 15.1. Hope Church recognises the importance of listening to all members of our church community, including those who find it hard to make their voices heard and those who hold contrary views to the church leadership. The trustees will proactively seek the views of all who engage with the church in a variety of ways; however, we also recognise the importance of responding well when concerns, criticisms or complaints are raised with us.
- 15.2. Any complaints that have a safeguarding element or implication will be discussed with the Designated Safeguarding Lead and the Safeguarding Trustee who will ensure that the safeguarding aspects are identified and managed in a proportionate way.
- 15.3. The process for any other complaints or concerns will follow the procedures set out in section 13 above.

16. 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 C](#)

16.1. Related policies and procedures

This policy should be read in conjunction with:

- Our statement of Faith
- Our governing documents

Policy due for review:	Policy last reviewed:	Last review conducted / approved by:
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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>
<p>Governance / strategic level</p> <p>Legal compliance and final responsibility for safeguarding rests with the Trustees.</p>	<p>Governance / strategic level</p> <p>Spiritual / doctrinal matters are the responsibility of the Minister, the Elders and the Trustees</p>
<p>Allegations against staff or volunteers and concerns about practice</p> <p>Concerns about conduct of our staff or volunteers or about practice within the organisation should be addressed to:</p> <p>Name: Vicki Bonnett Role: Trustee responsible for Safeguarding E-mail: vbonnett3@gmail.com Phone:</p> <p>If they are unavailable, their deputy is:</p> <p>Name: Revd James Pontin Role: Minister E-mail: james@hopechurcheastcoves.com Phone: 07879 436524</p>	
<p>Operational management level</p> <p><u>Designated Safeguarding lead:</u></p>	

<p>Name: Ashleigh Cuttress Role: Designated Safeguarding Lead E-mail: safeguarding.ac@hopechurcheastcowes.com Phone:</p> <p><u>Deputy Designated Safeguarding Lead:</u></p> <p>Name: Samantha Hill Role: Deputy Safeguarding Lead E-mail: safeguarding.sh@hopechurcheastcowes.com Phone:</p>	
<p>Details of external specialist support:</p> <p><u>Christian Safeguarding Services advice line:</u></p> <p>Phone: 0116 218 4420 E-mail: info@thecss.co.uk</p>	

Appendix B - Key safeguarding contacts

<p>Organisational Hope Church, East Cowes Revd James Pontin Phone: 07879 436524 E-mail: james@hopechurcheastcowes.com</p> <p>Leadership Revd James Pontin james@hopechurcheastcowes.com 07879 436524</p> <p>Safeguarding Trustee Vicki Bonnett E-mail: vbonnett3@gmail.com Phone:</p> <p>Designated Safeguarding Lead Ashleigh Cuttress E-mail: safeguarding.ac@hopechurcheastcowes.com Phone:</p> <p>Deputy Designated Safeguarding Lead Sam Hill E-mail: safeguarding.sh@hopechurcheastcowes.com Phone:</p> <p>Our policies and other useful information about safeguarding can be found at:</p> <p>hopechurcheastcowes.com</p> <p>The roles and responsibilities of those involved in safeguarding can be found in appendix A</p>	<p>Statutory services</p> <p>Local Authority details: Isle of Wight Council</p> <p>Safeguarding children IoW Children's Social Care 0300 300 0117 www.iowscp.org.uk</p> <p>Emergency out-of-hours: 0300 300 0117</p> <p>Safeguarding adults Adult social care 01983 821 000 www.iowsab.org.uk</p> <p>Emergency out of hours : 01983 821 105</p>
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Appendix C - Basis of the policies and procedures and the legal framework

This policy reflects the organisation’s fundamental biblical beliefs and should be read in conjunction with:

- The statement of faith (See ‘The Jerusalem Declaration’)
- Our governing documents, the Constitution and Articles of Faith

Safeguarding Children	Safeguarding Adults
<ul style="list-style-type: none"> ● National legislation and guidance (Safeguarding Children) <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ▪ Keeping Children Safe in Education 2020 ▪ FGM duty guidance 	<ul style="list-style-type: none"> ● National legislation and guidance (Safeguarding adults) <ul style="list-style-type: none"> ○ 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
<ul style="list-style-type: none"> ● Local guidance and procedures <ul style="list-style-type: none"> ○ <i>Local Safeguarding Children Board procedures</i> ○ <i>Local authority guidance</i> 	<ul style="list-style-type: none"> ● Local guidance and procedures <ul style="list-style-type: none"> ○ <i>Local Safeguarding Adults Board procedures</i> ○ <i>Local authority guidance</i>

Appendix D - Standard Document Samples

	Application to volunteer
	Role Description
	Incident and Concerns reporting form
	Confidential file chronology
	Confidential file record of conversations and actions
	Template report from DSL to trustees

Hope Church East Cowes - Volunteer Application Form

About You		
Full name	Address	
Phone number		
Mobile number		
E-mail address		
About the role		
Department /Group / ministry area	Role applied for	
Is the role subject to a DBS check?		
Children only	Adults only	Children and adults
Personal statement		
Please briefly describe your reasons for applying for this role and any appropriate experience in similar roles.		

Do you have any questions or concerns about the role, or your ability to fulfil it, that you would like to discuss with us?

Please supply details of 2 people who are able to comment on your suitability for this role.

Reference 1	Reference 2
Name	Name
Relationship to you or capacity in which you are known to them	Relationship to you or capacity in which you are known to them
Address	Address
Phone	Phone
E-mail address	E-mail address

Self-declaration

	Yes	No
Do you have any criminal convictions that would affect your ability to perform this role?		
Is your state of physical, mental, emotional, and spiritual health adequate to fulfil this role?		

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

Hope Church Role Description Form

Role title:	
Responsible to:	
Role purpose	
Role description	
Person specification	
Date last reviewed.	Reviewed by

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Hope Church, East Cowes 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	
Please return to Safeguarding Lead as soon as possible	

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.

Hope Church, East Cowes 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

Hope Church East Cowes Safeguarding Report to the Trustees and Officers

Report from the Designated Safeguarding Lead and Deputy covering the period from [e.g. 1st April 2020 to 31st March 2021]	
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

Code of conduct for staff and volunteers working with Vulnerable Adults at Risk of Abuse

Those working with vulnerable adults including 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

Code of conduct for staff and volunteers providing pastoral care

(please note: this code of conduct is not intended to cover disciplinary issues, although the broad principles would still apply)

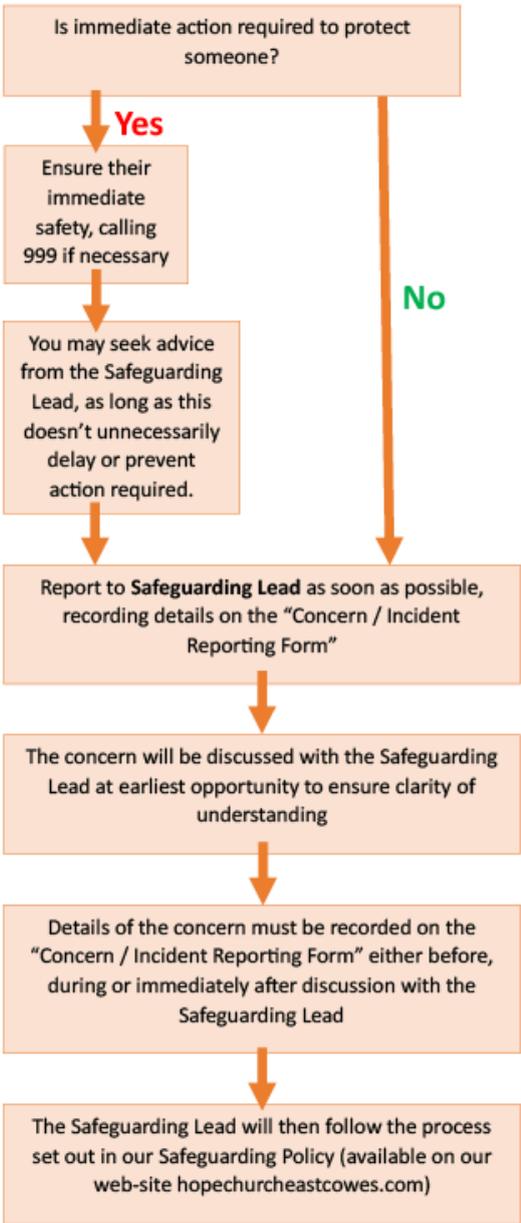
Those involved in providing pastoral care will:

- Ensure that support provided is led by the person receiving the support
- Ensure that the dignity and wishes of the individual are respected at all times
- When delivering challenge or difficult messages, will do so in a respectful, compassionate and gentle way that is in line with their best interests (including their emotional and spiritual wellbeing)
- Will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual
- Only engage in activity for which they are physically and mentally fit
- Ensure that appropriate professional boundaries are maintained
- Ensure that any physical contact is 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

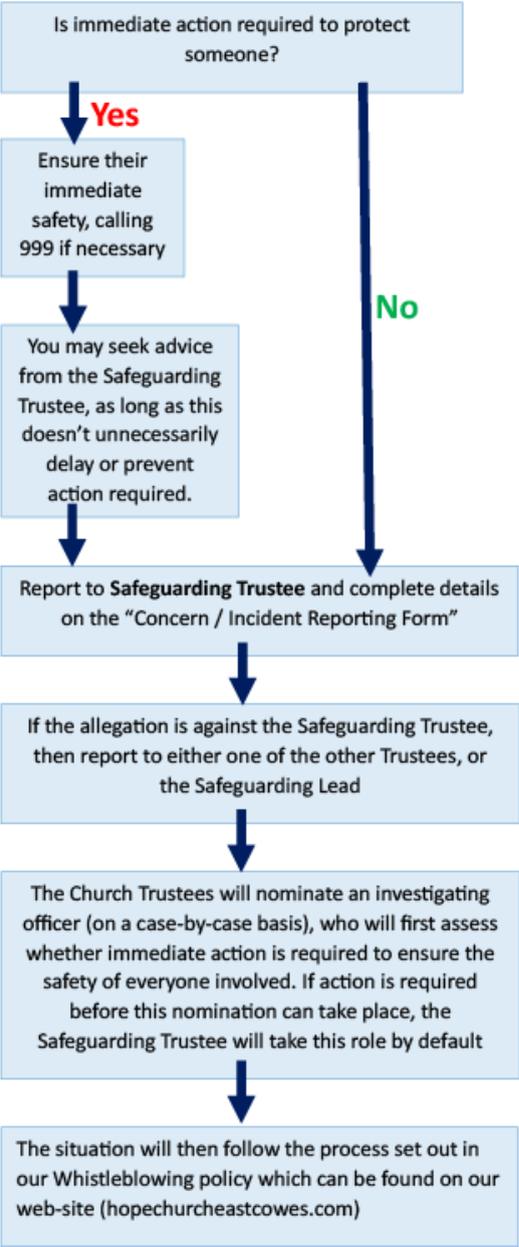
Appendix F - Flowchart illustrating process for reporting concerns or disclosures

I need to report a concern, disclosure, incident, or allegation

Is it Safeguarding?
(Is someone at risk of harm or abuse, or requires protection)

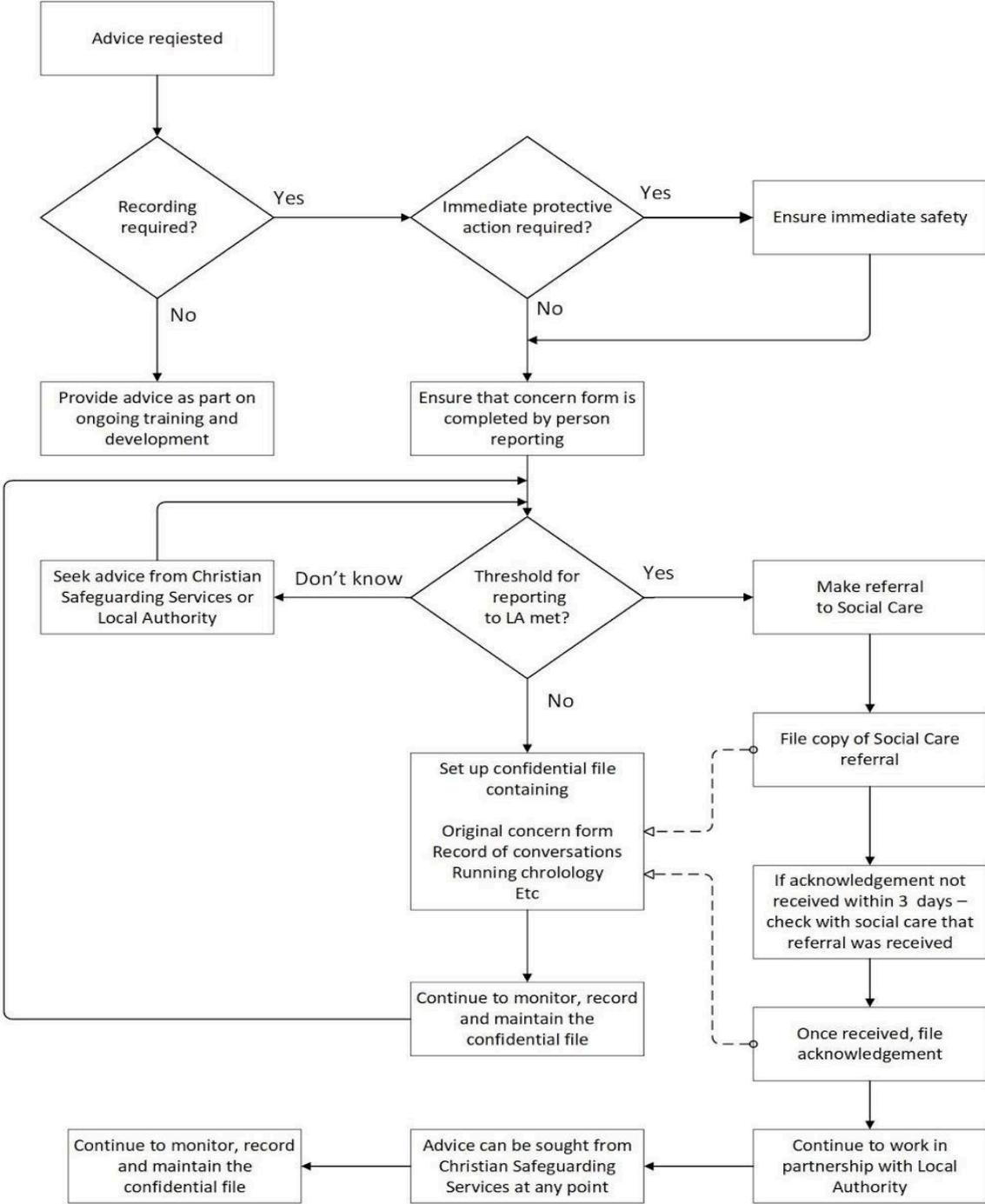


Is it an Allegation, or concern about practice



Appendix G - Flowchart illustrating DSL role in processing concerns or disclosures

Processing concerns or disclosures: the role of the DSL



Christian Safeguarding Services can be contacted for advice at any point in the process
Phone 07960 751778 or e-mail advice@thecss.co.uk