



Safeguarding Policy,  
Procedures  
and  
Codes of Conduct  
October 2023

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## Definitions

**Appropriate Local Authority Hotline:** See Appendix B

**Child:** any person below the age of 18

**Christian Safeguarding Services (CSS):** an organisation which supports churches and faith-based organisations with safeguarding policy development, training, DBS checks and consultancy services

**Church:** members of Abbey Baptist Church Charitable Incorporated Organisation (CIO)

**Church Community:** those who engage in any activities of the church

**Coordinator(s):** refers to those appointed by the elders to serve the church in practical, spiritual and legal matters.

**Designated Safeguarding Lead (DSL):** The person who has the duty to act as the first point of contact for any safeguarding incident or concern

**Deputy Designated Safeguarding Lead (Deputy DSL):** The person who will assist the DSL in their duties and responsibilities

**Elders:** refers to those appointed by the church to that office to provide spiritual leadership within the church

**Governing Documents:** Abbey Baptist Church Constitution, Church Handbook

**Manager:** refers to the person/people responsible for managing a staff member as defined in the written particulars of employment

**Safeguarding Administrator:** Organising DBS checks. Getting signed codes of conducts, organising safeguarding training and keeping a log of these

**Safeguarding Coordinator:** Leads the safeguarding team. Is involved in the ongoing development of the safeguarding policy and processes and will support the DSL and the DDSL.

**Staff:** refers to any paid employee

**Trustees:** includes elders and representatives from the church members. Their role relates to ensuring legal compliance.

**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)

**Vulnerable Adult:** any person over the age of 18 with reduced ability to take care of themselves or protect themselves from exploitation, abuse or harm

**Young People:** any person aged between 13 and 18

# Safeguarding Policy

This policy is concerned with Abbey Baptist Church's provisions for safeguarding children, young people and vulnerable adults

## 1. Purpose

This policy with its appendices outlines how we, Abbey Baptist Church, will:

- Ensure that we provide a healthy, nurturing, and protective environment for everyone who engages with our church community i.e., everyone involved in any of our organised activities.
- 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.
- Ensure that our staff, elders, trustees and volunteers are clear about their responsibilities and duties and are supported to competently and confidently fulfil them.
- 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.
- Provide leadership and accountability for every member of our church community in relation to safeguarding.

## 2. Scope

This policy applies to everyone who works on our behalf with children, young people, their parents / guardians / carers and vulnerable adults, whether staff, elders, trustees, volunteers, or others working on our behalf.

## 3. Context

Abbey Baptist Church is an active community of Christian believers living in and around Abingdon. We aim to learn about God from the Bible, to take seriously the implications of the Christian message on our lives and to introduce other people to the life-changing message of Jesus Christ.

We are affiliated to the Fellowship of Independent Evangelical Churches (FIEC) and the Association of Grace Baptist Churches (South East) (AGBC(SE)).

Abbey Baptist Church is a Charitable Incorporated Organisation, charity number: 1176927.

### **Church Details:**

Abbey Baptist Church

Checker Walk

Abingdon

Oxon

OX13 3JB

<https://www.abbey-baptist-church.org.uk>

## 4. Safeguarding Team

**John Lipp** (Designated Safeguarding Lead)

Email: [safeguarding@abbeyonline.org.uk](mailto:safeguarding@abbeyonline.org.uk)

Tel: 07865 332 096

**Beth Rolfe** (Deputy Safeguarding Lead and Safeguarding Coordinator)

Email: [beth-safeguarding@abbeyonline.org.uk](mailto:beth-safeguarding@abbeyonline.org.uk)

Tel: 07766 320 829

**Katrina Brunning** (Safeguarding Administrator and Safeguarding Coordinator)

**Andrew Cook**

## 5. Values and beliefs

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 the elders.

We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly to children, young people and vulnerable adults; 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.

Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy.

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

- 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
- Every human life, including that of the unborn, is valuable to God and each person bears his image
- We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, particularly the vulnerable, in our midst from those dangers
- 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
- Jesus' example was one of valuing, accepting, and caring for everyone
- 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
- 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:
  - 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
  - Where necessary, the church may impose formal discipline on its members in accordance with its governing documents

## 6. Our responsibilities and commitments

### 6.1 Our responsibilities

- To ensure that the protection of all members of our church community, but particularly children, young people and vulnerable adults, 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 church
- 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
- 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 governing documents
- To value, respect and listen to the wishes of every member of our church community, including those who are vulnerable or find it difficult to make their voice heard
- To work in partnership with children, young people, their parents / carers and vulnerable adults, to promote the welfare of and to protect each member of our community, and particularly the vulnerable
- To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our church community, in accordance with our doctrines and beliefs as outlined in our governing documents

### 6.2 How we will seek to fulfil these responsibilities

- We will seek to visibly demonstrate our commitment to safeguarding throughout Abbey Baptist Church and the elders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntary) on our behalf; including providing accountability and challenge to each other
- We will ensure that those who are responsible for safeguarding within Abbey Baptist Church are appropriately trained and supported to competently and confidently fulfil their role
- We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding
- We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our church and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness
- We will ensure that we appoint a Designated Safeguarding Lead and at least one deputy who will take responsibility for leading safeguarding of children and adults across the church community
  - Safeguarding will be promoted and overseen by the trustees
  - Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the church's safeguarding structures, complete with contact details, will be included in our procedures and made publicly available
- We will adopt safer recruitment best practice in the appointment and selection of staff and volunteers
- We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including:
  - Ongoing training and skills development
  - Supervision and pastoral support
  - Annual appraisals for staff
- We will ensure that we consider safety in all areas of our work and ministry by:
  - Developing a positive culture
  - Managing health and safety through effective policies
  - Creating a positive and nurturing environment in all aspects of the church community, including physical, social, emotional, psychological, spiritual etc environments
  - Considering the online as well as the physical environments; including our use of social media and technology

- The Safeguarding Team will ensure that we have policies, procedures and systems for managing allegations against staff, elders, trustees or volunteers, supported by a culture of listening to allegations and responding with rigour, fairness and transparency
- The Safeguarding Team will ensure that our expectations in relation to the conduct of members of our church community are clear through codes of conduct, policies and procedures including:
  - Anti-bullying and zero-tolerance approach to bullying; including cyber-bullying and the bullying of staff, elders, trustees and volunteers
  - Dealing with peer-abuse and harassment (including sexual harassment)
  - Clear accountability processes and sanctions for infringements of the codes of conduct
  - Equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language or behaviours, consistent with the church's governing documents
- We will seek to clearly identify concerns about the safety or wellbeing of those who are part of our church community and to respond appropriately and proportionately:
  - To provide information, guidance and support as we are able, to help them overcome their challenges
  - To signpost or refer them to local or national services that can help them
  - 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
- 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:
  - Consent forms
  - Attendance data for work with children, young people and vulnerable adults
  - Accident and incident reporting
  - Confidential recording of safeguarding concerns
- We will involve children, young people, their parents or carers and vulnerable adults in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them
- We will ensure that we have a culture and policies and procedures for raising concerns or complaints by any member of our church community including children, young people, vulnerable adults and their parents / carers and for dealing with those concerns in an efficient, open, honest and fair manner; including clear appeals processes
  - We will also ensure that our elders and trustees are competent and confident in handling complaints
- We will develop a culture that encourages every member of our community to identify and raise concerns
- We will ensure that relevant policies, procedures, codes of conduct etc are publicly available



# Safeguarding Procedures

## 1. Purpose

These procedures aim to provide staff, elders, trustees 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.

## 2. Scope

These procedures are applicable to all staff, elders, trustees and volunteers who act on behalf of the church.

## 3. Governance and oversight

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

- Ensuring that the elders promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable
- 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
- 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
- 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 or Deputy DSL
- That the effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures
- That role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church

## 4. Appointment and ongoing support of staff and volunteers

The appointment and support of staff and volunteers is of critical importance to Abbey Baptist Church 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 will be subject to appropriate recruitment processes.

### 4.1. Management of recruitment processes

- At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safer Recruitment
- Appropriate records will be kept of all recruitment processes
- A "Single Central Record" of recruitment checks and a training log will be maintained
  - 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
- Staff will be provided with written job / role descriptions and person specifications prior to deciding whether to take up the position / role
- Volunteers will be provided with clear role descriptions prior to deciding whether to take up the role

### 4.2. Recruitment process for staff positions

- Prior to appointment, all staff will be required to submit an application form
- Prior to appointment all staff will be required to attend a formal interview, regardless of whether a competitive process is in operation

- Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer and where possible, AGBC(SE) and FIEC Pastors' Network
- Upon commencement of their position, all staff go through a period of induction appropriate to their role as agreed by their manager and including any matters identified during the recruitment process

#### 4.3. Recruitment process for volunteer positions

- Prior to appointment, all volunteers will be required to receive approval from the elders
- Following appointment and prior to commencement of the role, volunteers involved in regulated activity with children, young people or vulnerable adults will be required to complete a DBS check
- Following appointment and prior to commencement of the role, volunteers will receive safeguarding training

#### 4.4. Probationary periods

- All staff will be subject to a formal probationary period
- Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided
- Regular support, guidance and review will be provided throughout the probationary period and records will be retained of all discussions

#### 4.5. Ongoing support and supervision

All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and appraisal

## 5. Training

All staff and volunteers in roles that involve regulated activity or those who manage such staff or volunteers 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 is up to date
- Staff and volunteers and staff involved in working with children, young people or vulnerable adults 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, trustees, elders and volunteers will undergo an informal annual update by reviewing and re-signing the Code of Conduct

A log of training and DBS checks will be maintained by the Safeguarding Administrator

## 6. Ensuring a safe and healthy environment

Abbey Baptist Church 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.

### 6.1 Health and Safety

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

- Regularly reviewing our Health and Safety Policy to maximise effectiveness and ensure ongoing legal compliance

- Maintaining and implementing proportionate Risk Assessments for both the premises and the activities of the church
- 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
- Ensuring that First Aid training is provided for those in charge of group activities within the church
- Ensuring that adequate First Aid cover is available, and First Aid is administered by qualified First Aiders where possible
- Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc are available and maintained on an ongoing basis
- Ensuring that key Health and Safety information is prominently displayed and that best practice is promoted through announcements, effective signage etc

## 6.2 Ministry aimed at children and / or young people

We will:

- Ensure that registers of children attending, and leaders present are maintained
- Ensure that those involved in such ministries have been appointed in accordance with the relevant parts of Section 4
- Ensure that written consent is obtained for their attendance at the group when necessary and that contact details and information about any additional or specific needs are recorded
- Ensure that at least two adults will supervise children and young people at all times
- Ensure that appropriate adult:child ratios are maintained in order to ensure that children are kept safe at all times, without contravening the minimum number of required adults:
  - 0 - 2 years - one adult to three children
  - 2 - 3 years - one adult to four children
  - 4 - 8 years - one adult to eight children
  - 8 years + - one adult to fifteen children
- Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers as soon as possible
- Ensure that appropriate order and discipline are maintained

## 6.3 Children attending ministry aimed at adults or all ages

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

- During these times, children remain the responsibility of their parents who are responsible for their safety and care
- 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

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

## 6.4 Ministry to vulnerable adults

- If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers and/or their family
- 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
- Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected
- Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

## 6.5 General provisions

The church will ensure that information relating to safeguarding, including contact details and other relevant information is communicated with the church and is prominently displayed in the building and online

Trustees and Elders 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

# 7. Responding to and reporting safeguarding concerns and disclosures

## 7.1 Managing immediate risk

- The person who identifies a concern or is in receipt of a disclosure should make an assessment as to whether there is any immediate risk of harm, and take appropriate action to protect the individual
  - They should seek advice from their group coordinator, manager 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
  - In such urgent situations and if the DSL or deputy DSL cannot be immediately contacted, they should contact an elder who would contact either the police on 999 or the appropriate local authority to obtain support. Under such circumstances, the DSL or deputy DSL should be notified at the earliest possible opportunity

## 7.2 Reporting concerns to the Designated Safeguarding Lead

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 or deputy DSL

- The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding
- Details of the concern must be recorded on the "Incident and Concern Reporting Form" (See Appendix D – Forms, Documents and Codes of Conduct) either before, during, or immediately after the discussion with the DSL

## 7.3 Managing the risks: the role of the DSL

In discussion with the person 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. They will contact Christian Safeguarding Services (CSS) for advice if required

Upon receipt of the completed form, the DSL will establish a "Confidential File" in relation to the person at risk

- A Chronology (See appendix D) will be established and inserted at the front of the confidential file
- 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
  - 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

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 the appropriate local authority hotline

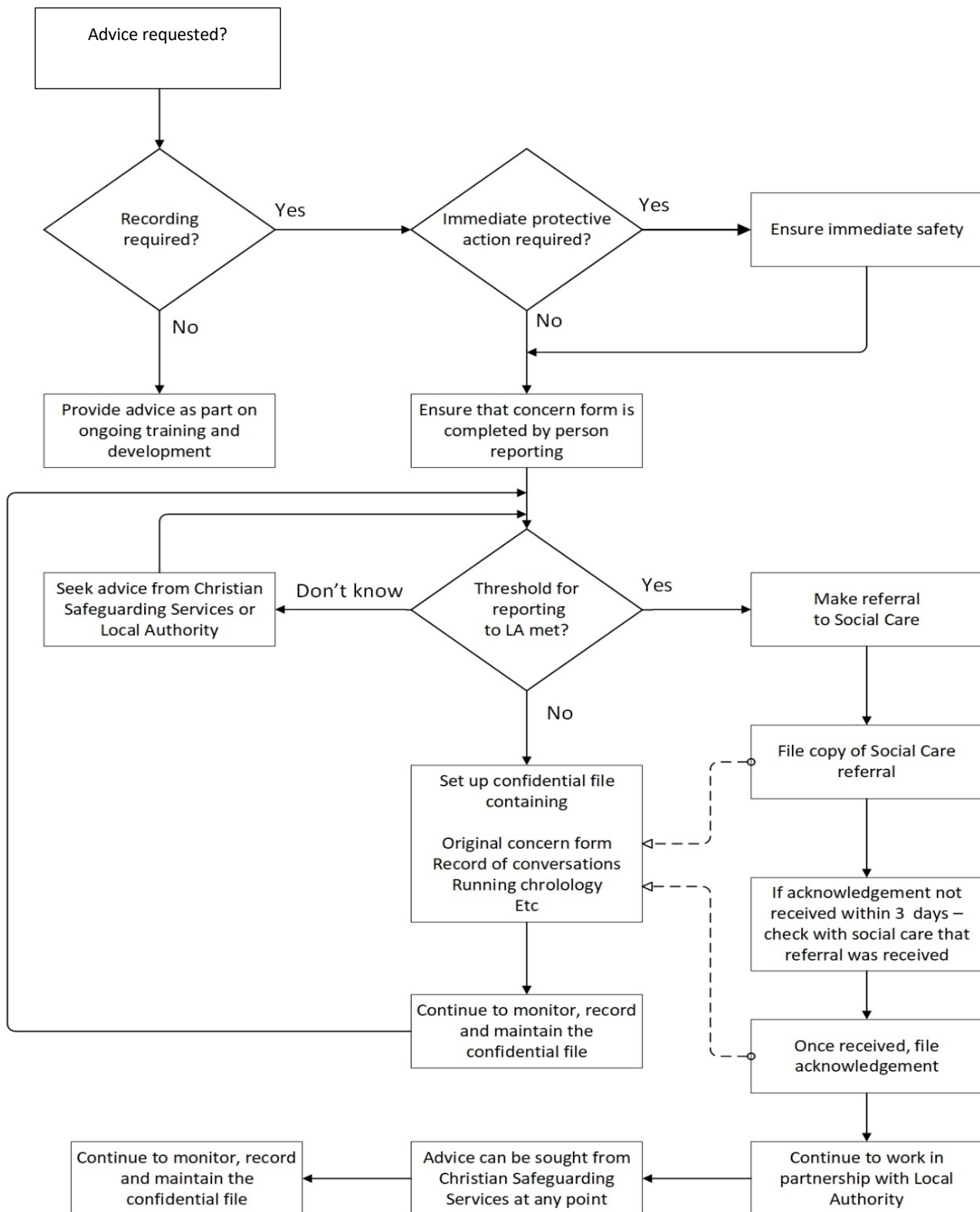
- Information will not be shared with the parent / carer in situations where:
  - To do so would place a child at increased risk of harm or neglect
  - To do so would place an adult at increased risk of harm or abuse
  - The concern relates to Fabricated or Induced Illness
- The referral will be made to relevant local authority hotline (See Appendix B – Safeguarding Contact Details)
- If the referral has not been acknowledged within 3 working days, the DSL will follow up with the appropriate local authority hotline
- 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

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

Confidential files will be stored in the Safeguarding folder in a secure online filing storage system. Only those responsible for Safeguarding will have access to this folder.

The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding

# Processing concerns or disclosures: the role of the DSL



Christian Safeguarding Services can be contacted at any point in the process.

Tel 0116 218 4420 Email: [contact@thecss.co.uk](mailto:contact@thecss.co.uk)

## 8. Allegations against or concerns about staff, elders, trustees and volunteers

Abbey Baptist Church takes allegations against our staff, elders, trustees 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 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.

- Allegations against staff, elders, trustees or volunteers within the church should be reported to the DSL or if the DSL is not available to the Deputy DSL
- Full details of the allegation will be recorded
- The DSL or Deputy DSL must first assess whether any immediate action is required to ensure the safety of everyone involved
  - Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable
  - If so, care should be taken not to compromise the gathering of evidence
  - If it is necessary to notify the individual at this stage, details of the allegation should not be divulged
  - Support must be offered to the subject of the allegation as well as any potential victims
- At the earliest opportunity, advice should be sought from CSS
- If the allegation meets the referral threshold the DSL will work with the local authority to ensure that the allegation is thoroughly investigated, and all issues raised are addressed
- If the allegation does not meet the referral threshold, the DSL will consult with CSS, who will provide independent support and advice to ensure transparency
- Thorough records of all aspects of the handling of the allegation will be retained throughout the process
- These records will be held confidentially in the church's confidential file
- The DSL will seek and follow any specialist advice given by the local authority or CSS

## 9. 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
- Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the elders will enter into an open and frank discourse with that individual to understand the context and the risks
- 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
- The elders will assess the risk posed by the individual and a formal risk assessment will be formulated
- A formal agreement with the individual will be drawn up and will be signed by both the individual who poses the risk and the elders. The agreement will include:
  - The church's commitments to the individual who poses the risk
  - The steps the church will take to support the individual while simultaneously protecting everyone in the church community
  - The restrictions and conditions that will be applied to the individual's involvement in the life of the church
  - The consequences of failure to comply with the agreement
  - When and how the risk assessment and formal contract will be reviewed
- All decisions and agreements will be formally recorded and securely stored
- 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:
  - With the agreement of the individual who poses a risk

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

## 10. Concerns about practice and whistleblowing

- Concerns about the culture or practice within the church should be raised with one of the church trustees
- Those concerns will be carefully considered, and a formal response will be provided to the individual
- If the complainant is not satisfied with the response, they should formally raise the matter with the elders, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response
- Once the elders have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision
- Details of how to raise the complaint externally will also be provided as part of the response

## 11. 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
- 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 by / approved by: .....



## Appendix A – Safeguarding Role Allocation

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

<b>Legal responsibility</b>	<b>Spiritual responsibility / authority</b>
<b>Governance / strategic level</b> Legal compliance and final responsibility for safeguarding rests with the trustees.	<b>Governance / strategic level</b> Spiritual / doctrinal matters are the responsibility of the gathered church, overseen by the church elders

## Appendix B – Safeguarding Contact Details

The following people and authorities may need to be contacted in a safeguarding matter, and this information will be updated regularly.

### **Abbey Baptist Church Designated Safeguarding Lead:**

John Lipp – Elder

Email: [safeguarding@abbeyonline.org.uk](mailto:safeguarding@abbeyonline.org.uk)

Phone: 07865 332 096

### **Abbey Baptist Church Deputy Designated Safeguarding Lead:**

Beth Rolfe – Women’s Pastoral Worker

Email: [beth-safeguarding@abbeyonline.org.uk](mailto:beth-safeguarding@abbeyonline.org.uk)

Phone: 07766 320 829

### **Christian Safeguarding Services (CSS):**

Paul & Sue Harrison

Email: [Contact@thecss.co.uk](mailto:Contact@thecss.co.uk)

Phone: 0116 218 4420

### **Local Authority Contacts:**

#### **Local Authority Designated Officer: (LADO)**

Email: [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

Phone: 01865 810 603

#### **Multi-Agency Safeguarding Hub (MASH) [for concerns related to children]**

Phone: 0345 0507 666 (during office hours)

Phone: 0800 833 408 (outside office hours)

#### **Oxfordshire Adult Safeguarding Team**

Phone: 0345 050 7666 (during office hours)

Phone: 0345 050 7666 (outside office hours)

## Appendix C – Basis of the policies and procedures and the legal framework

This policy reflects Abbey Baptist Church’s fundamental biblical beliefs and should be read in conjunction with our governing documents, i.e., Abbey Baptist Church Constitution, Church Handbook. The following external references also provide further information on specific aspects of the policy:

### Safeguarding Children

#### National legislation and guidance

- 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 2023
  - FGM duty guidance

#### Local guidance and procedures

- Local Safeguarding Children Board procedures
- Local authority guidance

### Safeguarding Adults

#### National legislation and guidance

- 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

- Local Safeguarding Adults Board procedures
- Local authority guidance

## Appendix D – Forms, Documents and Codes of Conduct

- Incident and Concern Reporting Form
- Record of conversations and actions
- Confidential File Chronology
- Safeguarding Report to Trustees
- Code of conduct for staff and volunteers working with children or young people
- Code of conduct for staff and volunteers working with vulnerable adults

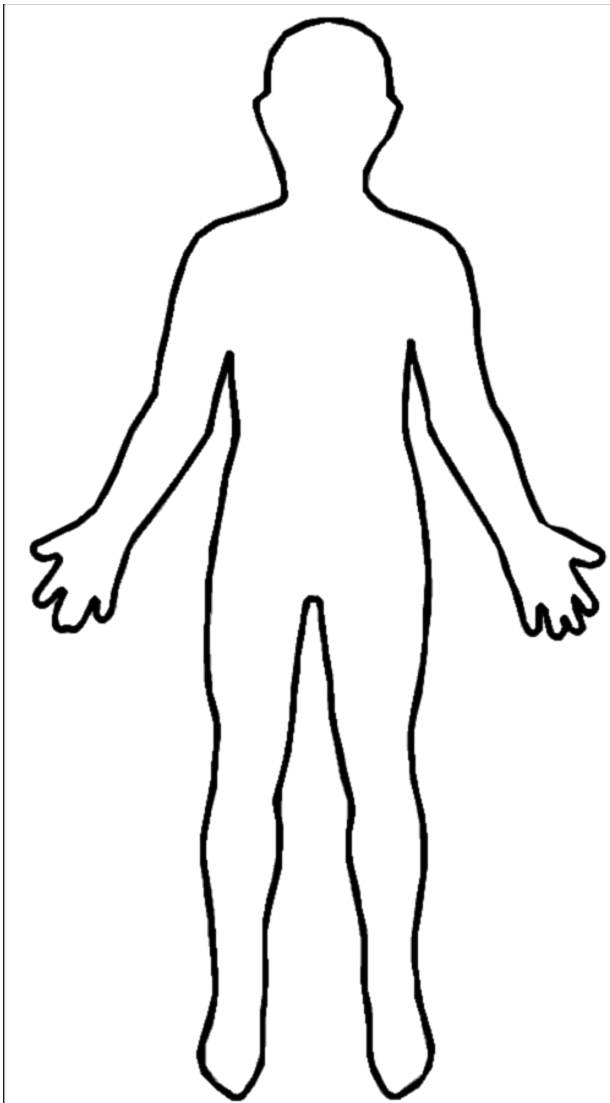
# Incident/Concern Reporting Form

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 (or approximate age if DOB is not known)	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			

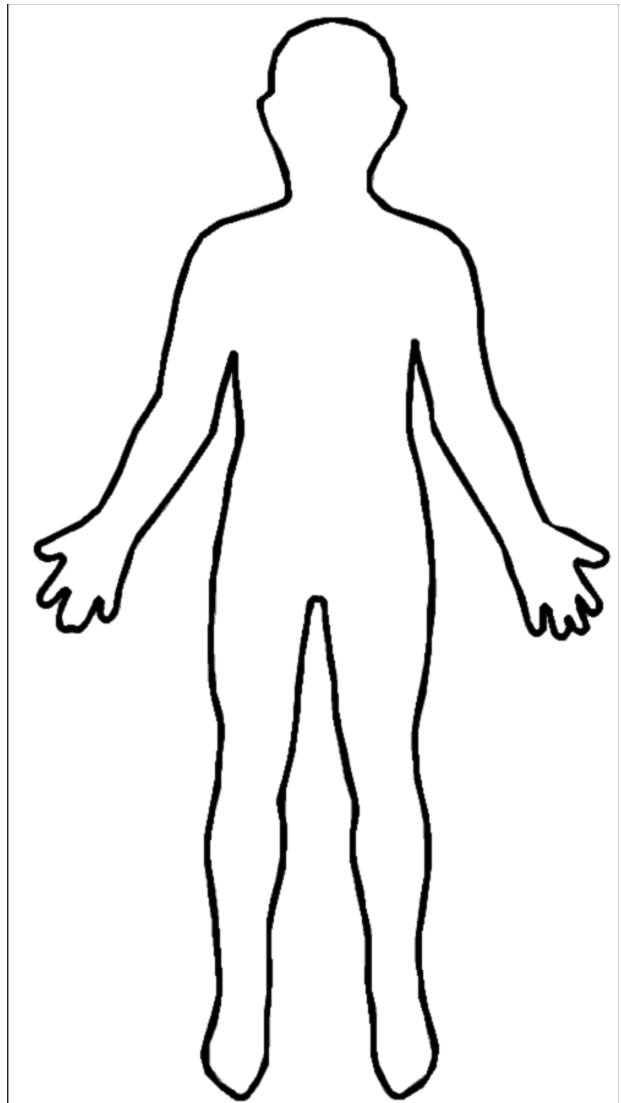
Other action taken or advice sought
Signature

This diagram may be used to record any physical evidence on exposed body areas, e.g. cuts, bruises, or location of any alleged contact, and attached to the Incident/ Concern Reporting Form

Front



Back



# Notes for completion of Incident/Concern Form

## **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.

# 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 reports to trustees

The DSL and deputy DSL are required to report to the trustees under the following circumstances:

1. Whenever a safeguarding incident, whether a disclosure, complaint or concern is raised. Such a report should detail the nature of the incident, but avoid details which may jeopardise any investigation. If the incident is concerning a trustee or a relative of a trustee, it may be necessary to limit the report only to those trustees who are not connected.
2. Once per quarter, in advance of the quarterly Trustees' Meeting. This report should summarise any disclosures, complaints or concerns for the purpose of keeping accurate records and enabling the church and the trustees to observe any recurrences. If there is nothing to report, a nil return or similar statement of 'nothing to report' should still be submitted. This report can be verbal.
3. Once per year, at the close of the financial year, in advance of preparing the trustees annual report to the charity commission. This should use the template provided on the following pages. The DSL and deputy DSL must exercise judgment concerning details which should be redacted, but even where some details are redacted, no incident should go unreported. It will be helpful to assign a unique ID to any incident reported, such that it is possible to link the report to unredacted details should the need arise at a later date. This report should be formally written, then signed and dated by the DSL or deputy DSL.

**Report from the Safeguarding Team  
covering the period from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

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		

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

The code of conduct takes the form of an agreement which you as a worker are required to sign to state your agreement.

**I will:**

- ensure that the policies, procedures, systems, guidelines and risk assessments etc provided are implemented
- attend safeguarding training on the frequency stipulated in this policy
- treat all children, young people or vulnerable adults with respect and dignity
- ensure that all children are made aware of the standards of behaviour expected of the adults working with them and that they can report any concerns to an adult they trust
- ensure that all children know that they can tell a trusted adult if they have any concerns
- ensure that my own language, tone of voice and body language is respectful
- always aim to work with or within sight of another adult
- 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 my power or authority as an adult / leader within the group
- ensure that children / young people know who they can talk to if they need to speak to someone about a personal concern
- respond warmly to a child / young person who needs comforting but make sure there are other adults around
- ensure that the child and parents are made aware beforehand of any activity that requires physical contact
- 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
- make any social media connections or other written or electronic communications with them only as a group, not as individuals
  - only connect with children under the age of 13 via their parents
- avoid engaging in any sexualised, aggressive, humiliating, or demeaning language or behaviour with the children / young people
- 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
- administer any necessary First Aid with others around, using trained first aiders whenever available.
- obtain consent for any photographs/videos to be taken, shown or displayed
- ensure that no under 18-year-olds share a room with over 18-year-olds when participating in residential trips. Where possible young people will share a room with someone in the same age bracket as themselves (e.g., 14-15, 15-16 or 16-17)
- record any incidents of concern in the group logbook and give the information to the DSL or Deputy DSL. When I do so, I will sign and date the record.
- always share concerns about a child or young person or the behaviour of another worker with the DSL or DDSL
- Additional guidance for 1:1 meetings:
  - ensure that parental consent is given before meeting with a child/young person under the age of 18
  - ensure that the meeting will only take place in a location safe for both parties such as (a) in the child/young person’s home with the parent present or (b) in a communal room in their home with the door open and a parent in the home or (c) in a public place such as a coffee shop
  - keep a record of all 1:1 meetings, including date, venue and who is present

I agree to the above code of conduct when working with children or young people on behalf of Abbey Baptist Church.

Name of worker: .....

Signed: ..... Date: .....

# Code of conduct for staff and volunteers working with vulnerable adults

When working with vulnerable adults, I will:

- ensure that I 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
- treat everyone with respect and dignity
- work in a transparent and responsible manner
- ensure that my conduct embraces my responsibility for the safety of those with whom I am working
- maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to those with whom I am working
- refrain from any abuse of my power or position and will always seek to act in the best interest of the individual
- only engage in activity for which I am physically and mentally fit
- ensure that the wishes, views and choices of the individual receiving support are respected
- ensure that appropriate boundaries are maintained
- ensure that any appropriate physical contact is led by the individual with whom I am working
- 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, or demeaning language or behaviour
- 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
- keep a record of all lone (1:1) visits
- never accept personal monetary gifts

I agree to the above code of conduct when working with vulnerable adults on behalf of Abbey Baptist Church.

Name of worker: .....

Signed: ..... Date: .....