

MANCHESTER CHINESE CHRISTIAN CHURCH

SAFEGUARDING POLICY & PROCEDURES

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INTRODUCTION

This guide to our MCCC safeguarding policy, procedures and best practice is divided into four sections:

- 1) **Safeguarding Policy Statement** – a starting point to MCCC’s policy
- 2) **Safeguarding Procedures** – a clear outline of the reporting procedures we adopt
- 3) **Best Practice Guidelines** – these guidelines provide detailed information on key areas of safeguarding in the life of MCCC
- 4) **Useful Contacts**

Annual Review

The church must review its safeguarding policy, procedures and practices on an annual basis. This will usually be done by the Senior Safeguarding Officer (SSO) and Safeguarding Trustee (ST), reporting back to the Church Council and Leadership Team.

DEFINITIONS OF TERMS

For the purpose of this guide, the term ‘child’ refers to anyone under the age of 18 years.

There is no standard single definition for ‘an adult at risk’ or ‘vulnerable adult’, so for our policy we are using the following simple definition taken from Thirtyone:eight*:-

‘Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation’.

*Thirtyone:eight (formerly CCPAS - Churches Child Protection Advisory Services) is an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. As leading experts in safeguarding, they work with the government to inform legislation and promote high standards in safeguarding practice. They provide training, consultancy, disclosures and a safeguarding Helpline.

Abbreviations

AGM	Annual General Meeting
CMSO	Congregational Ministry Safeguarding Officer
CSO	Cantonese Ministry Safeguarding Officer
DBS	Disclosure and Barring Service
ESO	English Ministry Safeguarding Officer
LADO	Local Authority Designated Officers
LDBSR	Lead DBS Recruiter
MCCC	Manchester Chinese Christian Church
MSO	Mandarin Ministry Safeguarding Officer
SSO	Senior Safeguarding Officer
ST	Safeguarding Trustee

SECTION 1 – SAFEGUARDING POLICY STATEMENT

1.1 SAFEGUARDING POLICY STATEMENT FOR MANCHESTER CHINESE CHRISTIAN CHURCH

Scripture makes it abundantly clear that the *dei imago*, the image of God, remains in human beings despite the fall and that the image is passed on from generation to generation through the process of childbirth. In this respect then, there is no difference between an adult, a teenager, a child or an infant: all bear the image of God and are to be equally valued on this basis.

Equally, God's work of salvation through the ages has been the salvation of humankind as a race, and His sacrifice was a sacrifice for every individual of that race: every adult, every child, every infant. The value that God has placed on each and every child is the same value that He has placed on every adult man and woman: an infinite value worth the sacrifice of His own Son.

Children are, therefore, not appendages to the family of the church; nor are they nuisances or inconveniences; nor are they our insurances against the future. Children are to be valued in their own right, fully and essentially part of the family of the church, without whom we would be immeasurably poorer. They are to be treasured and cherished as God treasures and cherishes all people. Children deserve the same devotion, care and attention as the adults of the church family.

At the same time, children are not adults and should not be treated as such. Children are vulnerable, and, as scripture plainly states, require care, protection, nurture and training in order to grow into mature adulthood. Thus, the roles of child and adult within the church family are different.

In exactly the same way, vulnerable adults are to be valued in their own right, fully and essentially part of the family of the church, without whom we would be immeasurably poorer. They are to be treasured and cherished as God treasures and cherishes all people. They deserve the same devotion, care and attention as any other adult of the church family.

At the same time, they are vulnerable in specific aspects of their being and so require relevant and appropriate care, protection, nurture and training in order to grow as much as possible into spiritual maturity. Thus, the role and needs of each individual vulnerable adult within the church family will be reviewed on an individual basis.

1.1.1. Our Safeguarding Vision Statement

“To provide a safe environment for children and vulnerable adults attending our church as well as opportunities to enjoy the love of Christ and be enabled to participate fully in the life of the church family”.

The church aims to ensure that children, young people and vulnerable adults throughout the ministries of the church receive the best possible support, attention, and care. It aims to ensure that the environment of the church family is a safe one where a child or vulnerable adult can grow and learn alongside every other member of the church; that, as part of growing and learning, a child or vulnerable adult is given the space and the opportunity to discover his or her identity in Christ and to express that identity; that the church family is a safe place for each individual to make and learn from his or her mistakes.

In fulfilling this vision, we:

- Welcome children and vulnerable adults into the life of our community
- Run activities that are appropriate for children, young people and vulnerable adults
- Establish and maintain structures and protocols designed to safeguard children and vulnerable adults
- Comply with all relevant legislation

1.2 OUR SAFEGUARDING RESPONSIBILITIES

The church recognises its responsibilities in safeguarding all children, young people and vulnerable adults, regardless of gender, ethnicity or ability.

As members of this church, throughout all of our congregations, we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

1.2.1. Prevention and reporting of abuse

It is the duty of each church member to help prevent the abuse of children and vulnerable adults, and the duty of each church member to respond to concerns about the well-being of children and vulnerable adults. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

1.2.2. Safer recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and vulnerable adults, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and vulnerable adults. The church will pay for DBS checks to be carried out for all workers paid and voluntary. 'Workers' cover those engaged in various roles within our church, both paid and voluntary roles. Please see Appendices 1 and 5 which outlines these.

1.2.3. Respect for/of children and vulnerable adults

The church will adopt a code of behaviour for all who are appointed to work with children and vulnerable adults so that all children and adults are shown the respect that is due to them. (See Safer Behaviour 2.3 and Physical Contact 3.1.7. below.)

1.2.4. Safer working practices

The church is committed to providing an environment that is as safe as possible for children and vulnerable adults and will adopt ways of working with them that promote their safety and well-being.

1.2.5. A safer community

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and vulnerable adults in the community of the church is managed appropriately.

1.3 SAFEGUARDING CONTACT POINTS WITHIN OUR CHURCH

The church has appointed the following individuals to form part of the church safeguarding team:

1.3.1. Senior Safeguarding Officer (SSO)

He/She will advise the church on any matters related to the safeguarding of children and vulnerable adults and take the appropriate action when abuse is disclosed, discovered or suspected. If a SSO is not in post the Children's or Youth Minister will act as SSO. Failing this, the Senior Pastor, in consultation with the Safeguarding Trustee, will designate another minister as SSO.

NAME: Jenny Yoong

Email address: safeguarding@manchesterccc.org.uk

1.3.2. Congregational Ministry Safeguarding Officers (CMSO)

They will each assist the Senior Safeguarding Officer (SSO) in helping the church on any matters related to the safeguarding of children and vulnerable adults and take the appropriate action when abuse is disclosed, discovered or suspected.

English Ministry Safeguarding Officer (ESO)

NAME: Assistant Minister Ben Law

Phone number: 07876717436

Email address: benlaw@manchesterccc.org.uk

Cantonese Ministry Safeguarding Officer (CSO)

NAME: Jenny Yoong

Email address: safeguarding@manchesterccc.org.uk

Mandarin Ministry Safeguarding Officer (MSO)

NAME: Barry Lau

Email address: barrykflau@gmail.com

1.3.3. Safeguarding Trustee (ST)

He/She will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

NAME: Senior Pastor Lee Siu Quek

Phone number: 07918319811

Email address: leequek@manchesterccc.org.uk

1.3.4. Lead DBS Recruiter (LDBSR)

He/She will ensure that all relevant persons working with children and vulnerable adults have an up to date relevant DBS check in place at all times.

NAME: Woon Lay-cheng

Email address: dbscheck@manchesterccc.org.uk

1.3.5. Congregational Ministry DBS Recruiters

They will assist the Lead DBS Recruiter to ensure that all relevant persons working with children and vulnerable adults have an up to date relevant DBS check in place at all times.

1.3.6. Ministers

Our church Ministers (which includes all Pastors, Children's and Youth Ministers) are also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. Overall and final responsibility rests with the Senior Safeguarding Officer.

Further definitions of these roles can be found in Appendix 1 Roles and Responsibilities.

1.4 PUTTING OUR POLICY INTO PRACTICE

A copy of the safeguarding policy statement (available in English, traditional and simplified Chinese) and names of the current Safeguarding Officers will be displayed permanently in the church office, and is available on our church website, as well as in the members area.

Each worker with children and/or vulnerable adults will be referred to the full policy, and also be given an outline summary of the safeguarding policy and procedures (available in English, traditional and simplified Chinese). They will be asked to provide written confirmation that they have understood and will follow them.

Online resources for self-training and re-training will be available to all workers with children and/or vulnerable adults and questions asked of the worker to ensure the current procedures have been understood.

A full copy of the policy and procedures will be made available on request to any member of, or other person associated with, the church.

The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

SECTION 2 - SAFEGUARDING PROCEDURES

The church's safeguarding procedures will set out how this safeguarding policy is implemented in all the services, groups and meetings that are part of the life of our church.

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures and will be required to attend Safeguarding training and be regularly updated to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise. Update training should be at intervals no longer than 3 years.

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1. Recognising Abuse

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a range of settings, by those known to them or, more rarely, by a stranger.

In the church context, it is important to note that relationships between children and vulnerable adults and their church workers (see* below) can be described as 'relationships of trust'. The worker is someone in whom the child or vulnerable adult has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable/appropriate for a church worker to form a romantic relationship with a child or vulnerable adult with whom they have a relationship of trust.

This includes young leaders, so those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

There are many ways in which people suffer abuse. For more information, please see Appendix 2.

*'Workers' cover those engaged in various roles within our church, both paid and voluntary roles. Please see Appendix 1 which outlines these and are referred to in 1.2.2 and Safer Behaviour 2.3 and Physical Contact 3.1.7. below.

2.1.2 What to do if Abuse is Suspected or Disclosed

Everyone has his or her part to play in helping to safeguard children and vulnerable adults within the life of the church:

- If the behaviour of a child or vulnerable adult gives any cause for concern
- If an allegation is made in any context about a child or vulnerable adult being harmed
- If the behaviour of any individual towards children or vulnerable adults causes concern

The duty of the person who has a concern or who receives information about the welfare of a child, young person or vulnerable adult is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the Senior Safeguarding Officer (SSO), probably through the Congregational Ministry Safeguarding Officer/Safeguarding Team.

The following process must be followed when there are concerns that a child, young person or adult is being abused. More detailed information can be found in Appendix 3.

STAGE 1 – The Worker/Church attendee

*A.1. A worker/church attendee who has a concern about the welfare of a child, vulnerable adult or the behaviour of an individual has a duty to: **RECOGNISE, RESPOND AND RECORD.***

A1.1. A written record must be made of the concern using a standard incident report form (Appendix 4) and be passed on to the church Senior Safeguarding Officer (SSO), probably through the Congregational Ministry Safeguarding Officer/Safeguarding Team, within 24 hours.

A1.2. The written record should:

- be made as soon as possible after the event or concern is registered/reported
- be legible
- include, if possible, the name, date of birth and address of the child or vulnerable adult
- include the nature of any concerns and description of any bruising or injuries that have been noticed
- include an exact record of what the child or vulnerable adult has said, using their own words where possible
- include any action taken
- be signed and dated
- be kept secure and confidential (available only in a password protected file to the SSO and others responsible for safeguarding)

A1.2 No information about the concern will be shared with people in the church other than those directly involved in safeguarding and to Church Council (but without detail), not even for prayer purposes.

A1.3 The persons about whom the concern has been made, the parents/carers, or the suspected perpetrator should not be approached except by the SSO or staff designated to investigate or take further action.

STAGE 2 – The Senior Safeguarding Officer

*B.2. The Safeguarding Team receives the report of concern and then has a duty to: **REVIEW AND REPORT***

B.2.1. The report will be reviewed by the SSO with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix 2 for examples of possible actions.

B.2.2. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

B.2.3. The Safeguarding Trustee should be made aware of any referrals to the statutory authorities.

STAGE 3 – The Next Steps

C.3 After the decision has been made as to what action should be taken, the SSO, Safeguarding Trustee and the congregational Minister(s) may have a duty to: **SUPPORT AND REPORT**

C.3.1. Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; vulnerable adults; other family members; church workers; the SSO; Minister(s); members of the leadership team).

C.3.2. Where formal referrals are made, reports may need to be made to the Local Authority initially and later the Disclosure and Barring Service (DBS) and the Charity Commission.

C.3.3. If the SSO is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

2.1.3 Specific Issues Responding to Concerns Raised about Vulnerable Adults

It is not the reporter's role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Permission should always be sought to share information although confidentiality should not be promised. Always share concerns with the SSO/CMSO even if the reporter does not have the consent of the adult to do so – in this instance, make sure the SSO/CMSO knows that the person concerned has not given consent for the information to be passed on.

If further advice is needed, the SSO/CMSO can call Thirty-one:eight or adult safeguarding services for advice without disclosing names.

The Care Act 2014 provides helpful guidance on these situations:

"If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm."

The SSO will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see Appendix 3 for further information). If there are any concerns about an adult's mental capacity, the SSO will contact the Local Authority Adult Safeguarding Team for advice (See *For Further Information*).

2.1.4 Allegations Against Workers

If you see another worker (voluntary or paid) acting in ways which concern you or might be misconstrued, speak to the SSO/CMSO about your concerns as soon as you can. This especially includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made, do not approach the alleged perpetrator about it, unless it is a minor issue such as wrong tone of voice or inappropriate language, where advising such language is inappropriate and asking the person to make an adjustment would be adequate.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the SSO, the SSO may liaise with the relevant statutory authorities for advice on action.
- 4) On receiving the report the SSO and Senior Pastor (or Elder(s) if it is the Senior Pastor in question) will immediately suspend the church worker from any ministry involving contact with the child or vulnerable adult pending the completion of an investigation (this includes any investigation undertaken by the statutory authorities). If the worker is exonerated they will return to duties.
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, longer suspension of worker, putting a contract in place)

- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the SSO and stored securely and confidentially, where only those directly involved in safeguarding (SSO, Safeguarding Trustee, Senior Ministers and Elders) can access them.
- 7) No information about the allegation, not even for prayer purposes, will be shared with people in the church other than those directly involved in safeguarding (the Safeguarding Trustee will have access) and, if appropriate, the Church Council (usually without details).
- 8) A note will be placed in the worker's personnel file.

The temporary suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and vulnerable adults from possible further abuse or from being influenced in any way by the alleged perpetrator. Long term suspension would require some sort of explanation to the wider church as well as reporting to Church Council.

It may be necessary, for the sake of the child / vulnerable adult or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases, the SSO or Senior Minister of the other church will be informed of the reasons for this happening.

When concerns are expressed about the Pastor/Minister

Any safeguarding concerns involving a Pastor/Minister should always be reported immediately to the SSO and Senior Pastor. The SSO will inform the Safeguarding Trustee as soon as possible. In addition to following the church's usual procedures a statement must be made to the church. Where the minister is the Senior Pastor the SSO will inform the Safeguarding Trustee and the Council Chairperson.

When concerns are expressed about the church SO / Safeguarding Trustee

Any safeguarding concerns involving any SO or Safeguarding Trustee should be raised with the CMSOs and the Senior Pastor and Council Chairman and the individual immediately suspended, following church policy.

2.1.5 Allegations Against Children and Vulnerable Adults

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age- inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against vulnerable adults will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, vulnerable adults may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or vulnerable adult the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the SSO, who will speak to the police or social services about when to inform a parent. The SSO will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or vulnerable adult on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders).
- 4) Make sure there is pastoral support in place for the child or vulnerable adult throughout the process involved.

2.1.6 Pastoral Care

Following an allegation or suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim(s) and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Thirtyone:eight's *'Someone I Care About Was Abused'* and *'How Can I Support A Child Who's Been Abused?'* Help Guides, to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive (recognising that forgiveness is a process which takes time) or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The SSO has a list of relevant local information and contacts, ready for anyone who may need it.

2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. Paid and voluntary workers must:

- 1) Have completed relevant DBS checks satisfactorily before the appointed worker starts in their role. However, where DBS checking is not feasible or meaningful, other methods (e.g. references) will also be employed to confirm good standing.
- 2) Provide references (where appropriate) and complete a Self-Disclosure Form.
- 3) Be reviewed and approved by at least two people, including the line manager or ministry leader. This must include informal or formal interviews. See Appendix 5 for a full description of recruitment procedures in MCCC.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified

from working with children or vulnerable adults to knowingly apply, accept or offer to work with children or vulnerable adults in a regulated activity. It is also a criminal offence to knowingly offer work with children or vulnerable adults in a regulated activity to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or vulnerable adults.

2.2.1 References

Formal written references (where appropriate) will be requested, ideally in the form of at least one professional and one personal reference.

2.2.2 Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have clear lines of accountability to a leader and the leadership team. Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

2.2.3 Training

From time to time, the church will provide or recommend training relating to safeguarding. Church workers are expected to attend any such training provided or recommended. Additional specialist training will also be arranged where needed, for example, in First Aid.

Young leaders under the age of 18

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent/carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or vulnerable adults so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or vulnerable adult.
- Listen well to everyone. Be careful not to assume you know what a child or vulnerable adult is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or vulnerable adult and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or vulnerable adult, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or vulnerable adult.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 4). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

Do not invade the privacy of children when they are using the toilet or showering.

- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the relevant CMSO of any children's trips which take place in the particular language group in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.

No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time. No one should normally be left working alone with children, young people or vulnerable adults, but should instead work as part of a team.

If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or vulnerable adult, they should:

- Assess the risk of sending the child or vulnerable adult home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or vulnerable adult wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.1.1 for recommended ratios. The only adults allowed to participate in children's and vulnerable adult activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply as prescribed by Thirtyone:eight and the NSPCC:

Age range	Recommended minimum ratio for all activities (indoor and outdoor)
0 – 2 years	1:3 (minimum 2)
2 - 3 years	1:4 (minimum 2)
4 – 8 years	1:6 (minimum 2)
9 – 12 years	1:8 (minimum 2, preferably one of each gender)
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers. A Risk Assessment should be carried out beforehand to assess the need. No further guidance is given regarding online activities.

3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc. and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children or Young People at Home

Pastoral visits to children or young people at home should be done in pairs by appointment with the parents, and with the prior agreement of the ministry co-ordinator, e.g. Minister, Bible Class or Youth Group Co-ordinator.

3.1.4 Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.

- Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

3.1.5 Mentoring

If a worker is working with a young person as part of a recognised church mentoring programme:

- The parents of all young people involved in mentoring must give consent to say they are aware that the mentoring is happening and who it is with.
- For online mentoring meetings, the parents must give consent and also agree for one adult to be present in the home at the time so the child or youth is not completely alone.
- Mentoring meetings should only be held in agreed places and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and the senior leader should be aware that a meeting is taking place and where it is being held.
- Appropriate boundaries should be put in place in regard to times and demand, i.e. not phoning or texting late at night, etc.
- A basic record via the online form should be kept of dates of significant meetings and any text messages or emails, as well as the issues/decisions discussed at meetings, to be reviewed by the ministry leader(s).

3.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place. Safeguarding rules will apply to peer leaders serving in this capacity.

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's needs.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc.), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively addressing anything which could be misunderstood or misconstrued.

3.1.8 Electronic Communications – Cyber Safety Modern Technologies and Safe Communication

On the general consent form when enrolling for an activity, parents/carers/youth over 13 years sign to agree that the young person can receive electronic communications. Each young person has a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise. They also need to be aware of the protocols that workers follow in relation to electronic communications.

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking, mobile phone and video conferencing platforms (e.g. Zoom) as a legitimate means of communicating with young people.

The expectations of the church in relation to the use of electronic communications is set out in

- Use of Social Media Policy
 - Use of Church Computer Policy
 - Safeguarding Online for Children Policy
 - Safeguarding Online Youth Policy
-
- It is not appropriate for an individual adult to use these communication methods with children aged 11 years and younger (unless outside of the ministry as a family friend).
 - Workers should have an online communication channel (e.g. church-issued email address/MCCC WhatsApp broadcast) that is used solely for children's / youth work communications and is totally separate from their own personal communication channels. This is to ensure that all communication with children and young people is kept within public domains.
 - Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
 - Email and texts should be limited to sharing generic information, for example, to remind young people about meetings and to use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love', lol, etc.
 - Workers should keep a log of significant conversations or texts.
 - Any texts or conversations that raise concerns should be reported to the worker's supervisor.
 - Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them only in a church context (e.g. this does not apply if they are already known to them outside of church as a family friend).
 - Workers should not actively send friend requests to children or young people from their social media profiles.
 - A basic record via the completed online form should be kept of dates of any significant text messages or emails, as well as the issues/decisions discussed, to be reviewed by the ministry leader(s).

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- However, photos should only be taken of a group in a public setting and not online (in zoom) nor of individuals except for formal photos e.g. at a prize-giving or performance event, with permission.
- Workers (and others) should not take photos of children, young people or vulnerable adults (including screen shots) unless permission is sought in advance and they should not store such photos on personal phones.
- Written consent must be obtained and retained for all children and vulnerable adults who will appear in a photograph or video before the photograph is taken or footage recorded.
- Written consent should also be sought to take the photo as well as to send and display it publicly and also to place a general group/event photo in storage.
- It must be made clear why that person's image is being used, what you will be using it for, and

who might want to look at the pictures.

- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at sports days or videoing a church nativity play.

For more information on cyber safety, please use the Thirtyone:eight Online Safety Policy template and the Baptist Union of Great Britain **Cyber Safety Guide** as reference, which can be found on their website.

3.2 WORKING WITH VULNERABLE ADULTS

3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

3.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials (when necessary)
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of vulnerable adults, such as those with learning disabilities, the deaf or the visually impaired.

3.2.4 Insurance

We will take reasonable steps to safeguard vulnerable adults and will follow any specific safeguarding requirements as laid out by our insurance company.

3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with vulnerable adults may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else (unless a family member), always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money and must not accept any financial gifts.
- Any other gifts (above the value of a small cake) received should be reported to the Senior Pastor or

Church Council, who should decide whether or not the gift can be accepted.

- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. A worker must not act as a sole Executor for a vulnerable adult they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought and must be approved by Church Council, if you are a worker, on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the vulnerable adult.

3.2.6 Taking Videos and Photographs

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- However, photos should only be taken of a group in a public setting and not online (in zoom) nor of individuals except for formal photos e.g. at a performance event, with permission.
- Workers (and others) should not take photos of vulnerable adults (including screen shots) unless permission is sought in advance and they should not store such photos on personal phones.
- Written consent must be obtained of all vulnerable adults (or by their carer/guardian as required) their who will appear in a photograph or video before the photograph is taken or footage recorded.
- Written consent should also be sought to take the photo as well as to send or display it publicly, also to place a general group/event photo in storage.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs or videoing e.g. a church nativity play.

For more information on cyber safety, please use Thirtyone:eight Online Safety Policy template and the Baptist Union of Great Britain Cyber Safety Guide as reference, which can be found on their website.

3.2.7 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users.

3.2.8 Record keeping

It is good practice to record via the completed online form pastoral visits or meetings (by two adults together), texts and emails, noting the date, time, location, issues/decisions discussed and any actions which are to be taken, to be reviewed by the ministry leader(s). The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the SSO, following procedures as in Section 2 (above) and stored in a safe and secure manner for at least 50 years.

In the event that the church ceases to operate, these records must be deposited at a reputable solicitor.

3.2.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships, through their training, and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.
- All pastoral workers will have clear lines of accountability to a leader and the leadership team.
- Paid workers will have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern.
- There will also be regular team meetings to review congregations/ministries, share concerns and identify matters that may need clarification and guidance.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

For all children and young people involved in any activities associated with the church and independent of services, thus separated from their parents or guardians, it is essential that we have important information about each one, which is recorded on our consent forms. Although we prefer enrolment prior to the activity, the first week someone attends unexpectedly, workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for vulnerable adults. Those leading the activity must have these at hand.

3.3.2 Health and Safety

All activities for children, young people and vulnerable adults will comply with the church's current health and safety policy and will be conducted in accordance with this, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene. Buildings being used for children's and vulnerable adults' groups will be properly maintained. When an annual health and safety review is carried out, safeguarding considerations must be made to ensure safe use of the premises for all.

Please refer to the MCCC Health and Safety Policy, especially p.9-10 Young Persons Policy; p.34 Section 3.30 Safeguarding; p.41-42 Section 3.43 Young Persons.

3.3.3 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire. Events

will have a fire marshal/safety co-ordinator who will take the lead in evacuating buildings in the event of a fire.

3.3.4 First Aid

All church groups involving children and/or vulnerable adults will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

Accompanying each of our first aid kits (which should have no medication and be one for each site used), there is an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. Each nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the lead nominated individual.

3.3.5 Supervision of Groups

The person responsible for a group/activity involving children and/or vulnerable adults must ensure that those attending, including parents, know who to contact as required. The names of all adults present in the group/activity should be recorded in a register or serving rota.

3.3.6 Food Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food (at least one at each event) will need to possess the Basic Food Hygiene Certificate and be aware of food safety (allergies, preparation, handling and storage, disposal of waste, etc.).

3.3.7 Risk Assessment

Before undertaking any activity with children or vulnerable adults, the leader will ensure that a Risk Assessment form is completed and GDPR guidelines are followed where applicable.

3.3.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and vulnerable adults on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- All drivers must have a satisfactory DBS certificate and agree to abide by the church Safeguarding Policy.
- Drivers will be aged 25 or over and have held a full clean driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.

All hired minibuses will have a small bus permit and the necessary insurance. (If you are using the church minibus, then please refer to the church's minibus driver guide.) Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.

- At least two workers should be present when transporting children as part of a church role.

3.3.10 Outings and Overnight Events involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and if there will be food preparation involved food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. Venues must be appropriate and have enough beds and rooms to accommodate workers and children in accordance with this policy. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Where the accommodation is small family sized rooms workers will not share sleeping accommodation with children although they should be nearby in separate rooms. Arrangements will be age- and gender appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be beforehand and are happy with them.

Adventure Activities

No child will participate in adventure activities without the written consent of the parent /carer. The event organiser/leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or at an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the event organiser/leader needs to ensure that the premises are licensed.

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits.
- When using a building as a residential facility, the event leader must be assured by the venue management that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site. General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. If the children are unable to

swim, it is recommended there be a 1:1 child to adult ratio. Workers should never change in front of the children.

3.3.11 Outings and Overnight Events involving Vulnerable adults

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties, mental health needs or older people, on outings or overnight events:

- A risk assessment must be carried out beforehand
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Vulnerable adults should be consulted in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Vulnerable adults should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

It is not appropriate for church workers to perform personal care for vulnerable adults unless this is their usual task (i.e. if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment (3.3.7).

Consent and Medical Information

It is important to recognise that vulnerable adults are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that a vulnerable adult should have a say in their care and any arrangements made for them, however, there may be occasions when you need to

involve others in decision making. In these situations, seek advice from the SSO with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication, then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

3.4 SAFER COMMUNITY

3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership. Bullying can take place in person in a physical environment and online in a virtual/social media environment. (See 3.1.8 about staying safe online.)

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be reinforced regularly.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.

- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded on the incident form, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, refer to staff handbook for what to do when a senior member of church staff etc. is involved.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or vulnerable adults, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- The SSO will inform and take advice from the Local Authority Designated Officers (LADOs).
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and vulnerable adults.
- The members of the church Safeguarding Team will always be informed.
- The SSO should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the SSO should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the Safeguarding Trustee or Local Authority Designated Officers (LADOs).

3.4.3 Alleged or known offenders who are themselves vulnerable adults

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal

contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for a young person or vulnerable adult. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

SECTION 4 - USEFUL CONTACTS

List of Greater Manchester Local Authority Designated Officers (LADOs)

<https://greatermanchesterscp.trixonline.co.uk/chapter/local-contacts#local-authority-designated-officers-lados>

Police

Contact 101, or 999 in an emergency

Children Families and Adult Social Services

24 hours for emergency: 0161 234 5001

(24hrs a day - Duty Team working between 4.30pm and 9.00am to answer urgent calls)

Email : mcsreply@manchester.gov.uk

Website: [Tell us about someone being abused or neglected | Tell us about someone being abused or neglected | Manchester City Council](#)

APPENDICES

APPENDIX 1 – ROLES AND RESPONSIBILITIES

Here is an easy-to-read table of the roles and responsibilities of different people within the church, who have responsibility for safeguarding.

Role	Responsibilities	How
Senior Safeguarding Officer (SSO)	The recognised person who oversees the Safeguarding Team made up of Congregational Ministry Safeguarding Officers (English, Cantonese and Mandarin), liaising with the Safeguarding Trustee, Pastors and Ministers. Liaising frequently with the team members and having blank copies of the Safeguarding Incident Form ready to go. Liaising with external agencies where necessary, acting independently of leadership and Church Council in reporting safeguarding issues. Keeping the safeguarding policy relevant and up to date. Advocating and facilitating safe church practices, with the help of the Safeguarding Team. Reporting to the Senior Pastor and Church Council on safeguarding issues.	The recognised person for receiving disclosures or reports of disclosures of abuse. Creating a list of contact numbers. Together with the Safeguarding Trustee, annually reviewing and updating as necessary. Promoting a culture of best practice throughout the church life. Developing and organising training courses for all relevant parties. Making sure safeguarding is on the church meeting agenda.

DBS Recruiters	Making sure that all relevant persons working with children and vulnerable adults have an up to date relevant DBS check in place at all times.	Displaying names and contact information, preferably with photos, so church members know who to contact. Being informed by ministry leaders about new and ongoing ministries, coordinating the completion and renewal of DBS forms, and liaising with the Senior Safeguarding Officer and ministry leaders on the outcomes when required.
Congregational Ministry Safeguarding Officers (CMSO - ESO/CSO/MSO)	The first point of contact should a concern arise. Supporting and assisting the Senior Safeguarding Officer. Advising members and leaders regarding safeguarding matters.	Regular communication with the Senior Safeguarding Officer, particularly if a serious incident arises. Be available to members for advice and having official email address for contact.
Safeguarding Trustee (ST)	Taking the lead on safeguarding matters on behalf of the trustees/Church Council. Receiving and acting on recommendations from the SSO. Keeping the Safeguarding Policy relevant and up to date.	Regular communication and reporting from the Senior Safeguarding Officer and ensuring safeguarding is on the agenda at Council meetings. With the SSO, annually reviewing and updating the Safeguarding Policy as required.
Senior Pastor (or designated minister)	Liaising with and supporting the SSO and DBS Recruiters. Acting on recommendations of the SSO.	SSO reports directly to Senior Pastor.

Church Council	Responsible for safeguarding best practice within the church.	Making sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruitment etc.).
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APPENDIX 2 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Vulnerable Adult
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to a vulnerable adult.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Anyone under the age of 18 is a child.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.

<i>Neglect</i>	Anyone under the age of 18 is a child. Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Type of Abuse</i>	Additional Definitions	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.	
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.	
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.	
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.	
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.	
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.	

<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or vulnerable adult discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

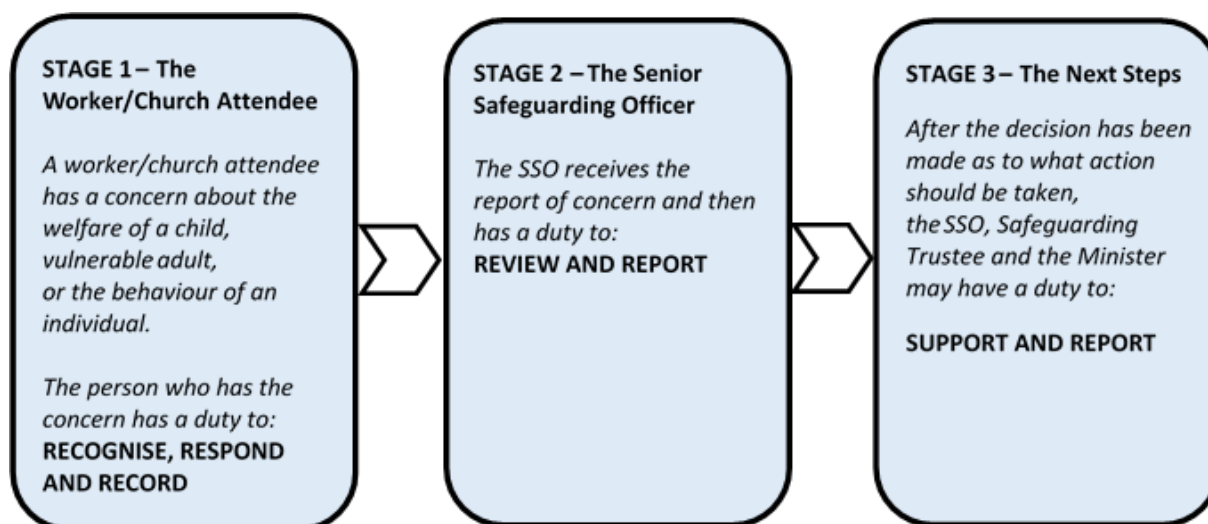
It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.

APPENDIX 3 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

Responding to a disclosure:

WHAT TO DO	WHAT NOT TO DO
• Take action – don't ignore the situation. • Be supportive. • Be open and honest. • Listen to and acknowledge what is being said. • Try to be reassuring and remain calm. • Explain clearly what you will do and what will happen next. • Tell them that: a) They were right to tell you; b) You are taking what they have said seriously; c) It was not their fault; d) That you would like to pass this information on to the appropriate people, with their permission; • Try to give them a timescale for when and how you / the SSO will contact them again. • Give contact details for them to report any further details or ask any questions that may arise.	• Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the SSO. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry.

Procedure for reporting safeguarding concerns:



STAGE 1 – THE WORKER / CHURCH ATTENDEE

The duty of the person who receives information or who has a concern about the welfare of a child, young person or vulnerable adult is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the SSO. If he/she is not contactable, or is implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the SSO within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the SSO, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or vulnerable adult tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be recorded as soon as possible after the event
- If hand-written, be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or vulnerable adult's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or vulnerable adult has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the Senior Pastor and/or congregational ministers), and representatives of any statutory authorities involved.

If concerns arise in the context of children's or vulnerable adult work, the worker/individual who has the concern may in the first instance wish to talk it through with their ministry leader, where appropriate. However, such conversations should not delay concerns being passed on to the SSO. **It should be clear that the duty remains with the worker/individual to record and pass on their concerns to the SSO.**

If an issue concerns a vulnerable adult who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the SSO, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a ministry leader by one of the workers/an individual, **the leader should remind the worker/individual with a concern of their duty to record and report and will also themselves have a duty to pass on the concern to the SSO.**

STAGE 2 – THE SENIOR SAFEGUARDING OFFICER

The duty of the SSO on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the SSO:

- should take into account their level of experience and expertise in assessing risk to children or vulnerable adults.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including with the Congregational Safeguarding Officer and church Safeguarding Team, unless allegations involve them, who may have

relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.

- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The SSO will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or vulnerable adult is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or vulnerable adults in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With vulnerable adults, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For vulnerable adults, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with vulnerable adults*, it should be reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place.*
- Whenever a formal referral is made to the police, Social Services or LADO, the SSO should report the referral to:
 - The Safeguarding Trustee
 - The Senior Pastor

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the SSO and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Congregational Minister(s).

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Vulnerable adults; Other family members; Church workers; Church Safeguarding Team; Minister(s); Leadership Team.

The duty to REPORT

If a church worker has been accused of causing harm to children, young people or vulnerable adults this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or vulnerable adults, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

APPENDIX 4 – MCCC SAFEGUARDING INCIDENT FORM

This form (Sections 1-4) should be completed by the member of the Safeguarding Team who is on site and passed onto the Senior Safeguarding Officer (SSO) to complete section 5.

SECTION 1: CONTACT INFORMATION FOR CHURCH, SSO AND INCIDENT REPORTER

Name of Church:	Manchester Chinese Christian Church
Contact details of the Church:	100 Yarrowburgh Street, Whalley Range, Manchester, M16 7EH +44 (0)161 459 4978 admin@manchesterccc.org.uk

Name of Senior Safeguarding Officer:	Jenny Yoong
Contact details of Senior Safeguarding Officer:	Safeguarding@manchesterccc.org.uk

Name of individual to whom disclosure was given/Incident Reporter:	
Congregation or Ministry Department:	
Contact details of individual to whom disclosure was given/Incident Reporter:	

SECTION 2: INDIVIDUAL(S) OF CONCERN (the one harmed or the one causing harm or both)

If more space is needed then please use additional paper and provide all the necessary information.

Role in Incident: (select from: <i>the one harmed, the one causing harm or both</i>):		
Name:		
Date of Birth:		
Address:		
Phone Number:		
Email Address:		
Congregation or Ministry Department:		

SECTION 3: REPORT OF THE INCIDENT

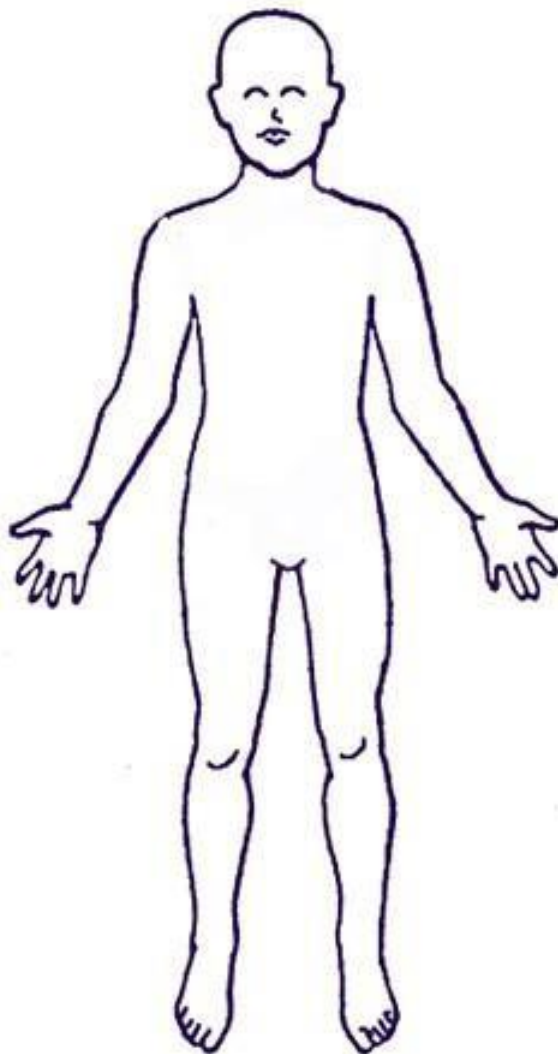
What happened? <i>(Nature of concern / disclosure made using the individual of concern’s own words if known)</i>
When did the incident happen? <i>(date and time)</i>
Where did it happen? <i>(specific location)</i>
Who was allegedly involved and in what way? <i>(includes witnesses)</i>

SECTION 4: BODY MAP (IF APPLICABLE)

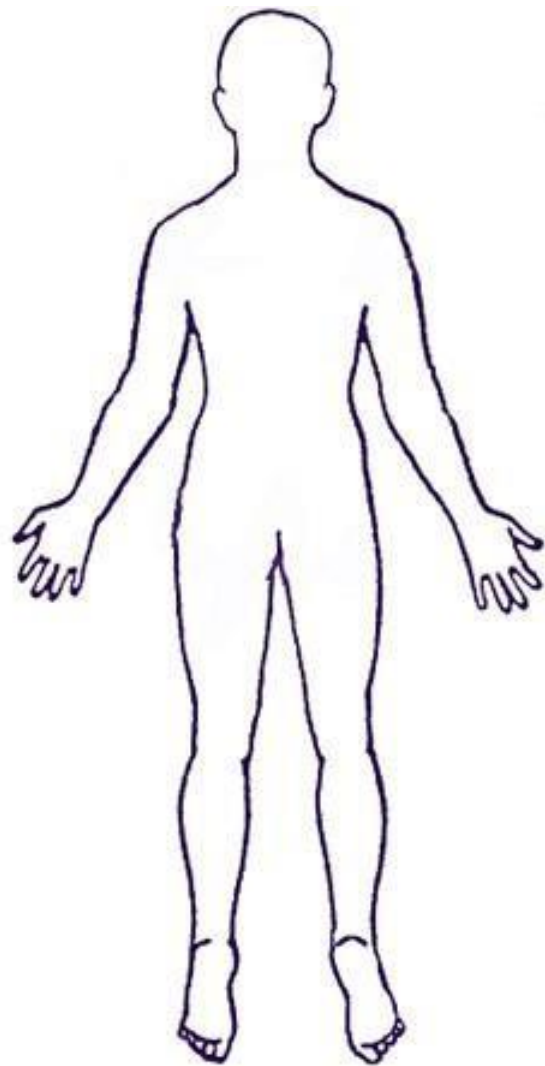
These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**

Name of individual of concern:	
Name of person completing this form:	

FRONT



BACK



Important Note: Please now go the final page to sign and date this form before passing this onto the Senior Safeguarding Officer.

SECTION 5: ANY ACTION TAKEN AND NEXT STEPS

This section of the form onwards is to be filled in by the Senior Safeguarding Officer.

ANY ACTION THAT HAS ALREADY BEEN TAKEN *(please tick the relevant box)*

a) Have the carers or parents / guardians been informed?

Yes		No	
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If so, when and by whom?

b) Have any statutory authorities been informed?

Yes		No	
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If so, please complete the following table on the next page.

	<i>Example</i>	Authority 1	Authority 2
Authority:	<i>Police</i>		
Name:	<i>Bobby</i>		
Position:	<i>Child abuse officer</i>		
Email Address:	<i>bobby@police.com</i>		
Phone Number:	<i>07 999</i>		
Contacted by:	<i>Joe Bloggs</i>		
Date & time of contact:	<i>1.30pm 01/04/2021</i>		

If more space is needed then please use additional paper and provide all the necessary information.

What further action needs to be taken?	Who is responsible for this?
--	--

SIGNATURES

Minister/Ministry Safeguarding Officer:

Date and time:

Senior Safeguarding Officer:

Date and time:

APPENDIX 5 – RECRUITMENT PROCEDURES AT MCCC

A full description of recruitment procedures at MCCC may be found by referring to the church recruitment policy.

In relation to work with children and vulnerable adults the following applies:

1. All workers are required to obtain or have relevant DBS certificates, that have been applied for through MCCC and renewed every three years or checked using the DBS update service as required. Where a fee is chargeable the church will pay for the fee.
2. Where a DBS check is not meaningful (e.g. recent arrivals from overseas), a DBS check must still be made but other methods to confirm the good standing of the applicants will be used. These will include, at a minimum, independent references from two sources testifying to the good character of the prospective appointee and lack of criminal convictions pertinent to safeguarding or other matters that would disqualify the prospective appointee. Where a DBS check is not possible then similar steps will be taken to confirm the good standing of the applicant.
3. Recruitment will normally be from within the current regular worshippers in the church. Confirmation of this will be required from the relevant ministers. Some senior positions may be externally recruited.
4. Depending on the nature of the post, advertising may be informal or formal. Senior positions will usually be formally advertised.
5. Each post will have a job description detailing duties, responsibilities and accountability.
6. Recommendations and/or formal references must be provided for each applicant.
7. All applicants must be interviewed, either informally or formally, by at least two people.
8. Where requested, a formal CV must be provided.
9. Applicants **must** disclose any criminal convictions or previous referrals to safeguarding agencies.
10. Applicants will be reviewed by the appropriate ministry leader(s) as authorised by the Senior Pastor.
11. All workers may not take post until DBS clearance has been obtained or, alternative methods of inquiry have been successfully completed.
12. Appointments will be revoked if:
 - a) A DBS certificate is not granted
 - b) Recruits refuse to co-operate with the DBS checking procedure.
 - c) Recruits fail to observe clause (8) and report previous criminal convictions or referrals to safeguarding agencies.

The recruitment process must be documented using the MCCC Recruitment Form and the record submitted to Church Admin for storage.

For further information:

Greater Manchester Safeguarding Partnership Website

<http://greatermanchesterscb.proceduresonline.com/chapters/contents.html>

NSPCC – Advice Hotline

0808 800 5000

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your SSO know that you have made this call.

Document Control:

This Policy has been produced for use in Manchester Chinese Christian Church (MCCC).

Policy last updated: March 2025