



# **Safeguarding Children and Adults at Risk**

## **City Church Birmingham Safeguarding Policy, Procedures and Codes of Conduct**

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# City Church Birmingham

# Safeguarding Policy, Procedures and Codes of Conduct

## Part 1: Safeguarding Policy

### 1. Purpose

This policy outlines how City Church Birmingham will:

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

### 2. Scope

- 2.1 This policy sets out how City Church Birmingham will protect children and adults at risk (as defined in section 8 below).
- 2.2 It includes commitments and obligations made by a wide range of people within the church community, not just to those working directly with children or adults at risk.

### 3. Context

City Church Birmingham is a Charitable Incorporated Organisation, charity number 1171549. We are a congregational church led currently by 8 elders, who are also the trustees of the CIO.

The church was founded in 1999, and we have held Sunday services in Edgbaston since then, mainly in the buildings of Edgbaston High School for Girls. We have always had a high proportion of university students in regular attendance, and also run dedicated activities for students including weekly Bible studies, regular one-to-ones, seminars and weekends away. On Sundays alongside our morning service, we normally run Sunday School groups for all aged 0-11 years. A youth group for those in secondary school runs on Sunday evenings.

We also rent church office premises in Birmingham city centre and own a building on Tiverton Road in Selly Oak, at which numerous weekly and less frequent activities take place, including some aimed at students, including international students.

These activities also include a weekly stay and play group for pre-school children and their parents and carers, a mums' Bible study group with childcare, and Friday evening groups for those aged 7 to 18.

## **4. Values and beliefs**

- 4.1** Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns.
- 4.2** We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable, particularly children and adults at risk, ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere.
- 4.3** Every member of City Church has a responsibility to act to support the values and commitments outlined in this policy.
- 4.4** The whole church community has a responsibility to seek to keep children and adults at risk safe from harm.
- 4.5** Our approach to safeguarding is shaped by our belief as Christians that:
  - 4.5.1** We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us.
  - 4.5.2** Every human life, including that of the unborn, is valuable to God and each person bears his image.
  - 4.5.3** We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone from those dangers, but particularly the vulnerable among us.
  - 4.5.4** God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation.
  - 4.5.5** Jesus' example was one of valuing, accepting, and caring about everyone.
  - 4.5.6** We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us.
  - 4.5.7** The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God.
    - 4.5.7.1** We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace and forgiveness.
    - 4.5.7.2** Where necessary, City Church may impose formal discipline on its members in accordance with its governing documents.

## **5. Our responsibilities and commitments**

### **5.1 Our responsibilities**

- 5.1.1** To ensure that the protection of everyone in our church community, but particularly children and adults at risk, and the promotion of their welfare, is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our organisation.
- 5.1.2** To treat each person as equal in the sight of God: equally sinful, equally loved, equally offered the gift of salvation and reconciliation to God through Jesus Christ.

- 5.1.3 To seek to minister to each individual, and to encourage growth in obedience to God and his word with equity, transparency and sensitivity, in accordance with our fundamental beliefs as laid out in our Statement of Faith, charitable aims and governing documents.
- 5.1.4 To value and respect everyone in our church community and to listen to their wishes, including those who are vulnerable or find it difficult to make their voice heard.
- 5.1.5 To ensure that as a church we are alert to our obligations around the Prevent duty 2016, and to report appropriately.
- 5.1.6 To work in partnership as appropriate with children, adults at risk, their parents and carers, and local and national partner agencies and organisations to protect and promote the welfare of every individual in our church community, particularly the vulnerable.
- 5.1.7 To work to develop and maintain an environment that is protective, caring and nurturing for everyone in our church community, in accordance with our doctrines and beliefs as outlined in our governing documents and ethical statements.

## **5.2 How we will seek to fulfil these responsibilities**

- 5.2.1 We will seek to visibly demonstrate our commitment to safeguarding throughout the organisation and our most senior leaders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf, including by providing accountability and challenge to each other.
- 5.2.2 We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to competently and confidently fulfil their role.
- 5.2.3 We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding.
- 5.2.4 We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness.
- 5.2.5 We will ensure that we appoint a Designated Safeguarding Lead and at least one deputy who will take responsibility for leading safeguarding children and adults across the organisation.
  - 5.2.5.1 Safeguarding will be promoted and overseen by our trustees.
  - 5.2.5.2 Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be included in our procedures and will be made publicly available.
- 5.2.6 We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers.
- 5.2.7 We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including ongoing training and supervision.
- 5.2.8 We will ensure that we consider safety in all areas of our work and ministry:
  - 5.2.8.1 Managing health and safety through effective policies and procedures; using risk assessments, processes and proportionate systems.
  - 5.2.8.2 Considering online as well as physical environments and our use of social media and technology.
- 5.2.9 We will ensure that we monitor the conduct of our staff and that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigor, fairness and transparency.
- 5.2.10 We will ensure that our expectations in relation to the conduct of members of City Church are clear through codes of conduct, policies and procedures including:
  - 5.2.10.1 An Anti-bullying policy (including cyber-bullying);

- 5.2.10.2 An Anti-harassment policy, dealing with peer-abuse and harassment (including sexual harassment);
- 5.2.10.3 Clear accountability processes and sanctions for infringements of the codes of conduct
- 5.2.10.4 An Equality & Diversity Policy which incorporates a culture of zero-tolerance of discriminatory or abusive attitudes, language or behaviours.
- 5.2.11 We will seek to clearly identify concerns about the safety or wellbeing of those who become regular attenders at City Church services, events, activities or groups, or are members of the church, and will seek to respond appropriately and proportionately:
  - 5.2.11.1 To signpost or refer them to local or national services that can help them;
  - 5.2.11.2 To provide information, guidance and support as we are able, to help them overcome their challenges;
  - 5.2.11.3 To share information appropriately with partner agencies where we have concerns about the safety of an individual and where statutory thresholds and / or criteria are met.
- 5.2.12 We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include records such as:
  - 5.2.12.1 Consent forms;
  - 5.2.12.2 Attendance data for work with children and adults at risk;
  - 5.2.12.3 Accident and incident reporting;
  - 5.2.12.4 Confidential recording of safeguarding concerns.
- 5.2.13 We will consider the needs of children, their parents / carers and adults at risk who are involved in a safeguarding process wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them as individuals.
- 5.2.14 We will ensure that we have a culture, policies and procedures to enable anyone in our church community including children, adults at risk and their parents or carers to raise concerns or complaints, and for dealing with those concerns or complaints in an efficient, open, honest and fair manner, including clear appeals processes.
- 5.2.15 We will develop a culture that encourages everyone in our church community to identify and raise concerns as appropriate.
- 5.3** We will ensure that relevant policies, procedures, codes of conduct etc are publicly available.

# Part 2: Safeguarding Procedures

## 6. Purpose

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

## 7. Scope

We consider safeguarding to be the responsibility of the whole church community, and especially the members of City Church. These procedures apply in particular to all staff and volunteers who:

- Work with children or adults at risk, or
- Perform a role on behalf of the church in which they take on pastoral responsibility for children or for adults who may be or may become at risk (for example small group leaders, both in home groups and student groups).

## 8. Definitions

In this Safeguarding Policy and Procedures:

**Adult at Risk:** Refers to any person who at a particular time:

- Is aged 18 years and over;
- Is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness; and
- Is or may be unable to take care of him / herself or unable to protect him / herself against significant harm or serious exploitation.

**Child:** Refers to anyone under the age of 18 years.

**Church community:** Refers to any gathering of people at a City Church service, activity, event or group, whether in person or online, and whether on a single occasion or more frequently.

**Elder(s):** Refers to those appointed by the church to that office.

**Member of City Church:** Refers to any current adult member of the church, whether they are a full or associate member.

**Staff:** Refers to any paid employee of City Church, volunteer member of staff or co-worker seconded to us and functioning at least in part as a member of the City Church staff team.

**Trustee(s):** Refers to those currently serving as trustees of City Church Birmingham CIO.

**Volunteer(s):** Refers to anyone who is appointed by the church to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised).

**We:** In this policy document, the word "we" is used in making various commitments. This term refers to City Church Birmingham as a body corporate, whereas the legal responsibility for those commitments belongs to the trustees, who will often delegate implementation to others.

## 9. Governance and oversight

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

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

## 10. Recruitment and ongoing support of staff and volunteers

The recruitment and support of staff and volunteers is of critical importance to City Church and to our work and ministry. In order to fulfil our legal duties and to ensure we meet the still higher standards dictated by the Bible, all staff and volunteers will be subject to appropriate recruitment processes. The rest of this section relates to staff and volunteers who fall within the scope of this policy and procedures (see section 7).

### 10.1 Management of recruitment processes

- 10.1.1 At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment.
- 10.1.2 Appropriate records will be kept of all recruitment processes.
- 10.1.3 A “Single Central Record” of recruitment checks and a training log will be maintained.
- 10.1.4 DBS certificates will be returned to the applicant and no copies will be kept. The Single Central Record is the only record that will be retained by the church.
- 10.1.5 Staff and volunteers will be provided with a written job / role description and person specification prior to deciding whether to take up the position / role.

### 10.2 Recruitment process

- 10.2.1 Prior to appointment, all staff and volunteers will be required to submit an application form (see appendix D). Where necessary and appropriate (e.g. lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.

### 10.3 Paid staff positions

- 10.3.1 Prior to being appointed to a role, all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation.
- 10.3.2 Prior to appointment of new members of staff, references will be sought, including, where possible, a reference from the current or previous employer.



- 10.3.3 Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process, and including relevant safeguarding training.

#### **10.4 Volunteer positions**

- 10.4.1 Prior to appointment, all volunteers will be required to take part in a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements.
- 10.4.2 Prior to appointment, references will be sought. Where an appropriate reference was obtained at the time of application for formal church membership, this may be used.
- 10.4.3 Following appointment and prior to commencement of the role, volunteers will receive some induction for the role by a suitable ministry leader, including relevant safeguarding training.

#### **10.5 Probationary periods**

- 10.5.1 All staff will be subject to a formal probationary period, and volunteers to an informal period during which they and an appropriate ministry leader assess their suitability for the role, based on the written job / role description and person specification, and on their performance in the role.
- 10.5.2 Support, guidance and review will be provided as needed through the probationary period and a further discussion will take place at the end of the probationary period at which time the outcome (suitable, unsuitable, or probation extended) will be clearly communicated by the ministry leader to the probationary team member. A brief record will be made and retained of those discussions and decision.

#### **10.6 Ongoing support and supervision**

- 10.6.1 All staff and volunteers will receive proportionate supervision and support in their role.
- 10.6.2 Where DBS checks are required, this will be identified in the role description and these checks will be updated at least every three years.

#### **10.7 Training**

- 10.7.1 All new members of staff and volunteers who fall within the scope of this policy and procedures (see section 7) will receive initial safeguarding induction training, and all staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training.
  - 10.7.1.1 Trustees will receive initial training. There is no requirement for formal update training, however, the trustees must ensure that they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance are up to date.
  - 10.7.1.2 Volunteers and staff involved in working with children or adults at risk of abuse are required to update their training at least every three years.
  - 10.7.1.3 The Designated Safeguarding Lead and the Deputy DSL are required to attend formal update training at least every two years.
  - 10.7.1.4 All staff, volunteers and trustees will undergo some informal update activity annually.
- 10.7.2 A log of training and DBS checks will be maintained by the DSL.

## 11. Ensuring a safe and healthy environment

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

### Health and Safety

- 11.1** The trustees will seek to protect the health and safety of everyone in our church community by:
- 11.1.1 Reviewing our health and safety policy whenever necessary and at least annually, to maximise effectiveness and ensure ongoing legal compliance.
  - 11.1.2 Maintaining and implementing proportionate Risk Assessments for both the premises and the activities of the church.
  - 11.1.3 Maintaining and analysing Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented. An overview analysis of reports that examines trends and recurring themes will be conducted at least annually.
  - 11.1.4 Providing adequate First Aid cover wherever necessary and possible.
  - 11.1.5 Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc which belong to the church are available and maintained on an ongoing basis.
  - 11.1.6 Ensuring that Key Health and Safety information will be prominent in the buildings which we control and use, and best practice will be promoted and communicated appropriately.

### When engaging in ministry to children we will:

- 11.2** Ensure that registers of children and leaders present are maintained.
- 11.3** Ensure that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures.
- 11.4** Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded.
- 11.5** Ensure that wherever possible appropriate minimum child to adult ratios are maintained in line with guidance from the NSPCC:
- ✓ 0 - 2 years - one adult to three children
  - ✓ 2 - 3 years - one adult to four children
  - ✓ 4 - 8 years - one adult to six children
  - ✓ 9 - 12 years - one adult to eight children
  - ✓ 13 - 18 years - one adult to ten children
- 11.6** Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner.
- 11.7** Ensure that appropriate order and discipline are maintained.

### When children are present at meetings that are primarily aimed at adults and childcare is not provided and a parent / carer is present:

- 11.8** During these times, children remain the responsibility of their parent / carer, and that person is responsible for their safety and care.
- 11.9** Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**When older children are present at meetings that are primarily aimed at adults and participating in that meeting in their own right:**

- 11.10** Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply.
- 11.11** If the trustee or ministry leader running the event do not believe that the child is competent to consent to attendance, they will ensure that consent is sought from their parent / carer.
- 11.12** If the child is believed to be competent to consent to attendance, the trustee or ministry leader running the event will encourage them to be open and transparent with their parent / carer and consent will be sought for the church to contact the parent / carer to establish open communication and transparency.
- 11.13** The trustee or ministry leader running the event in question will be vigilant to ensure that the child is adequately protected.
- 11.14** Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**When ministering to Adults at Risk or Adults with additional support needs:**

- 11.15** If the trustee or ministry leader running the event do not believe that the individual is competent to consent to attendance, they will ensure that consent is sought from their carer.
- 11.16** If the individual is believed to be competent to consent to attendance, the trustee or ministry leader running the event will encourage them to be open and transparent with their carer and consent will be sought for the church to contact the carer to establish open communication and transparency.
- 11.17** The trustee or ministry leader running the event in question will be vigilant to ensure that the individual is adequately protected.
- 11.18** Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

**General provisions**

- 11.19** The church will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed in the building we use and online.
- 11.20** Trustees and ministry leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the church and by personal example.

## 12. Responding to and reporting safeguarding concerns and disclosures

### Managing immediate risk

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

### Reporting concerns to the Designated Safeguarding Lead

- 12.2 Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL.
  - 12.2.1 The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding.
  - 12.2.2 Details of the concern must be recorded on a "Reporting Form" (See appendix D) either before, during, or immediately after the discussion with the DSL.

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

- 12.3 In discussion with the worker reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.
- 12.4 Upon receipt of the completed form, the DSL will establish a Confidential File in relation to the person at risk.
  - 12.4.1 A Chronology (See appendix D) will be established and inserted at the front of the confidential file.
  - 12.4.2 The Confidential File will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.
    - 12.4.2.1 The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a "need to know" basis.
- 12.5 Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care.
  - 12.5.1 Information will not be shared with the parent / carer in situations where:
    - 12.5.1.1 To do so would place a child at increased risk of harm or neglect;
    - 12.5.1.2 To do so would place an adult at increased risk of harm or abuse;
    - 12.5.1.3 The concern relates to Fabricated or Induced Illness.
  - 12.5.2 The referral will be made to the appropriate Social Care service (See appendix B for contact details).
  - 12.5.3 If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children's Social Care.

- 12.5.4 The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.
- 12.5.5 All conversations, correspondence, and documentation etc will be placed into the Confidential File and the Record of Action and Chronology will be maintained on an ongoing basis.
- 12.6** Confidential Files will be stored online and confidentially under Safeguarding in the Church's Microsoft Teams file system.
- 12.7** The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding.

## **13. Allegations against or concerns about staff and volunteers**

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

- 13.1** Allegations against staff or volunteers within the church should be reported to the DSL.
  - 13.1.1 If the allegation is against the DSL, it should be reported to the deputy DSL.
- 13.2** Full details of the allegation will be recorded.
- 13.3** The DSL must first assess whether any immediate action is required to ensure the safety of everyone involved.
  - 13.3.1 Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
  - 13.3.2 If so, care should be taken not to compromise the gathering of evidence.
  - 13.3.3 If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.
  - 13.3.4 A suspension from duties may need to be considered.
  - 13.3.5 Appropriate pastoral support must be offered to the subject of the allegation as well as any potential victims.
- 13.4** At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted
  - 13.4.1 If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS).
- 13.5** If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed.
- 13.6** If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.
- 13.7** Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
  - 13.7.1 These records will be stored online and confidentially under Safeguarding in the Church's Microsoft Teams file system.
- 13.8** The DSL will seek and follow specialist advice throughout the process

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

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

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

## **15. Concerns about practice and whistleblowing**

- 15.1** Concerns about the culture or practice within the church should be raised with John James.
- 15.2** Those concerns will be carefully considered, and a formal response will be provided to the individual.
- 15.3** If the complainant is not satisfied with the response, they should formally raise the matter with all of the trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response.
- 15.4** Once the trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision.
  - 15.4.1** Details of how to raise the complaint externally will also be provided as part of the response.
  - 15.4.2** This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer.

## **Basis of policy and legal framework**

This policy is consistent with:

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

Full details are available in Appendix B

## **Related policies and procedures**

This policy should be read in conjunction with:

- Our Statement of Faith
- Our governing documents (Constitution and Church Handbook)

# Part 3: Codes of Conduct

## Code of conduct for staff and volunteers working with children (all those under 18 years of age)

Those working with children will:

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



# **Code of conduct for staff and volunteers working with adults who are or may become at risk**

Those working with adults who are or may become at risk will:

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

# Appendices

## Appendix A

### Internal safeguarding role allocation and contact details

#### **Governance / strategic level**

Legal compliance and final responsibility for safeguarding rests with the trustees.

#### **Safeguarding operational management level**

Designated Safeguarding Lead:

Name: Naomi (Nom) Williams  
Role: Designated Safeguarding Lead (DSL), Deacon  
E-mail: [naomi.williams@city-church.org.uk](mailto:naomi.williams@city-church.org.uk)  
Phone: 07760 387 068

Deputy Designated Safeguarding Lead:

Name: Tim Hay  
Role: Deputy DSL, Pastor, Trustee  
E-mail: [tim.hay@city-church.org.uk](mailto:tim.hay@city-church.org.uk)  
Phone: 07790 671 889

#### **Allegations against staff or volunteers and concerns about practice**

Safeguarding concerns about the conduct of our staff or volunteers or about practice within the organisation should be addressed to:

Name: Naomi (Nom) Williams  
Role: Designated Safeguarding Lead (DSL), Deacon  
E-mail: [naomi.williams@city-church.org.uk](mailto:naomi.williams@city-church.org.uk)  
Phone: 07760 387 068

If they are unavailable, or the complaint relates to them, please contact:

Name: Tim Hay  
Role: Deputy DSL, Pastor, Trustee  
E-mail: [tim.hay@city-church.org.uk](mailto:tim.hay@city-church.org.uk)  
Phone: 07790 671 889

Details of external specialist support:  
Christian Safeguarding Services advice line  
Phone: 0116 218 4420  
E-mail: [info@thecss.co.uk](mailto:info@thecss.co.uk)

Our policies and other useful information about safeguarding can be found at: [www.city-church.org.uk/safeguarding](http://www.city-church.org.uk/safeguarding)

Our complaints procedure for non-safeguarding matters can be found here: [www.city-church.org.uk/complaints](http://www.city-church.org.uk/complaints)

## **Appendix B**

### **External safeguarding contacts and statutory services**

#### **Local Authority details:**

##### **Safeguarding Children**

Birmingham Safeguarding Children Partnership  
Children's Social Services  
Children's Advice and Support Service (CASS)

Web: [www.birminghamchildrenstrust.co.uk](http://www.birminghamchildrenstrust.co.uk)

E-mail: [CASS@birminghamchildrenstrust.co.uk](mailto:CASS@birminghamchildrenstrust.co.uk)

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

Phone: 0121 303 1888

Out of hours: 0121 675 4806

##### **Safeguarding Adults**

Birmingham Safeguarding Adults Board

E-mail: [CSAdultSocialCare@birmingham.gov.uk](mailto:CSAdultSocialCare@birmingham.gov.uk)

Phone: 0121 303 1234

Out of hours: 0121 464 9001, [AMHPoutofhours@birmingham.gov.uk](mailto:AMHPoutofhours@birmingham.gov.uk).

Web:

[https://www.birmingham.gov.uk/info/20018/adult\\_social\\_care/111/report\\_possible\\_abuse\\_or\\_neglect\\_of\\_an\\_adult\\_with\\_care\\_and\\_support\\_needs](https://www.birmingham.gov.uk/info/20018/adult_social_care/111/report_possible_abuse_or_neglect_of_an_adult_with_care_and_support_needs)

**NSPCC Helpline:** 0808 800 5000

##### **Police Protection Team**

999 Immediate Danger  
101 West Midlands Police

## Appendix C

### Basis of the policies and procedures and legal framework

This policy reflects City Church Birmingham's fundamental biblical beliefs and should be read in conjunction with our governing documents (Constitution and Church Handbook), including our Statement of Faith and Doctrinal Distinctives.

Safeguarding Children	Safeguarding Adults
<p>National legislation and guidance (Safeguarding Children):</p> <ul style="list-style-type: none"> <li>• Children Acts (1989 &amp; 2004)</li> <li>• Children and Families Act 2014</li> <li>• Children and Social Work Act 2017</li> <li>• Working together to safeguard children (2018)</li> <li>• What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)</li> <li>• Protection of Children Act 1999</li> <li>• Safeguarding vulnerable groups act 2006</li> <li>• Protection of freedoms Act 2012</li> <li>• Disqualification under the childcare act 2006 (2018 amended)</li> <li>• Prevent duty guidance 2016</li> <li>• Sexual offences Act 2003</li> <li>• The Safe Network Standards (available from the NSPCC website)</li> <li>• The policy also takes account of the principles outlined in: <ul style="list-style-type: none"> <li>○ Keeping Children Safe in Education 2020</li> <li>○ FGM duty guidance</li> </ul> </li> </ul>	<p>National legislation and guidance (Safeguarding adults):</p> <ul style="list-style-type: none"> <li>• The Care Act 2014</li> <li>• Human Rights Acts 1998</li> <li>• Care Standards Act 2000</li> <li>• Mental Capacity Act 2005</li> <li>• Deprivation of Liberty Safeguards 2007</li> <li>• Sexual Offences Act 2003</li> <li>• Police and Criminal Evidence Act 1984</li> <li>• Fraud Act 2006</li> <li>• Public Interest Disclosure Act 1998</li> <li>• Health and Social Care Act 2008</li> <li>• Disclosure and Barring Service (DBS)</li> <li>• Multi-Agency Public Protection Arrangements (MAPPA)</li> <li>• Multi-Agency Risk Assessment Conference (MARAC)</li> <li>• LSAB Multiagency Policy and Procedures</li> </ul>
<p>Local guidance and procedures</p> <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Children Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul>	<p>Local guidance and procedures</p> <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Adults Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul>

## **Appendix D**

### **Standard Document Samples**

(real forms will be filled in online)

# Forms

## City Church Birmingham Incident / Concern / Disclosure Reporting Form

About this form and the person completing it			
Your name:	Your phone number(s):	Your e-mail address:	
Are you reporting: <i>Please tick all appropriate box(es)</i>	An incident (something that you witnessed) <input type="checkbox"/>	A disclosure (something that someone told you) <input type="checkbox"/>	A concern (something else you noticed and were concerned about) <input type="checkbox"/>
Relevant ministry area (if any):			Date form completed:
About the person or people you are concerned about or involved in the incident			
Their name(s):	Their contact details, inc. address if known:	Are they a child or an adult?	Name & contact details for parent / carer (where appropriate):
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
What happened / was said / did you notice etc? <i>(Please continue overleaf if need be)</i>			

<b>Context of the incident / disclosure / concern</b>	
Where / when / who else was present etc.	
Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety, where relevant	
Other action taken or advice sought	
Signature	
<b>For office use only: Form reference –</b>	

# **City Church Birmingham Incident / Concern / Disclosure Reporting Form**

## **Notes for completion**

### **About this form and the person completing it**

Please complete all sections.

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

When reporting a concern involving a child (anyone under the age of 18), please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Whenever these details are recorded, please also include their relationship to the person involved. Please insert additional lines as required.

### **Details of the incident / disclosure / concern**

Please include as much relevant detail as you can.

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

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

### **Context of the incident / disclosure / concern**

Please include as much relevant detail as you can.

### **Action taken to ensure immediate safety**

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

### **Other action taken or advice sought**

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

### **Signature**

Please ensure that you sign the form.