

# **SAFEGUARDING POLICY**

## **CHURCH DETAILS**

Name: Lakeside Christian Fellowship (hereafter, "The Church")

Address: 2 Rosewarne Close, Goldsworth Park, Woking, Surrey GU21 3PN

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Tel No: 01483 722329 Email address: Canonsean@hotmail.com

Denomination/Organisation: Free Church  
Member of Evangelical Alliance

Charity Number: 1103430

Insurance Company (for Dianthus Building): Public Liability Insurance with Markel, arranged through CCS Insurance, Woking

Lakeside Christian Fellowship usually meets on Sundays for an all-inclusive service at Dianthus, Wishbone Way, Woking GU21 3RT. For further information and contact details see:

<http://lcfwoking.wix.com/lakeside>

[www.eauk.org](http://www.eauk.org)

## **MISSION STATEMENT**

The Church Leadership (CL) recognises the importance of its ministry to children, young people and adults at risk. It acknowledges its responsibility to protect and safeguard the welfare of all vulnerable groups entrusted to the church's care.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children, young people and adults at risk, as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers and pastoral workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.

## **CHURCH POLICY**

The CL recognises the need to provide a safe and caring environment for children, young people and adults at risk. It also acknowledges that anyone can be the victim of physical, sexual and emotional abuse, and neglect. The CL has, therefore, adopted the procedures set out in this document (hereafter "the policy"). It also recognises the need to build constructive links with statutory and voluntary safeguarding agencies. The policy and attached guidelines are based on a model published by the Churches' Child Protection Advisory Service (CCPAS). The CL agrees not to allow the document to be copied by other organisations.

The CL is committed to on-going safeguarding training and will regularly review the operational guidelines attached.

The CL also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is, therefore, unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Report concerns as soon as possible to Helen Strickland (hereafter the "Safeguarding Co-ordinator") tel. no: 01483 673487 who is nominated by the CL to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Safeguarding Co-ordinator is also required to inform strategic personnel e.g. Pastor Sean Larkin tel. no: 01483 722329
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Margaret Stammers (hereafter the "Deputy Safeguarding Co-ordinator") tel. no: 01483 723369. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Tel. no: 0303 003 1111. Alternatively contact Social Services or the police.
- Where there is concern for a child, young person or adult, the Safeguarding Co-ordinator should contact the **Multi-Agency Safeguarding Hub (MASH)**

**Availability: Monday to Friday: 9am – 5pm**

**Phone: 0300 470 9100**

**Out of hours phone: 01483 517898**

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The CL will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the CL hopes that members of the church will use the above procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the CL demonstrates its commitment to effective safeguarding and the protection of everyone; children, young people and adults at risk.

The role of the Safeguarding Co-ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the statutory agencies that have a legal duty to investigate.

#### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carers to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carers is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.



- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

## **DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION**

**Suspensions or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.**

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN/YOUNG PEOPLE**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Working Together to Safeguard Children 2015 no longer refers to them as LADOs only 'designated officers'. However the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given as to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer, or you would have made this decision in circumstances where they have left voluntarily.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH ADULTS WITH CARE AND SUPPORT NEEDS**

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers, or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## **APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS**

The CL will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidance on safe recruitment.

This will include undertaking Disclosure and Barring checks (DBS) where appropriate/Disclosure Scotland/Access NI.

## **SUPPORT TO THOSE AFFECTED BY ABUSE**

The CL is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse.

## **WORKING WITH OFFENDERS**

When someone attending the church is known to have abused children, or is known to be a risk to adults, the CL will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of everyone who may be at risk of harm, will set boundaries for that person which they will be expected to keep.

This policy will be reviewed annually.

Signed *Helen Strickland* Safeguarding Co-ordinator

Print name HELEN STRICKLAND

Signed *Margaret Stammers* Deputy Safeguarding Co-ordinator

Print name MARGARET STAMMERS

## **POLICY STATEMENT**

## **PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT**

**Name of Church**

**Lakeside Christian Fellowship**

The following policy was agreed by the church leadership on 12 July 2017

- We are committed to supporting parents and families
- As leaders of the church we are committed to the nurturing, protection and safeguarding of children, young people and adults at risk
- We recognise that safeguarding the vulnerable is the responsibility of everyone
- We are committed to following the agreed procedures and the statutory, denominational and specialist guidelines
- We seek to support all in the church affected by abuse
- We review this policy annually

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this church.

Helen Strickland      Safeguarding Coordinator

Margaret Stammers      Deputy Safeguarding Coordinator

A copy of the full policy can be seen on request.

**Signed (by Trustees)**

R. P. Sayers  
DA  
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\_\_\_\_\_  
\_\_\_\_\_

H. Strickland  
MS  
\_\_\_\_\_  
\_\_\_\_\_  
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Date R. P. Sayers 16/7/2017



# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

JAMES MACKAY

If you have any concerns regarding the safety or welfare of a child you can speak to:

HELEN STRICKLAND or MARGARET STANNERS

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

HELEN STRICKLAND or MARGARET STANNERS

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed  Date 16/7/2017  
On behalf of the Leadership

## Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560



**CCPAS**  
setting standards in safeguarding

CCPAS, PO Box 133,  
Swanley, Kent, BR8 7UQ.  
Tel: 0845 120 45 50  
Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)