

# **Roundhay Evangelical Church**

## **Safeguarding Policy**

**Accepted by membership: AGM February 2021**

**To be reviewed: AGM February 2022**

**Signed (Elder): Gordon Robertson**

**Date: 23rd February 2021**

## Introducing...

We are an independent evangelical church that meets, where possible and appropriate, at Roundhay Parochial Hall, Fitzroy Drive, Leeds, LS8 4AB.

Our contact addresses are:

c/o Gordon Robertson, 212 Oakwood Lane, Leeds, LS8 2PE

0113 278 0372

[gordonandclare@gmail.com](mailto:gordonandclare@gmail.com)

c/o Kim Knowles, The Clock House, Woodlands, West Avenue, Leeds, LS8 2JN

0113 232 9600

[90knowles@gmail.com](mailto:90knowles@gmail.com)

We have a church website: [www.roundhayevangelicalchurch.com](http://www.roundhayevangelicalchurch.com) and a church email address: [info@roundhayevangelicalchurch.com](mailto:info@roundhayevangelicalchurch.com)

We meet at the Parochial Hall on a Sunday for both our church services. Alongside our morning service we hold a creche and two groups for children, Explorers 1 & 2. Once a month we hold our children's outreach work for primary school aged children, Splat, held in the Parochial Hall. Also monthly, we hold our outreach/teaching meeting for secondary school aged children, NAA, held in a leader's house. Every half term holiday we hold an activity morning for primary children and younger, Family Fun Morning, with parents attending, held at the Parochial Hall.

We have a Church Fellowship Connect Insurance Policy with Ansvar Insurance, which covers us for all REC activities irrespective of venue.

We are member of the Fellowship of Independent Evangelical Churches, a registered CIO with the charity number 1168037, through whom we have charity status.

## Our Commitment...

Acknowledging the right for children to be protected from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs we will:

- Appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns, or allegations should be addressed. In the absence of the Safeguarding Coordinator, or if they are implicated in an allegation, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in Appendix 7.

- Seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.
- Follow a safer recruitment process for the selection and appointment of people to work with children.
- Provide support, supervision, resources and training to those who work with children.
- Organise activities in such a way as to promote a safe environment and minimize the risk to children.
- Respond appropriately to all concerns and allegations of abuse, including referring to the statutory authorities if necessary.
- Co-operate with the statutory authorities in any investigation, following multi-agency decisions and maintaining confidentiality of any investigations to those directly involved.
- Refer significant concerns about workers to Thirtyone:Eight for advice.
- Use rigorous and careful supervision to protect children from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk.
- Implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to abuse.

### This policy aims...

To provide the procedures for promoting safeguarding, preventing abuse, and protecting children and workers. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children within our church, or those who attend our activities and events.

### This policy applies to...

- All those who attend our church
- All who work with children. The term 'children' refers to those under the age of 18 years.

Children and parents/carers will be informed of this policy and our procedures.

Our Safeguarding Policy Statement, attached as Appendix 6, will be displayed on our noticeboard and our website, together with all key contacts, as in Appendix 7.

## Creating a safe environment...

The church will appoint Safeguarding and Deputy Safeguarding Coordinators. Their job description is attached as Appendix 1.

Activities will be organised in accordance with our good practice guidelines to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. Risk assessments will be carried out, consent forms will be used, records will be kept, and adequate insurance will be in place, as appropriate.

Workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that they:

- Understand the role they are being asked to take on
- Complete a Self-declaration Form, if necessary, attached as Appendix 2
- Enable a Disclosure and Barring Service (DBS) check to be undertaken if necessary
- Provide two references (not from family members)
- Read this safeguarding policy and know how to report concerns.
- Work within a Code of Conduct, attached as Appendix 3, and understand that there will be action taken if this code is not followed.
- Follow the specific good practice guidelines for the activity they are involved in.
- Follow the specific good practice guidelines for activities during the COVID era, attached as Appendix 8.

## Understanding and recognising abuse...

The definitions of abuse in relation to children is attached as Appendix 4.

It is important to be aware of the possible signs and symptoms of abuse. For those relating to children see Appendix 4, Some signs could be indicators of several different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child's behaviour.

## If a worker has any Cause for Concern...

No matter how small the cause for concern may seem it is wise to act upon it as a number of independent small concerns can build a picture that informs and could be helpful. A Cause for Concern form, see Appendix 5, should be completed and given to the Safeguarding Coordinator as soon as possible.

## Responding to a disclosure or allegation of abuse...

If a child makes a disclosure that they are being abused and/or an allegation of abuse against someone, it is important that the person being told will:

- Stay calm and listen carefully
- Reassure them that they have done the right thing in telling
- Not investigate or ask leading questions
- Not promise to keep secret what they have been told
- Explain that they will have to tell someone else in order to help them
- Inform the Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, inform the Deputy Safeguarding Coordinator instead)
- Make a written record of the disclosure and/or allegation of abuse using the Cause for Concern form in Appendix 5 and give the completed form to the Safeguarding Officer.

## Responding to a cause for concern, disclosure of abuse, or allegation of abuse...

If there is an immediate threat of harm the Police will be contacted without delay.

Where it is judged that there is no immediate threat of harm, the following will occur:

- A confidential record of the cause for concern, disclosure and/or allegation of abuse will be made using the Cause for Concern form in Appendix 5. This record will be passed to the Safeguarding Coordinator.
- The concern will be discussed with the Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to the statutory authorities. A copy of the Cause for Concern form will be passed to the statutory authorities if a referral is made.
- Where an allegation of abuse has been made the alleged person must not be informed if it is judged that to do so could place a child at increased risk. If statutory authorities are involved, they will take responsibility of this.

### If the allegation is regarding a worker...

Whilst following the procedure outlined above, the Safeguarding Co-ordinator may have to make referrals to the appropriate statutory authorities and work with them regarding the timings and methods of any actions to be taken. This will cover communication with the worker, suspension, investigation and possible strategy meetings.

In accordance with the law, a referral will be made to the DBS if the church withdraws permission for an individual to engage in work with children, or would have done so had that individual not resigned or been transferred from that work, because the church believes that the individual has engaged in relevant conduct, satisfied the harm test or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and requires notification.

### Pastoral care...

We are committed to offering pastoral care and support, working with statutory agencies as appropriate, to those who have been affected by abuse.

We are also committed to offering pastoral care and support to those who have harmed children in the past. We will work with the appropriate statutory agencies to set boundaries for that person, which they will be expected to keep, such that they and children can be protected.

### Reviewing...

The Elders and Deacons will review this policy annually, amending and updating it as required, and inform the Church Meeting that this has been done.

## Appendix 1 - Role of the Safeguarding Coordinator

### Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

### To coordinate safeguarding policy and procedure in the church:

- To familiarise themselves with church policies and procedures in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures,
- To ensure safer recruitment practices are operated in the recruitment of all workers, including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS).

### To be the first point of contact for safeguarding issues:

- To be a named person that children, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Police, Social Care Services or the Local Authority Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.

To be an advocate for good safeguarding practice in the church:

- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.

## Appendix 2 - Self-declaration Form for a position requiring a Disclosure

### Strictly Confidential

All applicants are asked to complete this form and return it to the Safeguarding Co-ordinator in a sealed envelope.

**Name of Applicant:**

**Position applied for:**

### Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'NO' below.

If you have been convicted of a criminal offence or received a caution, reprimand, or warning that is now spent according to DBS filtering rules\*, then please select 'NO' below.

If you have an unspent criminal offence, caution, reprimand or warning according to DBS filtering rules\*, please select 'YES' below.

\*Please see guidance provided with this form.

**Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?**

YES / NO please circle as appropriate.

If yes, please give details, on a separate sheet of paper, including the nature of the offences and the dates. Please give details of the court(s) where your convictions were heard, the type of offences and the sentences received. Also, give details of the reasons and circumstances that led to the offences.

### Police Investigations

**Have you ever been the subject of a police investigation that did not lead to a criminal conviction?**

YES / NO please circle as appropriate.

If yes, please give details, on a separate piece of paper, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

**To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services?**

YES / NO please circle as appropriate

If yes, please provide details on a separate piece of paper.

**Has there ever been any cause for concern regarding your conduct with children and/or young people?**

YES / NO please circle as appropriate.

If yes, please provide details on a separate piece of paper.

## Declaration

Please read the notes you have been given and complete the following declaration.

I (full Name):

of (address):

consent to a criminal records check. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the Safeguarding Co-ordinator for Roundhay Evangelical Church (REC) if I am convicted of an offence after I take up post within REC. I understand that failure to do so may lead to the immediate suspension of my work with children.

I agree to inform the Safeguarding Co-ordinator for REC if I become the subject of a police and/or social services investigation. I understand that failure to do so may lead to the immediate suspension of my work with children.

Signed:

Date:

If you are applying for work with children in positions that falls within the scope of Regulated Activity please confirm that you are not barred from working with children.

I confirm that I am not barred from working with children

Signed:

Date:

## Appendix 3 - Code of Conduct

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children.

All workers should agree to the following code of conduct when working with children:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Do act inclusively, seeking to make everyone feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from any particular child (e.g. gifts)
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury and then the minimum necessary
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies

- Don't keep communication with children secret, while still respecting appropriate confidences
- Don't take photos or videos without consent. Store approved photos/videos in a safe place designated by the church and only use them in the ways agreed.
- Do use physical contact wisely; it should be:
  - in public
  - appropriate to the situation and to the age, gender and culture of the child
  - in response to the needs of the child, not the adult
  - respectful of the child's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Do listen to children and tell the church Safeguarding Coordinator if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm.
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do encourage respect for difference, diversity, beliefs and culture
- Don't discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children and young people on behalf of Roundhay Evangelical Church

Name of worker:

Signed:

Date:

## Appendix 4 - What is abuse and neglect of children and what are the signs of possible abuse and neglect in children?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Signs of physical abuse could be:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures
- Swelling and lack of normal use of limbs
- Untreated injuries

Psychological/emotional signs include:

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Signs of emotional abuse could be:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self-harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration such as rape or oral sex or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse, including via the internet.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Signs of sexual abuse could be:

- Soreness/damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Repeated stomach aches
- Loss/gain of weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/emotional signs include:

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children

- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment
- provide for, or respond to, a child's basic emotional needs.

Signs of neglect could be:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non-attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

## Appendix 5: Record of a Cause for Concern, Disclosure and/or Allegation of Abuse

Strictly Confidential

*Note: Please do not interpret what is seen or heard; simply record the facts.*

Name of child:

Activity/Event/Occasion:

Date of concern:

Nature of concern, disclosure and/or allegation of abuse:

*Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words. Include details such as tone of voice, facial expression and body language. Record what you said as well as what the child said. If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.*

Name:

Signed:

Date:

Now pass this form to the Safeguarding Coordinator

To be completed by the Safeguarding Coordinator

<b>Basic information</b>				
<i>Full name of child concerned</i>				
<i>Date of birth</i>				
<i>Address (including postcode)</i>				
<i>Contact email</i>				
<i>Contact telephone number</i>				
<i>Date and time of incident</i>				
<i>Location of incident</i>				
<i>Other people present (witnesses)</i>				
<b>Who has been spoken to about the incident?</b>				
	<b>Name</b>	<b>Email</b>	<b>Tel. number</b>	<b>Date</b>
<i>Church Safeguarding Coordinator</i>				
<i>Elder</i>				
<i>Thirtyone:eight</i>				
<i>Children's Services</i>				
<i>LADO</i>				
<i>Police</i>				
<i>Parent/Carer</i>				
<i>Other (please state role</i>				
<b>Feedback and follow up actions (continue on a separate sheet if necessary)</b>				

Signed:

Date:

## Appendix 6 - Safeguarding Policy Statement for Roundhay Evangelical Church

Roundhay Evangelical Church is committed to the safeguarding of children and ensuring their well-being.

### Specifically:

We know all children have a right to be treated with respect, to be listened to and to be protected from all forms of abuse.

We recognise that we all have a responsibility to help prevent the physical, sexual, and emotional abuse of, and neglect of, children and to report any such abuse that we discover or suspect.

We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We undertake to exercise proper care in the appointment and selection of those who will work with children.

### We are committed to:

Following statutory and specialist guidelines in relation to safeguarding children and will ensure that all workers will work within the agreed procedure of our safeguarding policy.

Supporting, resourcing, training and providing supervision to all who undertake this work.

Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

Supporting the Safeguarding Coordinators in their work and in any action they may need to take to protect children.

Supporting all in our Church affected by abuse.

### We recognise:

Thirtyone:Eight as an organisation that can be communicated with at any time to receive advice regarding any situation that may arise.

Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.

Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

Safeguarding is everyone's responsibility.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding coordinators for Roundhay Evangelical Church.

Kim Knowles, who is our Safeguarding Coordinator

Clare Robertson, who is our Deputy Safeguarding Coordinator

Please ask either of the Coordinators if you would like to see a copy of our Safeguarding Policy.

Signed          Elder:

Date:

Safeguarding Coordinator:

Date:

We will review this statement and our policy annually

## Appendix 7 - Key Contacts: Sources of advice and support

The **Safeguarding Coordinator** is the person to whom all concerns, or allegations should be addressed:

Name: Kim Knowles  
Telephone: 0113 232 9600  
Email: 90kknowles@gmail.com

In the absence of the Safeguarding Coordinator, the **Deputy Safeguarding Coordinator** can be contacted:

Name: Clare Robertson  
Telephone: 0113 278 0372  
Email: gordonandclare@gmail.com

### **Thirtyone:Eight**

24-hour helpline: 0303 003 11 11

### **Children's Services**

Office hours: 0113 222 4403

Out of office hours 0113 535 0600

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

Telephone: 0113 378 9687

## Appendix 8 – Using online during COVID-19

- Maintain communication with children and youth through parents.
- Obtain explicit parental permission to engage with children and youth online.
- If possible, deliver online activities using a one-way format, such as a pre-recorded video on YouTube.
- If multi-way interaction is required, for example a zoom meeting:
  - Organise the meeting and circulate the link via the normal methods, through the parents.
  - Ensure parents are aware of their responsibility to choose a wise location for their child/youth.
  - Have more than one adult present, if possible.
  - Record the meeting, especially if there is only one adult present. Keep the recordings on a secure computer for 3 months.
  - Use the waiting room facility to ensure no children and youth arrive until there are at least two of them joining simultaneously. Similarly, end the meeting such that there is never a time when an adult is alone online with one child/youth.
  - Switch off the chat function.
  - Keep notes of the programme.
  - Keep a register.
- When delivering packages to a child's home ensure doorstep conversations, should they occur, are in the presence of a parent.