

CHILD, YOUNG PERSON AND ADULTS AT RISK PROTECTION POLICY

The Lighthouse Church – New Malden

Charity Registration Number: 1149176

Company Number: 08215625

1. DETAILS

Name: **THE LIGHTHOUSE CHURCH** (hereafter, "The Church")

Address: **27 Seaforth Avenue, New Malden, KT3 6JR**

Email address: lighthousechurchnm@gmail.com

Charity Number: 1149176

MISSION STATEMENT

Lighthouse Church Leadership [hereafter referred to as CL] recognises the importance of its ministry to children, young people and adults at risk, and its responsibility to protect and safeguard their welfare when they are entrusted to the church's care.

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

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the church, and appropriate supervision and training for those with a caring role in connection with adults at risk.
- 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 child care authorities and other organisations.

CHURCH POLICY

The [CL] recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims 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 child protection agencies. The policy and attached practice guidelines are based on a model published by the Churches' Child Protection Advisory Service (CCPAS) now known as Thirtyone:eight. The [CL] undertake to file a copy of the policy and practice guidelines with Thirtyone:eight, and any amendments subsequently published. The [CL] agrees not to allow the document to be copied by other organisations.

The [CL] is committed to on-going safeguarding training for all children/youth workers. The [CL] will regularly review the operational guidelines attached.

The [CL] is also committed to an appropriate degree of supervision and training for those working with adults at risk within the church setting.

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.

2. PREVENTION

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 guidelines Working Together to Safeguard Children (2018) and the Care Act 2014, Thirtyone:eight and Church practice guidelines attached. The same principles will be applied to those appointed to work with adults at risk.

RECRUITMENT PROCEDURE

The Church is committed to deliver excellence regarding the recruitment and appointment of workers with children and/or adults at risk. The procedures adopted are based on those set out on the Safe from Harm Code of Practice (HMSO 1993) and include the following elements:

- All workers to complete an online application form (secure online form or Appendix A.1)
- All workers paid and unpaid to be given clear roles and responsibilities as set out in a job description (Appendix B)
- All paid workers to provide two work references, at least one providing evidence of relevant work experience for the post applied. One personal reference to be provided also.

- All unpaid workers to provide two references, at least one providing evidence of relevant experience for the post applied. One personal reference to be provided.
- Provide regular and ongoing supervision to all workers with children and adults at risk.
- Determine whether a successful applicant has any convictions for criminal offences against children and application to the Disclosure and Barring Service.
- Provide a contract of employment for all paid workers and interns, and make all appointments subject to successful completion of a probationary period (Appendix B).
- For unpaid volunteer workers a statement of the terms of engagement should be provided.
- Provide initial and ongoing training (using Thirtyone:eight material) to all workers with children and regular updates on accurate implementation of the organisation's child protection policy.
- The applicant will be given a copy of the organisation's Safeguarding policy and information on how to report concerns.

SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The [CL] will provide details of the supervision for each specific activity in the church practice guidelines attached.

3. RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. An overall process flow chart for responding to an allegation is contained in Appendix L. An allegation report form is contained in Appendix M.

The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported the same day to a Safeguarding Lead or in their absence the Safeguarding Coordinator or Deputy Safeguarding Coordinator who is approved by the [CL] to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities.
- **Below are the details of the current Safeguarding Team:**
Lighthouse Safeguarding Coordinator - Glenda King - 07535 035800
Location Pastor - Christopher Huckle - 07794 243688
- The Co-ordinator may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company (see section 1).
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to the relevant Deputy Co-ordinator¹.
- If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the Thirtyone:eight organisation (formerly known as CCPAS) by calling their helpline 0303 003 11 11. The NSPCC telephone number is 0800 800 5000.

¹ Latest details of Safeguarding Co-ordinators and deputies are maintained by the church office.

- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator should not delay referral to the Location Pastor and Kingston Children's Services.
- The [CL] will support the Co-ordinator/Deputy Co-ordinator 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 Thirtyone:eight, although the [CL] hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the 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] demonstrate the commitment of the church to effective safeguarding.
- The role of the Co-ordinator/ Deputy Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information to the local Children's Services. It is Children's Services' task to investigate the matter under Section 47 of Children Act 1989.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT or EMOTIONAL ABUSE

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

- Seek advice in the first instance from the Safeguarding Lead for children or youth.
- Contact Children's Services or Thirtyone:eight for advice, in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted Children's Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Services.

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact Kingston Children's Services for children and families or Police to report the allegations. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Services / Police. Thirtyone:eight will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If an adult at risk has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult at risk is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Services who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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 Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

4. PASTORAL CARE

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 that have been affected by abuse.

WORKING WITH OFFENDERS

When someone attending Church is known to have abused children, or is on the sex offenders register, specific arrangements will come into play. The [CL] will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, set boundaries for that person which they will be expected to keep.

5. COPYRIGHT STATEMENT

This document is based on a model supplied by the Thirtyone:eight organisation. A copy of the policy and all amendments will be filed with Thirtyone:eight. This policy must not be copied by other churches/organisations without the written agreement of Thirtyone:eight.

This policy will be reviewed annually on or before the 31st January.

6. LIST OF ACCOMPANYING DOCUMENTS

Appendix A.1 Application Form Volunteer CYP Workers

Appendix B Contract CYP Workers

Appendix C Example Parental Consent Form

Appendix D Equal Opportunities Statement

Appendix E Disclosure Information Policy

Appendix F Other Policies

Appendix G Definitions of Abuse

Appendix H.1 Use of Images of Children

Appendix H.2 Consent Form for use of Images of Children

Appendix I.1 Transporting Children

Appendix I.2 Consent Form for Transport of Children

Appendix J Physical Contact

Appendix K Leadership Safeguarding Statement

Appendix L Allegation Response Process for Children and Young People

Appendix M Allegation Report

Appendix N Guidance on Praying with Children and Young People

Appendix O Allegation Response Process for Vulnerable Adults