



# **Safeguarding Policy**

# **Emmanuel Epsom**

Version: 5.0

Date of Review: September 2022

Date of Next Review: September 2023

Date of previous version April 2021

Document Owner: Designated Safeguarding Lead

The Key contacts are:

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Designated Safeguarding Lead – Michelle Duncan

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Surrey Police 999 or 01483 571212

## Introduction

This policy, together with the Safeguarding Children Procedure and the Safeguarding Vulnerable Adults Procedure, are produced with the intention of supporting the youth and children's work, and our work involving vulnerable adults, at Emmanuel Epsom (EE).

The role of the policy is to outline the general principles (the 'why'), whilst the procedures detail the applications (the 'how').

The policy and procedures are endorsed by the EE trustees with the support of the Eldership and congregation of EE. They are to be read alongside the Church Constitution. They have been prepared in consultation with the Christian Safeguarding Service (CSS), who also hold copies of the policy and the procedures.

We believe God is honoured when people created in His image are treated with honour and love for Christ's sake.

We are to follow the example of Christ, to obey His commands, by bringing the love of God in our community. We seek to ensure that all children, young people and vulnerable adults are kept away from any form of abuse, and are afforded the dignity and respect that Christ Himself gave the vulnerable with whom He came into contact.

**Psalm 68: 5 – 6:** 'A father to the fatherless, a defender of widows, is God in his holy dwelling. God sets the lonely in families, he leads out the prisoners with singing, but the rebellious live in a sun-scorched land.'

## General Information

### What is Safeguarding?

As a church, we have a legal duty of care to ensure that our environment is safe for people who attend our services and other activities.

It is a duty as a charity to make our church a safe place for people to be, as outlined in the 'Charity Ethical Principles' (NCVO, January 2019).

This duty of care includes health & safety and fire safety, but it also encompasses the matter of safeguarding.

Failure to safeguard children, young people and vulnerable children will have several consequences, including amongst others:

- Our witness for the Gospel of Jesus Christ will be damaged as we would not have treated people with the dignity that He would have demonstrated;
- Financial consequences, such as insurance claims
- Litigation – if we have not acted in accordance with the law, we will find ourselves accountable before it.

There are many similarities between safeguarding for children and for vulnerable adults, so the general principles are outlined below.

Safeguarding encompasses:

- Protecting children, young people and vulnerable adults from abuse and maltreatment.
- Preventing impairment of children's mental or physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Creation of safe and caring environment for children, young people and vulnerable adults through:
  - Treating children, young people and vulnerable adults fairly and equitably.
  - Building trust and good communication.
  - An awareness of individual needs (e.g. health, allergies, special needs or disabilities).

- Setting appropriate discipline and boundaries.
- Taking action if you identify children, young people and adults to be at risk of harm.

The specific causes of concerns are detailed in the relevant procedures for safeguarding for children and for safeguarding for vulnerable adults.

### Who is responsible for Safeguarding?

Safeguarding is everyone's responsibility and, where abuse is discovered or suspected, it must be reported in line with the processes set out in the safeguarding procedures. The safeguarding of children, young people and vulnerable people is a high priority for our church.

Issues regarding the safeguarding of children, young people and vulnerable adults should come to the Designated Safeguarding Lead (DSL).

### Who oversees safeguarding?

Our member with primary responsibility for pastoral care is also our Safeguarding Coordinator, with overall responsibility for safeguarding. This person is the designated Church Safeguarding Coordinator (CSC).

The person responsible for the overall administration of safeguarding and deals with any report of safeguarding concern is the DSL, who reports to the CSC.

However, the various adults who lead our children's and young people's ministries are responsible for ensuring that the process within the Safeguarding Children Procedure is understood by their team members. These are our designated Safeguarding Team Leads (STL). This includes that all Children's and Youth team members:

- Are subject to an effective and clear recruitment procedure.
- Are DBS checked regularly, at least every three years, and are suitable to work with children.
- Have received safeguarding training every two years.
- Have been given a copy of this policy and the Safeguarding Children Procedure, have signed that they have received it and are in agreement with it, and know what to do if they have concerns.

- Are properly supervised, and ensure that the Safeguarding Policy and the Safeguarding Children Procedure are followed.
- Maintain explicit and shared standards of safeguarding.

## **Confidentiality and Sharing Information**

All matters relating to child and vulnerable adult protection will be treated as confidential and only shared as per the 'Information Sharing Advice for Practitioners' (DofE 2018) guidance. The General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 1998 do not prevent, or limit, the sharing of information for the purposes of keeping children and vulnerable adults safe. This includes allowing practitioners to share information without consent.

Information will be shared with people in the church who 'need to know.'

All staff and volunteers must be aware that they have a responsibility to share information with other agencies in order to safeguard children and vulnerable adults, and that the Data Protection Act 1998 and the General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child or vulnerable adult at risk of harm. There is a lawful basis for child and vulnerable adult concerns to be shared with agencies who have a statutory duty for child and vulnerable adult protection.

All staff and volunteers must be aware that they cannot promise a child or vulnerable adult to keep secrets which might compromise a child's or vulnerable adult's safety or wellbeing. However, they are aware that matters relating to child and vulnerable adult protection and safeguarding are personal to children, vulnerable adults and families; in this respect, they are confidential, and the Designated Safeguarding Lead and the Church Safeguarding Coordinator will only disclose information about a child or vulnerable adult to other employees or volunteers on a need-to-know basis.

All employees and volunteers will always undertake to share our intention to refer a child or vulnerable adult to Social Care with their parents/carers unless to do so could put the child or vulnerable child at greater risk, or impede a criminal investigation.

## **Accurate recording**

In all safeguarding cases regarding children or vulnerable adults, an accurate record must be made (which may be used in any subsequent court proceedings) as soon as possible and with 24 hours of the occurrence, of all that happened, including details of:

- Dates and times of their observations
- Dates and times of any discussions in which they were involved
- Any injuries
- Explanations given by the child/vulnerable adult
- Rationale for decision making and action taken
- Any actual words used by the child/vulnerable adult

The records must be signed and dated by the author or equivalent on electronic based records.

## **For further information**

If you have any questions or comments, please contact the Safeguarding Children Lead (SCL) If you have any concerns about the SCL, please contact the Designated Safeguarding Lead (DSL) or the Church Safeguarding Coordinator (CSC). All of the details are on page 2.

Other relevant EE policies and procedures:

DBS Procedure

Safeguarding for Children Procedure

Safeguarding Vulnerable Adults Procedure

Complaints Procedure and dealing with abuse

Data and Records Retention Policy

Risk Management

Social Media Policy

Andy Wyatt

September 2022