



CATTERLINE COMMUNITY CHURCH SAFEGUARDING POLICY

Registered Charity No SC037385

Approved on (date): 21/5/19

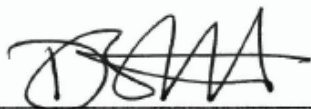
Signed on behalf of the Leadership Team

Pastor E. O. McKibben

Elaine O McKibben – Pastor

To be reviewed annually by:

Debbie-Jo Marsh – Safeguarding Co-ordinator

Signed: 

Date: 27/5/19.

Sonia Cooper – Deputy Safeguarding Co-ordinator

Signed: 

Date: 2/6/19.

This document is based on the 10 Safe and Secure standards published by ThirtyOneEight (The Churches Child Protection Advisory Service)

CATTERLINE COMMUNITY CHURCH (CCC)

Safeguarding Policy

Church contact details

Mains of Catterline Cottage

Catterline

Stonehaven AB39 2UL

Website: www.catterlinecommunitychurch.org.uk

CCC is a charity registered in Scotland. Charity No. SC037385

CCC meets at Catterline Primary School on the first three Sundays in the month at 10.30am. There is no service on the 4th Sunday in Catterline but there is a service in Drumlithie Community Church (our sister church) in Drumlithie Village Hall at 10.30am.

Insurance details: Ansvar Insurance Company

Policy Number: CHF 220584

Renewal date: March 2020

“As members of Catterline Community Church (CCC), we are concerned with the wholeness of each individual. We seek to safeguard all members and affirm that it is the responsibility of each of us to help prevent physical, sexual, emotional, spiritual abuse or neglect of any child or adult in the church community.”

It is important to recognise that the church has a responsibility to safeguard the welfare of all vulnerable members, whatever their age. This policy addresses these issues specifically where children and adults with care and support needs are concerned. It should not be seen as a set of regulations to be followed but a way of ensuring that the children’s care and development is undertaken by adults whose actions are regulated by the best practice, and who work with the support and confidence of the whole church.

The following is a brief description of our church and the type of work and activities we undertake with children and/ or adults with care and support needs.

We are a Christian church that has been meeting together in Catterline for over twenty five years. We believe in God the Father, His son, Jesus and the work of His Holy Spirit.

We seek to show God’s love in the way that we act towards one another. We seek to model a community where:

- Children are listened to, to give a sense of belonging, nurtured and kept safe.
- Parents/ carers are supported and encouraged
- Those who work with children, adults and vulnerable people are supported and protected.

We believe that our church is here to make a positive impact on the community around us, both, locally and globally. We consider children as valued members of the Christian community and believe that Jesus clearly encourages the church to:

- WELCOME children (Luke 9 v 48)
- PROTECT them (Matthew 18 v 6-10)
- Allow them FREE ACCESS TO JESUS (Mark 10 v 13-16)

We have children's and youth groups that run most Sunday mornings during our services and these are open to any children. We also have a mid-week youth bible study group that meets in houses of a few church members. There may be social trips and camps away during the summer with parental consent. Catterline Community Church also run termly Messy Church events where all children attend with a parent/ carer who is solely responsible for their child. At present, we do not have any work specifically with adults with care and support needs but are aware of adults with vulnerabilities attending our congregation and accessing general activities.

Our commitment

As a leadership team, we recognise the need to provide a safe and caring environment for all children, young people and adults with care and support needs. We concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential free from hunger, want, neglect and abuse. They have the right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any person who has the care of the child." As a leadership team, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and based on the ten safe and secure safeguarding standards published by the Churches Child Protection Advisory Service ('THIRTYONEEIGHT').

The leadership safeguarding statement* (see appendix 1) was agreed by the leadership team on

The purpose of this policy for children, young people and adults with care and support needs.

- a) To create and maintain a safe and caring environment which values children, young people and adults with care and support needs and helps them to develop physically, emotionally and spiritually. By this we mean that:
 - Physical: the environment includes the choice of furniture, equipment, toys and teaching materials and the supervision of activities bearing in mind the age, understanding, safety and abilities of those involved.
 - Emotional: The creation of an atmosphere in which a child, young person or adults with care and support needs can feel comfortable with other adults and children, where individual personalities can develop and we all learn to appreciate the needs, desires and differences of others.
 - Spiritual: The work with all people at Catterline Community Church will be based on and influenced by the Holy Bible and the Christian faith.

In order to achieve this we will:

- 1) Recognise and respond appropriately to any allegation or suspicion of abuse.
- 2) Have a safe recruitment process to ensure that those who work with children, young people and/ or adults with care and support needs are properly selected, trained and supported, so that the welfare of all involved remains their first consideration.
- 3) Select, organise and supervise activities in a way which enhances the development of children and does not threaten their health or wellbeing.
- 4) To offer pastoral care and support to those affected by abuse.

SECTION ONE - Recognising and responding appropriately to any allegation or suspicion of abuse

UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse (See appendix 2)

Signs and symptoms of abuse (See appendix 3)

How to respond to a child wishing to disclose abuse (See appendix 4 including also appendix 10 – Cause for Concern Form)

SAFEGUARDING AWARENESS

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake safeguarding training on a regular basis. This training will be delivered via 'Thirtyoneeight'

Online training as well as through regular meetings facilitated by the safeguarding officers whereby information will be circulated.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Debbie-Jo Marsh** (hereafter the "Safeguarding Co-ordinator") tel. no: **07484 881883** who is nominated by the Leadership 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.
- 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 **Sonia Cooper** (hereafter the "Deputy ") tel. no: **07987 456308** If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to 'ThirtyOneEight' the churches advisory board, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11 or 01322 517817. Alternatively contact Social Work Department or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Work. Where the concern is regarding an adult in need of protection, contact Adult Social Work or take advice from 'thirtyoneeight' as above.

The local Children's Social Work office telephone number (office hours) is 01467 537111 . The out of hours emergency number is 0345 081206

The local Adult Social Work office telephone number (office hours) is 01467 533100
The out of hours emergency number is 03456 081206.

The Police Protection Team telephone number is 101

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern. This would include the Pastoral Team to log that a safeguarding concern is being dealt with and the Insurance company to log that there is a possibility of a serious incident concerning safeguarding.
- 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 'thirtyoneeight'.
- The Leadership 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 'ThirtyOneEight', although the Leadership hope that members of the place of worship / organisation will use this 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 Leadership demonstrate its commitment to effective safeguarding and the protection everyone; children and adults who may be at risk of harm or abuse.

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 statutory agencies that have a legal duty to investigate.

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD OR YOUNG PERSON

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

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 Work 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 'ThirtyOneEight' if, for any reason they are unsure whether or not to contact Children's Social Work/Police. 'ThirtyOneEight' will confirm its advice in writing for future reference.

DETAILED PROCEDURES WHERE THERE IS CONCERN THAT AN ADULT IS IN NEED OF PROTECTION:

Suspicions 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, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Work Team who has responsibility under the Adult Support and Protection (Scotland) Act 2007 to investigate allegations of abuse. Alternatively 'ThirtyOneEight' 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 Child Protection Committee procedures will need to liaise with Children's Social Work in regards to the suspension of the worker, also making a referral to a designated manager.

Allegations of abuse against a person who work with adults with care and support needs.

The Adult Support and Protection (Scotland) Act 2007 places the duty upon Adult Social Work to investigate situations of harm to adults. 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 Social Work to decide not the church.

SECTION TWO - Have a safe recruitment process to ensure that those who work with children, young people and/ or adults with care and support needs are properly selected, trained and supported, so that the welfare of all involved remains their first consideration.

Safer recruitment

The behaviour and example shown by adults and young helpers within CCC will have considerable influence in the long and short term on the development of children and young people with whom they work. The behaviour and attitude of the adults selected to be involved should be positive role models for the children to follow.

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post with main duties outlined (appendix 5)
- The suitability of the candidate is assessed by two leaders
- Those applying have completed an application form and a self-declaration form (see appendix 6)
- Written references have been obtained, and followed up where appropriate
- A Disclosure Scotland Protection of Vulnerable Groups (PVG) scheme check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Support and training is given to candidates based on their need and experience.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Volunteers – Codes of Conduct

- As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a Code of Conduct (see appendix 8) towards children, young people and adults with care and support needs.

SECTION THREE - Select, organise and supervise activities in a way which enhances the development of children and does not threaten their health or wellbeing.

Good Practice Framework

As a church family including and supporting children, young people and adults with care and support needs, we wish to operate and promote good practice that will enable us to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation. This policy is underpinned by procedures for various activities and all volunteers/ members of CCC should discuss with the safeguarding lead or leadership team before organising an activity for the first time. Below are some principles which should always be up help and which also appear in the Staff Code of Conduct (see appendix 8).

- a) Never take a group of children or young people 'off site' from the set meeting location without the permission of the parents/ carers.
- b) Ensure all under 16s are never left as sole responsible person in charge of a group.
- c) Touch can be an important part of human relationships and a child's development. There carefully consider any physical contact. There is likely to be times when this is appropriate such as to comfort a child/ young person who is upset or to offer congratulations. Physical contact should always be led by the child/ young person and should be commensurate with the distress or elation a child is showing, or the need to prevent a child hurting themselves or others. Physical touch of a child or young person should always be in a public place where others can see.
- d) To reduce the vulnerability of both adults and children, circumstances should be avoided where an adult and child are left alone in unsupervised situations. These may include individual coaching and counselling sessions.
- e) Control and discipline should be maintained throughout the development of positive relationships with children and young people. Physical punishment or exposure to ridicule or humiliation is not acceptable. Particular difficulties should be referred to the leader designated responsible for Sunday school/ youth groups and discussed with the relevant parents so that situations can be resolved positively.
- f) If a child or young person needs to be separated from others, they must not be isolated and should be accompanied by an adult in a way which allows other adults to monitor the situation.
- g) When children and young people feel safe and confident in those around them they may talk about issues which interest, excite or concern them in all aspect of their lives. All volunteers must understand the importance of not promising to keep secrets. Building a trusted relationships is always good but this must not be at the cost of protecting a child or young person from possible harm.
- h) As a general guideline:

Age Range	Ratio
0 to 2 years	1 adult to 3 children
2 to 3 years	1 adult to 5 children
3 to under 8 years	1 adult to 8 children
Over 8 years	1 adult to 10 children

Given that in the church setting, the adult will usually be working alone with children, there will be a procedure in place should the teacher need immediate assistance.

- i) Those with parental responsibility for a child or young person have the ongoing responsibility for issues affecting the children care, health and welfare. Therefore never give medication of any form to a child or young person unless parental consent has been sought and given.
- j) If a child or young person is involved in an accident, the parents should be contacted and involved. Individuals who hold a recognised First Aid qualification will be identified and the location of First Aid equipment known. All serious incidents will be recorded on an accident form (see appendix 8). Serious incidents include bumps on the head and open wounds. **(List of First Aiders can be found on the church notice board and First Aid box on table outside room 1)**
- k) An Emergency Contact Details form (see appendix 9a; 9b;9c) will be completed for all children and young people attending Sunday School or youth activities. This form will detail the child's name, address, date of birth, current school year, an emergency contact telephone number and information about health/ specific learning support needs or allergies. A list of any additional support needs will be noted in the Sunday school/ Crèche register. Volunteers will be made aware of any visiting children who have not filled in a form and make sure they find out if there are any allergies etc to be considered.
- l) Should those children who need help with toileting require assistance, they will be taken by their parents unless parent/ carer consent has been given to the volunteer.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

SECTION FOUR – To offer pastoral care and support to those affected by abuse.

Supporting those affected by abuse

The Leadership is committed to offering pastoral care to support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation. This support will be available through confidential appointments with a member of the leadership team upon request.

Working with offenders

When someone attending CCC is known to have abused children, or is known to be a risk to adults the Leadership 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 is likely to be in the form of a behaviour contract (see appendix 11)

Signed by:

Members of the Leadership Team

Date: _____

This document is a 'living' document and will therefore be reviewed every 12 months.