**Introduction to the model safeguarding policy**

Writing a safeguarding policy can seem daunting. We hope that in providing a model which can be easily adapted to reflect your work with children, young people and adults who have care and support needs\*, you will find this easier.

The model includes guidance notes which explain the reasons for each element of the policy. No two organisations are the same and each place of worship is likely to provide different services and activities for children and adults in need of protection. For example one church may have a traditional Sunday School and a mid week children’s club, whilst a neighbouring church may provide a children’s bus ministry, have a skate park for young people, work with the police and council in providing services to vulnerable people over a weekend, have an outreach service for homeless people and provide a luncheon club for older people during the week. Some organisations may work overseas.

It is due to this variety that the policy also includes good practice safeguarding guidelines, both general ones applicable to all, and specific guidelines for particular activities.

The policy and procedures have been divided into five sections covering all 10 CCPAS safeguarding standards. Once completed you, can check your policy against the checklist, which can be found at the following:<http://files.ccpas.co.uk/members/Safe-Secure/SafeguardingPolicyChecklist.pdf>

***PLEASE NOTE:*** You no longer need to log a copy of your policy with CCPAS.

Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

**Section 1. Place of worship / organisation details**

Safe and Secure – Standard 1

**Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**

Safe and Secure – Standards 2 and 7

**Section 3. Prevention**

Safe and Secure – Standards 3 and 4

**Section 4. Pastoral care**

Safe and Secure – Standards 8 and 9

**Section 5. Practice guidelines**

Safe and Secure – Standards 5, 6 and 10

**The Safeguarding Policy**

**SECTION 1**

**Details of the place of worship / organisation**

Name of Place of Worship / Organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership of Denomination/Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regulators details (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. OFSTED)

Insurance Company (state what type of insurance e.g. Public Liability Insurance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Your safeguarding policy isn’t just an internal document but is one that should be made available to anyone with a legitimate interest in the safety and well being of children, young people and adults in your place of worship or organisation.

For example you may be a church providing a mid week children’s activity where many of the children are from the local community, where the family of the children have no other contact with the church. Should anyone wish to view your policy it is important that they have full contact details of your place of worship or organisation. This demonstrates openness and all such information should already be prominently displayed, e.g. on a church notice board there should be a safeguarding poster (see appendix 2) along with your insurance certificate.

The policy should include details of any “umbrella” organisation or other structure you may be part of e.g. denomination. It should also include any other relevant memberships where there may be a reporting mechanism e.g. if you are registered with the Charity Commission.

Some organisations may have an address for their headquarters which is a mailing address but may hold services and activities at a different venue. In these circumstances include both addresses.

Having a brief description of the project or details of your place of worship may be helpful especially where applying for funding. This gives external agencies a better understanding of what your project / place of worship is, what work you undertake with children and adults and what safeguarding measures you have in place. Remember no two places of worship are the same, no two organisations provide the same service. This should be reflected in your safeguarding policy.

Should any statutory body request a copy of your policy, you need to make it available to them in the same way that anyone may ask to see a copy. This shows your commitment to transparency and openness. Where working outside the UK it is important to research what agencies are available in the countries in which you are operating.

Where you have used this policy we ask that you do not make it available via a public website. This is because such material has been reproduced by non-members without our consent. However, you can place the Church safeguarding statement on your website or a simplified version. Also, you can use the ‘Kids are Safe Here’ DVD/YouTube video and any of our posters.

**Our commitment**

As a Church we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also 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 and want, neglect and abuse. They have a 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 other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Church undertakes to:

* endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
* provide on-going safeguarding training for all its workers/ volunteers and will regularly review the operational guidelines attached.
* ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
* support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
* the Church agrees not to allow the policey document to be copied by other organisations.

When addressing safeguarding of children and adults, have as a basis, reference to the UN Convention on the Rights of the Child and the UN Universal Declaration of Human Rights. Irrespective of whether you are a church in Scotland or a mission organisation working in Africa these UN Conventions are equally applicable. For the church in Scotland reference throughout the safeguarding policy will be to legislation which incorporates this, such as the Children (Scotland) Act 1995 and the Protecting Vulnerable Groups Scheme etc. For the mission organisation in Africa reference will be made to the legislation within the particular African country.

**SECTION 2**

**Recognising and responding appropriately to an 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. States 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 indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse [In Focus **- Statutory Definitions of Abuse (Children) and/or Statutory Definitions of Abuse (adults with care and support needs/those at risk) can be added here for England, Wales, Northern Ireland or Scotland as relevant or as an appendix**]

Signs and indicators of abuse [In Focus - **Signs of Possible Abuse (adults with care and support needs/those at risk) can be added here or as an appendix**]

How to respond to a child wishing to disclose abuse [In Focus : Effective Listening - **can be added here or as an appendix**]

Definitions of abuse, Signs and indicators of abuse and *How to respond to a child wishing to disclose abuse*, should all be in this section (or make reference here and add in the appendices). All these are available as InFocus documents. The category spiritual abuse has not currently been recognised in legislation, but churches need to have an awareness to respond appropriately and in serious cases it may fall under other categories of abuse identified in legislation.

**Safeguarding awareness**

The Church is committed to on-going safeguarding training and development opportunities for all workers/ volunteer developing a culture of awareness of safeguarding issues to help protect everyone.**All our workers will receive induction training and undertake recognised safeguarding training on a regular basis I.M,C, Safeguarding Training.**

The Church 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.

In this section we suggest that you indicate how workers will be trained in safeguarding e.g. I.M,C, in-house training, this needs to be specified.

The sections that follow relate to procedures applicable to the UK. Policies for use elsewhere would need to reflect the circumstances in the country concerned and strategic personnel within the organisation concerned.

**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 (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereafter the Church "Safeguarding Co-ordinator") tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereafter the "Deputy ") tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the contact Social Services or the police.
* Where the concern is about a child the Safeguarding Co-ordinator should contact Children’s Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from the I,M,C Safeguarding Officer [C,S,O,]

The local Children’s Social Services office telephone number (office hours) is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The out of hours emergency number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The local Adult Social Services office telephone number (office hours) is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The out of hours emergency number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Police Protection Team telephone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern.
* 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 the C,S,O,.
* The Church 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 the C,S,O,, although the Church hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Church Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Church 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 Church demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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 who have a legal duty to investigate.

**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, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

* Contact Children’s Social Services or the C,S,O, for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
* Not to 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/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 Services direct for advice.

**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 C,S,O, if, for any reason they are unsure whether or not to contact Children’s Social Services/Police. C,S,O, will confirm its advice in writing for future reference.

**Detailed procedures where there is a 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 Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.
* If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

* Identify support services for the victim i.e. counselling or other pastoral support
* Contact C,S,O, and in discussion with them will consider appropriate action with regards to the scale of the concern.

**Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker ( 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.

**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.

**SECTION 3**

**Prevention**

**Safer recruitment**

The Church will ensure all workers/ Volunteers 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
* Those applying have completed an application form and a self declaration form
* Those short listed have been interviewed
* Safeguarding has been discussed at interview
* Written references have been obtained, and followed up where appropriate
* A disclosure and barring 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)
* Qualifications where relevant have been verified
* A suitable training programme is provided for the successful applicant
* The applicant has completed a probationary period
* The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.

In this section you should include details of how you intend to safely recruit workers (whether paid or voluntary). We have provided a suggested framework which includes the use of services to undertake disclosure and barring checks (this is applicable for those in the UK using registered / umbrella bodies through government agencies such as the DBS/SCRO/AccessNI). Where an organisation is using workers from outside of the UK then state in this section how you have undertaken necessary background checks on those applying to work with children/**adults with care and support needs** e.g. individuals have obtained ‘fit person’ checks from their home country as well as references from there.

**Management of Workers – Codes of Conduct**

As a Church we are committed to supporting all workers and ensuring they receive support and supervision. All workers/ Volunteers have been issued with a code of conduct towards children, young people and adults with care and support needs.

The Home Office issued guidance in ‘Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust’. This guidance is intended to apply to those caring for young people or adults with care and support needs in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. In order to avoid power imbalances, it is important to encourage a culture of mutual respect and also challenge throughout the organisation. This will also help prevent situations that may be perceived as coercive and controlling. It is important that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop.

**SECTION 4**

**Pastoral Care**

**Supporting those affected by abuse**

The Church is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

**Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults with care and support needs the Church will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep.

If someone who poses a risk to children, young people or adults with care and support needs wants to join in with activities or become part of an organisation, it is important the Church manages the risk appropriately by creating clear policies and a code of behaviour the individual must follow. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future. In this section you could add the type of boundaries you would expect a person to keep, and add these as an appendix. The contract should give details of both the boundaries you expect the individual to keep and the support you will offer them. It should be tailored specifically to individual circumstances and informed ideally by risk assessments from the statutory agencies.

**SECTION 5**

**Practice Guidelines**

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

As previously stated no two organisations are the same or provide the same services and activities. Standard 5 provides a comprehensive set of practice guidelines and we advise that you review the activities your place of worship or organisation is involved in and add the practice guidelines accordingly, adapting them to your own circumstances.

We suggest you add any general guidelines applicable to all activities and then list the activities that you are running where there may be specific guidelines e.g**. Peer-group Activities (children and young people).**

**Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS’ safeguarding standards.

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.

Where a place of worship or organisation is working with partners it is important to have clear guidance on safeguarding expectations.

**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have your policy signed and dated by the leadership. This should be a ‘living’ document and should therefore be reviewed every 12 months.

**APPENDIX - 1**

**Leadership Safeguarding Statement**

The Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert appropriate title(s) - recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

The following statement was agreed by the Church on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

* We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) 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 suffering harm.
* All children and young people have the 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, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
* We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
* We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
* We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
* We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

**We are committed to:**

* Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
* Respecting the rights of children as described in the UN Convention on the Rights of the Child.
* Implementing the requirements of legislation in regard to people with disabilities.
* Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
* Keeping up to date with national and local developments relating to safeguarding.
* Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
* Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
* Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
* Supporting parents and families
* Nurturing, protecting and safeguarding of children and young people
* Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
* Supporting all in the place of worship/organisation affected by abuse.
* Adopting and following the ‘Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service.

**We recognise:**

* Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
* Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
* Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency’s headquarters.
* Safeguarding is everyone’s responsibility.

**We will review this statement and our policy and procedures 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 place of worship/organisation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Child/Adult Safeguarding Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deputy Child/Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please state where a copy of your policy can be obtained from e.g. administration office)

Signed by leadership/organisation

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This statement (or brief summary) could be exhibited on the organisation’s premises. Alternatively, or in addition, one of the posters (Appendix 2) could be displayed and this lengthy statement kept elsewhere. The statement might also be used on the organisation’s website – see notes at the foot of Section 1 of the policy.