



# **SAFEGUARDING POLICY**

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## **Key Safeguarding Contacts**

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## **POLICY STATEMENT**

We, the Trustees of the Centre for Theology and Community, are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibility for children and vulnerable adults, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

Congregations with whom we work will often include people who have offended in a way that means they are a continuing risk to vulnerable people. The risks will be managed sensitively with the protection of adults and children in mind.

In all these principles we will follow legislation, guidance and recognized good practice.

## 1. General introduction and Definitions

1.1 The Trustees of CTC recognise that they and all staff and volunteers a duty to protect children and adults who are vulnerable, from abuse, neglect and exploitation. Appropriate action will be taken to minimise risks.

1.2 CTC accepts fully that safeguarding is about welfare and protection and this sits at the heart of our policy and procedures. Policies and procedures are designed to embed practices throughout the organisation to ensure the protection of children and / or adults at risk wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

1.3 CTC is mindful of the legislation and guidance which safeguards the welfare of children and adults at risk.

1.4 Someone may abuse or neglect a child or adult at risk by inflicting harm, or by failing to act to prevent harm. Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. The document “Working together to Safeguard Children” (2013) defines abuse in four categories:

- physical abuse
- emotional abuse
- sexual abuse
- neglect

These categories apply to all children and young people under the age of 18 as well as to adults at risk. Detailed explanations of these definitions are contained in the Appendix.

### 1.5 Definition of a Child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

### 1.6 Definition of Adults at risk

An adult at risk is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

## **2. Our aims**

In order to create and maintain an environment which safeguards and promotes the welfare of children and adults at risk:

- We have appointed a Trustee and two staff members as key contacts on Safeguarding (see above)
- We ensure that all staff and volunteers know the name of these people responsible and are aware of their roles.
- We ensure safe recruitment practice in checking the suitability of staff and volunteers to work with children and adults at risk.
- We raise awareness of safeguarding issues at induction and regularly thereafter for all staff and volunteers.
- We are alert to the risks of abuse and indicators of harm and train our staff and volunteers appropriately.
- We ensure that all staff and volunteers are made aware of their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Safeguarding Officer.
- We implement procedures to identify and report cases, or suspected cases, of abuse to the Local Authority Children's Services.
- We shall review this policy annually.

## **4. Staff and volunteers roles and responsibilities**

The Safeguarding Officers 'responsibilities are:

- To provide support, advice and expertise within CTC including the monitoring of procedures
- On a case-by-case basis, to decide whether to make a referral to Children's Services or to the Police and to liaise with relevant agencies and other organisations when necessary
- To attend relevant training.
- To ensure that all staff and volunteers have access to CTC's policy and procedures for safeguarding
- To ensure that all appropriate staff and lay workers have regular training, and to ensure the keeping of records detailing such training
- To keep written records of all concerns in respect of child protection in a locked location

All staff and volunteers have a responsibility to:

- raise any concerns about the welfare of a child or an adult at risk;
- contribute to the assessment of a child's/adult's needs;
- contribute to on-going action to meet those needs;
- behave professionally in their communications with children/adults at risk;

- not enter in to a “special” relationship nor accept invitations to become a child’s or vulnerable person’s “friend” (for example on Facebook) without referring to their line manager or the Safeguarding Officer for guidance.

## **5. Safeguarding procedures**

The following procedures will apply to all areas of the CTC’s work which relate to children and/or adults at risk. Detailed arrangements particular to individual areas of work are set out separately later in this document. The Trustees will insist that any procedures set up to protect are to be observed by all paid staff and lay workers and volunteers without exception.

CTC has adopted procedures in respect of:

- Safe Recruitment
- Existing staff and lay workers
- Induction and training
- Dealing with concerns about a child or children or adult at risk or adults
- Dealing with Disclosures
- Dealing with allegations of abuse about a member of staff and lay workers

## **6. Safe recruitment of staff and lay workers and volunteers**

CTC has a clear policy in respect to the recruitment of staff and volunteers applying for a post which involves frequent and unsupervised access to children or adults at risk.

### **6.1 Application Stage**

All staff and volunteers will be required to provide the following documented information when:

- full name (including any changes of name), current and recent addresses and date of birth
- details of previous experience, voluntary or paid, of working with children and/or adults at risk
- permission to contact, in writing and in person, two persons who have experience of their work or contact with children or adults at risk and who may be asked for a reference

(Volunteers will be treated as paid staff and lay workers in respect of all aspects of the safe recruitment procedure.)

### **6.2 Disclosure & Barring Service Disclosures**

In order to avoid the possibility of recruiting known child abuse offenders, CTC will ensure that all adults undertaking paid or voluntary work involving regular contact with children receive Enhanced Disclosures from the Disclosure & Barring Service (DBS), and are re-checked every three years.

### **6.3 Interviews**

During the interview process interviewees will be asked specifically about their experience of work with children and/or adults at risk as appropriate to the post sought.

### **6.4 Before appointment**

Before appointment of the individual to a post, the Church will obtain two satisfactory references from persons who have experience of the applicant's paid or voluntary work with children (or adults at risk) and have specifically addressed this topic in giving a reference.

Appointments made in advance of the receipt of a satisfactory Enhanced Disclosure from the DBS) are subject to supervision at all times and do not allow substantial and uninterrupted access to children.

### **6.5 Monitoring New Staff and Volunteers in Post**

6.5.1 Clear Job Descriptions will be provided to all members of staff and volunteers either during the selection process or upon starting work. Job Descriptions include reference to procedures relating to safeguarding, the duty to prevent abuse, and the action to be taken if abuse is discovered or disclosed. The Job Description sets out clearly to whom the member of staff and lay workers is accountable and those whose work they are responsible for supervising as well as the name and role of the Safeguarding Officer in CTC.

6.5.2 CTC will make paid and voluntary appointments involving work with children conditional on the successful completion of a probationary period of at least three months.

## **7. Procedures as they apply to existing staff and volunteers**

CTC will ensure that all existing staff and lay workers in the categories listed in paragraph 6 have obtained DBS Disclosures and that they are re-checked on a three yearly basis.

## **8. Induction and training**

CTC will provide induction and training for paid staff and volunteers, specifically:

- this document will be circulated to all staff and volunteers
- the induction process will include safeguarding training for all new staff and volunteers in the roles listed in paragraph 6
- training will be provided to all existing and new staff and volunteers whose work brings them into contact with children and/or adults at risk. Training will be given in:
  - The definitions of abuse and neglect
  - The recognition of abuse and neglect

- Procedures for eliminating situations where abuse may occur
- Codes of personal behaviour aimed at avoiding possible allegations of abuse
- The Church's procedures for responding to the disclosure or discovery of abuse.

## 9. Procedure for dealing with a suspicion or concern about a child or adult at risk

If a staff member or volunteer has a suspicion or concern about a child or vulnerable adult, or in the instance that a child or vulnerable adult makes a direct disclosure, they should:

- Bring this to the attention of the CTC Safeguarding Officer. The Safeguarding Officer will make, or will support the staff member to make, a record of the concern in all cases.
- **Recording concerns:** CTC will record all concerns and actions taken. This should include dates, times, what was observed and what was said, including the actual words said by the child or adult at risk. If there is an injury this should be noted on a body map form. What action has been taken should be clearly indicated and the form signed, dated and timed by the CTC Safeguarding Officer. Where concerns are such that they may indicate a child or adult at risk is suffering or likely to suffer significant harm, the Safeguarding Officer shall report these to the relevant borough's Children's Services Duty Officer immediately.

Where it is clear that a child or adult at risk is in need of additional support from one or more agencies, an inter-agency assessment should be set up using local processes. Parents or Guardians may be notified to both share and clarify information, unless it is felt this could place a child or vulnerable person at risk or if the concerns are of sexual abuse where advice must be sought and advice taken from the duty social worker at Children's Services.

- **Urgent Referrals:** Staff may also raise their concern directly with the Children's Social Care Services themselves if the case is deemed sufficiently urgent. • Take advice about what action needs to be taken to ensure the child or vulnerable person is safe. This may mean seeking medical attention. In cases of serious harm, inform the police from the outset. In both of these scenarios, staff should inform the CTC safeguarding officer.
- **Disclosures with partner churches and schools:** In light of the fact that much of our work is in partnership with other churches, where the incident involves a member of a church, the staff member or volunteer should also inform the church's safeguarding officer and/or Church leader. Where relevant, the CTC Safeguarding Officer will liaise with the church safeguarding officer in order to agree a plan of action which may involve, where deemed appropriate:

A. The church safeguarding lead will take forward the concern according to Church of England or other denominational/ internal policies (for example seeking advice from the relevant Diocesan Safeguarding Officer). CTC safeguarding officer to be copied into further communication and made aware of the outcome if possible.

B. CTC Safeguarding Officer will take forward the concern, in necessary raising with the relevant local authority Children's Social Care Services (as

above), keeping the partner church safeguarding lead copies into further communication and made aware of the outcome.

- CTC has a formal partnership with London Design and Engineering UTC, where it hosts the chaplaincy service, and where members of CTC staff are based on a part time basis. The college has its own detailed and robust safeguarding policy which can be found [here](#), and which CTC staff members at the college adhere to. As part of the policy, CTC staff members, as members of college staff, receive mandatory training on an annual basis and the chaplaincy lead sits on the school's pastoral team which oversees safeguarding.
- The policy can be summarised as follows: if a staff member has a concern about a learner or other member of staff they report this to the staff designated safeguarding lead (DSL), and have a duty to follow up on any action taken. Where there is deemed to be an urgent threat to safety for a young person the staff member may decide to make a referral to the local authority directly, and then report this to the DSL. Where referrals are made by CTC staff at the college, these will not be directly reported to or recorded by the CTC safeguarding officer, owing to the frequency of such referrals given the nature of chaplaincy work, but rather this policy works on the understanding that the school's policy is sufficient. The CTC safeguarding officer will however check in with the Chaplaincy lead on a regular basis.

#### **10. What to do if a child discloses that s/he is being abused**

- When a child makes an allegation of abuse, s/he must be taken seriously. Even if the allegation seems improbable, it must be treated seriously.
- The child should be reassured that they have done the right thing to talk and, if possible, his or her words should be noted, as accurately as possible. The note should be timed, dated and signed.
- It is important not to use leading questions. Open-ended questions should be used when talking to the child. It is important that the child is not questioned other than to gain basic information: an investigation will not be undertaken.

#### **11. Dealing with Disclosures and /or Allegations about an adult**

- All allegations should be referred to the Local Authority Designated Officer (LADO) for advice before any investigation takes place.
- Anyone receiving a disclosure or allegation is charged with reporting it to a Safeguarding Officer who will take the matter forward in such a way as to safeguard the child or children or adult at risk/s as well as to respect the civil rights and liberties of the accused party. This will normally involve convening a meeting designed to address any internal issues arising (e.g. the possible suspension of an employee/volunteer, support for that individual, media coverage etc. following referral to or from Children's Services or the police).
- If the allegation relates to one Safeguarding Officer, another must be informed, who will lead an investigation.

#### **12. Allegations of abuse against a member of staff**



Allegations of abuse against any adults holding positions of responsibility will be treated very seriously. Members of staff and volunteers should be aware of their vulnerability and should do their utmost to prevent misunderstanding. Staff and volunteers should be familiar with the Code of Conduct guidelines in the Appendix.

### **13. Record Keeping**

Notes will be recorded confidentially on all concerns relating to child protection/safeguarding and these notes will be contained in a separate file kept by a Safeguarding Officer. Information will be recorded with regard to facts, timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder. This record will be kept indefinitely in the event of possible future investigation by the police.

### **14. Confidentiality**

11.1 Sometimes children or adults at risk will tell an adult they trust that they are being abused, but will ask that no-one else is told. If that happens it must be explained that certain people must be told about the disclosure but this will be confidential and not mentioned to anyone other than those who deal with safeguarding concerns and Children's Services.

11.2 It is very important that anyone who suspects a case of abuse maintains confidentiality at all times. Other members of staff and lay workers will be informed on a need-to-know basis.

### **15. Whistleblowing**

Where a staff member feels unable to raise an issue with CTC or feels that their genuine concern is not being addressed, they should call the NSPCC whistleblowing helpline (0800 028 0285 – 8.00am – 8.00pm Monday – Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **16. Media Interest**

CTC recognises that the media have an intense interest in reporting stories about abuse, especially if there is church involvement. No member of staff or volunteer is to speak to the media. Any enquiries should be referred to the Director

## Appendix to Safeguarding Policy

### 1. Types of Abuse and Neglect (CHILDREN)

- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.
- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and 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 a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), 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, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child 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 (for example 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.
- **Neglect:** 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Source: Keeping Children Safe in Education 2014.

## 2. Types of Abuse and Neglect (ADULTS AT RISK)

- **Physical abuse**, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;
- sexual abuse, including rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting;
- **Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
- **Financial or material abuse**, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- **Neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- **Discriminatory abuse**, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

## 3. Code of Conduct for Staff and Volunteers

This Code of Conduct is to guide staff and volunteers in behaving professionally in their dealings with children and adults at risk. Good practice guidelines and sensible precautions are designed to protect all parties.

- Avoid being alone in a closed room with a child or adult at risk. Leave the door open if at all possible and do not position yourself in such a way that the child feels intimidated or threatened. If you plan to be alone with a child, you should notify another member of staff and lay workers as to the reason and duration.
- Always act in a way that is appropriate to the person's and needs.
- Avoid having a 'favourite' child or group of children.
- Avoid unnecessary, informal touching.
- NEVER touch in the genital area, including the bottom, the chest, the thighs and upper legs.
- Be sensitive to touch if you are dealing with a child who is distressed.
- Be non-threatening and non-sexual.
- Avoid invading the privacy of children when they are using the toilet.
- Restrain a child only to prevent the child from hurting themselves or others and restrain them only in a way which is within the law.
- Be aware of the special needs of vulnerable children and adults.
- Do not allow unknown adults access to children under any circumstances.
- Alert a Safeguarding Officer if you consider the actions, language or attitude of your colleagues is inappropriate or open to misinterpretation.

- Be aware of the importance of maintaining appropriate boundaries of behaviour with children and adults at risk.
- Always treat a child with respect.

### **Guidance on Body Language and Presentation**

- Staff should always be aware of their own body language and consider how children and young people may perceive it.
- They should always be aware of the body language of others and the messages this may give.
- They must not invade a child/young person's personal space.
- They should consider the exit from a room.
- They should be aware of how the child/young person is feeling.
- They should be aware of gender and race issues.
- They should be aware of the safety of themselves and others.

### **Guidance on Online & Mobile Communication with Young People**

- Permission from the parent/guardian of any young person (under the age of 18) needs to be obtained before you can have their contact number to be added to a WhatsApp or similar communication group (e.g. for a church youth group).
- Any such WhatsApp group should have at least two adult staff or volunteers (who have been DBS checked) present and able to moderate content.
- Just as with in person communication, under no circumstances should staff or volunteers be texting or messaging young people on a one to one basis without the supervision or presence of other adults.
- Staff and volunteers should not be 'friends' or 'followers' of young people on platforms like Facebook, Twitter or Instagram.