



## Safeguarding Policy

The policy and procedures have been divided into five sections, covering all 10 CCPAS safeguarding standards. 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
  
- Appendix 1. Leadership safeguarding statement**
  
- Appendix 2. Safeguarding poster**

The following documents are available on request:

- Appendix 3 Statutory definitions of abuse in children and vulnerable adults**
- Appendix 4 Signs of possible abuse – vulnerable adults**
- Appendix 5 How to respond to allegations of abuse**
- Appendix 6 Good practice guidelines for working with children**

# The Safeguarding Policy

## SECTION 1

### Details of the place of worship / organisation

Name of Place of Worship / Organisation: **Great Harwood Christian Fellowship**

Address: **Commercial Road**

**Great Harwood**

**Nr Blackburn**

**Lancashire**

**BB6 7HX**

Email address: [info@ghcf.org.uk](mailto:info@ghcf.org.uk); [shirleyghcf@gmail.com](mailto:shirleyghcf@gmail.com)

Membership of Denomination/Organisation: **North West Partnership**

Charity Number: **1174952**

Company Number:

Regulators details (if any):

Insurance Company: **Covea Insurance (incl. 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:

**We are an independent evangelical church, and we offer a warm welcome to anyone who wishes to join us at any of our services and events.**

**The core of our church family is made up of people who attend our Sunday services, but our family extends to include those who join us for other activities throughout the week.**

**Sunday morning: Creche (0-4 yrs), Sunday School (5-11 yrs)**

**Sunday evening: Family bible study**

**Tuesday evening: Prayer meeting**

## Our commitment

As a Leadership 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 Lancashire County Council.

The Leadership 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 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 vulnerable adults.
- the Leadership agrees not to allow the document to be copied by other organisations.

## 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 symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in our policy, and copies of the following documents are available on request:

Definitions of abuse: **Appendix 3: CCPAS In Focus documents** - Statutory Definitions of Abuse (Children) and Statutory Definitions of Abuse (Vulnerable Adults)

Signs and symptoms of abuse: **Appendix 4: CCPAS In Focus document** - Signs of Possible Abuse (Vulnerable Adults)

How to respond to a child wishing to disclose abuse: **Appendix 5: CCPAS “How to respond to an allegation of abuse”**

## 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 recognised safeguarding training on a regular basis. All relevant personnel will undertake CCPAS online training as part of their induction. They will also be required to attend annual in-house safeguarding meetings and updates provided by the church leadership.

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 **Helen Nicoll** (hereafter the "Safeguarding Co-ordinator") via tel no: 01254 879125, 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 **Jennifer Blackmore** (hereafter the "Deputy ") tel no: 01254 887047.. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11. Alternatively 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 CCPAS as above.

Hyndburn Children's Social Services office telephone number (office hours 8am-8pm) is **0300 123 6720**. The out of hours (8pm-8am) emergency number is **0300 123 6722**.

Hyndburn Adult Social Services office telephone number is **0300 123 6721**.

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern (i.e. Chair/ Trustees of GHCF, Covea Insurance, Charity Commission.)
- 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 CCPAS.
- 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 CCPAS, 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 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 CCPAS) 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 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.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

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

## **Detailed procedures where there is a concern that an adult is in need of protection:**

### **Suspicious 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:

- Discuss any concerns with the individual themselves, giving due regard to their autonomy, privacy and rights to lead an independent life
- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS 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 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).

### **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.



## Prevention

### Safer recruitment

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
- 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.
- Should the church run any projects or activities which involve children or young people staying with a host family, any occupants of the household will need to be subject to a DBS check.

### Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers 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 vulnerable adults in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop.

## **Pastoral Care**

### **Supporting those affected by abuse**

The Leadership 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. Anyone found to be in need of professional counselling would be referred by the Leadership to an appropriate (preferably Christian) counsellor.

### **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 vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

Great Harwood Christian Fellowship will not permit a known sex offender to have contact with children or vulnerable adults at an event or meeting for which it is responsible. All known offenders will be personally supervised by a person within the Leadership team.

## Practice Guidelines

As an organisation / place of worship working with children, young people and vulnerable adults 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. **Appendix 6 – Good Practice Guidelines for Working with Children**” is issued to all childrens’ workers.

Great Harwood Christian Fellowship run the following childrens’ activities weekly:

- Creche (0-4 yrs) on Sunday mornings; Sunday School (5-11 yrs);
- Sunday evening family bible study

## 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.

In order to demonstrate openness, and to promote and communicate the safeguarding message, posters are displayed at Great Harwood Christian Fellowship which provide CCPAS, Childline and NSPCC telephone numbers.

**Signed by:** \_\_\_\_\_ **Helen Nicoll, Jennifer Blackmore**  
\_\_\_\_\_ **Pastor Francois van Staden**

**Date:** 1 April 2017

**Reviewed:** 1 July 2018; 1 July 2019; 31 Aug 2020; 14 April 2021; 21 April 2022

## Leadership Safeguarding Statement

The Leadership at Great Harwood Christian Fellowship 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.

The following statement was agreed by the leadership/organisation on: 1 April 2017

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults 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 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/vulnerable adults.
- 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.

_____	Helen Nicoll	Child Safeguarding Coordinator
_____	Jennifer Blackmore	Deputy Child Safeguarding Coordinator
_____	Helen Nicoll	Adult Safeguarding Coordinator
_____	Jennifer Blackmore	Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the church leaders.

# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of the Leadership*

## Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560

