



Safeguarding Policy

for Cornerstone Church Grays



Safeguarding Policy for Cornerstone Church Grays

Version 2023-2024

Last amended: September 2023

Cornerstone Church Grays is a registered charity

Registered Charity Number 1192558

Registered Office: 15 Buttell Close, Grays, RM17 6UN



This policy is based on the ThirtyOneEight Safeguarding Policy for churches. ThirtyOneEight is an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. Their vision is a world where every child and adult can feel, and be, safe, and to achieve this vision they work together with a network of thousands of organisations across the UK helping them to create safer places.

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Section 1 - Details of the place of worship / organisation

Name of Place of Worship: **CORNERSTONE CHURCH GRAYS**

Address: **Cornerstone Church Grays, c/o 15 Buttell Close, Grays, RM17 6UN**

Tel No: **07942 673 645**

General Email address: **info@cornerstonegrays.org**

Senior Leader Name: **Revd Mike Walton**

Senior Leader Contact Telephone / Email: **07949 637 377**
pastor@cornerstonegrays.org

Safeguarding Coordinator Name: **Laurie Eve**

Safeguarding Coordinator Contact Telephone / Email: **07931 781 111**
safeguarding.cornerstonegrays@gmail.com

Membership of Denomination/Organisation:

Anglican Mission in England

Denomination / Organisation Safeguarding Officer: **Vicki Bonnett**

Contact Details for Denomination / Organisation Safeguarding Officer:
safeguarding@anglicanmissioninengland.org



Charity Number: **1192558**

Company Number: **n/a**

Regulators: **n/a**

Insurance Company: **Ecclesiastical**

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:

Cornerstone Church Grays usually meets on a Sunday morning at Woodside Academy for corporate worship. This includes groups for children and regularly includes a meal after the service for the church family and guests. During the week church family members usually meet together in small groups to help each other grow in the Christian life together. Other activities may take place from time to time which could include one off outreach events, social times together as a church and different types of service for our local community.

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 any practice guidelines (found in the appendix) are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

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 adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.



Section 2 - Prevention

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:

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:

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.

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.

Safeguarding training

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.

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.

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.



Section 3 - 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 or in the appendices.

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 with regard 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.

We believe 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 4 - Responding to allegations of abuse

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

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

As soon as possible after a concern has come to light, write down the concern, along with information on how the concern came to light (includes date, time and location).

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: **Laurie Eve**

Tel: **07931 781 111**

Email: **safeguarding.cornerstonegrays@gmail.com**

The above 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.

If the suspicions implicate the Safeguarding Co-ordinator, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.



Name of local authority: **Thurrock**

Children – Multi Agency Safeguarding Hub (MASH)

Tel: **01375 652 802**

Out of hours Tel: **01375 372 468**

Website Address: **www.thurrocklscp.org.uk/p/worried-about-a-child**

Adult – Thurrock First

Tel: **01375 511 000**

Website Address: www.thurrock.gov.uk/adult-social-care-help-and-advice/thurrock-first

Police Protection Team Tel: Essex Police advice calling 999 if someone is in immediate danger, otherwise call 101.

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- 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 thirtyone:eight.



- 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 thirtyone:eight, 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.

Part of 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 thirtyone:eight) 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 thirtyone:eight (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 thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight 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:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight 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.



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 thirtyone:eight 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 (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:

- Liaise with Children's Social Services with regard to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.



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

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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 5 - 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.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership 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. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.



Section 6 – Adoption of the policy

This policy was agreed by the trustees and will be reviewed annually.

Signed by: Mike Walton

Position: Trustee

Signed by: Jill Brock

Position: Safeguarding Trustee

Date: 3rd October 2023

A copy of this policy is also lodged with: The Anglican Mission in England

The next review date is Autumn 2024.



Section 7 - Appendix

Appendix 1 - Adult to Child Ratios

In order to supervise activities safely, and to comply with our legal responsibilities, it is necessary to have sufficient adult leaders and helpers for any church activity involving children and young people.

Current legislation states that groups should have the following:

- 0-2 years - 1 adult to 3 children
- 2-3 years - 1 adult to 4 children
- 3-8 years - 1 adult to 8 children

Although there is no legal requirement for older groups, at Cornerstone we extend the upper age limit to 18 to include all work with children and young adults as we believe this is good practice.

Following NSPCC guidelines

- 9-12 years - 1 adult to 8 children
- 13-18 years - 1 adult to 10 children

We require 2 adults as a minimum to supervise any group. All helpers require a DBS check.



Appendix 2 – Application Form



Application form for work with children and/or vulnerable adults

Church	Cornerstone Church - Grays
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We ask all prospective volunteers and employees in children's work, young people's work, or work with vulnerable adults to complete this form and the Self Declaration form.

The information is kept confidential by the trustees, unless requested by an appropriate authority.

Your Details

Name			
Address			
	Postcode:		
How long have you lived at this address?	<input type="checkbox"/> 1 year or more	If less than 12 months please give your previous address and the name of the church you attended below:	
	<input type="checkbox"/> Less than 12 months →		
		Previous Address:	
		Postcode:	
		Church:	
Telephone			
Email			
Have you ever changed your name?	<input type="checkbox"/> No	If Yes please give details of your previous names and dates they were in use.	
	<input type="checkbox"/> Yes →		
	Name:		Date From:
			Date To:
	Name:		Date From:
	Date To:		



Your Experience

Please give details of any special interests and skills you have, and previous experience of working with children, young people or vulnerable adults. Where appropriate, give the name(s) and date(s) of churches or groups (continue on another sheet if necessary).

Your Qualifications & Training

Please give details of any relevant qualification or appropriate training.



Are you prepared to undertake training online and face-to-face?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you suffer, or have you suffered, any illness which may directly affect work with children or young people?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you suffer, or have you suffered, any illness which may directly affect work with vulnerable adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

References

Please give the following details of two people who have known you for at least two years and who would be able to provide a personal reference if contacted.

Note: Your chosen referees should not be related to you. If you are employed one reference should be from your current employer. At least one referee should be from outside of the church.

Your chosen referees should not be related to you or be your current employer. At least one referee should be from outside of the church.

Reference One		Reference Two	
Name		Name	
Address		Address	
Telephone		Telephone	
Email		Email	
Occupation (if any)		Occupation (if any)	

Application form for work with children and/or vulnerable adults

Version: 1.0

Last amended: August 2021



Appendix 3 – Self Declaration Form



Self-Declaration Form for a position requiring an Enhanced Disclosure

Strictly Confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it to the person named below in a sealed envelope.

To Dawn Jessup

6 Jenningham Drive, Grays, Essex, RM16 2DX

Position applied for _____

Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)



If yes, please give details of the nature of the offences and the dates. Please give details of the court(s) where your convictions were heard, the type of offence and the sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

*links can be found at thirtyoneeight.org/dbs-links

Police Investigation

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes No (please tick)

If yes please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult social care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?

Yes No (please tick)

If yes, please give details.



Declaration

To help us ensure that we are complying with all relevant safeguarding legislation please read the attached notes and complete the following declaration.

I, (full name) _____

of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – <http://www.gov.uk/government/publications/dbs-privacy-policies>. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions and bind-overs against me may be disclosed along with any other relevant information which may be known to police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services (Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm I am not barred from with children OR I confirm I am not barred from working with adults at risk

Signed: _____ Date: _____



Legalese – attached notes

The disclosure of any offence may not prohibit employment.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an enhanced disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4 (ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of the matters involved could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

Notes – Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone convicted of certain specific offences, or included in the two barred lists held by the Disclosure and Barring Service where this post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and/or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with barred list check.

DBS eligibility from: thirtyoneeight.org/dbs-links

Self-Declaration Form for a position requiring an Enhanced Disclosure

Version: 1.0

Last amended: August 2021



Appendix 4 – Code of conduct



Code of Conduct

Cornerstone Church Grays behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Cornerstone. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action



Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Cornerstone's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Cornerstone. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Code of Conduct

Version: 1.0

Last amended: March 2021

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Appendix 5 – Cause for concern form



Cause for Concern Form

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)^{1,2,3}

Child/Adult's name (subject of concern):	Date of birth/age:	Address:
	Child/Adult:	
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/Job title:		
Signature:		
Other members of the household ⁴ :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Co-ordinator ⁵ : _____		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Coordinator without delay



Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. **What constitutes a safeguarding concern?** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. **Why do you need information regarding 'other household members'?** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. **Passing information to the Safeguarding co-ordinator** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.



Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:			
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:			
	Advice received:					
Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :						
Initial Assessment of concern following advice ²						
Action taken with reasons recorded <i>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:			
	Referral			To whom		
	Signposting to other community resources					
	Pastoral Care and other support from church					
	Ongoing Monitoring					
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:	
	N	Detail reason:				



Any other relevant information			
Name of Safeguarding Coordinator:		Signature:	

OVERVIEW OF ACTIONS³:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

- 1. Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual’s mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
- 2. Initial assessment**- Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
- 3. Overview of actions** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

Cause for concern form

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Appendix 6 – Safeguarding requirements for different roles

Position	Safer Recruit - ment needed	Self-decl- aration needed	Code of Conduct	DBS Needed & Renewal Every...	Training needed	Training Repeated Every...
Trustee	-	Yes	Yes	Yes 3yrs	Safeguarding for trustees	2yrs
Children & Youth Team Leader	Yes	Yes	Yes	Yes 3yrs	Safeguarding Children and Young People	2yrs
Sunday School Leader	Yes	Yes	Yes	Yes 3yrs	Safeguarding Children and Young People	2yrs
Sunday School Helper	Yes	Yes	Yes	Yes 3yrs	Safeguarding Children and Young People	2yrs
Small Group Team Leader	Yes	Yes	Yes	Yes 3yrs	Safeguarding Adults at Risk of Harm	2yrs
Small Group Leaders	-	Yes	Yes	Yes 3yrs	Read Safeguarding Policy	2yrs
Welcome & Evang Team Leader	-	-	Yes	-	Read Safeguarding Policy	2yrs
Welcome & Evang Team Member	-	-	-	-	Read Safeguarding Policy	2yrs



Position	Safer Recruitment needed	Self-declaration needed	Code of Conduct	DBS Needed & Renewal Every...	Training needed	Training Repeated Every...
Food Team Leader	-	-	Yes	-	-	-
Food Team Members	-	-	-	-	-	-
Set Up Team Leader	-	-	Yes	-	-	-
Set Up Team Member	-	-	-	-	-	-
Safeguarding Co-ordinator	Yes	Yes	Yes	Yes 3yrs	Safeguarding Leads	2yrs

All adults working with children, young people or vulnerable adults will be required to keep up to date with current safeguarding policy and procedures. This will include reading the church safeguarding policy yearly and may include reading relevant updates and information from the safeguarding co-ordinator from time to time.

See some guidance from 31:8 below

The Requirements in this guidance must be followed for the appointment of all roles within a Church body that involve substantial¹ contact with children and/or vulnerable adults, for example, members of the clergy authorised to officiate. Readers/Licensed Lay Ministers, lay works, youth workers, employees and volunteers.

¹ In practical terms, what is trying to be established here is a difference from “casual contact” of the type a shopkeeper would have with children and vulnerable adults. Shopkeepers are likely to come across all types of people whilst working in their shop. The fact that might



come into contact with the vulnerable would not be enough for them to be eligible for an enhanced check and the same principle should be applied to all roles. An enhanced check cannot be carried out just because a role might come into contact with a vulnerable person, (i.e. children or vulnerable adult). In the past, this had been referred to by Government officials in relation to eligibility as the “shopkeeper test.”



Appendix 7 – Regular Safeguarding communications with the church family

To help develop a culture at Cornerstone Church where everybody is more aware of Safeguarding matters we regularly communicate aspects of Safeguarding with the church family. This is primarily done through the church notices and email communication (once every one to two months) and occasionally mentioned from the front of church during the notices (twice a year).

Safeguarding notices are not limited to the notices shown below but will include these.

▪ **Safeguarding Information**

Here at Cornerstone Church we take Safeguarding seriously. Our Safeguarding Co-ordinator is Laurie Eve and we have a Safeguarding Policy based on the ThirtyOne:Eight Safeguarding Policy for churches. ThirtyOne:Eight is an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse. ThirtyOne:Eight is also available to us for advice and training. For more details see www.cornerstonegrays.org/safeguarding

▪ **Safeguarding: It is all our responsibility**

Safeguarding policies, recruitment and procedures that are followed are great ways to reduce the risk of harm to our children or vulnerable adults. It is impossible for these things alone to be 100% effective at protecting our children and the vulnerable in church life. Can we ask you as individuals who are part of our church family to do two things?

1. Pray for the safety of our children and vulnerable adults.
2. To stay aware of possible conversations or interactions that you notice that don't feel right. If you are concerned, please do speak to



Laurie Eve, our Safeguarding Co-Ordinator or somebody from ThirtyOne:Eight (a professional Safeguarding charity)

For more details see www.cornerstonegrays.org/safeguarding

- **Safeguarding: A legal and moral responsibility**

As a UK charity we have to have a Safeguarding Policy that we follow. Even more importantly, as God's people who look to love each other and our neighbour part of that loving each other is to try and keep each other safe, and particularly our children and vulnerable adults. Safeguarding is one aspect of our life together but one that we do take seriously.

For more details see www.cornerstonegrays.org/safeguarding

- **Safeguarding: So you know**

All our Sunday School leaders and helpers go through a Safer Recruitment Process that includes application forms, DBS checks, references, a short interview and Safeguarding training. All our Trustees have DBS checks and undertake Safeguarding Training. There are some other roles in church life that require various levels of Safeguarding checks and training. If you have any questions, please speak to Laurie Eve, our Safeguarding Co-ordinator.

For more details see www.cornerstonegrays.org/safeguarding



Appendix 7 – Good Practise Guidelines

- **Safeguarding for a child who needs assistance in the toilet.**

Location of toilets: The toilets are situated in the main, internal corridor of Woodside School. As far as can be ascertained, there are no identifiable security safeguarding issues regarding the location of the toilets at Woodside as they are not independently accessible by the general public during Cornerstone Church services.

If the child is old enough to go to the toilet by themselves : A child must be escorted to and from the group to the toilet by a Sunday School leader or helper. The leader or helper is to wait outside in the corridor whilst the child goes to the toilet.

If the child needs assistance to go to the toilet : The child must be escorted from the group by a Sunday School leader or helper to find the parent or guardian of the child. If, however, the parent or guardian of the child is not available then a [female] DBS checked member of Cornerstone church be requested to accompany the child and Sunday School leader or helper to the toilet. The child is then returned to the group by the Sunday School helper.

- **Safeguarding for a creche aged child who needs assistance in the toilet.**

Creche aged children are to be accompanied by a parent or guardian in the Creche at all times.

- **Youth Group**

Risk Assessments of the venue to be undertaken and to include transporting Youth Group members to and from the venue where applicable.



Vehicle drivers to hold a full, clean driving license and be properly insured. Vehicles must comply with MOT requirements.

Where lifts are given to Youth Group members by Youth Group Leaders, the Leaders must be DBS checked. A Youth Group Leader must always be accompanied (preferably by another adult) when providing lifts to Youth Group Members.

