

THE GLOBE CHURCH SAFEGUARDING POLICY

With thanks to [thirtyone:eight](#) for the template policy document which has been adapted for The Globe Church use.

Policy reviewed and ratified	TBC
Policy presented to church membership and uploaded to church website	TBC
Policy due for next review	TBC

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Section I: Details of the place of worship / organisation

Name of Place of Worship / Organisation: The Globe Church

Address: 46 Elmcroft Drive, Chessington, KT9 1DU

Tel No: 02083970741

General Email address: info@globe.church

Senior Leader Name: Jonty Allcock

Senior Leader Contact Telephone / Email: 07922364293 / jonty@globe.church

Safeguarding Coordinator Name: Jane Fletcher

Safeguarding Coordinator Contact Telephone / Email: 07788 147854 / safeguarding@globe.church

Deputy Safeguarding Co-ordinators:
(07760293394) Mike Sohn (safeguarding@globe.church)
(07400168979) Adriana Kerkstra (safeguarding@globe.church)

Southwark Local Authority Designated Officer: Eva Simcock

LADO contact details: Eva.Simcock@southwark.gov.uk/020 7525 0689

The Globe Church trustee with safeguarding Oversight: Trevor Archer

Church denomination/membership: FIEC

Charity Number: 1160195

Company Number: CE002880

Regulators: Charity Commission

Insurance Company: Access Insurance

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

Section 2: Our commitment

First and foremost, we believe that safeguarding must be a culture and a mindset, not just a set of procedures or a policy. Whilst the leaders¹ at The Globe Church carry responsibility for upholding this policy and seek to keep everyone safe, every member of The Globe Church shares the responsibility for safeguarding through:

- ensuring their own behaviours meet the standard expected by this policy
- speaking out with any concern they may have
- being aware of how to raise a concern

Leaders at The Globe Church recognise the need to provide a safe and caring environment for everyone - children, young people and adults, especially the most vulnerable. We acknowledge that anyone can be the victim of abuse and that abuse takes many forms including physical, sexual, emotional, neglect, discrimination, economic, domestic, self-neglect or modern slavery.

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.”

We also recognise that some people are more vulnerable to abuse than others. This includes children and vulnerable adults including those who may not be fully able to care for themselves in all regards. We accept that anyone working with these individuals must recognise this greater vulnerability and that our procedures must address this.

Lastly, we know that the church is not immune to situations of abuse. Whether it be any of those already listed or whether it be overt spiritual² abuse, we recognise that every organisation has to be willing to ‘think the unthinkable’. Wherever there is an imbalance of power or control, the risk of abuse can be increased. We believe a culture of openness where these things are discussed, where everyone recognises their

¹ This term is taken throughout to mean the pastors and elders of Globe Church, along with the paid staff team not including ministry trainees

² We define spiritual abuse as: “Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: -manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a ‘divine’ position, isolation from others, especially those external to the abusive context.” (Oakley, 2013 in Oakley & Kinmond, 2013 p21). For a more comprehensive definition, including defining what Spiritual Abuse both is and is not, please refer to [Addressing-Allegations-of-Spiritual-Abuse-in-FIEC-Churches.pdf](#).

responsibility to safeguarding and where it is safe to name a concern, however small, is not only the right culture for us to have as human beings made in the image of God and equal before Him, but is also the right culture to mitigate risk.

Safeguarding is about reducing the chance of the unthinkable happening through the culture developed and the processes put in place. The leaders of The Globe Church 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.

This policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

These standards expect us to:

1. maintain this policy, ensure that it is fit for purpose and abide by it
2. ensure awareness of safeguarding amongst all church members and provide appropriate training as required
3. follow safer recruitment statutory guidance
4. manage, supervise and support our workers³ and volunteers
5. work safely
6. communicate safely
7. respond appropriately to concerns
8. provide safe and wise pastoral care
9. supervise and manage well any who may be known to pose a risk to others
10. work safely in partnership with others

Leaders at The Globe Church commit to reviewing each of these areas on an annual basis. This is led by the Safeguarding Co-ordinator and the deputy Safeguarding Co-ordinator(s). Concerns, required changes and recommendations are passed by the Safeguarding Co-ordinator to the staff team for detailed operational discussion and to the elders for oversight. It is the duty of the Safeguarding Co-ordinator to ensure that required actions are taken to meet the requirements of this policy or to formally raise the matter should the eldership fail to enact required safeguarding practices. The Safeguarding Co-ordinator will update the church members once per annum in order to ensure openness and the opportunity for scrutiny which is part of a strong safeguarding culture.

Leaders at The Globe Church undertake 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.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

³ paid staff and ministry trainees

- 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.

Section 3: Prevention

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 organisation we adhere to the following articles:

UN Convention on the Rights of the Child, with 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.

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.

Safer recruitment:

The elders and staff team at The Globe Church will ensure all paid staff will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- One member of each interview panel will have completed the NSPCC Safer Recruitment online training in the past three years and have the certificate on file to evidence this.
- There is a written job description / person specification for the post.
- Job advertisements explicitly reference the church's commitment to safeguarding.
- Those applying have completed an appropriate application form and a self-declaration form (CVs are not accepted in lieu of an application form).
- Those short-listed have been interviewed, with written notes kept by all interviewers and a clear rationale for decision-making known and understood by the panel.

- Safeguarding has been discussed at interview.
- Two written references have been obtained, and followed up where appropriate (these must be addressed to the person requesting them and cannot be 'to whom it may concern'). One should be from the most recent employer. An appropriate standard reference request proforma will always be used.
- 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).
- Identity and qualifications, where relevant, have been verified (identity is always required).
- A digital personnel file will be maintained for each employee.
- A suitable induction/training programme is provided for the successful applicant, which must include safeguarding training, however experienced the individual may seem.
- The applicant must complete a formal probationary period which must be documented and passing probation should be reported back to the eldership team.
- The applicant has been talked through the organisation's safeguarding policy and knows how to report concerns.

Recruiting volunteers:

The Globe Church is grateful to have the support of a team of volunteers who are engaged in a wide range of work in the church. Volunteers working directly with children and vulnerable adults are always regular attenders at the church and well-known to the staff team and to at least two of the elders.

Volunteers to positions of leadership or in public facing ministries in the church will usually have been attending regularly for at least six months. If attendance has been less than six months a reference from previous church leaders will be required.

They will be provided with The Globe Church code of conduct and talked through it. They will not be asked to volunteer unless the staff and elders have witnessed behaviour that aligns to the code of conduct as the norm.

Where volunteers are asked to work with children, young people or known vulnerable adults, an enhanced DBS will be undertaken prior to commencement of the role.

Specific needs:

Should a church attendee or their carer/legal guardian advise us of a specific and diagnosed need, the Safeguarding Co-ordinator will arrange relevant training – in partnership with the individual if appropriate – for workers and volunteers who may have the greatest engagement with and support for the identified individual.

Safeguarding training:

Leaders at The Globe Church are committed to ongoing 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 (minimum annually).

Leaders will also ensure that everyone in the church is told annually how they can get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. This policy will be available to all church members through the church's website so that it is accessible at any time it is required.

Management of Workers (both paid, trainees and volunteers) – Code of Conduct:

Leaders 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. This can be found in the appendices to this policy.

Working safely:

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

All workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of intimate relationship between an adult worker and a child (under the age of 18) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become intimate

Data Protection and safeguarding:

Whilst The Globe Church adheres to the Data Protection Act 2018, sharing information to safeguard the wellbeing of an individual takes precedence over data protection. In certain circumstances, the Data Protection Act allows for disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose.

Bullying:

Leaders (both elders and staff) at The Globe Church are clear that they hold a zero tolerance to bullying of any forms, between any individuals and at any age. Leaders expect that anyone who discovers bullying taking place will report it appropriately and immediately.

Bullying is the use of aggression with the intent of hurting another person. Aggression is not just physical but can also be verbal, emotional, mental, sexual etc.

General health and safety:

Staff at The Globe Church ensure that core and one-off activity is risk-assessed appropriately with a written record of this being done and kept.

They ensure that any buildings used are well-maintained and safe, that food hygiene rules are followed carefully and that information about allergens follows statutory guidance.

Trips for children are conducted in line with the church's trips policy.

A first-aider is available at all formal church gatherings and a first aid box easily to hand.

An accident book is kept and reviewed regularly for a 'lessons learned' protocol to be deployed amongst the staff team and reported to the elders and Safeguarding Co-ordinator as appropriate.

Partnership working:

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.

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.

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 others in some way, the eldership will advise the Safeguarding Co-ordinator and together, senior staff and the safeguarding team will risk assess the situation – determining the level of risk, who may be most at risk and what mitigations need to be applied to protect everyone concerned.

Globe leaders (elders and staff) 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.

The Safeguarding Co-ordinator and Globe leaders will work in full co-operation with outside agencies to ensure that safety for all is paramount.

Section 4: Responding to concerns raised and allegations of abuse

Safeguarding is the responsibility of everyone in the church and everyone should demonstrate a regard for the wellbeing of others that leads them to share appropriately a concern they may have, however small. Safeguarding is also our greatest priority and should never be put second to other activity or discussion.

Many concerns will be best shared to a Focus Group leader or paid staff member of The Globe Church and may be simply resolved. Even when a concern is small, the person flagging the concern should expect a response back which should either assure them that, after checking, there is no ongoing concern or advise them that their concern has been picked up and appropriate action is being taken. They should not expect to receive details as safeguarding information-sharing is always on a 'need to know' basis.

If the person raising the concern feels it has not been heard or that the concern remains, they should always continue to raise the matter and can approach any one of a number of people including the paid staff team, an elder and the Safeguarding Co-ordinator. Anyone who receives such a concern and is concerned for the safety or wellbeing of an individual should immediately report it to the Safeguarding Co-ordinator or one of the safeguarding deputies.

If at any time, anyone in the church has a concern about the immediate safety of any individual, they should always call 999. When seeking to keep someone else safe from immediate danger and harm, regard for your own safety always takes priority.

Even though many concerns being raised may feel small and may be simply resolved, safeguarding concerns are often shown up through a pattern of activity or information shared. Abuse may have many signals or none whatsoever and seeing the bigger picture of concern is often crucial to taking the right action.

To ensure that information is not overlooked or ignored, the Safeguarding Co-ordinator will meet with the appropriate members of the staff team on a monthly basis to review the welfare matters from the previous month and to ensure that the bigger picture is reviewed in order to objectively consider the safety and wellbeing of all.

Information of this type is only ever shared with those who need to know in order to keep an individual safe and this is the standard demanded from all elders, other leaders, paid staff members, volunteers such as children's workers and the Safeguarding team.

What to do if you need to raise a concern:

Under no circumstances should a volunteer, paid worker, elder or church member carry out their own investigation into a concern, allegation or suspicion of abuse. Follow procedures as below:

1. Report the concern swiftly by picking up the phone and talking to the Safeguarding Co-ordinator (you cannot be sure that an email will be read with sufficient speed).

2. When you know the concern has been received, immediately write down exactly what you heard and/or saw. Do not try to interpret it or assume/predict anything – just give the absolute facts. Follow your call through by sending this account to The Globe Church safeguarding account (safeguarding@globe.church)

What will the safeguarding team do?

Depending upon the nature of the disclosure, the Safeguarding Co-ordinator or one of their deputies will take a range of actions to ensure the safety and wellbeing of the individual(s) subject to the concern. These actions could include any of the following as appropriate:

- Talk to the individual to assess the situation
- Talk to the pastor/pastor's wife/elders to inform them of the concern, seek further information, check whether there is other information they need to know
- Talk to the parents (if a child and if appropriate)
- Phone the relevant duty desk for advice
- Make a referral to social services or another appropriate agency
- Phone thirtyone:eight for advice and guidance
- Talk to the relevant LADO/make a referral to the relevant LADO
- Call the police or other relevant external agency such as Prevent, FGM, forced marriage etc

Depending on the nature of the matter raised, the Safeguarding Co-ordinator may also need to inform the trustee with responsibility for safeguarding, the church's insurance company, the Charity Commission or others who have a legal right and need to be aware of any matter arising. The LADO will always be contacted if an allegation is made against an adult of harm to a child (anyone under the age of 18) or vulnerable adult.

Confidential records will always be maintained securely by the Safeguarding team at The Globe Church and shared only in line with safeguarding best practice on a 'need to know' basis. These records will be cloud-based and will use recommended industry-standard specialist safeguarding software.

The elders and staff at The Globe Church commit to the full support of 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. Equally, the Safeguarding team recognises the responsibility church elders have for the pastoral care of those who regularly attend The Globe Church. Both teams commit to partnership working whenever this is appropriate in order to prayerfully and sensitively meet the needs of those who attend The Globe Church.

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 leaders at The Globe Church hope that members of the church will use the procedure outlined above. 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.

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. It is not the role of the Safeguarding team to investigate allegations of abuse, nor to determine what action should be taken; such matters are referred to external agencies who have the legal jurisdiction to act appropriately and accordingly.

Specific allegations:

The following referrals will always be made in addition to the appropriate external agency referral required:

Allegation against a leader in the church	Pastor and safeguarding elder (unless also implicated)
Allegation against the pastor, his wife or family members	Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ Tel 0303 003 1111 Safeguarding elder (unless also implicated)
Allegation against the Safeguarding Co-ordinator or one of the deputies	thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111 Pastor and safeguarding elder
Allegation against the Safeguarding elder	Pastor (unless also implicated) Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ Tel 0303 003 1111

Pastoral care:

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

With the exception of the above circumstances, it is the individual’s right to have safeguarding information kept private within the church (apart from where information-sharing is required to safeguard the individual or others). Where an individual chooses to do so, sharing personal information with the church elders will always be respected and treated with confidence in the same manner as information shared with the safeguarding team.

In order to ensure the elders at The Globe Church are able to care well for church members, the Safeguarding Co-ordinator may advise the Safeguarding elder anonymously of matters that have been raised.

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 or abuse of any type, 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. Call the police if immediate assistance is required.
- 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:

- Contact thirtyone:eight and seek support both for the individual and for the church as the matter is investigated and addressed
- 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 in regards to action relating to the worker as well as to refer any specific allegations made
- 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.

Depending on the allegation and the outcome of the investigation undertaken by Social Services, it may be necessary to 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 to the actions to be taken relating to the worker

Depending on the allegation and the outcome of the investigation undertaken by Social Services, it may be necessary to make a referral to Disclosure and Barring Service 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.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: 
 Jonty Allcock (Mar 7, 2022 14:44 GMT)

Position: Pastor

Signed by: 
 TJ Archer (Mar 7, 2022 15:07 GMT)

Position: Trustee Elder

Date: 7th March 2022

A copy of this policy is also lodged with:

Appendix I – Adult and child social services contact details for church member boroughs

Southwark Child and Adult Social Services: <https://safeguarding.southwark.gov.uk/asking-for-help/>

Lambeth Child and Adult Social Services: <https://beta.lambeth.gov.uk/adult-social-care-and-health/safeguarding/lambeth-safeguarding-websites>

Wandsworth Adult Social Services: <https://www.wandsworth.gov.uk/safeguarding-and-adult-abuse/>

Wandsworth Child Social Services: <https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/report-a-concern-about-a-child/>

Hammersmith & Fulham, Adult Social Services: <https://www.lbhf.gov.uk/crime/victim-support/safeguarding-adults>

Hammersmith & Fulham Child Social Services: <https://www.lbhf.gov.uk/children-and-young-people/local-safeguarding-children-partnership/child-safeguarding-contacts>

Kensington & Chelsea Adult Social Services: <https://www.rbkc.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults>

Kensington & Chelsea Child Social Services: <https://www.rbkc.gov.uk/lscp/children-and-young-people>

Westminster Adult Social Services: <https://www.peoplefirstinfo.org.uk/westminster-contact-details/>

Westminster Child Social Services: <https://www.westminster.gov.uk/children-and-families/safeguarding-children/child-abuse-prevention-campaign>

Camden Adult Social Services: <https://camdencarechoices.camden.gov.uk/reporting-abuse-and-staying-safe/how-to-report-a-concern/>

Camden Child Social Services: <https://www.camden.gov.uk/childrens-safeguarding-social-work>

Islington Adult Social Services: <https://www.islington.gov.uk/social-care-and-health/abuse/safeguarding-adults-board>

Islington Child Social Services: <https://directory.islington.gov.uk/kb5/islington/directory/service.page?id=72oH6rIO3Js>

Hackney Adult Social Services: <https://hackney.gov.uk/safeguarding-vulnerable-adults>

Hackney Child Social Services: <https://hackney.gov.uk/child-protection>

Tower Hamlets Adult Social Services:

https://www.towerhamlets.gov.uk/lgnl/health_social_care/ASC/Adults_Health_and_Wellbeing/Staying_safe/Adults_at_risk_of_abuse_or_neglect.aspx

Tower Hamlets Child Social Services:

https://www.towerhamlets.gov.uk/ignl/health_social_care/children_and_family_care/Multi-Agency-Safeguarding-Hub-MASH.aspx

Greenwich Adult Social Services:

https://www.royalgreenwich.gov.uk/info/200272/protecting_vulnerable_adults

Greenwich Child Social Services:

https://www.royalgreenwich.gov.uk/info/200237/family_support_and_safeguarding_children/956/report_your_concerns_about_a_child

Lewisham Social Services: <https://www.safeguardinglewisham.org.uk/>

Bromley Adult Social Services:

https://www.bromley.gov.uk/info/731/safeguarding_adults/280/safeguarding_adults_at_risk/2

Bromley Child Social Services: <https://www.bromleysafeguarding.org/articles.php?id=600>

Merton Adult Social Services: <https://www.mertonsab.org.uk/preventing-abuse/how-do-i-raise-a-concern/>

Merton Child Social Services: <https://www.mertonscp.org.uk/>

Croydon Adult Social Services: <https://www.croydon.gov.uk/adult-health-and-social-care/report-abuse-adult/safeguarding-adults-form>

Croydon Child Social Services: <https://www.croydon.gov.uk/children-young-people-and-families/child-protection-and-safeguarding/report-concern-about-child>

Sutton Adult Social Services: https://www.sutton.gov.uk/info/200609/safe_from_abuse_-_adult_safeguarding/1617/help_for_adults_being_abused

Sutton Child Social Services:

https://www.sutton.gov.uk/info/200235/safeguarding_children/473/what_to_do_if_youre_worried_about_a_child

Ealing Social Services:

https://www.ealing.gov.uk/info/201073/health_and_adult_social_care/147/safeguarding/4

Enfield Social Services: <https://new.enfield.gov.uk/safeguardingenfield/making-a-safeguarding-referral/>

Appendix 2 – Safe Practice Code of Conduct for work with children & young people

This code of conduct supports the Globe Church Safeguarding Policy.

This document covers areas of safe practice in relation to work with children & young people. All workers, whether paid staff members or volunteers, are expected to sign and adhere to the standards of safe practice outlined within this document.

Within this Code of Conduct:

1. The supervision of children’s activities
2. Managing toileting in preschool classes
3. Behaviour management
4. Guidelines on touch
5. Communications policy
6. Contact details & signature

1. Supervision of Children’s Activities

Attempts will be made wherever possible to keep to the following ratio of adults to children, using as a guide the ratios required in regulations governing day care for under 8’s:

CHILD’S AGE	ADULT: CHILD RATIO
0 to 2 years	1:3
2 to 3 years	1:4
4 to 8 years	1:6

Ideally, no adult will be a lone worker with a group of children. Where this is not possible, this children’s work should be done in the context of unlocked or open doors. If for any reason a worker is alone with a child, they should ensure that there is a second adult nearby or there are other workers or groups nearby. Workers will leave doors open when seeing a child individually. To be clear, a child is anyone under the age of 18.

Where possible the gender of the adults should reflect that of the group: i.e., at least one man if boys are present and one woman if girls are present.

No person under 18 years of age will be left in charge of any children of any age. Children or young people attending a group will not be left alone at any time.

A register of children or young people attending each group or activity will be kept, and a register of helpers.

A record should be kept of any unusual activity or comments by members, recording what leaders witnessed (e.g., throwaway sexual comments, bullying, peer on peer conflict or conflict between children and adults, or particularly difficult behaviour). The purpose of this is to protect both children and workers. Such records must be passed to a Safeguarding Co-ordinator to be kept in a secure place. These records must be kept indefinitely.

Any incidents such as fights including what action was taken by the leaders should be recorded on the accident/incident sheets to be kept with the registers. Completed forms must be filed in a secure place.

Any accidents or injuries should also be recorded on the accident/incident sheets. Parents and older children should be asked to sign the sheet.

No food or drink should be given to children by the leaders without prior consent of the parents due to risk of allergies. All workers must ensure they have checked the allergies and medical needs log and are fully aware of these for individual children and how to respond to any known medical needs arising.

When transporting children, ensure that it is with the knowledge of the team/leadership and that parental approval has been attained. All drivers must have a valid driving licence, valid insurance and must ensure that seat belt laws are complied with. If it is necessary to transport a child on their own (which should only be in exceptional circumstances) they should travel in the back of the car.

If an emergency requiring evacuation of the building occurs during Children's activities (such as the fire alarm sounding) it is the responsibility of the Children's work leaders to immediately evacuate the children to the designated 'safe place' as laid out in the fire safety code for that building and then reunite the children with their parents in that place.

YOUNG LEADERS

The Leadership are keen to support young people (16-18 years old) in learning about ministry through involvement with children's work in the church.

At the same time, it is recognised that young leaders need not be exposed to unreasonable levels of responsibility or risk.

With this in mind, leaders who are 16-18 years old will not be placed in a role that will require them to complete a DBS check. They will however be asked to sign a Safe Practice Code of Conduct.

Young leaders will be supported at all times in their roles by adult leaders.

TODDLER GROUPS

During toddler group sessions, parents or carers are entirely responsible at all times for the children in their care.

Any concerns about children attending these groups should be referred to the Safeguarding Co-ordinator.

2. Managing toileting within pre-school Sunday school classes

We are clear that for crèche-age (or non-toilet trained) children, ideally leaders do not provide intimate care, such as nappy changes.

In crèche, if a child requires a nappy change, leaders contact the parent/carer who then come to the child and provide the necessary care. If the parents' consent to the creche worker changing the nappy instead then this should be done in the creche room with the other creche workers present.

Once children move into Sunday school, the procedures around providing intimate care need to be just as consistent across the entire team of leaders.

Leaders need to be operating to the following guidelines in this area both to safeguard the children and protect themselves.

Toilet trained children:

Any help with toileting should be provided with the knowledge and agreement of the child's parents/carers.

When taking children to the toilet, leaders should always consider the dignity of the child and ensure that as much privacy as possible is given.

Children should be encouraged to use their own toilet cubicle.

Leaders should avoid doing things for the child that the child is able to do for themselves.

If a parent/carer prefers to assist their own child with toileting, they should advise the group leaders of their preference. Leaders should then contact the child's parent/carer as necessary.

If assistance beyond anything minimal is required, the worker should advise the parent when the child is collected.

3. Behaviour Management

General principles for Sunday school teachers and all those engaged in church activity with children

Discipline is a team issue.

Each member of the team has a part to play. Agree roles and responsibilities.

Identify each other's strengths.

Be consistent, loving and predictable (the same behaviour produces the same consequences). When disciplining a child over poor behaviour, do not do so in a way that humiliates and do not do so one to one behind closed doors. Never use physical discipline.

Be aware that a poor lesson can result in poor behaviour, because the children are bored and frustrated. It does not follow that poor behaviour is always caused by a poor lesson.

We work in a context of continual conversation with parents. We want to be speaking to parents about their children, irrespective of their child's behaviour. This acknowledges that we only teach because they have commissioned us to teach their children the Bible for an hour a week.

Poor discipline prevents others from hearing God speak. That should be motivation enough to act.

Seek to encourage with positive affirmation both the whole class and individuals, publicly and privately, whenever possible.

Offer the child a way out by them changing their behaviour Model forgiveness

Managing poor behaviour

1. Offer the least invasive prompt for behaviour modification (that could be a non-verbal cue, moving to stand or sit by the child, or a whisper prompt.) Give the child time to make the right decision and amend their behaviour.
2. Reset the group with a clear script – this is what I see, this is why it's not ok, this is what I need... and then positively narrate to achieve 100% e.g., “some people are talking whilst I am talking and that's stopping everyone listening well. I need no-one talking and all eyes on me” (then scan overtly and positively narrate, do it again, and only address the individual with correction when all else has failed to achieve the required outcome).
3. Follow the church's protocol for what to do when a child refuses to comply:
 - a. Gently, sit the child out of the activity but in the same room for a few minutes and then offer the chance to join in with revised behaviour
 - b. If this doesn't happen, one of the workers to talk to the child: “we love that you're in this group today and we enjoy spending time with you.... help us to understand why you're not following the rules of the group today.... is there a problem or something I can help you with? Don't force the issue if no engagement. Dependent upon any response, the worker needs to be ready to take the appropriate next step, including reporting to the Safeguarding Co-ordinator if the answer is of concern.
 - c. If still no resolution, calmly and kindly take the child back to their parent and then pick the matter up with the parent at the end of the session/service etc. It is important that parents are not excluded from these situations.
 - d. Should there be anything of concern in the parent's reaction to this situation, the worker should use this policy accordingly.

4. Guidelines on touch for those who work with children

Keep everything public.

A hug in the context of a group is very different from a hug behind closed doors.

Touch should be related to the child's needs, not the worker's.

Touch should be age-appropriate and generally initiated by the child rather than the worker. Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.

Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

Team members should monitor one another in the area of physical contact. The team should be free to help each other by pointing out anything which could be misunderstood.

5. Communications Policy for Youth Leaders

This policy seeks to clarify and set the boundaries for communication between the youth leaders and members at The Globe Church.

The context for all communication with members is that parents are responsible for their children (0-18) rather than the youth leaders. Where a leader meets up one to one or in a smaller group, parental consent will also initially be requested. In the event of any pastoral concerns a leader may have about an individual member, a leader would always take the issue to the parent or church elder. All communication in this policy is assumed to be between leaders and members only.

To maintain healthy relationships, leaders will keep digital communications to a minimum and these will not be sent after 8pm. They should be restricted to practical organisational arrangements, and the occasional encouragement through scripture. Users should remember that such communication should be stored and may be viewed by others, so it should be used carefully and wisely. They should be same gender leader to child (except where mass communication e.g., group emails/ Facebook messages is sent out).

Leaders are asked not to be social media 'friends' with youth group members under the age of 16. The leader needs to be above reproach in their behaviour on social media realising that, if for example a leader becomes 'friends' on social media (e.g., Facebook) with a young person, they will have access to the content of each other's accounts. It is then possible a young person may therefore be exposed to age-inappropriate content through their youth leader's friends. Discretion must be exercised so that (1) the young person only interacts with the church group account, rather than individual leaders, and (2) the only information accessible relates to church activities.

In all communication, leaders are encouraged to be above reproach and exercise wisdom to protect both themselves and the members from accusation or incrimination of any kind. Rather than hinder communication, this policy is intended to encourage youth leaders to communicate appropriately.

The approach to deploy at all times is this: if you wouldn't want your communications read out to the elders or otherwise publicly known about, it's not appropriate to send.

I hereby agree to abide by the code of conduct outlined above:

	Name
	Signed
	Date
	Contact telephone number

Appendix 3 – Definitions of abuse

This is taken from CCPAS (now thirtyone:eight) Help! Leaflet, published in 2017.
https://thirtyoneeight.org/media/2130/14_hl_safeguarding_adults.pdf

The Care Act gives guidelines on the types of abuse associated with adults;

Physical abuse is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions and the misuse of medication.

Sexual abuse is the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault, being made to watch pornography would also be within this definition.

Domestic Abuse includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called 'honour' based violence.

Psychological or emotional abuse is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.

Financial or material abuse is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Modern slavery includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, or disability. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individual.

Organisational abuse includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice, or ill treatment.

Neglect or acts of omission are the repeated deprivation of help that an adult needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult, or to others.

Self-Neglect includes a wide range of behaviour neglecting to one's personal hygiene, health or surrounding and includes behaviour such as hoarding.

Appendix 4 – Elders and staff team at The Globe Church

The eldership at The Globe Church consists of Jonty Allcock, Mike Sohn, Trevor Archer, Stephen Fletcher, Jonny Miller and David Sharpe.

The staff team at The Globe Church consists of Jonty Allcock, Linda Allcock, Adriana Kerkstra, Eyoael Mesay and Mike Sohn.









Globe SG Policy Final

Final Audit Report

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