



L I G H T H O U S E C H U R C H

Safeguarding Procedures

These Procedures outline how, at Lighthouse Church St. Mary's, we undertake to safeguard children, young people and vulnerable adults. They are underpinned by the Lighthouse Church Safeguarding Policy Statement and are informed by The Church of England - Birmingham guidance on safeguarding as well as local multi-agency procedures.

1. Definitions

SAFEGUARDING CHILDREN means:

- Protecting children from maltreatment.
- Preventing impairment of children's health and development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life

SAFEGUARDING ADULTS means:

- Protecting an adult's right to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

2. Worker's/ Volunteer's role within Safeguarding

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social, and pastoral needs
- Promote their rights to make their own decisions and choices, unless it puts them at significant risk
- Ensure their welfare and safety
- The promotion of social justice, social responsibility, and respect for others
- Respect confidentiality, never passing on personal information except, in line with these procedures, to the person you are responsible to.

Within each paid role's job description will be reference to their Safeguarding responsibilities including a line of communication whereby every worker will know how and to whom any concern or will be raised.

Every voluntary role will be subject to an 'Activity Guidance' which contains a volunteers role description and Safeguarding responsibility and line of communication.

Consequently, no individual should act in isolation and an appropriate supported approach to safeguarding will be adopted in all areas. This approach will be evident through the four stages outlined below:

Recognise

- The signs of abuse and neglect (**see Appendix 1**)
- Concerns for the welfare/ developmental needs of individuals
- Changes in personality/ mood
- Children, young people, and adults who 'need to talk'.
- Bullying and other inappropriate behaviour

Respond

- Step in quickly when danger presents.
- Stop any behaviour which may present a danger.
- Be a listening ear.
- Be interested/ inquisitive – NOT nose!!

Report

- Any concern, disclosure, or allegation
- Immediately or as soon as is practicable.
- To Activity Leader/ Safeguarding Officer
- Ensure it is taken seriously.

Record

- Complete a Safeguarding Record Sheet (**see Appendix 2**). These can be found in Activity Folders and are also accessible in the meeting room.
- Promptly, whilst things are fresh in your mind.
- Provide detail as prompted on the sheet– Who? What? Where? When? Why? How?
- Use support available to complete the form.
- Completed Safeguarding Record Sheets will be stored securely by the Safeguarding Officer

Flowchart – responding to Safeguarding Concerns/ Allegations (**see Appendix 3**)

Useful phone numbers are available – (**see Appendix 4**)

The Safeguarding Officer, Vicar will, in addition to following these procedures, follow those required by The Church of England Birmingham guidance on safeguarding as well as local multi-agency safeguarding procedures.

3. Safer Recruitment

Having a safe workforce, in both paid and voluntary roles, is key to safeguarding. In order to achieve this we follow a procedure which is in line with national and local church guidance. (See **Appendix 5**)

Dependant on the role this may include:

- Job Descriptions in place for all roles (paid/ voluntary)
- Interview (formal/ informal) to assess suitability.
- Self-Declaration/ DBS processes
- Taking up of references

- Induction & on-going Training
- Supervision/ monitoring

4. Guidelines for responding to a person disclosing abuse.

Whenever a child, young person and/or adult reports that they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing harm to others, the initial response should be limited to listening carefully to the child, young person and/or adult.

Recognise:

If someone makes a disclosure this might be the only time, they will tell someone about what is happening. Alternatively, they may have informed someone previously and they weren't believed or no action was taken.

Respond:

- Listen
- Take what is said seriously
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no')
- Remain calm
- Take into account the person's age and level of understanding
- Offer reassurance that disclosing is the right thing to do
- Establish only as much information as is needed to be able to tell your activity lead/ Safeguarding Officer /DSA and statutory authorities what is believed to have happened, when and where
- Check out what the person hopes to result from the disclosure
- Tell the child or adult what you are going to do next

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination or take photographs of any injuries.

Record:

- Complete a Safeguarding Recording Sheet (See Appendix 2)
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly
- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible afterwards
- Record the date, time, place and the actual words used
- Record facts and observable things, not your interpretations or assumption
- Don't speculate or jump to conclusions

Report:

- If there is immediate danger to a child/adult, contact the police. Ring 999.

- Otherwise avoid delay and take action: talk immediately to your activity leader/manager/ Safeguarding Officer member and share any concerns.
- The Activity Leader/ Safeguarding Officer will respond in accordance with Safeguarding Procedures (**See flowchart Appendix 3**)

5. Code of Conduct for Staff & Volunteers

In your role as a member of paid staff or as a volunteer at Lighthouse Church, St. Mary's you are acting in a position of trust and authority and have a duty of care towards the children, young people and adults we work with. You are also required to display appropriate behaviour at all times. This includes behaviour that takes place outside our church and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

- prioritising the welfare of children, young people, and adults we work with
- providing a safe environment for any activity in which you are involved.
- ensuring equipment is used safely and for its intended purpose.
- having good awareness of issues to do with safeguarding and taking action when appropriate.
- following our policies and procedures, including our policies and procedures for safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children, young people, and adults to follow
- challenging all inappropriate behaviour and reporting any inappropriate behaviour to your Activity Lead or Safeguarding Officer

See Appendix 6 – Code of Safer Working Practice

6. Responding to Allegations made against Staff/ Volunteers

Allegations made against staff or volunteers may appear in a number of ways, including:

- Directly by a victim/ survivor during an activity
- By a victim/ survivor or their family following an activity or event
- By a staff member or volunteer during or following an activity or event (whistleblowing)
- Anonymously

However, the information comes to light (and this list is not exhaustive) there are key actions to be taken, namely:

- Ensure that the victim/ survivor is heard and is safe. If medical attention is required, that should be the priority.
- Ensure that the Activity Lead is informed, but if this would unnecessarily delay matters, the Safeguarding Officer is informed as soon as is practicable.
- Ensure that accurate records are made of what is said or has been observed.
- Ensure that information is shared only with those people who need to know in order to progress any investigation.
- Ensure that the victim/ survivor or appropriate adult/ carer is informed of what will happen with the information and what they can expect to happen next and when.
- The Safeguarding Officer will ensure that Church of England & Local Authority Guidance is followed including working with the DSA and other agencies as appropriate in the

- circumstances. This will include suspending any staff member/ volunteer as deemed appropriate and making suitable arrangements to support all parties to the investigation.
- At the conclusion of an investigation the Safeguarding Officer & Incumbent will consider any lessons to be learnt and make appropriate changes Policy, Procedure and Training.

7. Whistleblowing within a safeguarding context

This procedure is designed to cover concerns that staff, volunteers or indeed any member of the church or public have about the conduct of individuals in a position of trust within the church which could be detrimental to the safety or wellbeing of any child, young person or vulnerable adult and where the person with the concern, for whatever reason, feel unable to raise them under the church's standard safeguarding procedures around dealing with such allegations.

It would include issues about:

- Unprofessional behaviour
- Bullying by staff
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with children and young people which is contrary to the organisations policies and codes of conduct.
- Any form of racial abuse
- Inappropriate sexualised behaviour
- Knowledge about an individual's personal circumstances which may indicate they could be a risk to children or unsuitable to work with children.

Please be mindful that these are examples of concerns and are not an exhaustive list.

In the first instance you should follow the Safeguarding procedures and inform the Activity Lead. If, for any reason, you do not want to follow that route, you should inform a member of the Safeguarding Officer or Incumbent and, if necessary, with their support, complete the necessary documentation.

If you do not wish to inform someone within Lighthouse Church St. Mary's you should inform the DSA or another appropriate agency. DO NOT hold on to any concerns, always share appropriately.

Any whistle blower will be protected and supported in line with the Lighthouse Whistleblowing policy. This is available on the Church website.

8. List of Appendices

Appendix 1 – Signs of abuse and neglect

Appendix 2 – Safeguarding Recording Sheet

Appendix 3 – Responding to Safeguarding Concerns/ Allegations

Appendix 4 – Useful Telephone Numbers

Appendix 5 - Safer Recruitment Flowchart

Appendix 6 – Code of Safer Working Practice (Church of England)