Godfirst

CHURCH CHELTENHAM

Safeguarding Policy 2026

Model Safeguarding Policy template

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Section 1

Details of the organisation

Name of Organisation: GODFIRST CHURCH CHELTENHAM

Address: The Chapel, Knapp Road, CHELTENHAM, GL50 3QQ

Tel No: 01242 697414

General Email address:Hello@godfirst.org.uk

Senior Leader Name: Howard Kellett

Senior Leader Contact Telephone / Email: howard@godfirst.org.uk

Safeguarding Lead Name: Nathanael Hickling

Safeguarding Lead Contact Telephone / Email: nat@godfirst.org.uk

Membership of Denomination/Organisation (if applicable): ADVANCE/ Newfrontiers

Denomination / Organisation Safeguarding Lead (if applicable): Becky Bertrand

Contact Details for Denomination / Organisation Safeguarding Lead (if applicable): 07794468376

Charity Number: 1148222

Company Number: 8090929

Regulators:

Insurance Company: KINGDOM BANK: EMPLOYERS LIABILITY INSURANCE

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

Godfirst Church Cheltenham is part of the Advance network of churches and a member of the Evangelical Alliance. It is led by a team of Elders and governed by a Board of Trustees. The Lead Elder of Godfirst is Howard Kellett. He is supported by two employed part-time administrators and church members in a voluntary capacity.

Currently the church meets together every Sunday morning at the Parabola Arts Centre, Cheltenham Ladies College. The church offices and regular weekly church activities are based at Godfirst's premises, The Chapel. During the course of a Sunday morning, there are several children's work teams meeting across the venue. There are a number of youth and several vulnerable adults that attend the main

meeting. The premises are open to visitors. At least 3 church members are involved in welcome at the start of the morning and all church members are encouraged to watch out for visitors (to welcome them) and to take responsibility for their children and young people at times when they are not in their own meetings. During the week, members of Godfirst meet together in houses.

The Chapel is open to the public and regularly hosts activities as service and outreach into our community. Activities are conducted according to practices as stipulated in APPENDIX 5.

Section 2: Governance and leadership

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.

A model safeguarding statement can be found in APPENDIX 1:

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (Our Ten standards | Thirtyone:eight).

Governance

Godfirst Cheltenham's /board of trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways.

"The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object" (IICSA The Goverance Institute, 2017).

The board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator as outlined here by the Charity Commission: How to report a serious incident in your charity - GOV.UK

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

Section 3

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 with care and support needs 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.

- For the purposes of this policy, a child will be referred to as someone under 18 years old,
- An adult at risk of harm will be defined in this policy as the following:

  The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

  - Has care and support needs.
  - Is experiencing, or is at risk of, abuse or neglect.
  - Is unable to protect themselves because of their care and support needs.

To safeguard those in our organisation 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.

This policy is in line with the following legislation: (Please see guidelines document for information on specific legislation for your nation and context).

England

- The Children Act (1989 & 2004)
- Working Together to Safeguard Children (2023)
- The Care Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Mental Capacity Act (2005)

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. Please see guidance notes for a list of these found in APPENDIX 2

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

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
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales), 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 and induction 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 provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every **3 years**.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every **2 years**. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

- The Leadership will provide or facilitate specialist safeguarding training for the board of trustees which will be renewed every **3 years**.

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.

Practice Guidelines

As an organisation 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 potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines for every activity we are involved in, and these are in APPENDIX 5.

For some activities you will need specific forms, e.g. consent forms, risk assessments etc.

The relevant forms can be found in APPENDIX 9

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The code of conduct can be found in APPENDIX 4

The Whisteblowing policy can be found in

APPENDIX 7

Section 4:

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 with care and support needs. 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 regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

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 with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 5

Responding to allegations of abuse

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

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

Name: Nathanael Hickling (hereafter the "Safeguarding Lead")

Tel: 07845768846

Email: nat@godfirst.org.uk

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: Sarah Parkes (hereafter the "Deputy Safeguarding Lead")

Tel:

Email:

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: Victoria Allen (hereafter the "Safeguarding Trustee")

Tel: 07828896837

Email:

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible. Please see a copy of the cause for concern form in the appendix.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

- Children's Services: **01452 426565** (8am and 5pm Monday to Friday)
- Adults Services: **01452 426868** (8am and 5pm Monday to Friday)
- Outside of office hours (as stated above) you can contact Emergency Duty Teams on **01452 614194**
- Police: 101 or 999 if person at is at risk of harm:
- Local Authority Designated Officer (LADO): **01452 426994**
- Charity Commission for England and Wales: **0300 066 9197**
- Thirtyone:eight Helpline: **0303 003 1111**

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales,) to report a serious incident.
- Local Authority Designated Officer – LADO (England and Wales), if the allegation concerns a worker or volunteer working with someone under 18.

Concerns 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 disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the policeor taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead 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 organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead/Deputy Safeguarding Lead 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 Lead/Deputy Safeguarding Lead will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care (England, Wales, Scotland), (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.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (England, Wales, Scotland).
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of 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 Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care (England, Wales, Scotland)

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care (England, Wales, Scotland),
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care (England, Wales, Scotland), police,. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern about an adult at risk:

Concerns 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 Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (England, Wales, Scotland) who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

- Identify support services for the Survivor 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 Lead, will:

- Make a referral to the Local Authority Designated Officer -LADO(England and Wales), 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 the relevant Disclosure and Barring Service (DBS (England and Wales), This decision should be informed by the Local Authority Designated Officer (England and Wales)
- Share information about the concern with the police

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

The safeguarding Lead will:

- Liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales)following the advice of Adult Social Services.
- Share information about the concern with the police

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care 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 Social Care to decide not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales),. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.

- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -

LADO(England and Wales whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Section 6

Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/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 organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Howard Kellett

Tel: 07880548045

Email howard@godfirst.org.uk

Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/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 a risk assessment and through consultation with appropriate external parties.

As a general principle, we seek to ensure that individuals are known within the church community, for example through participation in Godfirst Communities, attendance at the Participating Membership Day, and engagement with leadership.

Where an individual is known to have abused children, or is considered to pose a risk to children, young people or adults with care and support needs, the Leadership will:

- Ensure the individual is not permitted to work with, or hold any position of responsibility involving, children, young people or adults with care and support needs
- Put in place appropriate supervision arrangements, ensuring the individual is not left alone with children, young people or adults with care and support needs at any time

- Establish clear behavioural boundaries, including consideration of higher-risk contexts (e.g. before and after services, midweek activities, and social events)
- Provide appropriate pastoral care and support

Where appropriate, a formal written agreement (sometimes referred to as a safeguarding contract or behavioural agreement) will be implemented. This will:

- Clearly outline the boundaries the individual is expected to maintain
- Detail the support that will be offered to them
- Be tailored to the individual's circumstances
- Be informed by risk assessments and, where possible, guidance from statutory agencies and/or Thirtyone:eight

Any breach of this agreement will be taken seriously and may result in immediate action, including seeking advice from Thirtyone:eight or relevant statutory agencies.

Further guidance, including sample risk assessments and behavioural agreement templates, can be found in the APPENDIX 8.

Adoption of the policy

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

Signed by: Position:

Signed by: Position

Date:

Change History

Version	Author(s)	Date	Change summary
1	V Allen	5th May 2017	First issue
2	V Allen	30th May 2018	Edits to 'About Godfirst Church', First Aid
3	L Hunting	19th Nov 2018	Edits: CCPAS to Thiryone:eight. Change of Safeguarding Officer and Deputy Safeguarding Officer. Removal of Andy Allen as Elder. Change to Appendices.
4	C Appel	19th Jan 2022	Updated new policy details
5	A Thomas	9th April 2022	Change of Safeguarding Officer and Deputy Safeguarding Officer. Adding of Christopher Appel as Elder.
6	A Thomas	30th Jan 2023	Adding of Adam Stanton as Elder
7	C Appel	19th April 2024	Update edits and confirmation of policies concerning youth Removal of Steve Moat as Elder
8	C Appel A Thomas	13th May 2024	General updates and edited
9	N Hickling	25th November 2024	Removal of Angela Thomas as deputy safeguarding lead and removal Christopher Appel as safeguarding lead. Adding of S Parkes as Designated Safeguarding lead and N Hickling as deputy designated safeguarding lead
10	N Hickling	14th October 25	General updates to membership process and updating of websites.
11	V Allen/ N Hickling	May 2026	Full rewrite against 31:8

APPENDIX 1:

Safeguarding statement

Model Policy Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of worship/organisation*:

_____

The following statement was agreed by the leadership/organisation* on:

_____

- Godfirst Church Cheltenham* is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life at Godfirst Church Cheltenham.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the

Care Act 2014. *(Please amend this list for appropriate legislation in N. Ireland and Scotland)*

- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all at Godfirst Church Cheltenham affected by abuse.

We recognise:

- Children's Social Care (England, Wales, Scotland), has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for Godfirst Church Cheltenham.

_____ Safeguarding Lead

_____ Deputy Safeguarding Lead

A copy of this place of worship's policy can be seen: at Godfirst Church Cheltenham office

Signed by leadership/organisation*

Signed

_____ _____ (Lead Elder)

_____ _____ (Elder)

_____ _____ (Elder)

Date _____

APPENDIX 2

Definitions of Abuse together with signs and indicators

Children

(definitions taken from Working Together to Safeguard Children 2023)

Physical Abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs and symptoms may include:

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones;
- Children with unexplained:
    - bruises or cuts;
    - burns or scalds;
    - bite marks.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities such as involving children in looking at or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online, and technology may be used to facilitate both online and offline abuse. Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

Signs and symptoms may include:

- Children who display knowledge of or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge beyond what would be expected for their age;
- Children who ask others to behave sexually or engage in sexualised play;

- Children with physical sexual health problems, including soreness in the genital or anal areas, sexually transmitted infections, or underage pregnancy.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on their emotional development.

It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children, including interactions beyond their developmental capability, overprotection, limitation of exploration and learning, or preventing normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may also include serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Signs and symptoms may include:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw attention from the child (e.g. giving the "cold shoulder");
- Parents or carers blaming their problems on the child;
- Parents or carers who humiliate the child, for example through name-calling or negative comparisons.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inappropriate caregivers);
- ensure access to appropriate medical care or treatment;
- provide suitable education.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs and symptoms may include:

- Children living in a home that is clearly dirty or unsafe;
- Children who are left hungry or unwashed;
- Children without adequate clothing (e.g. no winter coat in cold weather);
- Children living in dangerous conditions (e.g. exposure to drugs, alcohol, or violence);
- Children who are frequently angry, aggressive, or self-harming;
- Children who fail to receive basic health care;
- Parents or carers who fail to seek medical treatment when a child is ill or injured.

Adults

(Care Act 2014 – adapted from SCIE guidance)

Physical Abuse

Physical abuse includes assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing, rough handling, scalding, burning, physical punishment, and inappropriate or unlawful use of restraint. It may also include making someone purposefully uncomfortable (e.g. removing blankets or opening a window), involuntary isolation or confinement, misuse of medication (e.g. over-sedation), forcible feeding or withholding food, and unauthorised restraint or restricting movement (e.g. tying someone to a chair).
Signs and indicators may include:
• Unexplained injuries or inconsistent explanations
• Injuries inconsistent with lifestyle
• Bruising, cuts, welts, burns, marks or hair loss
• Frequent injuries or unexplained falls
• Subdued or changed behaviour in the presence of a particular person
• Signs of malnutrition
• Failure to seek medical treatment or frequent changes of GP

Domestic Violence and Abuse

Domestic violence and abuse includes any incident or pattern of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. It includes so-called "honour-based" violence, female genital mutilation and forced marriage. Abuse may be psychological, physical, sexual, financial or emotional. Coercive or controlling behaviour may include acts of assault, threats, humiliation and intimidation; harming, punishing or frightening a person; isolation from friends, family or support; exploitation of resources or money; preventing escape from abuse; and regulating everyday behaviour.
Signs and indicators may include:
• Low self-esteem
• Feeling responsible for the abuse

• Physical evidence of violence such as bruising or fractures
• Verbal abuse or humiliation in front of others
• Fear of outside intervention
• Damage to home or property
• Isolation from friends and family
• Limited access to money

Sexual Abuse

Sexual abuse includes rape, attempted rape, sexual assault, inappropriate touching, and any sexual activity that the person does not consent to or is unable to consent to. It may include non-consensual sexual acts, sexual teasing, innuendo, harassment, sexual photography, forced use or viewing of pornography, indecent exposure, and any sexual activity the person lacks capacity to consent to.
Signs and indicators may include:
• Bruising particularly to thighs, buttocks, upper arms and neck
• Torn, stained or bloody clothing
• Genital pain, bleeding, itching or infections
• Difficulty walking or sitting
• Sexually transmitted infections
• Pregnancy in a person unable to consent
• Changes in sexual behaviour or language
• Self-harm
• Withdrawal, fear or sleep disturbance
• Reluctance to be alone with a particular person

Psychological or Emotional Abuse

Psychological or emotional abuse includes enforced social isolation, preventing access to services or opportunities, removal of mobility or communication aids, preventing expression of choice, intimidation, coercion, harassment, humiliation, bullying, verbal abuse, patronising language, cyberbullying, and failure to respect privacy or promote meaningful activity.
Signs and indicators may include:
• Withdrawal or fear in the presence of certain individuals
• Insomnia
• Low self-esteem
• Uncooperative or aggressive behaviour
• Changes in appetite or weight
• Signs of distress such as tearfulness or anger
• False or inconsistent allegations

Financial or Material Abuse

Financial or material abuse includes theft, fraud, scamming, exploitation or misuse of a person's money, benefits, property or possessions. It may include

preventing access to finances, pressure around wills or inheritance, misuse of powers of attorney, rogue trading, exploitation of benefits, or unauthorised occupation of property.
Signs and indicators may include:
• Unexplained lack of money or withdrawals
• Missing possessions
• Financial hardship despite adequate income
• Changes to wills or property documents
• Isolation from financial decision-making
• Rent arrears or eviction notices
• Poor financial records
• Disparity between living conditions and financial resources

Modern Slavery

Modern slavery includes human trafficking, forced labour, domestic servitude, sexual exploitation and debt bondage.
Signs and indicators may include:
• Signs of physical or emotional abuse
• Malnourishment or poor appearance
• Isolation or lack of freedom
• Living and working at the same address
• Lack of identification documents
• Wearing the same clothing repeatedly
• Fearful behaviour or avoidance of eye contact
• Fear of authorities

Discriminatory Abuse

Discriminatory abuse includes unequal treatment based on protected characteristics under the Equality Act 2010. It may include verbal abuse, exclusion, denial of communication support, denial of services or opportunities, and substandard service provision.
Signs and indicators may include:
• Withdrawal or isolation
• Anger, fear or frustration
• Services not meeting individual needs relating to protected characteristics

Organisational or Institutional Abuse

Organisational abuse occurs where care or support services fail to provide safe, respectful and appropriate standards of care. It may include authoritarian regimes, poor staffing or leadership, lack of dignity or privacy, inappropriate restraint or medication use, failure to meet cultural or personal needs, poor complaint handling, lack of stimulation, and poor care planning.
Signs and indicators may include:
• Poor quality care or lack of flexibility

• Understaffing or high turnover
• Poor living conditions or hygiene
• Lack of personal possessions
• Absence of visitors or activities
• Poor record-keeping
• Public discussion of personal matters
• Unnecessary exposure during personal care

Neglect and Acts of Omission

Neglect includes failure to meet basic physical, emotional or medical needs. It may include failure to provide food, shelter, clothing or care, failure to administer medication, ignoring medical needs, preventing access to support, or failing to respect dignity or cultural needs.
Signs and indicators may include:
• Poor hygiene or environment
• Pressure sores or untreated conditions
• Malnutrition or weight loss
• Untreated injuries or illness
• Accumulation of medication
• Withdrawal from social interaction
• Inappropriate clothing

Self-Neglect

Self-neglect includes failure to care for oneself or one's environment. It may include poor self-care, failure to seek help or treatment, neglect of surroundings, hoarding, refusal of medication, or inability to manage personal affairs.
Signs and indicators may include:
• Very poor personal hygiene
• Unkempt appearance
• Malnutrition or dehydration
• Unsanitary living conditions
• Untreated medical conditions
• Social withdrawal
• Non-engagement with services

Source: Social Care Institute for Excellence (SCIE) – Safeguarding Adults: Types and Indicators of Abuse

Please see the following link for support with this: Types of abuse

Categories of abuse | Thirtyone:eight

APPENDIX 3

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: Child/Adult:	Address:
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. *(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.)*		
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 Lead[5]: _____	

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

Please pass this form to your Safeguarding Lead 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 lead 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 lead 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 Lead*** – Your safeguarding lead 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 Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

<table>
<tr><td>Information received by SC:</td><td>Date:</td><td>Time completed:</td><td>From whom:</td></tr>
<tr><td rowspan="2">Any advice sought, if applicable</td><td>Date:</td><td>Time completed:</td><td>Source of advice: name/organisation:</td></tr>
<tr><td colspan="3">Advice received:

Advice received about informing parents or in the case of adults, seeking consent/capacity[1]:</td></tr>
<tr><td>Initial Assessment of concern following advice[2]</td><td colspan="3"></td></tr>
<tr><td rowspan="5">Action taken with reasons recorded

(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</td><td>Date:</td><td>Time completed:</td><td>By whom:</td></tr>
<tr><td colspan="2">Referral</td><td>To whom</td></tr>
<tr><td colspan="3">Signposting to other community resources</td></tr>
<tr><td colspan="3">Pastoral Care and other support from church</td></tr>
<tr><td colspan="3">Ongoing Monitoring</td></tr>
</table>

Parent/carer informed?	**Y**	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

OVERVIEW OF ACTIONS[3]:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

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.

APPENDIX 4

Safeguarding Code of Conduct

Godfirst Church Cheltenham 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 [name of group/organisation]. 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 [name of group/organisation] 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 [name of group/organisation]. 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:

APPENDIX 5

Safeguarding Practice Guidelines

SAFEGUARDING GUIDELINES FOR STAFF AND VOLUNTEERS WORKING WITH CHILDREN, YOUTH AND VULNERABLE ADULTS IN THE CHAPEL

Current list of Godfirst activities taking place in The Chapel:

- Tiddlers and Toddlers Group (carer and toddler group)
- Chapel Cafe (adults and children enjoying free coffee and community)
- Thursday Tea (afterschool club for parents and kids with basic refreshments)
- Chapellas (Community Choir)
- Alpha/321 Courses (evangelism courses with a meal)
- RE:Think Evenings (evangelism evening)
- The Feast (free food and community)
- Godfirst Ukrainian Congregation (Ukrainian speaking church meeting on a Sunday)
- Multiple internally orientated courses, leaders meetings and prayer and worship nights

All these events are subject to the stipulated Godfirst Safeguarding Policies for children and vulnerable adults.

General use:

-All parents are responsible for their own children's safety and well-being whilst using the Chapel facility

-Office staff are to work upstairs and wear a Godfirst orange lanyard when coming downstairs and walking amongst the activities

-All ministry leaders are responsible to know which volunteers were present during their activity and to adhere to the Safeguarding Policy

-The ministry team leader for any given activity is responsible for naming a specific 'Fire Marshall' for the duration of the activity. They are responsible for following the fire safety guidelines

-Any external group bookings in the Chapel will need to present to the office their Safeguarding Policy unless they provide written confirmation that they will adhere to the Godfirst Safeguarding Policy

Fire Safety:

- The Chapel undergoes twice-yearly fire safety inspections and is inline with current organisational best practice
- The emergency fire alarms, fire equipment, lifts and lighting are tested and serviced according to the appropriate guidelines
- The fire evacuation plan is located at the entrance of The Chapel and it is mandatory that all leaders are aware of the evacuation routes and gathering points
- The Chapel has a fire capacity of 60 persons when no fire warden is dedicated to manning the main door. When capacity is expected to exceed 60 persons a fire marshal is dedicated to open the main doors in the event of a fire, thereby raising the venue capacity to 100 persons
- For mobility impaired visitors, as well as in the event of a general medical emergency, an Evacuation Chair is accessible at the top of the stairs when the lift is not appropriate to use, as in the case of a fire
- Following an evacuation due to fire threat, if an attendance register for children is active, the list must be cross-checked to verify they are no longer in the building

Use of kitchen:

- No children under the age of 11 are allowed into the kitchen area unsupervised
- Under exceptional circumstances, children and guests are permitted into the kitchen area under supervision of an authorised leader

Attendance Register to be kept:

- For any events involving children under 16 an attendance register is to be kept by the responsible leader.

First Aid:

- A first aid kit is available in the kitchen area
- The first aid kit is the responsibility of the parent in the event that a child under 18 requires minor first aid
- For any serious injury please call 999

Please contact Sarah or Nathanael if there are any safeguarding concerns for any further activities taking place in The Chapel.

Best practice document. This is a working document. Activities may change. Document will be updated as we move ahead. Trusteed and Elders are committed to working according to the best practices underlined and to update…

The fluid nature of changing nature of activities

APPENDIX 6

Online Safety Policy

Last Updated September 2024

Model Supplementary Online Safety Policy for churches/places of worship/Christian organisations including an Acceptable Use Policy.

(To be read in conjunction with the Thirtyone:eight Online Safety Help Page and incorporated within the main church/organisation safeguarding policy. Where churches have specific social media groups set up we advise that you tailor the relevant section to include the name/s of the group and named administrators. Any relevant policies should be attached to the acceptable use policy.)

An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children, those under 18 years of age. (Please contact us via helpline@thirtyoneeight.org for specific queries relating to communicating online with adults at risk.)

When responding to concerns of abuse please refer to our 'Online Safety Flowchart' which can be downloaded separately.

Thirtyone:eight Online Safety definition:
Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.

Guidelines/Rules for Workers/Volunteers

You are welcome to use and adapt the points below to suit your organisation's needs.

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be cautious in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.

- Only make contact with children for reasons related to the work of the church/organisation and maintain records of all electronic contact with individuals or groups, including messaging and texting.
- **(Delete as necessary)** Workers and volunteers will only use equipment provided by the organisation / Workers and volunteers may use personal equipment in accordance with the other stipulations of this policy.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- The organisation domain/logo should be used on any public online post which represents the organisation.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- Electronic communication with children should take place between the hours of 9am-5pm. Online activities taking place outside of these hours will be planned in advance.

Video conferencing and calling

When using video conferencing platforms, the following shall be observed:

- Consent is sought for children/young people.
- A minimum of 2 leaders will be present.
- Appropriate locations will be used for participants.
- Participants will wear suitable attire.
- Avoid 1 to 1 video calls with young people unless agreed in advance with your supervisor/line manager and with the knowledge of the parents.

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Social media groups for young people will be moderated by two leaders or more.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit which is usually 13+.
- Workers should ensure their privacy settings are set to the highest levels to restrict children being able to see any more than what is relevant to communication within the group.
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Parental consent will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy (This can be included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is provided on our organisational devices or devices owned by an individual via our WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- Social media groups must be used in compliance with **(insert church name)'s** policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which **(insert church name)** considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of (insert church name) may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Parent Carer Agreement (This can be adapted to be used as a worker's agreement)

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for **(insert church name)** and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/YP Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	**Child Signature**	**Date**
Parent/Guardian (Please print)	**Parent/Guardian Signature**	**Date**

APPENDIX 7

Whistle Blowing Policy

Organisation name **Model Whistleblowing Policy**

(To be read in conjunction with Whistleblowing: Guidance for Employers and Code of Practice)

Introduction

By actively developing a healthy culture of openness *Organisation name* wants to encourage employees to raise issues which concern them at work. As an organisation we want to observe high standards of business and personal ethics within the conduct of staff duties and responsibilities. A healthy culture is one where we practice honesty and integrity in fulfilling our responsibilities and we comply with all applicable laws and regulations. *Organisation name's* understanding of a healthy culture is one that is based on our Statement of Faith and our Community Standards. We endeavour to train our all workers and volunteers in Whistleblowing law and the organisation's policies.

Whistleblowing definition:

According to ACAS, Whistleblowing constitutes:

"By law, there are several issues you can whistle blow about. These are called 'qualifying disclosures'.

Qualifying disclosures include:

- *a criminal offence – for example, an employer has been trying to bribe people*
- *the breach of a legal obligation by an organisation – for example, an employer has neglected their duty of care towards children in a care home*
- *a miscarriage of justice – for example, a member of staff has been dismissed for something that turned out to be a computer error*
- *someone's health and safety being in danger – for example, an employer has forced staff to serve contaminated food*
- *damage to the environment – for example, an employer has been regularly polluting local rivers*

You can also whistle blow about someone trying to cover up information about any of these issues."

Personal grievances (E.G. bullying, harassment, discrimination) are not covered by whistleblowing law, unless it is in the public's interest. These would be addressed through the complaint's procedure.

How does the whistleblowing process work?

- If an employee is concerned about any form of malpractice, they should normally first raise the issue with their line manager. This can be done at any time, either verbally or in writing.
- If they feel they cannot tell their line manager, for whatever reason (e.g. the malpractice issue the employee wishes to raise may involve their line manager or a person who is a friend of the line manager/the matter is so serious it should be brought to the attention of senior leadership) they should raise the issue with their line manager's manager; a prescribed person or their third party manager.
- If the employee feels they cannot raise it with any of the above, they can raise the malpractice issue with the Compliance Officer/nominated person on the senior management team/ President & CEO/named person on Board of Directors.
- The whistleblower does not need to provide evidence to support their concern.
- You can whistle blow anonymously (using the organisation's process); however, Godfirst church Cheltenham might not be able to take the claim any further, if there isn't enough information to follow.

Our Response

- After an employee has raised a concern, Godfirst Church Cheltenham will decide how to respond in a responsible and appropriate manner. Usually this will involve making internal enquiries first, but it may be necessary to carry out an investigation at a later stage which may be formal or informal depending on the nature of the concern raised. External investigators may be brought in where necessary. Godfirst Church Cheltenham will endeavour to complete investigations within a reasonable time, which will be communicated at each stage of the investigation.
- Godfirst Church Cheltenham will keep the employee informed of the progress of the investigation carried out and when it is completed. Godfirst Church Cheltenham will not be able to inform them of any matters which would infringe the duty of confidentiality owed to others; however, Godfirst Church Cheltenham will take reasonable steps to maintain the confidentiality of the whistleblower, where requested (unless required by law to break that confidentiality).
- If the whistleblower is anonymous, Godfirst Church Cheltenham cannot guarantee feedback can be given and the action of looking into a concern could be limited.

- Employees will not be opening themselves up to detrimental treatment, retribution or risking their job security by whistleblowing, and all staff have organisational protection if they raise concerns in the right way. Any person who victimises a bona fide whistleblower will be liable to disciplinary action and liable to an employment tribunal claim (which may include liability for unlimited damages) brought by the whistleblower against them personally. To ensure the protection of all our employees, those who maliciously make an allegation, they do not reasonably believe to be true and/or made in the public interest, may also be liable to disciplinary action.

If you are not happy with how Godfirst Church Cheltenham handle the whistleblowing, you can contact:

Protect - Speak up stop harm - Whistleblowing Homepage

Work and employment law advice | Acas

Government's guidance on Whistleblowing:

Whistleblowing for employees: What is a whistleblower - GOV.UK (England / Wales / Scotland)

Whistleblowing - mygov.scot (Scotland)

Blowing the whistle on workplace wrongdoing | nidirect (Northern Ireland)

Written Statement - Whistleblowing (17 April 2013) | GOV.WALES (Wales)

What someone can whistleblow about - Whistleblowing at work - Acas)

NSPCC whistleblowing line on 0800 028 0285 or email help@nspcc.org.uk.

APPENDIX 8

Behaviour Risk Assessment

Church / Organisation			
Subject of Risk Assessment (if child, include age)		**Location**	
Date of Risk Assessment		**Date for Review**	
Responsible Leader		**Review Frequ**	
Professionals/others involved (if applicable)			
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)			

What are the concerns?	**Given this, what are the possible risks? Who is at risk?**	**Can the risk be managed? What measures can be adopted to safeguard in this situation?**	**Action by whom?**	**Action by when?**	**Date Completed**

Guidance notes

1. This document will primarily be overseen (and possibly even completed) by the safeguarding coordinator within the organisation. It may be filled-in, in conjunction with a worker or volunteer or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
    a. risks that are known and substantiated or
    b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
    c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)

    Therefore, communication is key when seeking to put an assessment in place. Encourage your workers to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.

3. Information about risks an individual may pose maybe received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
4. Possible measures (as stated in Column 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
5. Read our InFocus on Handling and Storage of disclosure information for advice on storage and retention of these records (Standard 3.23)
6. Read Standard 9 within our online safeguarding manual for further information on working with those who may pose a risk and clauses to consider in a contract.
7. If your risk assessment indicates that your church is unable to manage the risk the individual poses (either due to the scale of your work with vulnerable groups or lack of resources to offer accountability arrangements and/or

pastoral support), you are able to advise the individual that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternate church and encourage them to share the concerns with the relevant safeguarding lead and/or minister.

8. It is important to remember that when working with individuals and vulnerable groups, risk cannot be completely eliminated but can definitely be mitigated and managed safely.

Clauses to consider in a contract with an offender

Here are some examples of sorts of clauses you may need to consider when drawing up a contract or agreement with an offender. This is not an exhaustive list and you should always take into account in the particular circumstances of the individual and the organisation involved.

Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and activities as directed by the leadership
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period

Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children or vulnerable adults.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of know sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

APPENDIX 9

General Information and Consent Form (for children and young people)

Place of Worship/Organisation: Click here to enter text.
Group: Click here to enter text.
Full name of child/young person: Click here to enter text.
Date of Birth: Click here to enter a date.
Address: Click here to enter text.
Name of GP: Click here to enter text.
Tel No: Click here to enter text.
Address: Click here to enter text.
NHS No: Click here to enter text.
Date of last anti-tetanus injection: Click here to enter text.
Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or additional needs/impairment which may affect activity: Click here to enter text.
Name of parent/carer: Click here to enter text.
Tel no: Daytime: Click here to enter text. Evening: Click here to enter text. Mobile: Click here to enter text.

Additional contact (grandparent etc or other holding parental responsibility)
Name: Click here to enter text.
Tel no: Click here to enter text.

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility
Name(s): Click here to enter text. Tel no: Click here to enter text.
Address: Click here to enter text.

I give permission for Click here to enter text. take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g, contact via email with changes to the youth meeting times: ☐Yes ☐No

I give permission for my child and the youth/children's workers to communicate using: ☐Telephone ☐mobile ☐email ☐internet for the purpose of arranging children/youth activities.

(Please delete forms of communication you don't want your child contacted by)

Signed: (parent/adult with parental responsibility) Click here to enter text.

Date: Click here to enter a date.

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, please contact Click here to enter text.[name and designation] on Click here to enter text.[contact email] or Click here to enter text.[phone number].

Risk Assessment

Church / Organisation			
Activity		**Location**	
Date of Risk Assessment		**Frequency**	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date Completed

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

_____

Names, addresses and ages of those involved in the incident

_____

_____

_____

_____

_____

Where did this incident take place?

_____

Name of place of worship/organisation:

_____

Name of the group:

_____

Who is normally responsible for group? (Name, address and telephone number)

_____

_____

_____

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

_____

_____

_____

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

_____

_____

_____

_____

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

_____

_____

_____

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

_____

_____

_____

_____

_____

Have you retained any defective equipment?

□□YES □□NO □□NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

_____

_____

_____

What action have you taken to prevent a recurrence of the incident?

_____

_____

_____

Is the site or premises still safe for your group to use □YES □NO (Please tick)

Is the equipment still safe for your group to use? □YES □□NO (Please tick)

Who else do you need to inform?

_____

Have they been informed? □YES □ NO (Please tick)

If so, when and by whom?

_____

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? □YES □NO (Please tick)

Signature of person in charge of group at time of accident/incident

Signed:_____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

Signed: _____ Print Name: _____

Date: ____/____/__